



Pack 39

Chartered by the East Montgomery County Fire Department

New Caney, Texas

Flaming Arrow District

Sam Houston Area Council

Bylaws & Guidelines

Be it known to all current and future members of our Pack, a set of guidelines is hereby established to ensure the participation of all members in the Pack functions. These guidelines are necessary to provide for the basic premise of the Cub Scout Program, which is that all members will have fun (adults as well as our Cub Scouts)!

Section 1. Nature and Purpose of the Pack

This Pack operates under the guidelines of BSA as incorporated on February 8, 1910, and chartered by Congress in June 1916, which is to provide for children an effective educational program designed to build desirable qualities of character; to train in the responsibilities of participating citizenship; and to develop personal fitness. In Cub Scouting, children, families, leaders, and chartered organizations work together to achieve the following objectives:

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

Section 2. General Policies

1. This Pack shall be governed by the principles set forth in the Cub Scout Leader book and all other applicable BSA guidelines. The Chartering Organization, East Montgomery County Fire Department, has responsibility for providing Pack leadership, a meeting place, and ensuring the Pack operates within BSA guidelines.
2. Each Parent/Guardian, by registering his/her child in the Pack, assumes the following duties and obligations:
 - a. Serving as an active member on Committees, such as: – Pack Fundraising, Thanksgiving Celebration, Christmas Celebration, Blue and Gold Dinner, Pinewood Derby, Scout Fair, Crossover Ceremony, etc.
 - b. Understanding the importance of his/her role in the Cub Scout Advancement Program.
 - c. Ensuring his/her Cub Scout(s) attends regularly scheduled Den and Pack meetings.

Section 3. Pack Leadership

1. A committee will be appointed to conduct Pack business, record Pack activities, ensure leader training and coordinate other Pack Program committees. The committee will consist of a Cubmaster, not less than four (4) adults. The committee shall have a Chairman, Secretary, Treasurer and Awards Chair as a minimum.
2. The Chartering Organization must approve the Cubmaster. The Cubmaster is responsible for:
 - a. Ensuring Pack leadership is provided and properly trained

- b. Conducting Pack meetings
 - c. Ensuring all Pack activities are conducted in accordance with National BSA guidelines
 - d. Ensuring the Pack is properly funded
 - e. Conducting an annual Pack program planning conference
3. The Pack Committee Chair is responsible for:
- a. Supervising Pack Committee operation by calling and presiding at Pack Committee meetings, assigning duties to and training committee members, recruiting
 - b. Approving bills before payment by Pack Treasurer;
 - c. Seeing that new Dens are formed when needed;
 - d. Coordinating with the Cubmaster on Council-approved money earning projects;
 - e. Ensuring that every activity committee is fully staffed and properly planning its assigned activity.
 - f. Rechartering the Pack
4. Den Leadership and Den Meetings:
- a. 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 through proper program planning and activities. Den Leaders will follow the Pack and BSA guidelines for advancement.
 - b. Den Chiefs should be requested from any of the nearby BSA Troops to help with the Den leadership.
 - c. 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.
 - d. The Pack will recognize advancement awards of individual Scouts at designated Pack meetings. Belt loops, patches and pins will be handed out at the Pack meetings.
 - e. Siblings must be accompanied by an adult at den, pack meetings and other scouting activities. Pack leadership is not responsible for siblings.
5. Youth & Adult Protection National BSA Policy and guidelines will be strictly adhered to all times. The Pack Committee will appoint a Youth Protection Officer, typically the pack trainer, who will have responsibility for training Pack Leaders on BSA Youth Protection Guidelines. This person will be responsible for insuring leaders are retrained every 2 years.

Section 4. Pack Meetings

1. Pack meetings will normally be held once a month at a time and place designated by the Pack Committee. Special events may be held on weekends at specified locations, Pack meetings are intended to be a display of Den accomplishments, 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:
- a. 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.
 - b. All Scouts and adults will be respectful of guest speakers and leaders addressing the Pack.
 - c. Observe the Cub Scout sign (right hand up with two fingers in a V-shape) when raised and become quiet. Leaders will ensure each Cub Scout and adult knows what to do when the Cub Scout sign is shown.
 - d. Scouts and family should attempt to arrive 10 minutes before the starting time so that meetings can begin promptly.
 - e. A parent or designated adult must accompany a scout to the pack meetings.

2. 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 helping to clean the area at the end of the meeting.

Section 5. Committee Meetings & Den Leader Meetings

1. Committee meetings and Den Leader meetings are held once a month at a time and place designated by the Committee Chair and Cubmaster, respectively. All committee members, den leaders and applicable program committee members should be in attendance at the appropriate meeting. These planning sessions finalize preparations for the current month's Pack meeting, initiate plans for future Pack meetings, and ensure all advancement awards earned by the Cub Scouts will be available for presentation.
2. While Committee Meetings and Den Leader 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 6. Financial Obligations

1. A single registration fee will be determined at the beginning of each Scout year and is in part based on the operating budget for the Pack. This year's budget and registration fee is summarized on Exhibit A. The balance of the budget for the year is generated through periodic fund-raisers.
2. It is the goal of the Pack Committee to hold as few fund-raisers as possible, however it is important that each family supports our fund-raising efforts when they are held. Families are expected to participate in the primary fund-raisers as designated by the Pack Committee. In a typical year there is one such fund-raiser, which is a Bake Sale. Additional fund-raisers may be called for depending on the state of the Pack treasury.
3. A portion of the registration fee is allocated to cover the Den Activity Fee and is available upon request from the Treasurer. It is the Den Leader's responsibility to manage the fund and maintain a record of how it is spent and should be available to any Den Parent or the Pack Committee upon request. The Den Activity fee will be allocated when the Pack Registration fee has been paid in full.
4. The cost of the Cub Scout uniform is the responsibility of the family. The Pack has established a Uniform Standard, as detailed in Section 11, which all Cub Scouts are expected to meet.
5. The cost of additional activities such as overnights and camping will be the responsibility of the parent.
6. 20% of the profit raised by scouts from BSA sanctioned fund raisers will be used by the pack to support pack operations and costs. The remainder of the profit will be applied to the scout's designated account. S/he can utilize these funds to cover costs designated by the pack committee including pack campouts, day camp, and uniform costs. Any purchases made outside of the pack will need to be reimbursed from the scout account ONLY with a valid receipt and approval of both the Treasurer and Committee Chair.
7. Each scout is required to participate in at least one (1) pack fundraising effort per academic year.

Section 7: Membership

1. Membership Recruitment activities are held once each year to encourage Cub Scout-age children in the immediate local area to join our Pack. These activities are held in the fall at Forestwood Baptist Church. New children 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 dues will be prorated.
2. A BSA application must be completed for each child. 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.

3. Children 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.
4. Den membership will be limited to eight children. However, Den Leaders will only be asked to take as many children into his/her Den as he/she feels are manageable. Accepting more than eight children 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 children will not be accepted into the Pack if leadership cannot be recruited.

Section 8. Awards

1. Awards will normally be presented at Pack Meetings. The Den Leader will submit lists of Cub Scout achievements to the Awards Chair, preferably at the Committee Meeting prior to the Pack meeting or at a minimum a week prior to the Pack meeting at which the award is scheduled to be presented through Scoutbook. It is left solely to the discretion of the Awards Chair to accept late award list submissions, as the Chair needs to have adequate time to purchase the awards and complete the necessary paperwork. Awards will be presented in accordance with Pack customs.
2. Tiger, Wolf and Bear Badge Awards are encouraged to be completed by the May/June Crossover Ceremony. It is strongly encouraged to have the Bobcat badge earned by the October Pack meeting.
3. It is the goal of this Pack to have each Arrow of Light Scout obtain his/her Arrow of Light Award by the crossover ceremony. This is a special recognition in the Cub Scout program and is the only award that can be worn on the Scout uniform, excluding the religious award. Since it is special, the Pack Committee will hold an Arrow of Light review with each Arrow of Light Den Leader at the January Committee meeting to ensure each scout will complete all requirements for the award before crossover ceremony.
4. It is highly encouraged by the Pack that each Scout earn his/her faith's religious award sponsored in conjunction with BSA National. However, this is done completely outside of the Pack. The Scout works directly with his/her family, Priest, minister, Rabbi or spiritual leader. The Award chair is available for guidance and will pick up awards. The Pack will pay for the square knot. The medal is the optional but recommended, the cost of the medal is the responsibility of the family. This money must be provided to the Award chair prior to picking up the award.

Section 9. 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 10. Camping and/or Over nights

1. There will be strict adherence to BSA camp guidelines during overnight camp outings. This includes the requirement that a parent or legal guardian must accompany each child from his/her own immediate family. In the case of scout siblings, only one parent/guardian is required to attend. Exceptions to the one family adult per child are made for District or Council sponsored camp outs when the District or Council so indicates.
2. Webelos Scouts should participate in a minimum of one overnight outing each Pack year such as the Council Resident Camp.

3. No overnight camp outs will be held during cold or snowy weather months per BSA policy with regards to Cub and Webelos Scouts.
4. If cancellation for camp registration is not received 7 days before the start of camp, the scout is responsible for food costs as well as registration costs associated with the camping trip.

Section 11. Uniform Standards

1. The Pack's goal is to have each child and adult leader in complete uniform as described by BSA. The uniform for both the Cub Scout and adult leader is an important and meaningful part of the Cub Scout program. We recognize the cost involved to outfit each Cub Scout and leader. The minimum requirements for Cub Scout uniforms are attached as EXHIBIT B.
2. Adult leaders should provide the example of wearing their uniform to all Scout functions and especially to meetings. Leaders should note that uniform purchases for them might be tax-deductible, as are other non-reimbursed Scouts related expenses, and are encouraged to speak with their personal tax accountants about their situation.
3. A uniform inspection will be conducted before each Pack meeting by the Den Leaders to identify any uniform deficiencies.

Section 12. Pack Service Project

It is the goal of this Pack to be "Service Oriented". Each year the Pack Committee will choose a Pack Service Project in which all members of the Pack are expected to participate. The importance that each Cub Scout learn to serve his/her community or fellow man cannot be overemphasized. Each member of the Pack may suggest Service Projects to the Pack Committee members at any time during the year. Dates of Service Projects will be given to each Pack member.

Section 13. Retention of Membership in the Pack

1. Retention of membership in Pack 39 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:
 - a. Infractions of the Bylaws by either the Parent or Cub Scout deemed severe enough to warrant action if no resolution can be worked out.
 - b. Continuous refusal by a Cub Scout or family member to obey instructions at Den or Pack meetings.
2. The provisions listed above 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 Leaders will refer the problems to the Pack Committee. The Committee Chairman or Cubmaster will contact the family in an effort to reach a mutual understanding before the final action is taken.
3. Refer to the ***Scout and Parent Code of Conduct*** for details.

Section 14. Revision of Pack Bylaws

These Bylaws will be reviewed at least once each year at an announced meeting open to all adult leaders and parents of the Pack. Only the Pack Committee members will vote upon changes.

EXHIBIT A
Pack Financial Obligations and Fees (Tigers – Arrow of Light)

A single registration fee will be determined at the beginning of each Scout year to go towards the following operating costs:

<u>ITEM</u>	<u>APPROXIMATE COST PER SCOUT</u>
National Registration fees	\$ 33.00 (Includes insurance)
Scout Life Magazine	\$ 12.00
Den Activity fee	\$15.00
Awards	\$ 30.00 (Rank and Special Events)
Registration of Adult Leaders	\$ 5.00
Pack Activities (Includes Camping)	\$ 30.00
Pack Insignia & Rank Book	\$ 25.00
<u>Pack T-shirt</u>	<u>\$ 10.00</u>
TOTAL:	\$160.00

This year's Pack registration fee is \$160.00 per Cub Scout.

An initial payment of \$50 is due to the Pack Treasurer on the last scout meeting in September. Because of fund raising fluctuations at the beginning of the year, the initial \$50 CANNOT BE DEDUCTED FROM THE SCOUT'S ACCOUNT. It must be paid by cash or check by the scout. The remaining \$110 fees are due to the Pack Treasurer by the November Pack meeting. The remaining \$110 and any additional fees can be deducted from the scout's account as funds are available.

If this fee presents a financial hardship for any Cub Scout family, consideration will be given to those situations at the October Committee meeting. Each Den Leader will be prepared to address those concerns with the committee.

The Pack has an annual budget of approximately \$8000.00 for a Pack of 40 Scouts or approximately \$200.00 per Scout. The difference between the Pack registration fee of \$160 and the cost per Scout (\$200.00) is made up through our fundraising efforts. See Section 6 of By-laws for details.

Any Scout joining after January 1 will pay 50% of dues, which will include all applicable items above. Any Scout joining after June 1 will pay \$30, which will include BSA membership until August 30 and payment for pack summer activities.

EXHIBIT B
Pack Financial Obligations and Fees (Lions)

A single registration fee will be determined at the beginning of each Scout year to go towards the following operating costs:

<u>ITEM</u>	<u>APPROXIMATE COST PER SCOUT</u>
National Registration fees	\$ 33.00 (Includes insurance)
Scout Life Magazine	\$ 12.00
Den Activity fee	\$ 5.00
Awards	\$ 10.00 (Rank and Special Events)
Registration of Adult Leaders	\$ 5.00
<u>Lion Program Kit</u>	<u>\$ 10.00</u>
TOTAL:	\$ 75.00

This year's Pack registration fee is \$75.00 per Lion Scout.

\$75 is due to the Pack Treasurer on the last scout meeting in September

If this fee presents a financial hardship for any Cub Scout family, consideration will be given to those situations at the October Committee meeting. Each Den Leader will be prepared to address those concerns with the committee.

Any Lion Scout joining after January 1 will pay 50% of dues, which will include all applicable items above. Any Scout joining after June 1 will pay \$15, which will include BSA membership until August 30 and payment for pack summer activities.

EXHIBIT C

Uniform Standards

The Pack's goal is to have each child and adult leader in complete uniform as described by BSA. The uniform for both the Cub Scout and adult leader is an important and meaningful part of the Cub Scout program. We recognize the cost involved to outfit each Cub Scout and leader. The minimum requirements for Cub Scout uniforms are as follows:

TIGERS – ARROW OF LIGHT

Field Uniform Requirements for all meetings and other official Scout functions

Shirt: Blue for all Cubs and tan for Webelos. Required to 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 tie slide. All members of same Den must wear Neckerchiefs in same manner and with same slide for uniform inspections.

Pants: Dark with Belt Loops. Blue jeans, navy blue cords, black pants, etc. all in good condition, must be worn at the waist. Dark colored Short pants 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. Green Scout belt is not permitted.

Hat: Proper style for current Rank. Must be worn bill forward. Hat may be worn in doors for official Scout functions, unless otherwise directed to "uncover." Hat should never be worn in a House of Worship.

Shoes: Closed toe shoes appropriate for the activity.

Activity Uniform Requirements: may be worn during scout functions when indicated by the Pack Committee.

Pack T-shirt

Pants, belt and hat: Same as Field Uniform, unless otherwise designated.

LIONS

Shirt: A simple blue t-shirt with Lion logo

Hat: blue lion cap is optional

PARENT/GUARDIAN BYLAW PACK PARTICIPATION STATEMENT

I have received the Bylaws for Pack 39 for the Pack year _____ and agree to abide by them.

I agree to be an active member of the Pack Program, realizing that if each parent/guardian takes on a small part of the program responsibility, the Program can be that much more fun for all.

Parent Signature

Scout Name (Print)

Parent Name (Print)

Date