

Cub Scout Pack #692

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 692 is chartered by the Gethsemane Methodist Church. 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.

ARTICLE 3. CUB SCOUT COMMITTEE ORGANIZATION (Pack Committee,): The members of this organization shall consist of a Committee Chair, Cubmaster, Assistant Cubmaster (s), Pack Secretary, Treasurer, Pack Advancement Chair and Den Leaders.

ARTICLE 4. Adult Leadership

SECTION 1 – Any adult may become a Pack Committee member and/or Leader upon completion of an adult application and approval of the Pack Committee. Parents and/or guardians of each Scout are encouraged to volunteer to serve in a position on this committee or as an adult leader within the Pack.

SECTION 2 – The following items are common to all adult leader positions: Submit completed application. Applications must be approved by the Pack Committee and Charter Organization Representative, before submission to the BSA. Attend training provided/required by the local BSA Council and earn the “Trained” patch for their position. Minimally this will include Cub Leader Basic Training and Youth Protection Training. Maintain and exhibit the principles and standards set forth in the by-laws of the BSA and Pack 692. The following meetings should be attended regularly: 1) Monthly Committee Meeting 2) Monthly Pack Meeting 3) Monthly Roundtable Training 4) Annual Pack Program Planning Meeting(s) 5) Den Meetings

SECTION 3 – Training fees will be paid by the Pack for basic training requirements. Additional training opportunities will be paid for by the Pack upon submission to, and approval of the Pack Committee.

SECTION 4 – All adult leaders are to ensure the safety of other adult leaders and scouts. The BSA policy of two-deep leadership will be strictly enforced. BSA guidelines and policy as outlined in the current editions of the “Rules and Regulations of the Boy Scouts of America” and “Guide to Safe Scouting” will be closely adhered to.

SECTION 5 – The leaders are strongly encouraged not to use tobacco products in any form nor allow their use in any BSA activity. The use of alcoholic beverages is not permitted

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 Pack committee; 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; 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 Pack committee; attending the monthly District Roundtable and reporting back to the Pack committee meeting; planning the monthly Pack Meetings with the assistant Cubmasters and Den leaders; conducting the monthly Pack Meetings and developing the pack program plan for presentation to pack leadership with the Assistant Cubmaster; and chairing the monthly Pack committee meetings.

SECTION 3. ASSISTANT CUBMASTER (S) RESPONSIBILITIES include: membership of the Pack committee; 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 RESPONSIBILTIES include: membership on the Pack committee; 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 Pack committee; reporting monthly to the Pack 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 that \$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 fees in a timely and orderly fashion.

SECTION 6. PACK ADVANCEMENT CHAIR RESPONSIBILITIES include: membership on the Pack committee; monitoring the Den advancements from month to month. 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 692 who leads a Cub Scout den. They attend or get someone to attend monthly Pack meetings, Pack committee meetings and District Roundtable on their behalf. Give leadership in carrying out the pack program in the den. Plan the Den meeting agendas to ensure that the requirements for rank advancement are achieved in a timely manner. Ensure that Den parents are clear on what is required for rank advancement, what will be accomplished at Den meetings, and what needs to be accomplished outside the Den meetings. Develop and maintain a good working relationship and open communication with den families. Use their talents to help enrich the den program. Take part in the annual pack program planning conference and pack leaders' meetings. Help set a good example for the boys through behavior, attitude, and proper uniforming. Support the policies of the Boy Scouts of America.

ARTICLE 6. SPECIAL COMMITTEES: Shall be formed as needed for the following events:

- 1 Friends of Scouting
2. Blue & Gold Banquet
3. Pinewood Derby
4. Fundraisers (Wreath sales, etc.)
5. Other Pack events and outings

ARTICLE 7. MEMBERSHIP: Pack 692 is open to all boys. No boys will be turned away because of financial hardship or special needs.

ARTICLE 8. 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 9. 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 10. 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 11. DEN ASSIGNMENTS: Dens are kept to no more than 6 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 12. 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 13. 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:

- *Volunteering for a leadership position
- *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.
- *Helping teach a Webelo activity badge.

ARTICLE 14. 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. Each scout must have a regulation uniform shirt (new or used), neckerchief and neckerchief slide. Any solid color pants or

jeans may be worn as long as they are clean and not ripped. All insignias and patches must be sewn in the proper locations as shown in the Cub Scout Handbook. Cub Scouts must be in full uniform for all den meetings, pack meetings and outings unless otherwise stated.

ARTICLE 15. 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, church, 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 Friday evening of each month at Gethsemane Methodist church 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. PACK COMMITTEE MEETINGS: Meetings are normally held once a month from 7:00 p.m. to 8:30 p.m. on the Tuesday evening after District Roundtable at Carbones restaurant in Circle Pines. Important to the successful operation of the Pack, this meeting is to manage things as recordkeeping, finance, leadership, planning and registration. Our pack will continue to grow as long as we have adults who are willing to share their time, ideas and experience.

ARTICLE 16. 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 17. 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.

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:

- *Hiking
- *Biking
- *Cannoning.
- *Picnicking
- *Service projects

ARTICLE 19. FUNDRAISERS:

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

SECTION 2. PACK WREATH AND POPCORN SALES: Cub Scouts Pack 692 has a wreath and popcorn sale each year to raise funds for the Pack to pay for awards, training, etc. The sale begins in September after Join Scouting Night. The wreaths and popcorn are generally delivered the week before Thanksgiving.

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.

ATTACHMENT A – CUB SCOUT PACK 692 CAMPING GUIDELINES

Transportation To & From Camp: Fewer cars make less impact on the environment. Please try to carpool where possible, though there will usually be adequate room for parking. Seatbelt use is mandatory for all passengers in vehicles. BSA guidelines prohibit riding in the cargo box of a pickup or truck. Passengers are only covered by BSA insurance if riding appropriately in the cab.

Fire Safety: Fire safety equipment will be positioned near all campfire and cooking areas. This will include at a minimum – One (1) bucket of water, One (1) bucket of sand and One (1) shovel. “If it goes in a campfire – It stays in the campfire.” Playing with sticks in the fire may be fun, but it can be dangerous if they are taken out and waved around. It may also be a greater fire danger. Removing hot sticks from the fire will be strictly prohibited. Only flashlights, battery powered lanterns or cyalume light sticks are permitted in tents. **NO OPENFLAMES OF ANY KIND IN TENTS. THIS IS A BSA RULE THAT MUST BE STRICTLY ENFORCED.**

Tool Safety: Pocketknives shall have a locking blade and are to be strictly controlled and used in a safe manner. Cooking utensils will be used safely and for their intended purpose. Cub Scouts using pocketknives will do so only in the designated “Whittling Zone.” They must have their “Whittler’s Chip” in possession to use it at camp. No hunting or sheath knives, or axes are allowed in Cub Scout camping. Saws may be used by adults to prepare firewood or other camp activities.

Other Items: Use of alcohol or other controlled substances, other than prescribed medications is strictly prohibited by BSA guidelines. All camping events will have an established “Buddy System” to account for all participants. This may be run in pairs or by family group and will be established at each campout and participants notified of the procedures to be followed. The Pack Committee will designate a Camp Master and a Safety Coordinator for each camping event. They will be responsible for ensuring that these guidelines, and those of the BSA, are followed, and that the campout is run in a safe and orderly manner. Pack 692 will follow the “Outdoor Code” and ensure the least impact on the environment possible in our camping experiences.

“Leave No Trace” is the motto we will aspire to follow.