

Pack 300 By – Laws

Pack Goal

To any boy who wishes to be a member and follows the Cub Scout Promise, the leadership and the program, Pack 300 will provide opportunities to have fun while learning values, sportsmanship and caring for others.

Family Goal

Families of Pack 300 will provide leadership, assistance, and support in pack programs, while conducting themselves in a respectable manner as a positive role model for the Scouts.

I. The Pack

1. Pack 300 is sponsored by The Knights of Columbus, St. Dominic Church.
2. Pack meetings will be held each month. Pack meetings are family events; all family members are encouraged to attend.
3. Parents should hand out rank advancement badges at pack meetings.
4. No scout or family member is allowed in any area of the building, other than the meeting area, without a parent escort.
5. Parent / Committee meetings are to be held at least every other month.
6. Pack 300 will conduct a 12-month program.
7. **All** boys will be accompanied by at least one parent or guardian at pack 300 pack meetings. Parent or guardian is responsible for the conduct of their cub scout and other children in their care at these functions.
8. Pack 300 will be involved in Service Projects and Fund Raisers.
9. Pack 300 will conduct a School Night Recruitment and a spring Tiger Round-Up.
10. Pack 300 will conduct at least two Uniform Inspections per year.
11. Pack 300 will develop and maintain a one-year planned budget.
12. Pack 300 requires uniforms for all boys and leaders. Minimum requirement for boys uniforms is a shirt with current patches, neckerchief, slide, and belt.
13. Scouts **must** be in proper uniform to receive their awards and to participate in any flag ceremony.
14. Dens having setup for a Pack Meeting should arrive 20 minutes early.
15. The leaders will hold yearly Pack Planning meetings during the summer months. (Parents are encouraged to attend. See communications for dates.)

16. The Committee will hold yearly Pack Budget meetings during the summer months. (Parents are encouraged to attend. See communications for dates.)
17. E-mail and the Pack Web Site (under development at the time of publishing) are the primary means of communication between Pack 300 and Cub Scout Families. Families are to notify the Pack Committee in writing of other communication preferences.

II. The Dens

1. Each Den will be determined by Rank and when possible, by location.
2. Dens will not exceed eight members without the leader and committee approval.
3. The committee and both den leaders must approve transfers between dens.
4. Dens will meet two times per month in addition to monthly Pack Meetings. Dens may conduct a 9 or 12-month program. All dens must register either a 9 or 12 month program with the pack by the first September pack meeting each year.
5. New dens will be provided with a Council Cub Scout Leader Book, Program Helps, Song Book, Sparklers Book, and Cub Scout American Flag, Immediate Recognition Kit, Pack Schedule, Pack By – Laws, and Duty Roster and Resource Guide.
6. Den Leadership will consist of 1 leader and at least 1 assistant leader. Council training will be provided at the first training session available.

III. Leadership Positions

1. Pack Leaders
 - A. Cubmaster
 - B. Assistant Cubmaster
 - C. Tiger Chair
 - D. Webelos II Leaders & Assistants
 - E. Webelos I Leaders & Assistants
 - F. Bear Leaders & Assistants
 - G. Wolf Leaders & Assistants
 - H. Tiger Leaders & Assistants

2. Committee Positions
 - A. Committee Chair
 - B. Assistant Committee Chair
 - C. Treasurer
 - D. Secretary
 - E. Membership/Registration Chair

- F. Advancement Chair
 - G. Training Chair
 - H. Outings Chair
 - I. Youth Protection Chair
 - J. Camp Coordinator
 - K. Public Relations Chair
 - L. Web Master
 - M. General Committee Member
- “General Committee Members” may only exist after all positions A-L are filled and an assistant has been recruited for each position A-L.

IV. Finances (*Funds and Expenses*)

1. Funds

- A. Pack Dues can be paid during September or October. Pack dues will be automatically deducted from the individual Scouts account unless other payment arrangements have been made. The amount of the Pack dues will be determined at the Annual Program Planning conference held in August.
- B. New Scouts joining the Pack will be required to pay 50% of Pack Dues.
- C. Fundraising and Pack Dues are the primary sources of revenue for the Pack. It is essential that each Scout makes every effort to support the Pack and its programs. Each Scout will have a goal of total fund raising profit to be determined at the annual pack planning conference. This goal can be achieved by participating in one or more of the Pack’s annual fundraisers: Park Clean-up, Popcorn Sales and others to be determined. The scout family has the option of supplementing the annual fundraising profit by paying the difference not met through annual fundraising activities.
- D. Each Scout will have an individual Scout’s account, similar to a savings account without interest. This account is on paper and kept by the Pack Treasurer. When a Scout earns money through a Pack fundraiser, the profits will be allocated 50% to the Scout’s account and 50% to the Pack Account.
 - a. The Scout’s account can not have a negative balance, prepayment of all activities is required.
 - b. The individual Scout accounts actual names in reference to balances is privileged information and is not revealed to the general Leadership.
 - c. The Committee Chair and Treasurer will review all Scout accounts monthly and make all necessary communications to the individual Scouts family with the assistance of the Cubmaster

- E. If a Scout registers for a Pack Activity, and does not attend, the Scout will be required to pay for the cost of that Pack Activity, unless sufficient notice is provided. This is to help pay for any food, supplies and/or pre-registration fees that were made for the Scout prior to the date of the Pack Activity.
- F. The Pack's Individual Scouts Dues and/or contributions will be used to pay for but not limited to the following expenses:
 - a. Pack Insurance
 - b. Pack Equipment
 - c. Pack Supplies
 - d. Pack Meeting Expenses, including, but not limited to, site reservations, guest appearances, etc.
 - e. Advancement belt loops, pins, badges, neckerchief slides, neckerchiefs, handbooks, service stars, Webelos colors, Academic sports letter. Pack 300 will not pay for replacements.
 - f. Day Camp Registration Fees for Adult Leaders and/or Parent Volunteers
 - g. Training Fees for Leaders, and Committee Members.
 - h. 1 kit per scout used in pack activities (i.e. Pinewood Derby, Raingutter Regatta.)
 - i. Pack 300's minimum required Leader uniform consisting of shirt and proper patches and neckwear if required upon a two year registered leadership commitment.
- G. The Scout's family must pay for but not limited to the following: uniform shirt, belt and buckle, registration fee, either purchase the patch vest or pay for one to be made.
- H. The Scout's account may be used for any BSA related expense (i.e. all of letter E, and camp registration fees).
- I. If a Scout chooses to transfer from one Pack to another, the funds in the Scout's account can be transferred, in full, to the new Pack after being enrolled and active in the new pack for a minimum of **3** months. The new Pack Secretary must make the request directly with the previous Pack's Cubmaster. If the fund transfer is not requested within **6** months of the transfer date from the Pack, the funds in the Scout's account will be transferred directly into the Pack's account.
- J. If a Webelos Scout is registered with a Boy Scout Troop at the time of graduation from the Pack or within **6** Months of the graduation date from the Pack, the funds in the scout's account can be transferred, in full, to his new Boy Scout Troop account. The new Boy Scout Troop Secretary must make the request directly with the previous Pack's Cubmaster. If the fund transfer is not requested within **6** months of the graduation date from the

Pack, the funds in the Scout's account will be transferred directly into the Pack's account.

- K. If a Scout terminates from the Pack, or does not choose to continue into Boy Scouts within **6** months of the graduation date from the Pack, the funds in the Scout's account will be transferred, in full, directly into the Pack's account.
- L. If there is more than one sibling registered in the pack, the individual Scout accounts will be interchangeable, at the discretion of the parents.

M. **Definitions:**

- a. *Scout's Account:* An individual accounting of what each Scout has earned through fundraisers and spent on pack activities.
- b. *Pack's Account:* A bank account kept for the purpose of transferring pack funds for accounts payable and receivable.
- c. *Pack Activity:* Pack planned functions in which registration must take place to be involved.
- d. *Fundraiser:* A sales activity set up by the Pack for the purpose of raising funds to run the Pack.
- e. *Graduation:* The ceremony in which Webelos II Scouts join a Boy Scout Troop.
- f. *Advancement:* The ceremony in which a cub scout advances rank.
- g. *Pack Dues:* Monies collected from each scout to pay for administration and operating costs of the Pack.

V. **Policies**

1. At least **one parent** from each family is **REQUIRED** to become a Leader, Assistant Leader, Leader Coordinator, Committee Member, Pack Activity Coordinator or on a pack activity committee.
2. At least **one parent** per family must attend 1 parent / committee and 1 parent / leader meeting per year.
3. **All** Leaders, Assistant Leaders, and Committee Members are required to be trained within 90 days of accepting a position. If training is not accomplished within 90 days, "Leadership" will be terminated. **Training is defined as meeting the four requirements for "Trained" arm patch.**
 - Those requirements are:
 - Cub Scout Fast Start
 - New Leader Essentials
 - Cub Scout Leader Specific
 - Youth Protection
4. Cubmaster and Committee Chair should not serve in another position.
5. The Committee Chair or other Committee Member should maintain physical possession of the pack checkbook, except as needed by the

treasurer for preparing that month's presentation of the monthly Treasurers report.

6. The "Committee Chair", "Treasurer" & "Cubmaster" must be Trained prior to being appointed to the position
7. Majority vote of attending "Pack Leadership" prevails for all Pack decisions during regular leadership meetings. "Pack Leadership" is defined as Leaders and Committee Members. Exception: During votes at Pack levels, the Cubmaster and Assistant Cubmaster may argue positions but are not eligible to vote.
8. All adult meetings will be conducted per the Roberts Rules of Order.

VI. By-Law Amendments

1. By-Law amendments must be submitted to the Pack 300 Committee. Amendments need a majority vote approval of the attending "Pack 300 Leadership" to be amended. "Pack Leadership" is defined as Leaders and Committee Members. Exception: During votes at pack levels, the Cubmaster and Assistant Cubmaster may argue positions but are not eligible to vote.
2. All proposed By-Law amendments must be submitted to the pack leadership at least one month prior to it being eligible to be voted on and adopted to the By-Laws

VII. Inquiries and Complaints

1. All complaints and/or inquiries shall be directed to the Committee Chairperson or Pack Cubmaster as found in the resource guide.

The Pack 300 Committee of 2006-2007 adopted these Bylaws. They were presented to the Pack for review on 22 August 2006 and approved by a majority that night. Future changes will be considered by the Committee as they are needed.