

Rose Glen School
Cub Scout Pack 63
Bylaws
Revision 1.0
April 10, 2006

ARTICLE 1. PURPOSE

The Purpose of these Bylaws is to assist in the definition of roles and duties of the Pack, Dens, Leaders, Scouts and Parents/Guardians. The Pack 63 Bylaws is a support document to the CUB SCOUT LEADER BOOK and cannot supersede or override the CUB SCOUT LEADER BOOK or any BSA Policy. Any perceived conflict between these Bylaws and the CUB SCOUT LEADER BOOK or BSA Policy should be brought to the attention of the Pack 63 Committee Chair, Cubmaster, or Chartered Organization Representative as soon as possible.

ARTICLE 2. MISSION

It shall be the stated mission of Cub Scout Pack 63 to:

- Provide a meaningful Cub Scout Program for our Boys;**
- Appropriately recognize their achievements;**
- Foster a sense of belonging to the Cub Scout “Family”;**
- Promote a sense of self-discipline and self-pride;**
- Instill a sense of patriotism and respect on which our country was founded; and**
- Provide lots of good clean fun!**

ARTICLE 3. PACK ADMINISTRATION

SECTION 3.01 CHARTER

(1) CHARTERING ORGANIZATION

- (i) CUB SCOUT PACK 63 IS CHARTERED BY ROSE GLEN ELEMENTARY SCHOOL, WAUKESHA, WI**

SECTION 3.02 ORGANIZATION

(1) Chartered Organization Rep (COR)

- (i) The COR is appointed by the Chartered Organization, and reports directly to the Chartered Organization. The COR is entitled to attend any Pack functions and has access to all Pack information, at his/her discretion, through the Executive Committee.**

(2) Executive Committee

- (i) Is comprised of the Committee Chair, Cubmaster, Assistant Cubmaster(s), Treasurer, Secretary, and the Awards & Advancement Chair.**

- (ii) The Executive Committee’s goal is to support the boys, by:**

- 1) Providing a framework from which the Pack Program can function.**
- 2) Supporting the Den Leaders and their ideas.**

(3) The Pack Committee

- (i) Determines and runs the Pack Program.**

- (ii) Consists of the Executive Committee and other Registered Adult Leaders at the**

discretion of the Executive Committee.

- (iii) Duties of the Committee Members will be in accordance with BSA policy. In the case of those positions unique to the Pack, the Executive Committee will outline duties.

(4) **Den Leaders**

- (i) Are decided upon by the Executive Committee and the parents/guardians in each individual den.

- (ii) Are approved by:

- 1) The Executive Committee;
- 2) The Pack Committee.

(5) **Registered Adult Leaders**

- (i) Any other adult leaders Registered with the BSA.

(6) **Parents**

- (i) At Least one parent/guardian of each boy is expected and encouraged to actively participate in some function in the Pack.

- 1) This requirement may be waived by the Executive Committee, upon request, for special circumstances.

(7) **Scouts**

- (i) The Pack is divided into Dens,

- 1) Dens consist of at least one (1) Den Leader and up to nine (9) boys.
- 2) Co-Den Leaders are recommended.
- 3) Larger dens may be formed at the discretion of the Pack Committee and the agreement of the affected Den Leader(s).

SECTION 3.03 MEMEBERSHIP

(1) **Eligibility**

- (i) It is the policy of Pack 63 to turn away no boy who is interested in joining Pack 63.

(2) **Recruitment**

- (i) The Pack will hold two "join night" recruitment meetings each year in the Fall, one for Tigers and one for all other Scouts.

- (ii) The Pack Committee and the affected Den Leaders will place new boys in Dens that have openings, or new dens will be formed.

- (iii) A boy may join or transfer into the Pack at any time during the year.

- (iv) With the approval of a Den Leader, a new boy may visit a Den and the Pack meeting for one month.

- (v) The Pack Committee is responsible for coordinating the formation of new dens, where and when necessary.

(3) **Adult Volunteers**

- (i) **Terms of Service**

- 1) **Pack Committee**
 - a) **Standard term limit is two (2) years, waivable at the discretion of the Executive Committee.**
- 2) **Den Leaders**
 - a) **Terms of service are at the discretion of each individual Den Leader and that Den's Parents.**
- (ii) **There are several yearly and one time AdHoc Committees that the Pack Committee is responsible for, including, but not limited to:**
 - 1 **Pinewood Derby Committee**
 - 2 **Blue and Gold Committee**
 - 3 **Family Camp Committee**
 - 4 **Popcorn Committee**

Each time an Ad Hoc committee is formed, a representative will be named to be responsible to make updates and reports to the Pack Committee.

- (iii) **References listed on applications will be checked by the Executive Committee before leaders shall be accepted.**
- (4) **Dues**
 - (i) **Pack 63 dues will be decided upon annually by a vote of the Pack Committee.**
 - (ii) **The Pack functions using an Annual Budget. Dues paid by each boy or Registered Adult Leader will cover his/her "covered" costs for the year. Please refer to Section 3.06, 2.iv.1.**
 - (iii) **Pack 63 encourages and expects each scout to participate in the Pack's annual fundraisers(s).**
 - (iv) **Den leaders may request Den Dues from their Den participants for specific or general use, such as field trips, cooking projects or craft materials.**
- (5) **Special Care**
 - (i) **For the safety and protection of all members of the Pack, any physical, mental or emotional disabilities or other special conditions requiring special care must be reported to the Den Leader(s) affected and to the Executive Committee.**
 - (ii) **Written instructions regarding special care or medication should be included.**
 - (iii) **A health form and emergency contact information should be provided by all parents to the appropriate Den Leader(s) and the Executive Committee.**

SECTION 3.04 MEETINGS

- (1) **Voting**
 - (i) **Voting privileges at Pack Committee meetings are restricted to Pack Committee members.**
 - (ii) **Pack Committee members are allocated one vote, regardless of how many positions within the Pack a Member holds.**
 - (iii) **A Quorum is required for any valid vote. A Quorum shall be defined as a minimum of three (3) Executive Committee members and two other Pack Committee Members.**

- (iv) **The Committee Chair possesses voting privileges only in the event of a tie.**
- (2) **Annual Planning Meeting**
 - (i) **The Annual Planning Meeting shall be held in late Spring, to establish the Pack Program which runs from September to August.**
 - (ii) **The Annual Planning Meeting shall be the responsibility of the Pack Committee, but any parent/guardian may attend.**
- (3) **Budget Planning Meeting**
 - (i) **The Budget Planning Meeting shall be held in early Spring, to prepare the Annual Budget for presentation and adoption by the Pack Committee at the Annual Planning Meeting.**
- (4) **Monthly Pack Planning and Den Leader Meetings**
 - (i) **The Pack Committee meets monthly or as otherwise determined by the Executive Committee. All parents/guardians are welcome.**
 - (ii) **Pack Committee Meetings normally coincide with Den Leader Meetings, which are also monthly or as otherwise determined by the Executive Committee. All parents/guardians are also welcome.**
 - (iii) **Den representation at the Den Leader Meetings is mandatory.**
 - 1) **Pack planning cannot be done democratically if all Dens are not actively participating by voicing their opinions and casting their votes.**
 - 2) **Knowledge of Pack plans and functions cannot be relayed effectively to the scouts if the Den Leader or other den representative is not present.**
 - 3) **If a Den consistently fails to have representation at Den Leader Meetings, the Executive Committee will communicate this to the Den's parents, with the goal of resolving any possible problems.**
 - (iv) **During Committee Meetings, the Pack Committee will finalize planning for Pack Events, decide on expenditures, and discuss suggestions, ideas and problems, related to the Pack.**

SECTION 3.05 TRAINING

- (1) **Annual Parent Meeting**
 - (i) **Held annually during the September Pack Meeting. This meeting is held with the goal of informing parents/guardians of the plans for the year, and answering any questions they have.**
 - (ii) **Generally the Pack Committee distributes the following information to the parents/guardians each year. This is a general non-exclusive guideline of what needs to be provided to the parents/guardians each year.**
 - 1) **A Pack Committee Roster**
 - 2) **Copies of the Bylaws**
 - 3) **An Annual Calendar, listing Pack Meetings, Themes, Pack Events, Pack Outings and other information deemed necessary by the Pack Committee.**
- (2) **Adult Leader Training**
 - (i) **All Registered Adult Leaders of the Pack will be trained at the earliest opportunity.**

- (ii) **Pack 63 will pay costs for training each Registered Adult Leader**
 - 1) **In the event a Leader is registered to attend a training event, and is unable, or fails to attend said training, the Leader will be required to reimburse the Pack for all costs paid by the Pack toward the missed training.**
- (iii) **The Pack Committee, at its discretion, may also vote to fund part or all of the cost of other Registered Adult Leader training programs offered by the Potawatomi Area Council or other Councils.**
- (iv) **It is expected that all Registered Adult Leaders will attend the following training events, plus the training listed specifically for their position:**
 - 1) **Fast Start Training Online**
<http://www.scouting.org/cubscouts/faststart/>
 - 2) **Youth Protection Training**
 - 3) **New Leader Essentials**
 - 4) **Cub Scout Leader Specific Training specific to each new rank held.**
- (v) **Den Leaders**
 - 1) **Are recommended to attend Cub Scout PowWow**
- (vi) **Webelos Den Leaders will additionally complete**
 - 1) **Webelos Outdoor Leader Training**
 - 2) **Recommended to attend Cub Scout PowWow**
- (vii) **Cubmaster and Assistant Cubmaster will additionally complete**
 - 1) **Cub Scout PowWow**
- (viii) **All Pack Committee Members are expected to attend roundtable at least one (1) time per year on a rotating schedule established by the Pack Committee.**

PACK FINANCE

SECTION 3.06

For a detailed copy of the Annual Budget, contact the Committee Chair or the Treasurer.

- (1) **Structure**
 - (i) **The Pack Committee will ensure that accurate income and expense records are kept and that the Pack maintains a healthy financial balance.**
 - (ii) **All Leaders will submit receipts and/or expense statements to account for funds collected and spent on behalf of Pack 63**
 - (iii) **Should Pack 63 cease to exist, any assets become the property of the Potawatomi Area Council.**
 - (iv) **The Treasurer will maintain a checking account with a local FDIC or FSLIC insured institution. The Treasurer, Cubmaster and Committee Chair will be authorized to sign checks for the account.**
 - (v) **No authorized signer will endorse checks to themselves or any family member.**
 - (vi) **The Pack will maintain an account at the Potawatomi Area Scout shop. The Advancement Chair, the Committee Chair and the Cubmaster will have authorization to use the Scout Shop account.**
 - (vii) **Additional funds may also be deposited into interest bearing accounts in an FDIC or FSLIC insured institution, or other investment instrument, at the discretion of the**

Executive Committee.

(viii) **The Treasurer will present a financial status report at the monthly Pack Committee meetings.**

(ix) **The Pack books will be available annually for review by the Chartered Organization or its representative.**

(x) **No Leader, nor volunteer, shall be paid nor receive remuneration for their time.**

(xi) **Reimbursement for pre-approved expenses incurred for Pack activities will be paid when receipts are provided.**

(xii) **Any non-approved expenditures will be considered a donation to the Pack.**

(2) Budget

(i) **Fiscal Year runs from September to August.**

(ii) **The Pack Committee will approve an Annual Budget by the September Pack Committee meeting.**

(iii) **Pack funds will be administered by the Treasurer, as directed by the Pack Committee, according to the Annual Budget.**

(iv) **The Annual Budget includes all costs for conducting an entire year of fun-filled scouting, in compliance with the requirements for Quality Unit, as established by the Boy Scouts of America, Potawatomi Area Council.**

1) Covered Costs include:

All Pack earned emblems & awards for the Scouts;

BSA registration for Boys and Leaders;

Boys Life for registered boys;

Scouting Magazine for Registered Adult Leaders;

All appropriate manuals, handbooks training and recognition for Registered Adult Leaders and Adult Volunteers.

2) Non-Covered Costs include:

Cub Scout Uniform;

Adult Scout Leader Uniform;

Elective Camps.

3) Replacement badges, awards, belt loops or pins are not covered

(3) Scholarships

(i) **Inability by a Cub Scout family to meet financial requirements will be addressed by the Executive Committee on a case-by-case basis.**

(4) Fundraisers

(i) **The Pack will not engage in any fundraising activities for any cause other than for the Pack, its members, the Potawatomi Area Council or the Boy Scouts of America.**

(ii) **Fundraising is of utmost importance in offering a quality program and in keeping Pack participation fees down.**

(iii) **Families are expected to support the Pack's fundraising projects under the guidelines set forth by the Pack Committee.**

- (iv) In addition to Pack fundraiser(s), Pack income may also include other sources and other fees as approved by the Pack Committee from time to time. All income will be used for the sole purpose of providing and supporting programs for the Cub Scouts of Pack 63.

Article 4. Pack Program Administration

Section 4.01 Pack & Den Meetings, Outings & Summertime Activities

(1) Pack Meetings

- (i) Cub Scout Pack 63 will hold one Pack meeting each month from September through May, as determined and scheduled by the Pack Committee.
- (ii) Parents/guardians are required to accompany their Scout to any pack function.
- (iii) Parents/guardians are responsible for the behavior of their children at Pack events.
- (iv) If siblings are disruptive, parents should arrange for child care so that everyone can enjoy the events and award ceremonies.

(2) Den Meetings

(i) Cub/Webelos Den Meetings

- 1) Wolf, Bear and Webelos Dens meet at least 2 times per month, September through May and at the Den Leader's discretion June through August, and generally do not hold a Den meeting the week of a Pack meeting.
- 2) Den Leaders, with input from the parents/guardians of the boys in the den, will determine dates and times of the meetings.
- 3) Parents/guardians will be advised well in advance of scheduled meetings.

(ii) Tiger Den Meetings

- 1) Tiger Cubs meet at least one (1) time, and preferably two (2) times per month, September through May and at the Den Leader's discretion June through August.
- 2) The second meeting in a month can be the Go-See-It.
- 3) Parents/guardians will be advised well in advance of scheduled meetings.

(iii) Discipline

- 1) Discipline at Den meetings will be at the discretion of the Den Leader.
 - a) Always following BSA policy

(3) Summertime Activities

(i) Pack Meetings

- 1) Summertime Pack activities are held at the times set forth by the Pack calendar for June, July and August.
- 2) At least three pack activities will be held during the summer to qualify the pack as a Quality Unit.

(ii) Den Meetings

- 1) Dens are not required to hold den meetings during June, July, and August, but may do so at the Den Leader's discretion.

(4) Den Outings

(i) Den Outings will at all times follow BSA Policy.

1) For Clarification, the following is Pack 63 minimum policy:

The Cubmaster and/or Committee Chair must be made aware of plans for den outings or trips.

Plans will include 1 adult for every 5 boys, with a minimum of 2 non-related adults in attendance.

Guide to Safe Scouting will have been read by all adults.

Tour Permit and Permission Slips will be in the possession of Den Leader during the event.

Section 4.02 Awards & Advancements

(1) Responsibility

(i) Achievements and Advancements are the responsibility of the Boy and his parents/guardians, with the help and support of the Den Leader(s) and the Pack Committee.

(ii) Leaders are not responsible for missed achievements or advancements.

(iii) Parents are responsible to report achievements and advancements to the Den Leader.

(iv) The Den Leader or other Den Representative is responsible for reporting the achievements or advancements to the Awards and Advancement Chair by the deadline.

(2) Reporting

(i) The Awards and Advancement Chair will notify the Den Leaders of each month's deadline at that month's Den Leader Meeting.

(ii) All Awards and Advancements not turned in by the deadline will wait until the following month's Pack meeting.

1) The explanation for the delay is the responsibility of the Den Leader.

(iii) Awards and Advancements must be submitted in the appropriate format, determined by the Pack Committee, for the awards to be processed by the Awards and Advancement Chair.

1) The Awards and Advancement Chair has the discretion to waive this requirement.

(3) Presentation

(i) The Cubmaster or Assistant Cubmaster(s) conduct advancement ceremonies and present awards at the next regularly scheduled Pack Meeting.

(ii) All members must be in good standing (fees, dues, etc.) to receive any Awards or Advancements.

(iii) Awards and Advancements will not be presented unless a parent/guardian, or other designated adult, is present.

1) A designated adult is defined as:

a) An adult over the age of 18 who, by mutual consent of designated adult and the parent/guardian of a boy, is supervising said boy, at a Pack meeting.

- b) At no time will the use of “designated adults” violate Adult Protection policies set by the BSA.

Section 4.03 Uniform

(1) Uniform Definitions

(i) Class A Uniform

1) Tiger Cubs

- a) Cub Scout Shirt, official neckerchief with acceptable tie slide, cub scout belt, Tiger Cub Hat, and properly placed insignia or totems, with dark solid color pants without holes (blue jeans and shorts are acceptable).

2) Cubs & Webelos 1

- a) Cub Scout Shirt, official neckerchief with acceptable tie slide, cub scout belt, hat, and properly placed insignia patches, with dark solid color pants without holes (blue jeans and shorts are acceptable).

3) Webelos 2

- a) Cub Scout Shirt or Tan BSA shirt, official neckerchief with acceptable tie slide, cub scout belt, hat, and properly placed insignia patches, with dark solid color pants without holes (blue jeans and shorts are acceptable).

(ii) Class B Uniform (optional)

1) Pack 63 T-Shirt

- a) Only t-shirt alone may be worn.
- b) Cannot wear Cub Scout hat or belt with Class B.
- c) T-Shirt can be purchased from the Pack.

(iii) Awards Vests

- 1) May be worn in conjunction with Class A uniform to display activity patches and awards that do not go on the uniform shirt.

(iv) Adult Leader Uniforms (insert text)

(2) Uniform Policy

- (i) A Complete uniform is required for most Pack Activities.**

- (ii) The uniform may not be worn for activities not sponsored by the Pack.**

- (iii) Cub Scouts and Leaders should take pride in wearing full uniforms and maintain them properly**

- (iv) Uniforms should be worn to School on Pack or Den Meeting Days, and on Recruitment Days, and other days as decided upon by the Pack Committee.**

- (v) To participate in a flag ceremony, the scout must be in the pack specified uniform.**

- (vi) In cases where a Cub Scout’s family is financially unable to secure a uniform, the pack will consider procurement of the uniform.**

Section 4.04 Conduct

(1) Code of Conduct

- (i) Always be on time.**

- (ii) Always wear your uniform with pride.
 - (iii) Always behave and follow instructions.
 - (iv) Always DO YOUR BEST.
 - (v) Always exemplify the 12 character traits of a Scout.
- (2) **Youth Protection**
- (i) Pack 63 will remain at all times in accordance with Youth Protection Guidelines set by BSA.
- (3) **Discipline**
- (i) Den Leaders have the right to exclude from their Den, any Cub Scout who, in their opinion, is too disruptive or disorderly.
 - 1) The Scout's name will be turned over to the Executive Committee for further action with that Scout's parent(s) or guardian(s).
 - 2) In extreme cases, and with the knowledge of the COR and the Potawatomi Area Council, a boy may be dismissed from the pack for misconduct.
 - (ii) It is the duty of any Registered Adult Leader of the Pack to assist in maintaining order with the Cub Scouts during any official scout function.
- (4) **Forbidden Substances**
- (i) Consumption of alcohol, tobacco or illegal substances is strictly prohibited at all Scouting events of Pack 63.
 - (ii) Being intoxicated from the use or consumption of alcohol or illegal substances is strictly prohibited at all Scouting events of Pack 63.
 - (iii) Tobacco use is strictly prohibited in the view or presence of any scout at any Scouting event.
 - (iv) Offenders will be asked to leave the Scouting event immediately.
- (5) **Attendance**
- (i) Den Leaders shall have the option of excluding any Cub Scout from field trips, or any other den activities for habitual tardiness or absence from Den or Pack meetings.
 - (ii) Boys absent 3 consecutive Den or Pack Meetings without notifying pack leadership may be dismissed from the Pack.
 - (iii) An appeal may be made in writing to the Pack Committee for reinstatement into the Pack.

Article 5. Changes or Amendments to the Bylaws

1. Any change in the Pack 63 Bylaws requires a majority, 2/3 of the Pack Committee.
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 2/3 of the Pack Committee.
3. Any changes or amendments must be submitted to the Pack Committee in writing. The amendments will be voted on at the following Pack Committee Meeting

