



# CUB SCOUT PACK 22 BY LAWS

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## ***Introduction***

The purpose of having bylaws is to get everyone on a team playing by the same rules while working toward a common goal. Included are expectations which specific members of our Pack Leadership are expected to fulfill. The bylaws should be a living, document that should adapt to the needs of the Pack. These are “your” bylaws and should be followed as the “Law of the Pack”. They are not intended to supersede any scouting regulation from the Boys Scouts of America, but act as a supplement for how Pack 22 operates. Enjoy scouting and, just like going on an outing or hike, “Leave it better than you found it”.

In addition to these Bylaws, there is a **Pack 22 Parent Handbook** which gives a lot of information outside the “adult” requirements required to maintain a structured organization.

BSA defines all of the leadership positions its website and we adhere to most of them with a few changes ... please use both when deciding whether to volunteer for a position in our Pack.

<http://www.scouting.org/scoutsource/CubScouts/Parents/FamilyProgram/leadership.aspx>

This includes:

- Fund raising
- Meetings
- Outings
- Pack dues
- Parent participation
- Scout Account earned money
- Scout store information
- Uniform policy

## ***Pack Leadership Team***

The Pack Leadership consists of the Pack Committee, Program Leaders, and the Charter Organization Representative. All Pack Leadership members must be registered with BSA.

**The Pack Committee** consists of the Committee Chairman, Treasurer, Secretary, Pack Trainer, Advancement Chair and At-Large Members. The Committee is tasked with administrative duties and planning the Pack’s activities, ensuring that it operates smoothly.

**The Pack Program Leaders** consist of the Cubmaster, Assistant Cubmaster, and Den Leaders. The Program Leaders have direct contact with the Scouts and their families, providing guidance and learning experiences through the implementation of the Scouting program, utilizing the BSA core values (meaning fun and exciting in a safe manner).

- The leadership goal is to always keep the Pack moving in a forward direction and to make decisions that emphasize the values of Scouting.

- The Pack Leadership members make up the core of the adult support team for the Pack. They are supported by the parents and meet monthly to plan Pack activities, manage Pack budgets, track achievements by the Scouts and Pack, discuss training opportunities and develop a yearly Scouting program which is fun and beneficial for the Scouts.
- All members of the Pack Leadership Team should wear Class A uniforms at all Pack or Den functions (unless Class B uniform has been designated for the event).

***The Pack Committee responsibilities shall consist of:***

**Committee Chairman**

- The Committee Chairman serves as the leader of the adult organization supporting the Pack and is responsible for running the monthly committee meetings (incl. agenda prep and dist.) and organizing or delegating the administrative tasks associated with operating the Pack.
- Complete all required training and additional training as practicable.
- Coordinating with the Pack Committee toward the establishment of an annual Pack Budget and Pack Calendar of Events for the upcoming year.
- Monitoring the expenditure and income of funds with the Treasurer.
- Maintaining a close relationship with the chartering organization to maintain visibility of the Pack needs, plans, and community service projects.
- Be responsible as one of two signatories named on the Pack bank account.
- Be responsible as one of three signatures on the Council Pack Account.
- Monitor upcoming Pack activities to ensure the Parent Volunteer Coordinators are performing proper preparation and coordination for an organized and fun Scouting Event.
- Ensure timely completion of the annual Pack re-charter, and the conduct of recruiting new scouts.
- Ensure Pack Leadership positions are filled with willing and able persons.
- Ensure Pack Youth Protection Training (YPT) requirements are met.
- Facilitate council approved fund raising efforts.
- Determine annually if the Bylaws and/or Pack Handbook require updates.
- Work with the Pack Leadership Team to encourage and motivate the Pack families to support the philosophy of Pack Teamwork toward common goals.
- Facilitate the smooth transition of the Cub Scouts into Boy Scouts.
- May attend District Roundtable meetings.

**Cubmaster**

- The Cubmaster's role is to lead the Programmatic components of the Pack program according to the policies of the BSA.
- The Cubmaster shall complete all required training and additional training as practicable.
- Plan and conduct monthly pack meetings with the help of other leaders and parents.
- Help the Pack committee plan and execute a timely annual Pack re-charter, and a year round recruitment plan.
- The Cubmaster will work with the Pack Committee on program ideas, selecting and recruiting adult leaders, and establishing a budget plan.
- The Pack shall have a quality, year-round program filled with fun and activities that work toward the National Summertime Awards and Journey to Excellence requirements.
- Ensure the Pack has properly trained and qualified Den Leaders. Request trained Den Chiefs for each Cub and Webelos Den.
- The Cubmaster should guide Cub Scouts in goodwill and conservation projects.

- Work with the Pack Leadership Team to encourage and motivate the Pack families to support the philosophy of Pack Teamwork toward common goals.
- The Cubmaster shall conduct fun award ceremonies and conduct graduation and Arrow of Light Award ceremonies.
- Work with the Webelos Dens to familiarize them with the local Boy Scout Troops and facilitate joint activities. Encourage Bridging into Boy Scouts.
- Work with the Webelos Den Leaders and local Boy Scout Troops to determine when Bridging should take place.
- Operational tasks may be delegated by the Cubmaster to other individuals as necessary. Additionally, the Cubmaster is to support the den leaders with assistance and direction as requested or deemed necessary to provide an organized experience for the Scouts.
- The Cubmaster shall attend the monthly Committee Meetings or send the Assistant Cubmaster in his place to report to the Committee.
- Attend monthly District Roundtables and provide pertinent information to the Pack Leaders.

### **Assistant Cubmaster**

- The Assistant Cubmaster's role is to support the Cubmaster in performing their tasks and to be ready to step in to fill his/her role if he/she cannot attend an event or meeting. Be prepared to accept the position of Cubmaster if needed.
- Complete all Cubmaster required training and additional training as practicable.
- There may be multiple Asst. Cubmaster's
- Attend the monthly Committee Meetings.
- May attend District Roundtable meetings.

### **Treasurer**

- Work with the Pack Committee toward the establishment of a sound annual Pack Budget Plan and Pack Calendar of Events (may be dependent on the budget plan) for the upcoming year.
- Complete all required training and additional training as practicable.
- Maintain proper bank account with the Pack's banking institution and update signature cards (Committee Chair, Advancement Chair, and Treasurer) and other banking requirements when leadership changes occur in the Pack.
- Be responsible as one of two signatories named on the Pack bank account.
- Be responsible as one of three signatories named on the Council Pack account.
- Control the expenditures of the Pack (using two approvals) and track all income and outflow of funds with detailed records.
- Collect annual dues from all Scout families, coordinate payment plans if required, or pre-coordinate scholarships if needed.
- Ensure that the Pack's bills and other financial obligations are available and completed on time.
- Maintain a running record of the Pack's financial situation and serve as the focus when monies need to be gathered.
- Provide petty cash as budgeted to Pack Leadership, keep records of expenditures.
- When requested, provide reports to the Committee of bank balances and transactions.
- Attend the monthly Committee Meeting or brief another Committee member to report to the Committee.
- May attend District Roundtable meetings.

### **Secretary**

- Assist the committee chair in the operation of the pack and be prepared to run committee meetings if the committee chair is unavailable.
- Record and distribute the meeting minutes from each Committee Meeting in a timely manner.

- Complete all required training and additional training as practicable.
- Keeper of the Scout records/files. The Secretary shall maintain a filing system of Pack committee minutes, rosters, registration information (Adult and Scout), Outing Fliers and other pertinent Scout/Pack information.
- Maintain an inventory of all pack property; provide the list to the Charter Organization annually.
- Handle correspondence for the Pack when needed, using Pack Letterhead.
- Attend the monthly Committee Meetings.
- May attend District Roundtable meetings.

### **Pack Trainer**

- Conduct orientation training for all new Pack Leaders and families (BSA and Pack unique).
- Complete all required training and additional training as practicable.
- Ensure all Pack leaders are trained for their appropriate roles in accordance to the training guidelines and requirements offered by the Golden Empire Council.
- He/she should be aware of upcoming training opportunities, face-to-face and online training.
- Keep track of Pack training records
- Ensure that all Den Chiefs have the opportunity to attend Den Chief training.
- Maintaining a current file with training certificates of the Pack leadership and other parents as needed. Notify persons in advance of needed re-certifications.
- Encourage Pack Leaders to earn the Adult Recognition Knots.
- Attend the monthly Committee Meetings.
- May attend District Roundtable meetings.

### **Advancement Chair**

- Have a working knowledge of the Cub Scout advancement plan.
- Complete all required training and additional training as practicable.
- Be responsible as one of three signatories named on the Council Pack account.
- Educate parents, guardians, and Pack Leaders in ways to stimulate Cub Scout advancement.
- Promote the use of Cub Scout den advancement charts and other tools to recognize and record advancement in the Dens (such as ScoutManage).
- Collect den advancement reports; obtain the appropriate awards as needed.
- Promote the wearing and proper use of uniform and insignia.
- May attend District Roundtable meetings.
- Provide training as needed and encourage/support the use of ScoutManage.

### **At-Large Committee Members**

- Voting members of the Pack Leadership Team.
- Expected to provide a leadership role in various areas as needed by the Pack (such as Parent Volunteer Coordinators; see below).
- Attend the monthly Committee Meetings.
- May attend District Roundtable meetings.

### ***The Program Leaders responsibilities shall consist of:***

#### **Cubmaster** (member of both the Program Leaders)

- See under Pack Committee responsibilities (above)
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#### **Assistant Cubmaster** (member of both the Program Leaders)

- See under Pack Committee responsibilities (above)

### **Den Leader**

- It is the responsibility of the Den Leader to plan a series of den meetings and events for the boys in his/her den that will make scouting a positive experience for them and will help them move through the rank corresponding to their age during the course of the year.
- The Den Leader's responsibility is to provide the opportunities for the boys to meet the rank requirements and additional elective tasks. Maintain records of the Scouts accomplishments and work with the families to ensure all completed tasks have been recorded.
- Facilitate and encourage families to help the Scouts earn optional awards such as Belt Loops and Pins, Outdoor Activity, Leave No Trace.
- Provide all accomplishment records to the Advancement Chair through ScoutManage.
- Attend committee meetings or ensure that their den is represented.
- Complete all required training, and additional training as practicable.
- Each year, the Den Leader should have the parents in his den complete a "talent survey". The talent survey identifies parents with particular skills and interests that can be used in pack or den events. These forms will be provided to the Cubmaster and Committee Chair.
- May attend District Roundtable meetings.

### ***Election of Pack 22 Leadership***

Continuously throughout the year, the Charter Organization Representative will determine whether the Committee Chairman will continue, or appoint a new person who is willing and able to perform the duties of the Committee Chair. Selection of the remaining Pack Leadership positions shall be performed by the sitting Leadership Team.

- Prior to the start of each new Cub Scout Year (June – May), the Committee Chairman and Cubmaster will interview each member of the Pack Leadership Team asking whether they want to continue for another year.
- The Committee Chair will solicit input from the existing Leadership Team whether there are any issues which may cause the replacement of a sitting member even though they want to continue.
- If it is determined that a Pack Leader will be replaced (this may be due to their Scout bridging to Boy Scouts prior to the end of the up-coming pack year), the Committee Chair will solicit input regarding a suitable replacement.
- That replacement will be asked if they are willing, and the remaining Leadership Team will determine if that person is suitable to be given the position.
- A majority acceptance vote of the Pack Committee is required for the appointment of a Pack Leadership position. The Charter Organization Representative must approve a new Adult BSA Registration Form.
- The Cubmaster has such a prominently visible role with the Scouts, that the Cubmaster's tenure should not exceed 2 years; this gives the opportunity for new leadership and ideas from several Cubmaster styles during the Scouts 5 years with the Pack.
- For the benefit of the Pack, a Cubmaster's tenure may exceed 2 years if the Cubmaster is willing.
- If no one is willing to take the Cubmaster's position the Committee Chair will assume the position until a suitable replacement is obtained.

### ***Pack 22 Scout Year***

- 12 month schedule, May through April of each year.
- Pack Budget and Calendar planning should be completed prior to the start of each new Scout Year.

### ***Committee Meetings***

Committee meetings are held monthly in the second week of each month. These meetings are run by the Committee Chair using an informal parliamentary procedure. All items are to be decided by a simple



majority vote. In addition to business items, near term Pack activities will also be reviewed at committee meetings.

- The committee meetings are open to any member of the Pack 18 years or older. A member of Pack 22 is the parent or guardian of a scout registered with Pack 22 or a registered leader of Pack 22.
- It is expected that members of the Pack Committee will attend all committee meetings.
- Each den may have a representative attend the committee meetings, typically the Den Leader, to gather information about Pack activities for sharing with their respective dens. The Cubmaster may be this representative, who would then share information.
- Parent Volunteer Coordinators for specific events should attend committee meetings for at least 2 months prior to the event.

### ***VOTING MEMBERS OF THE COMMITTEE***

The Committee members who may cast votes at a Committee Meeting are: Secretary, Treasurer, Pack Trainer, Advancement Chair, and Members at Large. The Committee Chair will only cast a vote to break a tie.

### ***TRAINING***

All Pack Leaders are expected to take the training required for their position and are encouraged to take training beyond the minimum required. Going to training serves to make the person more valuable to the Pack and society, and as a way to meet others in scouting, to talk to them about new ideas and to make new friends.

- All registered leaders have three months to get trained for their position.
- Required training includes Fast Start Training, Position-Specific leader training, This Is Scouting, and Youth Protection Training.
- All adults must complete Youth Protection Training (YPT) prior to participating in any BSA sanctioned events. All parents within the Pack should complete YPT.
- All leaders must complete additional Pack specific required training (if decided upon by the Pack Leadership Team).

### ***DEN ORGANIZATION***

The Den is a sub-group of scouts in the Pack, typically 8 boys that work as a team to move through Scouting as a group. These boys are generally grouped by year in school (1<sup>st</sup> through 5<sup>th</sup>). They are led by a Den Leader with an assistant Den Leader and who should have a Den Chief from a local Boy Scout Troop to assist them. Tiger Cub Dens are organized using all Tiger Parents and do not need an assistant den leader or Den Chief.

- As Den sizes increase, the Committee will encourage the Den Leader to break up larger dens (at no more than 10-12 boys) and to form a new dens at the start of the new cub scout year. This accommodates growth in the pack during fall recruitment.
- As new Dens are required – this will require sufficient volunteer support by parents to cover duties of the new den.
- The breakup will be decided by the Committee Chair, Cubmaster, and Den Leader. The Pack Leadership will help to recruit the needed new leadership.

### ***DEN NUMBERING***

Dens will be numbered uniquely in the pack across ranks from Tiger to Webelos assigned by the Committee Chair. Webelos Patrols will adopt Patrol Symbol (i.e. Flying Eagles) with the appropriate patch and be referred to as such.

### ***PARENT VOLUNTEER COORDINATORS***

Additional Pack Volunteer Coordinators are encouraged such as webmaster, fund raising coordinator, outings coordinator, pinewood derby coordinator, blue and gold coordinator, and much more. Each of

these positions has activities associated with them that must be performed and volunteers are always sought. The Committee Chairman and Cubmaster will monitor these efforts to give guidance and ensure the proper coordination and communication is performed. A procedure has been developed which would guide the Parent Volunteer Coordinator through the steps to ensure a successful and fun event.

## **BYLAW AMENDMENTS**

The bylaws are expected to be a dynamic document designed to provide guidelines and direction for the Pack operation. It is expected that changes will have to be made as the Pack dynamics change.

- As a living document it may be amended as needed. Amendments and changes to the bylaws are to be proposed and voted on at a committee meeting.

### Reference Material:

Pack 22 Parent Handbook  
 Pack 22 Leader Contacts and Open Positions  
 Pack 22 Event Coordinator Position  
 Parent Volunteer Coordinator List  
 Pack Calendar (May - June)  
 Pack 22 Web Site <https://sites.google.com/site/cspack22/>  
 Pack Budget Plan  
 BSA Guide To Safe Scouting  
 Golden Empire Council BSA Website <http://www.gec-bsa.org>  
 Pioneer District Website <http://www.gec-bsa.org/districts/pioneer/home>

## **Pack Organization Chart**

