

Cub Scout Pack 47 Bylaws & Guidelines

Charter Organization: Ute Meadows Elementary PTA

Council and District: Denver Area Council, Timberline District

City and State: Littleton, Colorado

Be it known to all current and future members of Pack 47, a set of guidelines is hereby established to ensure the participation of all members in the Pack functions. These guidelines are necessary to provide for the basic premise of the Cub Scout Program, foremost of which is that all members will have fun!

Table of Contents:

- Section 1. Nature and Purpose of the Pack
- Section 2. General Policies
- Section 3. Pack Meetings
- Section 4. Den Leadership and Den Meetings
- Section 5. Uniform Standards
- Section 6. Membership, Registration, and Rechartering
- Section 7. Awards
- Section 8. Committee Meetings
- Section 9. Financial Obligations
- Section 10. Pack and Den Outings
- Section 11. Cub Scout Day Camp and Resident Camp
- Section 12. Camping and/or Overnights
- Section 13. Safe Scouting
- Section 14. Pack Service Project
- Section 15. Pack Leadership
- Section 16. Retention of Membership in the Pack
- Section 17. Revision of Pack Bylaws
- Pack Participation Statement

Section 1. Nature and Purpose of the Pack

This Pack operates under the guidelines of Boy Scouts of America as incorporated on February 8, 1910, and chartered by Congress in June 1916, which is to provide for children an effective educational program designed to build desirable qualities of character; to train to become responsible, participating citizens and leaders; and to develop personal health and fitness. In Cub Scouting, children, families, leaders, and chartered organizations work together to achieve the following objectives:

- Influence a child's character development and spiritual growth.
- Develop habits and attitudes of good citizenship.
- Encourage good sportsmanship and pride in growing strong in mind and body.
- Improve understanding within the family.
- Strengthen a child's ability to get along with others.
- Foster a sense of personal achievement by developing new interests and skills.
- Provide fun and exciting new things to do.
- Show a child how to be helpful and do his/her best.

- Prepare him/her to be a Boy Scout.

Section 2. General Policies

- A. This Pack shall be governed by the principles set forth in the Cub Scout Leader book and all other applicable Boy Scouts of America guidelines. The Chartering Organization, Ute Meadows Elementary PTA, Littleton, CO, has responsibility for providing Pack leadership, a meeting place, and ensuring the Pack operates within BSA guidelines.
- B. Each Parent/Guardian, by registering his/her child in the Pack, assumes the following duties and obligations:
 1. Active volunteer service in the Pack in one of the 3 following capacities.
 - a. Serving as an active member on the Pack Committee.
 - b. Serving as a Den Leader, Assistant Den Leader, or Assistant Cubmaster.
 - c. Serving as a volunteer at Den and/or Pack meetings.
 2. Understanding the importance of his/her role in the Cub Scout Advancement Program
 3. Ensuring his/her Cub Scout(s) attends regularly scheduled Den and Pack meetings.

Section 3. Pack Meetings

- A. Pack meetings will normally be held once a month at a time and place designated by the Pack Committee. Special events may be held on weekends at specified locations. Pack meetings are intended to be a display of Den accomplishments, a place of learning, and a place to have FUN! As such, the Pack has established the following Behavior Policies which need to be learned and enforced:
 1. Our meeting place is lent to us for the night and worthy of our respect. All children must remain in that portion of the building being used for the Pack Meeting and not be allowed to run in the hallways or enter any of the other rooms not designated for Pack use.
 2. All Scouts and adults will be respectful of guest speakers and leaders addressing the Pack.
 3. Observe the Cub Scout sign (right hand up with two fingers in a V-shape) when raised and become quiet. Leaders will ensure each Cub Scout and adult knows what to do when the Cub Scout sign is shown.
 4. Scouts and family should attempt to arrive 10 minutes before the starting time so that meetings can begin promptly.
 5. A parent or designated adult must accompany a scout to the Pack meetings. Scouts will not be dropped off at Pack meetings.
- B. Dens will be assigned specific tasks for each Pack Meeting. Tasks will include but not be limited to; greeters/setup, opening/closing ceremonies (including flag detail), skits, songs, cleanup. However, all present are responsible for putting away their own chairs and cleaning up at the end of the meeting.
- C. Pack meetings shall be held in accordance with the BSA Den & Pack Meeting Resource Guide.

Section 4. Den Leadership and Den Meetings

- A. Each Den will have a designated Den Leader(s). Den Leaders are responsible for attending training designated for their leadership position. The ultimate goal of any Den Leader is to ensure their Cub Scouts have FUN through proper program planning and activities. Den Leaders will follow the Pack and BSA guidelines for advancement.
- B. Den Chiefs can be requested from any of the nearby BSA Troops to help with the Den leadership. The Den Chief's role is to assist in den meetings, set a good example 'by attitude and uniforming', and be a friend to the children in the den. They should have a commitment with the Den for at least one year.
- C. Dens may elect Denners to serve for a specified term as decided by members of the Den. A Denner is a Cub Scout or Webelos Scout who is elected to be the temporary youth leader of his Den. The Denner wears the gold double-strand Denner shoulder cord No. 00368 over his left shoulder.
- D. Den meetings shall be held in accordance with the BSA Den & Pack Meeting Resource Guide.
- E. Cub Scout Den meetings will be held once a month, on a regular schedule to encourage attendance. The Den leader chooses a suitable meeting day, time and place. Special Den outings may be held on weekends at various locations.
- F. Two-deep adult leadership is required to hold a Den meeting. No Den Leader may hold a meeting or outing without another adult in attendance. If there is only one Den Leader present, that Den Leader must coordinate with the Den parents to ensure that proper supervision and assistance is provided at the meeting.
- G. A parent or designated adult must accompany a scout to the Den meetings. Scouts will not be dropped off at Den meetings.
- H. The Pack will recognize advancement awards (Bobcat, Wolf, etc.), pins and belt loops of individual Scouts at designated Pack meetings.
- I. Siblings must be accompanied by an adult at Den and Pack meetings. Pack leadership is not responsible for siblings.

Section 5. Uniform Standards

- A. The Pack's goal is to have each child and adult leader in complete uniform as described by Boy Scouts of America. The uniform for both the Cub Scout and adult leader is an important and meaningful part of the Cub Scout program. We recognize the cost involved to outfit each Cub Scout and leader and should be consulted if financial help is necessary. The minimum requirements for Cub Scout uniforms include:
- B. Class "A" requirements:
 - 1. Class "A" uniforms should be worn at all Pack and Den meetings and other Scout functions, unless otherwise specified.
 - 2. Shirt: Blue for all Cub Scouts and blue or tan for Webelos. Required to have all Council, District Unit and Den Patches adhered in accordance with the latest Uniform Insignia

Guidelines. Shirts must be worn completely buttoned and tucked into pants. Note: The change from blue shirts to tan at the Webelos level is a Den Leader and Den Parent decision for advancing Cubs. The Pack encourages the change as part of the transition towards Boy Scouts.

3. Neckerchief and slide: Proper color and worn under the collar secured with an appropriate slide for the rank.
 4. Belt: Official Cub Scout blue-web belt with Cub Scout insignia on buckle.
 5. Hats, pants, and other accessories are considered optional.
- C. Class "B" requirements:
1. The Pack will provide each scout with one Pack Class B T-shirt. Replacement shirts will need to be purchased.
 2. Class "B" T-shirts should be worn to Pack or Den events only when specified.
- D. Adult leaders should provide the example of wearing their uniform to all Scout functions and especially to Pack meetings.
- E. A uniform inspection will be conducted at least once during the Pack year by the Cubmaster or individual Den Leaders to identify any uniform deficiencies.

Section 6. Membership, Registration, and Rechartering

- A. Membership Recruitment activities are held at the beginning of the school year to encourage Cub Scout-age children in the immediate local area to join our Pack.
- B. A Cub Scout application must be completed for each child. This application will be accepted only after at least one parent or guardian attends an orientation meeting with a member of the Pack Committee to discuss Pack operation, Bylaws and parent/guardian participation requirements. Acceptance of the Bylaws requirements will be proven by signature on the Pack Participation Statement attached.
- C. Registration fees, including council fees and Boys' Life Magazine subscription fees (optional), for Scouts recruited at the beginning of the school year are due by the September Pack meeting. This fee will be prorated for the time remaining until the Pack is due to recharter. If this fee presents a financial hardship for any Cub Scout family, consideration will be given by the Pack Committee and a scholarship may be awarded.
- D. Boys transferring into our Pack from another Pack must fill out a Cub Scout application.
- E. Boys are assigned to Dens based on school grade level, not age. Tigers- 1st Grade, Wolves- 2nd Grade, Bears- 3rd Grade, Webelos 1 – 4th Grade, Webelos 2- 5th Grade.
- F. Den membership will generally be limited to ten children. However, Den Leaders will only be asked to take as many children into his/her Den as he/she feels are manageable. Membership in the Pack is directly controlled by the availability of adults to be Den leaders.

- G. Each member wanting to continue with the Pack for another year has to recharter during the timeframe announced by the Pack and pay the rechartering fee, which includes the full council fee and Boy's Life Magazine subscription fee (if applicable).

Section 7. Awards

- A. Advancement awards will normally be presented at Pack Meetings. The Den Leader will submit lists of Cub Scout achievements to the Advancement Chair, preferably at the Committee Meeting prior to the Pack meeting or at a minimum a week prior to the Pack meeting at which the award is scheduled to be presented. It is left solely to the discretion of the Advancement Chair to accept late award list submissions, as the Advancement Chair needs to have adequate time to purchase the awards and complete the necessary paperwork. Awards will be presented in accordance with Pack customs.
- B. It is the goal of this Pack to have each Webelos II Scout obtain his Arrow of Light Award in January. This is a special recognition in the Cub Scout program and is the only award that can be worn on the Boy Scout uniform, excluding the religious award. Since it is special, the Pack Committee will hold an Arrow of Light review with the Webelos Den Leader at the January Committee meeting to ensure each child will complete all requirements for the award before crossover ceremony.

Section 8. Committee Meetings

- A. Committee meetings are held once a month at a time and place designated by the Committee Chair. All committee members, Den leaders, and applicable program committee members should be in attendance. These planning sessions finalize preparations for the current month's Pack meeting, initiate plans for future Pack meetings, and ensure all advancement awards earned by the Cub Scouts will be available for presentation.
- B. While Committee Meetings are open to all Pack adults, only Council registered adults are eligible to vote at a meeting. Registration is accomplished by completing an Adult Leadership application. The Pack will pay the registration fee for any registered adult volunteer. All parents and guardians are eligible to become registered volunteer leaders, and are encouraged to do so.

Section 9. Financial Obligations

- A. The budget for the year is generated through periodic fundraisers.
- B. It is the goal of the Pack Committee to hold as few fundraisers as possible; however it is important that each family supports our fundraising efforts when they are held. Families are expected to participate in the primary fundraisers as designated by the Pack Committee. Popcorn sales are our Pack's primary fundraiser. Additional fundraisers may be called for depending on the state of the Pack treasury. Participation in fundraising may be required in order to be eligible for certain Pack benefits, such as reimbursement for camps.
- C. A yearly \$200 allowance will be provided to Den Leaders as the Den Fund. It is the Den Leaders' responsibility to manage the fund and maintain a record of how it is spent. The record will be

available to any Den parent or the Pack Committee upon request.

- D. The cost of the Cub Scout Uniform is the responsibility of the family. The Pack has established a Uniform Standard, as detailed in Section 5, which all Cub Scouts are expected to meet.
- E. No reimbursements for costs incurred by leaders, parents, etc. will be provided unless the expenditure was previously authorized, by the Committee Chair or Cubmaster. A receipt must be provided for reimbursement.

Section 10. Pack and Den Outings

- A. Cub Scouting is fun! Pack 47 encourages Pack and Den outings. An outing is defined as anything that does not take place at our usual meeting places – school, community center, scout parent's houses, etc.
- B. Pack and Den outing budgets and activities must be submitted for approval by the Pack Committee at least 30 days in advance of the outing.
- C. Outings must be in compliance with the Guide to Safe Scouting.
- D. An adult member must accompany each child from his own immediate family or by an adult approved and designated in writing by the child's parent/guardian and approved by the Den Leader. In the case of scout siblings, only one parent/guardian is required to attend.
- E. Den Leaders have the right to refuse any scout from attending a Den outing that is not accompanied by an adult.

Section 11. Cub Scout Day Camp and Resident Camp

- A. Attending summer camp is one of the highlights of Scouting and is closely linked to retention of membership. It is the goal of our Pack that every Cub Scout attends either Day Camp or Resident Camp each year. It is the job of each Den Leader to promote attendance at one or both summer camps and to build enthusiasm for attending.

Section 12. Camping and/or Overnights

- A. All Dens who plan overnight camp outings will follow strict adherence to BSA camp guidelines. This includes the requirement that an adult member must accompany each child from his own immediate family or by an adult approved and designated in writing by the child's parent/guardian. In the case of scout siblings, only one parent/guardian is required to attend. Exceptions to the one family adult per child are made for District or Council sponsored campouts when the District or Council so indicates.
- B. Only Webelos Dens with properly trained leaders may camp as a Den. All other Dens that camp must be family campouts with parents present.

- C. Webelos Scouts should participate in a minimum of one overnight outing each Pack year such as the Council Resident Camp.
- D. No Pack or Den arranged outdoor overnight campouts will be held during the months of November to March per BSA policy with regards to Cub and Webelos Scouts.
- E. Supervision of children is the parent/guardian's responsibility at all times.

Section 13. Safe Scouting

- A. All participants in Pack 47 will adhere to BSA's Guide to Safe Scouting.
- B. An incident reports will be filed for any event that results in harm to an individual, property, or the environment as defined the the BSA's Guide to Safe Scouting. The incident report will be completed in accordance with BSA guidelines.
- C. Should an incident necessitating an incident report occur, Den Leaders will refer the incident to the Pack Committee. The Committee Chairman or Cubmaster will contact the family(ies) involved to notify them of the incident and what actions, if any, need to be taken.
- D. The severity of the incident may impact retention of membership in the Pack, as outlined in Section 16.

Section 14. Pack Service Project

- A. It is the goal of this Pack to be "Service Oriented". Each year the Pack Committee will choose a Pack Service Project in which all members of the Pack are expected to participate. The importance that each Cub Scout learns to serve his community or fellow man cannot be overemphasized. Each member of the Pack may suggest Service Projects to the Pack Committee members at any time during the year. Dates of Service Projects will be given to each Pack member.
- B. The Pack Service Project may be considered a Pack Outing and should be planned in accordance with Section 10.

Section 15. Pack Leadership

- A. Pack Committee. A committee will be appointed to conduct Pack business, record Pack activities, ensure leader training and coordinate Pack programs. The committee will consist of a minimum of a Chairperson, Cubmaster, Den Leaders, Treasurer, and Chartered Organization Representative. No committee member shall hold more than one position on the committee or leadership position at a time. All committee members shall be registered as adult leaders in the BSA. The duties of the committee are:
 - 1. Make recommendations to the chartered organization for final approval of Pack leadership.
 - 2. Recruit the Cubmaster and one or more assistant Cubmasters, with the chartered organization's approval.

3. Provide adequate and safe facilities for Pack meetings.
4. Coordinate the Pack's program and the chartered organization's program through the chartered organization representative.
5. Ensure Pack charter renewal.
6. Help stimulate the interest of adult family members through proper programming.
7. Ensuring Pack leadership is provided and properly trained.
8. Supervise finances and equipment.
9. Work closely with the Cubmaster and Pack Leaders.
10. Ensure that all Tiger Cubs, Cub Scouts, and Webelos Scouts receive a year round, quality program.
11. Ensure all Pack activities are conducted in accordance with National BSA guidelines.
12. Ensure the Pack is properly funded.
13. Conducting an annual Pack program planning conference.
14. Complete Pack committee Fast Start Training and Basic Leader Training for the position.
15. Conduct, as needed, periodic training for parents and guardians.
16. Cooperate with other Scouting units.

B. Cubmaster. Everything the Cubmaster does is aimed at helping the individual child. Securing strong leaders, planning Den and Pack activities, advising other leaders and adult family members—these are all ways in which the Cubmaster affects the kind of Cub Scouting each child in the Pack is offered. The Cubmaster directly influences the lives of individual children by keeping in mind that children can become better through Cub Scouting. The Cubmaster is at least 21 years old, subscribes to the Declaration of Religious Principle, and agrees to abide by the Scout Oath or Promise and the Scout Law. Possesses the moral, educational, and emotional qualities that the Boy Scouts of America deems necessary to afford positive leadership to youth. Does not need to be an expert in all Cub Scout activities but should be a leader who is able to communicate well with adults as well as children. Should be able to delegate responsibilities and set a good example through behavior, attitude, and uniform. Should believe in the values and purposes of Cub Scouting. Selected and appointed by the Pack committee with the approval of the chartered organization, and registered as an adult leader of the BSA. The Cubmaster's responsibilities are to:

1. Conduct a Pack program according to the policies of the BSA.
2. Complete Cubmaster Fast Start Training and position-specific Basic Leader Training.
3. Attend monthly District roundtables.
4. 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.
5. Help the Pack committee with a year-round recruitment plan for recruiting children into Tiger Cubs, Cub Scouting, and Webelos Scouting.
6. Know about and use the appropriate and available Boy Scouts resources and literature.
7. See that the Pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
8. Work with the Pack committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
9. Guide and support Den leaders. See that they receive the required training for their positions.
10. Help establish and maintain good relationships with Boy Scout Troops.
11. Maintain good relationships with parents and guardians. Seek their support and include them in activities.

12. See that Tiger Cubs, Cub Scouts, and Webelos Scouts receive a quality, year round program filled with fun and activities.
13. Guide Cub Scouts in goodwill and conservation projects.
14. See that the responsibilities specified for the Assistant Cubmaster are carried out.
15. Help the Pack committee chair conduct the annual Pack program planning meeting and the monthly Committee Meetings.
16. Meet with the unit commissioner and Webelos Den leader to establish plans for the Webelos Scouts' transition to Boy Scouting.
17. Help plan and conduct ceremonies.
18. Encourage high advancement standards for all Cub Scouts.
19. Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout Troops.
20. Support the policies of the BSA.

C. Pack Committee Chair. The Pack Committee Chair is appointed by the Pack Committee and registered as an adult leader of the BSA. The Chair is a person of good character, familiar with organization procedures, with a deep concern for the Pack's success. The Pack Committee Chair's job is to:

1. Maintain a close relationship with the chartered organization representative, keeping this key person informed of the needs of the Pack that must be brought to the attention of the organization or the district.
2. Work with the chartered organization representative to provide adequate and safe facilities for Pack meetings.
3. Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
4. Supervise Pack committee operation by scheduling and presiding at monthly Committee meetings.
5. Assign duties to committee members.
6. Assist with Pack charter review, roundup, and re-registration.
7. Approve bills before payment by the Pack treasurer.
8. Schedule and conduct the annual Pack program planning meeting.
9. Complete Pack committee Fast Start Training and Basic Leader Training for the position.
10. Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, Tiger Cub Den leaders, Cub Scout Den leaders, and Webelos Den leaders, as needed.
11. Recognize the need for more dens, and see that new dens are formed as needed.
12. Cooperate with the committee to arrange council-approved money-earning projects so the Pack can earn money for materials and equipment.
13. Maintain adequate Pack records and take care of Pack property.
14. Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new Den leaders by telling them what resources are available.
15. Maintain up-to-date information on membership in the Pack Roster.
16. Maintain an up-to-date email list and provide notification to Pack members of upcoming meetings, activities and important Pack information.
17. Keep minutes of business conducted at Committee meetings. Record key items such as committee approvals, items requiring follow-up or items for the history of the Pack.
18. Provide Den leaders with records and forms as needed.

19. If the Cubmaster is unable to serve, assume active direction of the Pack until a successor is recruited and registered.
20. Support the policies of the BSA.

D. Treasurer

1. Help the Pack committee and Cubmaster establish a sound financial program for the Pack with a Pack budget plan.
2. Open or maintain a bank account in the Pack's name and arrange for the Treasurer and Pack Committee Chair to have access to the account, including sign-off on all transactions and review of bank statements.
3. Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills. The Pack committee chair should approve bills before payment.
4. Keep up-to-date financial records.
5. Report on the Pack's financial condition at monthly Committee meetings.
6. Guide the Pack in conducting council-approved Pack money-earning projects.

Section 16. Retention of Membership in the Pack

- A. Retention of membership in Pack 47 is predicated upon a full understanding by the parent/guardian(s) of their responsibilities toward the Pack program and their active support of it. A Cub Scout will be dismissed from the program for the two following reasons:
1. Infractions of the Bylaws or other inappropriate behavior by either the Parent or Cub Scout deemed severe enough to warrant action if no resolution can be worked out.
 2. Continuous refusal by a Cub Scout or family member to obey instructions at Den or Pack meetings.
- B. The provisions listed above will not be invoked except as a last resort. Den Leaders are to discuss problems with parent(s)/guardian(s) and Cub Scouts as they occur. When no satisfactory conclusion can be arrived at, Den Leaders will refer the problems to the Pack Committee. The Committee Chairman or Cubmaster will contact the family in an effort to reach a mutual understanding before the final action is taken.

Section 17. Revision of Pack Bylaws

- A. These Bylaws will be reviewed at least once each year at an announced meeting open to all adult leaders and parents of the Pack. Only the Pack Committee members will vote upon changes.
- B. These bylaws are not meant to contradict or supersede any official BSA policies or the Charter and Bylaws and Rules and Regulations of the Boy Scouts of America. In the event of a conflict, the official BSA policy will rule and Pack 47 Bylaws will be modified to comply.

PARENT/GUARDIAN BYLAW PACK PARTICIPATION STATEMENT I have received the Bylaws for Pack 47 and agree to abide by them. I agree to be an active member of the Pack, realizing that if each parent/guardian takes on a small part of the program responsibility, the Program can be that much more fun for all.

Signed

Name (Printed)

Dated