

# Cub Scout Pack # **60** Bylaws & Guidelines

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**Charter Organization: Shady Shores Baptist Church**

**Charter Date:**

**City & State: Shady Shores, Texas (Denton County)**

**Council: Longhorn**

**District: Frontier Trails**

## **Introduction**

*From this day forward, let it be known to all current and future members of Pack 60, chartered by Shady Shores Baptist Church in Shady Shores, Texas (Denton County), as members of the Frontier Trails District, Longhorn Council, a set of guidelines is hereby and henceforth established this \_\_\_\_\_th day of November in the year 2010 to ensure the participation and adherence of all members in Cub Scout Pack 60 Cub Scout program going forward. These guidelines shall serve to give direction to all components and team members of Pack 60 to include the Chartering Organization, Pack Committee and Leadership, Adult Volunteers, Parents and Cub Scouts. These guidelines are necessary to provide for the basic premise of the Cub Scout Program, which is that all members will follow the Law of the Pack, participate in Pack activities and above all and foremost, have fun with a purpose (adults as well as our Cub Scouts).*

## **Section 1. Mission Statement**

Cub Scout Pack 60 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 boys ages 6-10 an effective scouting experience designed to build desirable qualities of character; to train in the responsibilities of good citizenship; and to develop personal fitness. In Cub Scouting, boys, families, leaders, and chartered organizations work together to achieve the following objectives:

- *Influence a boy's character development and spiritual growth.*
- *Develop healthy habits and attitudes of good citizenship.*
- *Encourage good sportsmanship and pride in growing strong in mind and body.*
- *Improve understanding and teamwork within the family.*
- *Strengthen a boy'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 boy how to be helpful and do his best.*
- *Prepare him to be a Boy Scout.*

## **Section 2. General Policies**

A. Pack 60 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, **Shady Shores Baptist Church**, has responsibility for:

- Providing the Scouting program as an integral part of its program for youth and families
- Ensuring that the Scouting program is conducted according to the policies and regulations of the organization and the Boy Scouts of America
- Selecting a chartered organization representative to serve as liaison with the pack

- Approving a pack committee and cubmaster
- Providing adequate and safe facilities for the monthly pack meeting
- Providing opportunities for boys to recognize responsibility to God, to country, to other people, and to self
- Cooperating with the council in fund-raising through Friends of Scouting (FOS) and the United Way so the Scouting program can operate

B. Each Parent/Guardian, by registering his/her boy in the Pack, assumes the following duties and obligations:

- Working at home with their Cub Scout to ensure he works to the best of his ability to have fun while learning to become a Tiger, Bear, Wolf or Webelos Cub Scout.
- Assist your Cub Scout towards advancement through the ranks. Understand the importance of his/her role in the Cub Scout Advancement Program.
- Attend Pack functions, to include Den Meetings and Pack Meetings, Family Campouts and Day Camps. **Remember Cub Scouts is a Family oriented organization.**

### **Section 3. Pack Leadership**

A. A committee will be approved by the Charter Organization to conduct Pack business, record Pack activities, ensure leader training and coordinate other Pack Program committees. The committee will consist of a Committee Chairperson, not less than four (4) adults and all Den Leaders. The Executive Committee shall have a Chairperson, Secretary, Treasurer and Advancement Chair as a minimum. Other positions should include a Pack Trainer, Events and Activities Chair, Parent Coordinator (a.k.a. Communications Chair), Membership and Registration Chair and new positions as needed to allow the Pack to run more efficiently and to remove the load from members acting in more than one capacity.

1. The **Pack Committee** is responsible for:

- Make recommendations to the chartered organization for final approval of pack leadership.
- Recruit the Cubmaster and one or more assistant Cubmasters, with the chartered organization's approval.
- Provide adequate and safe facilities for pack meetings.
- Coordinate the pack's program and the chartered organization's program through the chartered organization representative.
- Help with pack charter renewal.
- Help stimulate the interest of adult family members through proper programming.
- Supervise finances and equipment.
- Work closely with the Cubmaster.
- Ensure that all Tiger Cubs, Cub Scouts, and Webelos Scouts receive a year-round, quality program.
- Complete pack committee Fast Start Training and Basic Leader Training for the position.
- Conduct, with the help of the Cubmaster, periodic training for parents and guardians.
- Cooperate with other Scouting units.
- The pack committee reserves the right to ask an approved adult leader to remove them self from their position should the pack committee determine the leader is not leading in an appropriate manner or is not adhering to the guidelines of their position.

2. The **Pack Committee Chair** is responsible for:

- 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.
- Report to the chartered organization to cultivate harmonious relations.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- Supervise pack committee operation by:
  - Calling and presiding at pack leaders' meetings.
  - Assigning duties to committee members.
  - Planning for pack charter review, roundup, and re-registration.
  - Approving bills before payment by the pack treasurer.
- Conduct the annual pack program planning conference and pack leaders' meetings.
- Complete pack committee Fast Start Training and Basic Leader Training for the position.
- 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.
- Recognize the need for more dens, and see that new dens are formed as needed.
- Work with the chartered organization representative to provide adequate and safe facilities for pack meetings.
- Cooperate with the Cubmaster on council-approved money-earning projects so the pack can earn money for materials and equipment.
- Manage finances through adequate financial records.
- Maintain adequate pack records and take care of pack property.
- If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.
- Approve a committee member or other registered adult to be responsible for Youth Protection training.
- Provide a training program for adult family members.
- Develop and maintain strong pack-troop relationships, sharing with the troop committee the need for graduations into the troop.
- Work closely with the unit commissioner and other pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop.
- Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.
- Support the policies of the BSA.

3. The Chartering Organization must approve the Cubmaster and Assistant Cubmaster.

The **Cubmaster** is responsible for:

- Conducting a pack program according to the policies of the BSA.
- Complete Cubmaster Fast Start Training and position-specific Basic Leader Training. Attend monthly roundtables.
- 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.
- Help the pack committee with a year-round recruitment plan for recruiting boys into Tiger Cubs, Cub Scouting, and Webelos Scouting.
- Know about and use the appropriate and available literature, including *Boys' Life* and *Scouting* magazines, *Cub Scout Program Helps*, and the *Webelos Leader Guide*.
- See that the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
- Work with the pack committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
- Guide and support den leaders. See that they receive the required training for their positions.
- Help organize Webelos dens and encourage graduation into a Boy Scout troop.
- Help establish and maintain good relationships with Boy Scout troops.
- Maintain good relationships with parents and guardians. Seek their support and include them in activities. Involve male relatives such as uncles and grandfathers so that Cub Scouts will have additional male role models.
- See that Tiger Cubs, Cub Scouts, and Webelos Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award.
- Guide Cub Scouts in goodwill and conservation projects.
- See that the responsibilities specified for the assistant Cubmaster are carried out.
- Help the pack committee chair conduct the annual pack program planning conference and the monthly pack leaders' meetings.

- Work as a team with the pack committee chair to cultivate, educate, and motivate all pack leaders and parents or guardians in Cub Scouting.
- Take part in the charter review meeting and annual charter presentation ceremony.
- Request den chiefs for all dens and, after selection, see that they are trained. Recognize the den chiefs at pack meetings.
- Conduct an impressive graduation ceremony for Tiger Cubs.
- Meet with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos Scouts' transition to Boy Scouting.
- Help plan and conduct impressive Webelos graduation ceremonies involving parents and guardians, the Scoutmaster, the Webelos den chief, the Webelos den leader, and the troop junior leaders.
- Conduct impressive Arrow of Light Award ceremonies.
- Encourage high advancement standards for all Cub Scouts.
- Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.
- Support the policies of the BSA.

4. The Pack Committee will select and retain a Secretary

The **Secretary** responsibilities are:

- 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.
- Acquaint den leaders with the contents of the Pack Record Book so they will know how to supply the information that should be recorded there.
- Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book.
- Maintain an inventory of pack property.
- Handle correspondence for the pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
- Keep notes on business conducted at pack leaders' meetings. Record only key items such as things needing follow-up or items for the history of the pack.
- Notify leaders of pack leaders' meetings and other activities.
- Provide den leaders with records and forms for meetings.

5. The Pack Committee will select and retain a Treasurer

The **Treasurer** responsibilities are:

- Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- Open or maintain a bank account in the pack's name and arrange for all transactions to be signed by any two of the Cubmaster, pack committee chair, secretary, or treasurer each of whom should be added to the Pack account.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve bills before payment.
- Collect money/fees (cash, check or money order) from individuals by way of fundraisers, donations and other monetary transactions. Make accurate count(s) of said funds, log or enter amounts and keep proper accounting documentation. Give receipts for these funds, and deposit the money in the bank account in a timely manner.
- Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book. Credit each Cub Scout/family with payment of fees. From time to time, compare the records with those of the Pack Committee to make sure they agree. Give leadership in developing a coordinated record-keeping system in the pack.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each boy and his family so that boys will accept responsibility for paying fees (when applicable) and family members will be alert to opportunities for boys to earn extra money and develop habits of thrift.
- On the request of den leaders, sympathetically counsel with a family which may be financially unable to pay fees, determine the reason, and encourage regular payment. If the boy is unable to pay, work out a plan with the Cubmaster and pack committee so that the boy can earn his way or that we might be able to lend financial assistance to him and/or his family. No boy should be left out of activities due to inability to pay.

- Periodically report on the pack's financial condition at the monthly pack leaders' meeting. Make regular monthly reports to the pack committee at the pack leaders' meeting, and report to the chartered organization as often as desirable on the financial condition of the pack.
  - Provide petty cash needed by leaders. Keep a record of expenditures.
  - Guide the pack in conducting council-approved pack money-earning projects.
6. The Pack Committee will select and retain an Advancement Chair  
The **Advancement Chair** responsibilities are:
- Have a working knowledge of the Tiger Cub, Cub Scout, and Webelos Scout advancement plans.
  - Help plan and conduct induction and advancement recognition ceremonies.
  - Arrange for Tiger Cub graduation ceremonies with the Cubmaster and Tiger Cub den leader.
  - Train parents, guardians, and pack committee members in ways to stimulate Tiger Cub, Cub Scout, and Webelos Scout advancement.
  - Arrange for Webelos graduation ceremonies with the Cubmaster, Webelos den leader, and Scoutmaster.
  - Promote the use of Tiger Cub, Cub Scout, and Webelos Scout den advancement charts to record advancement in the den and as an incentive for advancement.
  - Promote the use of den doodles as a stimulus for advancement.
  - Collect den advancement reports at pack leaders' meetings for use when ordering badges and insignia from the local council service center.
  - Promote *Boys' Life* magazine as an aid to advancement.
  - Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
  - Promote the wearing and proper use of uniform and insignia.
7. The Pack Committee will select and retain a Pack Trainer  
The **Pack Trainer** responsibilities are:
- Conducting orientation of new families and pack leaders
  - Encouraging pack leaders to attend Cub Scout Leader Basic Training, which includes New Leader Essentials and Cub Scout Leader Specific Training
  - Helping with Unit Leadership Enhancements during pack leaders' meetings
  - Conducting other training as designated by the district and/or council
  - Encouraging pack leaders to attend ongoing training such as Youth Protection training, roundtable, POW-WOW, BALOO, Outdoor Leader Skills for Webelos Leaders, and Wood Badge
  - Remaining current with training material and program updates
  - Keeping track of pack training records
  - Encouraging den chiefs to attend Den Chief Training
8. The Pack Committee will select and retain a Public Relations (Communications Chair)  
The **Public Relations (Communications Chair)** responsibilities are:
- Stimulate pack service projects in the chartered organization, school, and community.
  - Promote family participation in all pack events, such as blue and gold banquets, pack picnics, and other special events.
  - Urge pack participation in appropriate programs of the chartered organization, such as the worship service on Scout Sunday or Scout Sabbath if the organization is a church or synagogue and Cub Scouts are members. Suggest ways of showing interest in the chartered organization's overall program.
  - Publicize and promote pack participation in Scouting Anniversary Week activities.
  - Work with the pack committee to promote new membership. Let the people in the neighborhood know that a Cub Scout pack is available.
  - Consider using a daily, weekly, monthly or quarterly emails to inform families of pack plans, guide new parents and guardians in pack policies, and create a feeling of unity among members of the pack family.
  - Provide pack announcements for regular release in the official bulletins, newsletters, emails, etc., of your chartered organization.
  - Make use of the news media in publicizing pack events where applicable.

9. The Pack Committee will select and retain an Events and Activities Chair  
The **Events and Activities Chair** responsibilities are:

- Help the Cubmaster plan and arrange for outdoor activities.
- Arrange for property, fire, and tour permits when required.
- Locate new picnic areas.
- Arrange for safe transportation when needed.
- Plan first aid for emergencies.
- Help Webelos den leaders plan Webelos overnight campouts. Help arrange for equipment, as needed.
- Arrange for Safe Swim Defense implementation for all outings involving swimming.
- Plan outings to help pack and dens qualify for the National Summertime Pack Award.
- Help inform parents and guardians about opportunities for family camping. Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) before any pack campout.
- Help promote day camp and resident camp opportunities.
- Be aware of BSA health and safety requirements and see that they are implemented.
- Know and carry out BSA outdoor program policy related to Cub Scouting. Review all activities to ensure that unit leaders comply with BSA policies in the *Guide to Safe Scouting*

10. Other Committee Members

The Pack Committee can and should be comprised of the previously named key executive committee members. As needed, the committee will name other posts to fill positions to complete Committee tasks deemed necessary within Pack 60. These might include but are not limited to such tasks as (fundraising, FOS (Friends of Scouting), Blue and Gold Banquet sub-committees and so on.

#### **Section 4. Den and Pack Meetings**

A. Den Meetings:

- Dens (Tiger, Wolf, Bear and Webelos) will meet independently at established meeting facilities and Den Leaders should plan and hold at least two den meetings per month no longer than one hour each.
- Each Den will have a designated Den Leader and Assistant Den Leader. They 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 with a purpose through proper program planning and activities. Den Leaders will follow the Pack and BSA guidelines for advancement.
- Den Chiefs should be requested via the Cubmaster from any of the nearby BSA Troops to help with the Den leadership.
- Dens will elect Denners and Assistant Denners to serve for a specified term as decided by all members of the Den. This will rotate each month to allow all the boys a chance at learning a youth leadership role.
- 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, that Den Leader must coordinate with the Den parents to ensure that proper supervision and assistance is provided at the meeting.
- The Pack will recognize advancement awards of individual Scouts at designated Pack meetings. Belt loops and progression toward advancement beads will be handed out at the den meetings. Instant recognition will be used throughout the program at both Den and Pack meetings. Awards for instant recognition such as Den Doodles or certificates can be used to maintain interest and excitement as well as encouragement for all the boys to advance in rank. (See Den Leaders Book(s) for ideas.
- Siblings must be accompanied by an adult at den and pack meetings. Pack leadership is not responsible for siblings. Although we have been fortunate enough to have several older siblings volunteer to watch our family's younger children, this may not always be the case so please act accordingly. If age and activity appropriate we try to allow siblings to participate in certain games and activities while family camping, day camps, etc. when siblings are invited.

B. Pack Meetings:

Pack meetings will normally be held once a month at a time and place designated by the Pack Committee Chair. There should be an itinerary created by or coordinated between the Cubmaster and the Committee Chair to promote a smooth and timely meeting which should last no longer than one and a half hours maximum. Special events may be held on weekends at specified locations, Pack meetings are intended to be a display of Den accomplishments, awards and

recognition of individual boys, 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:

- 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. **ALWAYS LEAVE IT BETTER THAN YOU FOUND IT!**
- All Scouts and adults should be respectful of guest speakers and leaders addressing the Pack.
- Observe the Cub Scout sign (right hand up with two fingers in a V-shape) when raised and be quiet. Leaders will ensure each Cub Scout and adult knows what to do when the Cub Scout sign is shown.
- Scouts and family should attempt to be on time so that meetings can begin promptly.
- A parent or designated adult must accompany a Tiger Cub Scout to the pack meetings.
- 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 their tables at the end of the meeting.

#### C. Committee Meetings

- Committee meetings are held as needed at a time and place designated by the Committee Chair. All committee members, 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 events, and ensure all advancement awards earned by the Cub Scouts will be available for presentation.
- The Secretary or a designee should take minutes and records kept for future reference.
- 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 and paying the annual National Registration fee. All parents and guardians are eligible to become registered volunteer leaders, and are encouraged to do so.

### **Section 5: Membership**

- A. Membership Recruitment activities are held twice each year to encourage Cub Scout-age boys in the immediate local area to join our Pack. These activities are held usually at the beginning of each new school year through the Fall and in the Spring prior to the end of the School year. Scouts joining in the spring will need to pay the applicable amount to cover registration fees. New boys are welcome to join the pack at any time in the year. BSA registration and Boys life will be paid in full and the Pack fees will be prorated.
- B. A **BSA** application must be completed for each boy. 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. Boys transferring into our Pack from another Pack must fill out a Cub Scout registration form with medical information, and pay the current Council transfer fee of \$1.00. The Pack registration fee will be adjusted to reflect the difference between a transfer fee and Council registration fee. The Pack Registration fee will be prorated.
- D. Den membership will be limited to eight boys. However, Den Leaders will only be asked to take as many boys into his/her Den as he/she feels is manageable. Accepting more than eight boys requires the permission of both the Pack Chair and the Cubmaster. **Membership in the Pack is directly controlled by the availability of adults to be Den leaders. New boys will not be accepted into the Pack if leadership cannot be recruited. This is not designed to discriminate but, to allow our Pack to deliver a quality program that both the boys and parents deserve. Pack 60 reserves the right at all times to regulate the number of personnel to be retained in its organization.**

## Section 6. Discipline

- A. While a member of Pack 60 and keeping within the 12 core values of Cub Scouting, it is expected for every Cub Scout, Parent and Sibling to be on their very best behavior while attending Pack 60 functions. This includes but is not limited to Den and Pack meetings, campouts, tours, trips and visits where we are assembled as a group.
- B. No bullying, taunting, disruptive behavior or horseplay will be allowed at any time. We want every member to benefit from Cub Scouting and what it has to offer. We must make every effort to foster and create a safe and nurturing environment for Pack members and families. This means treating others with the utmost respect that you would want to be treated with.
- C. While in the commission of Cub Scout activities, if a boy is reported as becoming a behavioral or disciplinary problem by his Den Leader, his parent or guardian or another Cub Scout we have established a uniform and fair method to deal with behavioral and disciplinary issues. The following procedure(s) will be followed:
- First offence-the boy will be asked by an adult leader in charge to refrain from the behavior. If the behavior continues then a parent or guardian is asked to assist in controlling their child's behavior and will be required to stay with him until which time he decides to behave. If you must corporally discipline your child, the child should be removed from the activity and disciplined away from pack or den. Please do not discipline the child in front of the other children so as not to disrupt the current activity.
  - Second offence or persistent behavioral issues-the boy and his parent or guardian will be asked to see the Cubmaster and another registered adult leader in the pack to discuss the behavioral or discipline issue. If the problem can easily be resolved after counsel with pack leadership then the boy can resume with pack activities. If the problems persist the boy and parent/guardian will be asked to leave the activity and to return when the child can comply with pack and BSA rules.
  - Third offence or persistent behavioral issues-the boy, his parent or guardian may be asked to attend a **disciplinary board of review** with the boy. The board will be made up of a minimum of three executive committee members to include the Pack Committee Chair and two of her/his designees, the Cubmaster and/or Assistant Cubmaster. The board will counsel and speak with the boy in the presence of his parent(s)/guardian and make determination if it is in the best interest of the boy to continue in this program or not. If it is determined that the boy's behavior is a consistent problem that may cause harm to him or others around him then he is subject to dismissal from the pack. The board must deliberate on all facts in the case and a vote will be taken to decide what action is to be taken.
  - Upon dismissal from the Pack (if requested) a portion of the supply fee (prorated) may be refunded. The registration fee is non refundable.
- D. Adult Discipline
- It is expected and assumed that as an adult you will set the example for your child(ren) while engaged in activities involving Cub Scouts. What our children see and hear often determines what they become in the future. Therefore it is anticipated that as an adult we will conduct ourselves in a manner befitting a Cub Scout or BSA parent. While in the presence of yours and other children participating in Cub Scout activities we ask that you refrain from:
    - a. Smoking around the children
    - b. Consumption of adult beverage at all events
    - c. Colorful language or adult oriented topics of discussion
  - We ask that you bring the following when at Pack functions:
    - a. A superior attitude
    - b. Patience
    - c. Leadership
    - d. A smile
  - At the Pack Committee's discretion an adult leader may be asked to step down from a leadership position or to leave the Pack for behavior that violates BSA guidelines.
- E. Sibling Discipline
- As a family oriented organization BSA and particularly the Cub Scouts encourage the participation and attendance of the entire family at many functions. Siblings are integral to their brothers' development in Cub Scouting. The boys learn skills, patience, teamwork, family values and leadership that may or may not translate to getting along better with their younger or older siblings. The siblings learn what their brother(s) are involved in and get to participate in family camping activities, museum trips and day camps as designated by the local district, council and pack.
  - When siblings are in attendance at Pack 60 functions we ask the following:
    - a. Siblings are consistently under the proper supervision of a responsible parent, sibling or designated caretaker (\*\*see footnote\*\*).



- b. Discipline will primarily be handled by the parent/guardian.
- c. Some Pack rules regarding the behavior of registered Cub Scouts apply to siblings as well. In other words;
  - o No bullying, taunting, disruptive behavior or horseplay will be allowed at anytime.
  - o Siblings causing undue disruption, unruly behavior, etc. will be the sole responsibility of their parent or guardian.
  - o Parent/guardian will be asked to stay with the child until the issue is resolved or asked to leave if the problem escalates.

**(\*\*footnote\*\*)** As a courtesy to the parents/guardians and leadership who have siblings come with them during pack functions, we have some older volunteer siblings who babysit and entertain the little ones while Den and Pack activities are in session. This may not always be the case. Please plan accordingly.

### **Section 7. Retention of Membership in the Pack**

- A. Retention of membership in Pack 60 is predicated upon a full understanding by the parent(s)/guardian(s) of their responsibilities toward the Pack program and their active support of it. The Den(s) and Pack are not in any position to carry out the Cub Scouting functions that are the parent/guardian(s) responsibilities alone. However, Pack discipline and program accomplishment are the Pack Committee's responsibility. A Cub Scout will be dropped from the program for the two following reasons:
  - Infractions of the Bylaws by either the Parent or Cub Scout deemed severe enough to warrant action if no resolution can be worked out.
  - Continuous refusal by a Cub Scout or family member to obey instructions at Den or Pack meetings.
- B. The provisions listed above (Section 6) 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 Leader(s) will refer the issue to the Pack Committee and Cubmaster. The Pack Committee and/or the Cubmaster will contact the family to determine what final steps will be taken to resolve the issue.

### **Section 8. Communications**

- Pack 60 uses several means of communication to disseminate information throughout its membership.
- Email – we use email to primarily communicate with all parents/guardians, leadership and general membership regarding events, Cub Scout business and to keep you up to date.
  - Website – Pack 60 has a website (<http://www.CubScoutPack60.org>) which is used to inform, advise, educate and entertain all who view it. The website is not an official BSA website and is wholly owned and operated by Pack 60 via its webmaster. All content, opinions expressed and information are those of the webmaster. Use of the website constitutes only things pertinent to Pack 60, Cub Scouting and follows guidelines set forth by Boy Scouts of America. From time to time we may post information, photos of recent events and bulletins or updates. We will never, ever use a Cub Scout's name or that of their family or members of that family per YPT (Youth Protection) guidelines.
  - You must have a current emergency contact phone number on file with us at all times. It is the responsibility of every parent/guardian to update the Pack Cubmaster and the Communications Chair of any changes to your contact information including but not limited to email, cell phone number, home phone number or address.

### **Section 9. Pack # 60 Uniform Standards**

Pack 60's goal is to have each boy 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. Pack 60 will currently require a "waist up" uniform as we recognize the cost involved to outfit each Cub Scout and leader. The minimum requirements for Cub Scout uniforms are as follows:

**Tiger Cub, Cub Scouts and WEBELOS Scouts:** *Class "A" requirements for all Pack Meetings and other Class "A" designated Scout functions*

**Shirt:** Blue for all Cubs, Webelos I and tan for Webelos II who are certain they will go on to be Boy Scouts. All uniforms should have all Council, District, Unit and Den Patches sewn on in accordance with the latest Uniform Insignia.

**Guidelines:** Shirts must be worn completely buttoned and tucked into pants. NOTE: The change from blue shirt 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.

**Neckerchief:** Proper color and worn under or over the collar secured with an appropriate neckerchief slide. *All members of same Den must wear Neckerchiefs in same manner and with same slide for "uniformity."*

**Pants:** Official BSA Cub Scout uniform pants (optional), navy blue with Belt Loops. Blue jeans, navy blue cords, black pants, etc. all in good condition, must be worn at the waist, no "sagging". Dark colored Short pants (based on long pants colors and type) may be worn during hot weather months. National BSA Policy does not permit camouflage colored pants.

**Belt:** Official Cub Scout blue-web belt required with proper belt buckle for rank. The official belt is recommended due to the award system (belt loops, etc.) which are designed to be worn and displayed on the official belt. The green Boy Scout belt is not permitted until the boy crosses over from Cub Scouts to Boys Scouts.

**Hat:** (The hat/cap is optional but highly recommended for protection against the Sun and other adverse weather conditions). The proper style will be worn for the current rank. The cap will be worn bill forward. The cap may be worn indoors for official Scout functions, unless otherwise directed to "uncover". Hats/Caps should never be worn in a House of Worship.

**Shoes:** Closed toed shoes, hiking boots or athletic shoes appropriate for the activity should be worn. Flip flops, open toed sandals and Crocs are discouraged for the boys' overall safety. No bare feet are allowed unless otherwise advised.

**CLASS "B" Requirements:** *Class "B" uniform may be worn when designated as "uniform of the day" by Pack or District. (There will be occasions wherein we may be involved in activities in which we don't want to damage or get our "Class A" uniforms dirty or beyond repair. Such occasions we will communicate the need to wear a given "Class B" uniform or come as you are scenario as follows):*

Pack T-shirt, camp T-shirt and/or Den T-shirt. Pants, belt and hat: Same as Class A Uniform, unless others designated.

**Tiger Uniform** - The Tiger uniform follows Cub Scout uniform.

### **Section 10. Cub Scout Day Camp and Resident Camp**

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 11. Camping and/or Over nights**

**A.** Pack 60 and/or 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 boy from his own immediate family or by an adult approved and designated in writing by the boy's parent/guardian. In the case of scout siblings, only one parent/guardian is required to attend. Exceptions to the one

family adult per boy are made for District or Council sponsored camp outs when the District or Council so indicates. **Pack/Den Leaders will file tour permits with Council offices as required. Adults will always practice two deep leadership.**

- B. Webelos Scouts should participate in a minimum of one overnight outing each Pack year such as the Council Resident Camp (i.e., WEBELOS WOODS, Cub-O-Ree, Day Camp, etc.)
- C. **No overnight camp outs will be held during conditions deemed as severe weather; lightning, tornadic, extreme cold or snowy weather months per BSA policy with regards to Cub and Webelos Scouts.**

## **Section 12. Awards**

- A. Cub Scouting is about "Instant Recognition" for the Cub Scout's individual and team accomplishments. **All awards are to be given in a timely manner and will not be withheld from a Cub Scout for any reason.** Awards will be presented to the Cub Scout at Pack Meetings. These awards will include but are not limited to (rank advancements, belt loops, activity pins, arrow points, patches and so on). If a Cub Scout misses a Pack Meeting, his award shall be given to his Den Leader and he/she will present the award to the Cub Scout at their next Den Meeting.
- B. Neckerchiefs may be awarded by the Pack (budget permitting and if Committee approved) at the bridging ceremony.
- C. Pack 60 will pay for the first 10 pins/belt loops each boy earns. In the event that a boy earns more than his required pins/belt loops, he will be given a card proving he has earned the award and it will be the parent/guardian responsibility to purchase the additional award for their Cub Scout at their local Boy Scout Store.
- D. Den Leaders are to keep accurate records of advancement. Parents/Guardians should stay in communications with their son's Den Leader. Parents/Guardians should stay involved by working with their sons at home and during Den Meetings. Be sure to sign off on their accomplishments in a timely manner.
- E. The Advancement Chair will consistently communicate with Den Leaders and visa versa to ensure that accuracy is maintained where advancement is concerned. The Advancement Chair will pick up awards in a timely manner and organize them according to Cub Scout and ready for presentation at the Pack Meeting.
- F. Should a Parent/Guardian have concerns or feels there is an error in failing to present their Cub Scout with an award, this should be brought to the attention of the Cubmaster, Advancement Chair and the Committee immediately following the Pack Meeting or Den Meeting whichever is applicable.

## **Section 13. Finances**

- A. Pack 60 is funded primarily by the efforts of our Cub Scouts and their families through fundraising events such as the annual Popcorn Sales. Pack 60 receives no outside funding from BSA. Any additional fundraising must comply with the guidelines set forth by BSA. As our primary funding is based on the annual Popcorn Sales, we encourage all Cub Scouts and families to participate and to sell as much as possible to enable the Pack to participate in Scouting activities. Additional fundraisers may be necessary at the discretion of the Committee and staying within BSA guidelines by submitting the appropriate forms to the Council for approval of a third party fundraiser.
- B. Instead of dues, Pack 60 has opted to collect a material fee upon initial membership and yearly thereafter. The amount of this material fee is set by the Committee based on budgetary requirements in a given Scout year.
- C. Each Cub Scout and their family is expected to participate in our fundraising efforts each year. It is to their advantage to participate as this offsets the cost that might otherwise be passed on to the Parents/Guardians for their Cub Scout to participate. Cub Scouts are required to participate in at least 50% of the fundraisers held. This teaches the boy to earn his own way.
- D. In the event that the Pack does not have adequate funding to participate in a given event or events, said event might be (1) cancelled or (2) parent(s)/guardian(s) may be asked to pay a portion of the fee required to participate in said event.

- E. The Pack Treasurer is to keep an accurate accounting of funds (incoming/outgoing) and to be prepared to:
  - Disclose current balances
  - Show details of all transactions
  - Demonstrate past and current performance against budget
  - Audit the Pack 60 account at least quarterly each scout year
  - Provide reports to the Committee at the monthly Committee meeting
- F. The Pack Committee may conduct an audit of the accounting system and ledger at any time and should do so quarterly at a minimum.

#### **Section 14. Recharter**

- A. Pack 60 re-charter takes place once each year in November. Re-charter should be considered a high priority and conducted in a timely manner and submitted prior to the deadline annually. An accurate audit detailing personnel inventory and to account for active vs. inactive Scouts, adult leadership and other required information. Appropriate forms and fees should be submitted to the Longhorn Council.
- B. The recharter fee is set and determined by Boy Scouts of America.
- C. Recharter fees are the responsibility of the Pack and/or the Chartered Organization

#### **Section 15. Bylaws Approval and Review**

- A. The content in full of these bylaws must be:
  - Read in full, voted upon, adopted and signed by the Pack 60 Executive Committee.
  - Read in full, approved and signed by the Chartered Organization or its representative.
  - Made available to all member Cub Scout families to read and sign in agreement to abide by said bylaws. A copy of the signed agreement will be on file with the Committee Secretary and the Parent/Guardian should also be provided with a copy of their signed agreement upon request.
- B. The bylaws are to be made available as a public document free to be viewed by all.
- C. Changes, amendments, additions or deletions may be made by the Executive Committee at their discretion. If this occurs then steps 1, 2 and 3 of Section 15A will apply prior to being released to the public.

## Pack 60 Bylaws Acknowledgement

I have read and familiarized myself with Pack 60 bylaws and procedures. I agree to abide by them.

\_\_\_\_\_  
Scout's signature

\_\_\_\_\_  
Scout's printed name

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Parent/Guardian printed name

\_\_\_\_\_  
Date