

# **Cub Scout Pack #391**

## **By-laws**

**ARTICLE 1. PURPOSE OF CUB SCOUTING:** The purpose is to provide an effective educational program designed to train in the responsibilities of practicing citizenship, providing growth in moral strength and character, and to enhance the development of physical, mental, and emotional fitness.

**ARTICLE 2. CHARTER:** Pack 391 is chartered by the Chaska Chamber of Commerce. The chartered organization provides a suitable meeting place and facilities for Pack meetings, adult leadership, supervision, and opportunities for a healthy Scouting life for the boys under its care. This also can be the responsibility of the Committee Chair.

**ARTICLE 3. CUB SCOUT COMMITTEE ORGANIZATION (Pack Committee, AKA Den Rep. Meeting):** The members of this organization shall consist of a Committee Chair, Cubmaster, Assistant Cubmaster (s), Pack Secretary, Treasurer, Pack Advancement Chair, Den Leaders, Webelos Leaders, Parents and or Guardian. All scout parents and leaders are members of the Pack Committee.

**ARTICLE 4. EXECUTIVE BOARD MEMBERS:** The executive board consists of Committee Chair, Cubmaster, Assistant Cubmaster (s), Secretaries, Treasurer and Pack Advancement Chair.

**ARTICLE 5. DUTIES:** The duties of the officers shall consist of the usual duties pertaining to these offices.

**SECTION 1. COMMITTEE CHAIR RESPONSIBILITIES** include: membership on the Executive Board; recruiting adult leadership to run the pack with the Cubmaster; developing the pack program plan for presentation to unit leadership for approval and distributing plans to all parents upon approval; chairing the Pack Committee (Den Rep.) meetings on a monthly basis; assisting the Cubmaster whenever needed; presenting the pack charter to the charter organization annually, preparing the annual pack recharter documents and obtaining the necessary fees, signatures, and information to achieve first time processing.

**SECTION 2. CUBMASTER RESPONSIBILITIES** include: membership on the Executive Board; attending the monthly District Roundtable and reporting back to the Den Representative meeting; planning the monthly Pack Meetings with the assistant Cubmasters; conducting the monthly Pack Meetings and developing the pack program plan for presentation to pack leadership with the Assistant Cubmaster; and chairing the monthly Executive meetings in the absence of the Committee Chair whenever needed.

**SECTION 3. ASSISTANT CUBMASTER (S) RESPONSIBILITIES** include: membership of the Executive Board; performing all duties as requested by the Cubmaster and Committee chair in planning the monthly pack meetings under the Cubmaster's guidance; planning advancement ceremonies and coordinating Webelos graduation with the Scout Troop, keeping abreast of the program changes via regular attendance at District Roundtables; and in the absence of the Cubmaster, conducting the Pack meetings.

**SECTION 4. PACK SECRETARY RESPONSIBILITIES** include: membership on the Executive Board; attending Executive Meetings and presenting written minutes of the previous meeting; taking minutes to present at the next meeting; sending out mailings requested by the Cubmaster or Committee Chairman; and may be requested by an event chairperson to write up permission slips for the event.

**SECTION 5. PACK TREASURER RESPONSIBILITIES** include: membership on the Executive Board; reporting monthly to the Executive Committee on the fiscal health of the pack in a report describing income and expenses for the committee's review and approval; keeping signature cards (authorized signers) on both the checking account and savings account up to date; and completing all money earning applications for pack fundraisers and submitting them to the District Scout executive. That person(s) is also responsible for all deposits to the pack checking and savings accounts, reconciling the checking accounts to the monthly bank statement; coordinating all cash payments, and obtaining receipts for the pack records prior to reimbursement or payment when approved. All reimbursements less than \$50.00 may be approved by the Committee Chair. Reimbursements greater than \$50.00 shall be approved by the majority vote of the Pack committee in attendance. The treasurer also helps the Committee Chair collect annual fees in a timely and orderly fashion.

**SECTION 6. PACK ADVANCEMENT CHAIR RESPONSIBILITIES** include: membership on the Executive Board; attending the Den Representative meeting; completing the Den advancements for the month from the den leader or representative. Awards not obtained at this meeting will be carried over to the next pack meeting. Prior to the Pack Meeting, the

advancement chair compiles the pack advancement report, goes to the council office and purchases patches and awards, or arranges for someone else to do so and turns all receipts over to the Pack Treasurer and prepares a list of awards for each Pack Meeting. Then fills out a recognition card for each award, prepares a package for this card and the award for each boy, and sorts the awards by den to speed the recognition process for the den leaders.

**SECTION 7. DEN AND WEBELOS LEADERS RESPONSIBILITIES** include: being a registered leader of Pack 391 who leads the Cub Scout den and attends District Roundtable monthly. They are not part of the Executive Board. They attend or get someone to attend monthly Den Representative meetings and Pack meetings on their behalf.

**ARTICLE 6. MEMBERSHIP:** Pack 391 is open to all boys. It is the policy of the Pack to encourage a boy to maintain an active interest in his religious preference. No boys will be turned away because of financial hardship.

**ARTICLE 7. STEPS IN JOINING:** When a boy and his family desire to become a part of the Pack they should contact any member of the Pack who can then direct them to the Cubmaster or Committee Chair.

**ARTICLE 8. TRANSFER:** Transfers will be accepted on the same basis as new Cub Scouts and will be welcomed at the next Pack Meeting. It is particularly important that transferring Cub Scouts obtain transfer papers or other documents from their old Pack, which will certify the record of advancement so that proper credit can be given.

**ARTICLE 9. ATTENDANCE:** All Cub Scouts and their parents are encouraged to support their Den and Pack through active participation in Den and Pack activities. A parent should join their son at Den meetings. The entire family is welcome at Pack meetings and many outings are intended for the families.

**ARTICLE 10. DEN ASSIGNMENTS:** Dens are organized by locality. Dens are kept to no more than 8-9 boys per den. The goal of the Pack is for your son to be able to follow the Cub Scout motto: "DO YOUR BEST". If at any time during the Scout year a parent feels there is a problem within the den, the following steps should be taken:

1. If possible, discuss the problem with the person (s) involved. If it is another person in the Den, contact the Den Leader first.
2. If the problem is with the Den Leader or Assistant Den Leader, meet with that person if at all possible.
3. If the problem is not resolved or if you are not comfortable talking with the Den Leader or Assistant(s), contact the Cubmaster, Assistant Cubmaster, or Pack Committee Chair. If you do not contact the Cubmaster directly, the person you talk to will notify the Cubmaster.
4. Whenever possible, a meeting of all parties involved will be held in order to resolve the issue.

**ARTICLE 11. CONDUCT:** A Cub Scout is expected to behave himself at all meetings and outings. Disruptive behavior, fighting, and use of bad language are some examples of behavior which will not be tolerated at Den meetings, Pack meetings or outings. On those rare occasions when discipline is necessary, the following action will be taken:

**SECTION 1. Verbal Reprimand:** The Den leader or Assistant will take the boy out of the activity and talk with him about what he has done wrong. The boy will then rejoin the activity.

**SECTION 2. Time Out:** The boy will again be taken out of the activity and spoken to but he will not be allowed to rejoin the group or complete the particular project or activity. He can rejoin when they move on to the next activity.

**SECTION 3. Call the Parent:** If the boy does not correct the behavior, his parents will be asked to take him home. If the parent is present, they will be asked to leave with their son immediately. If a parent is not present, their son will call them.

**ARTICLE 12. FAMILY/PARENT RESPONSIBILITIES:** Cub Scouting gives families an opportunity to spend quality time together. It is the leader's role to provide interest, skill and time in developing a good program. The family provides help and support for the Den and Pack. Families can help in many different ways, which may vary from family to family, depending upon family structures and other family responsibilities. Some of the examples of family involvement include:

- \*Working with their Cub Scout on achievements and electives.
- \*Attending the Den and Pack meetings with their Cub Scout.
- \*Presenting advancement awards to the Cub Scout at Pack Meetings.
- \*Helping at occasional den meetings on a specific project or an activity.
- \*Providing refreshments.
- \*Providing transportation.
- \*Assisting with the Den outings.
- \*Telephoning.
- \*Helping teach a Webelo activity badge.

**ARTICLE 13. UNIFORM:** Blue and Gold are the Cub Scout colors. They have special meaning: The blue stands for truth and spirituality, steadfast loyalty, and the sky above. The gold stands for warm sunlight, good cheery and happiness. Webelos have the option of wearing the blue or the khaki colored shirt.

**SECTION 1. MINIMUM REQUIREMENTS:** The minimum uniform requirement for Pack 391 is a uniform shirt, neckerchief, and neckerchief slide. The shirts (and many other supplies) can be purchased at one of the Twin Cities Scout Shops or from the Pack Advancement Chair.

**SECTION 2: COLORS BY RANK:** Wolf Cubs wear a gold scarf, Bears a blue scarf, and the Webelos wear a blue, green, red and gold plaid scarf. Leaders will either wear Leader scarf or Webelos Scarf whichever is appropriate. The Wolf and Bear Cubs wear the Cub Scout logo scarf slide and the Webelos wear the Webelos logo scarf slide or any other acceptable tie slide. Webelos also wear "colors" on their right sleeve where they wear the activity pins they earn.

**SECTION 3: UNIFORM INSPECTION:** Your den may hold inspections and they will also be part of the Pack Meetings. A boy is expected to wear his uniform clean and neat.

#### **ARTICLE 14. MEETINGS:**

**SECTION 1. DEN MEETINGS:** Each Den Leader determines when and where Den meetings are held. Den meetings are generally held 2 or 3 times per month. Parents are asked to attend with sons. Den meetings are planned and run by the Den Leader with the help of an assistant Den leader(s). Den meetings are planned around the monthly theme. The location of the Den meetings can be at home, library, etc... Each Den chooses the structure of their own Den. This includes the day, time and location of their meetings.

**SECTION 2. PACK MEETING:** Pack meetings are usually scheduled for the third Monday evening of each month at one of the Chaska Schools from 7:00 p.m. to 8:00 p.m. The entire family is encouraged to attend the Pack meeting and support the Cub Scouts in their advancement. Pack meetings are not held during the months of June, July and August, but summertime events are planned. The Pack meeting program includes opening and closing ceremonies, recognition of boys who have earned awards, presentation of skits and stunts by Dens. The Pack meeting is planned around a monthly theme and is lead by the Cubmaster with the help of other adult Pack Leaders.

**SECTION 3. EXECUTIVE MEETING:** Executive meetings are scheduled once a month on the Saturday morning following District Roundtable with the Executive Board members. The purpose of the executive meeting is to plan the Pack Committee (Den Rep) meeting.

**SECTION 4. PACK COMMITTEE (DEN REPRESENTATIVE) MEETING:** Meetings are normally held once a month from 6:30 p.m. to 7:30 p.m. on the Tuesday evening after District Roundtable at the Chaska Elementary School. Important to the successful operation of the Pack is the Den Representative Meeting, a group of adults who manage such things as recordkeeping, finance, leadership, and registration. The adults include the Executive Staff, Den Leaders, parents, guardians and friends of Cub Scouting. Our pack will continue to grow as long as we have adults who are willing to share their time, ideas and experience.

**ARTICLE 15. ADVANCEMENT:** The Cub Scout Program has four ranks: Tigers, Wolf, Bear and Webelos. The Arrow of Light is the highest award in Cub Scouts.

**SECTION 1. BOBCAT:** A boy's first step after registering as a Cub Scout, regardless of his age, is to pass the Bobcat requirements. They are:

- \*Learn and give the Cub Scout Promise.
- \*Repeat and explain the Law of the Pack
- \*Explain the meaning of Webelos.
- \*Give and explain the Cub Scout sign and handshake.
- \*Give and explain the Cub Scout motto and salute.

When a boy has learned these things he is eligible to receive his Bobcat badge at a Pack Ceremony. He then begins working on the rank for his grade or age.

**SECTION 2. TIGER CUB:** A boy who is in first grade (or is 6 years old) and registered with his adult parent as a member of a Tiger Cub Den. Recognition available to Tiger Cub Scouts includes beads earned for their totem.

SECTION 3: WOLF: The Wolf rank is for boys who are in second grade (or are 7 years old). To become a Wolf Cub Scout, a boy must pass 12 achievements based on skill level. After he has earned the Wolf badge, he is encouraged to work on the 22 Wolf electives until he completes second grade (or age 8 years old). When he completes 10 elective projects, he earns a Gold Arrow Point to wear under the Wolf badge. For each additional 10 elective projects completed, he earns a Silver Arrow Point.

SECTION 4. BEAR: The Bear rank is for boys who are in third grade (or are 8 years old). There are 24 Bear achievements of his choice in four different categories to earn the Bear badge. These requirements are somewhat more difficult and challenging than those for Wolf. When he has earned his Bear badge, he may work on electives for credit toward Bear arrow points. He may also complete additional elective credit requirements from the 12 achievements he did for use in earning his Bear rank. Like the Wolf, he receives a Gold Arrow Point for each additional 10 he completes. His arrows are worn below the Bear badge.

SECTION 5. WEBELOS: The Webelos badge is for boys who are in fourth grade (or are 9 years old). This rank is called Webelos 1. Webelos 2 are in fifth grade (or are 10 years old). Both work on the same requirements. To earn the Webelos Badge, a boy must be in a Webelos Den for 3 or more months. He must complete 8 requirements, which includes earning the Fitness and 2 other activity pins. After he receives the Webelos badge he can earn the Compass Points emblem. He must earn four more activity pins to receive it. He can earn a compass point for each four additional activity pins received.

SECTION 6. THE ARROW OF LIGHT AWARD: The Arrow of Light Award is Cub Scouting's highest award. Among the requirements to earn the Arrow of Light Award is to earn a total of eight activity pins. They must include Citizen, Fitness, Readyman and at least one from each of the following groups: outdoor group, the mental skills group and the technology group. Earning the Arrow of Light Award tells everyone that you are ready to be a Boy Scout.

#### **ARTICLE 16. ADDITIONAL PROGRAMS**

SECTION 1. RELIGIOUS EMBLEMS PROGRAMS: The Boys Scouts of America does not define what constitutes belief in God or the practice of religion. Rather, it provides programs and ideals that compliment the aims of all religions, with the result that religious organizations are the single largest category of chartered organizations for Packs.

SECTION 2. ACADEMIC AND SPORTS PROGRAMS: This is a program open for all age Cub Scouts. The boys can earn belt loops, pins, patches and letters for participating in the following academics/sports: art, chess, citizenship, communicating, computers, geography, heritages, mathematics, music, science, weather, wildlife conservation, badminton, baseball, basketball, bicycling, bowling, fishing, golf, gymnastics, marbles, physical fitness, skating, skiing, soccer, softball, swimming, table tennis, tennis, ultimate and volleyball.

SECTION 3. PATCHES AND PATCH VEST: The Cub Scouts earn many patches. Many of these are awards of rank, which becomes a permanent part of their uniform. There are also patches related to events and projects.

#### **ARTICLE 17. CAMPING AND OUTDOOR ACTIVITIES.**

SECTION 1. CUB SCOUTS DAYCAMP: These are 2 day camps with a daily theme, which is chosen by the district, and run by District and Council leadership. They are held in July or August. Our pack must assist the District in providing Pack leadership during each of the two days. This camp is for all Cubs.

SECTION 2. FUN WITH SON OVERNIGHT: This camping program is designed as a special Cub and partner camping experience. This one night program is available to Cub Scouts of all ranks and their adult partner. There are overnights scheduled at Stearns Scout Camp near Annandale and Rum River Scout Camp north of Anoka.

SECTION 3. WEBELOS ADVENTURE OVERNIGHT: This is a one night camping experience held at Camp Stearns in May. This is open to all incoming Webelos graduating from Bear rank in the spring and their parents.

SECTION 4. FAMILY CAMPING: This is an outdoor camping experience other than accredited resident camping, that involves Cub Scouting. This is an unstructured camping experience, but is conducted within a Scouting framework.

SECTION 5. WEBELOS RESIDENT CAMP FOR 4TH GRADERS: This is designed specifically for those scouts graduating from Bear Dens in the spring and entering 4<sup>th</sup> grade in the fall. This is a two-night/three day experience held the Heritage Area of Camp Stearns. This is an overnight where the Webelos work on outdoor badges such as naturalist, outdoorsman,

readyman, and aquanaut. At least 1 parent for every 4 boys must attend training in the spring and then accompany the boys at camp. The Council provides the staff and program.

**SECTION 6. 5TH GRADE WEBELOS RESIDENT CAMP:** This is a three night/ four day camping experience designed to prepare a boy for Boy Scouting and to compliment the year round advancement program for Webelos Scouts. This is held at Stearns Scout Camp in the Whitewater area. The Webelos have a choice of working on their naturalist, outdoorsman, aquanaut, forester, and geologist badges. The Den provides its own leadership (at least 1 trained parent per every four boys) and the Viking Council provides the equipment, program and staff.

#### **ARTICLE 18. SUMMERTIME EVENTS:**

While there will be no regular Pack Meetings from June to September, several events will be planned before the last Pack Committee meeting in May. The pack committee will appoint a coordinator/chairman for each event. The following is an example of events that **may** be included:

**MEMORIAL DAY PARADE:** This event is held on Memorial Day. The Cub Scouts march in the Memorial Day parade in their uniforms in downtown Chaska.

**RETIRING OF THE OLD COLORS:** This event is held on the first Thursday in June where old, retired flags are properly disposed of by the VFW Post and American Legion Post of Chaska.

**BIKE HIKE AND PICNIC:** This event is usually held in June. The date, time and location are to be determined by the committee.

**RIVER CITY DAYS CLEAN UP:** This event is usually held on the last weekend in July on Saturday evening from 7:00 -8:00 p.m. The Cub Scouts will help clean up the City Square as a community service project.

**STEAMBOAT DAYS PARADE:** This event is usually held the first weekend in September after Labor Day. The Cub Scouts march in the parade in their uniforms in Carver.

#### **ARTICLE 19. FUNDRAISERS:**

**SECTION 1. FRIENDS OF SCOUTING:** This is an annual fundraising program that is coordinated by the Viking Council. The funds raised are used to maintain the programs, leadership training, and camping programs that are run by the Viking Council. Our Pack is a member of the Viking Council. A District Representative will give a presentation at the Blue and Gold Banquet. This is a national program.

**SECTION 2. PACK WREATH SALES:** Cub Scouts Pack 391 has a wreath sale each year to raise funds for the Pack to pay for awards, trips, etc. The sale begins in September after Join Scouting Night and the wreaths are generally delivered the week before Thanksgiving. We collect payment when the wreaths are delivered.

**ARTICLE 20. DISCLOSURE:** If any of these bylaws are in violation of BSA state or federal rules and regulations, than the appropriate rules or regulations will preside over the by-laws. These bylaws can be amended by majority vote of the Pack Committee with notice given at the prior 2 Pack Meetings.

11/1/00