

PACK 533 – Bylaws and Guidelines

Charter Organization: Keith Elementary School PTO, Cypress, Texas

SECTION 1: Nature and Purpose of the Pack

Chartered by the Keith Elementary School PTO, the Pack 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 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, boys, families, leaders, and chartered organizations work together to achieve the following objectives:

- Influence a boy'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 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 and serve the community

SECTION 2: Pack Committee and Pack Leadership

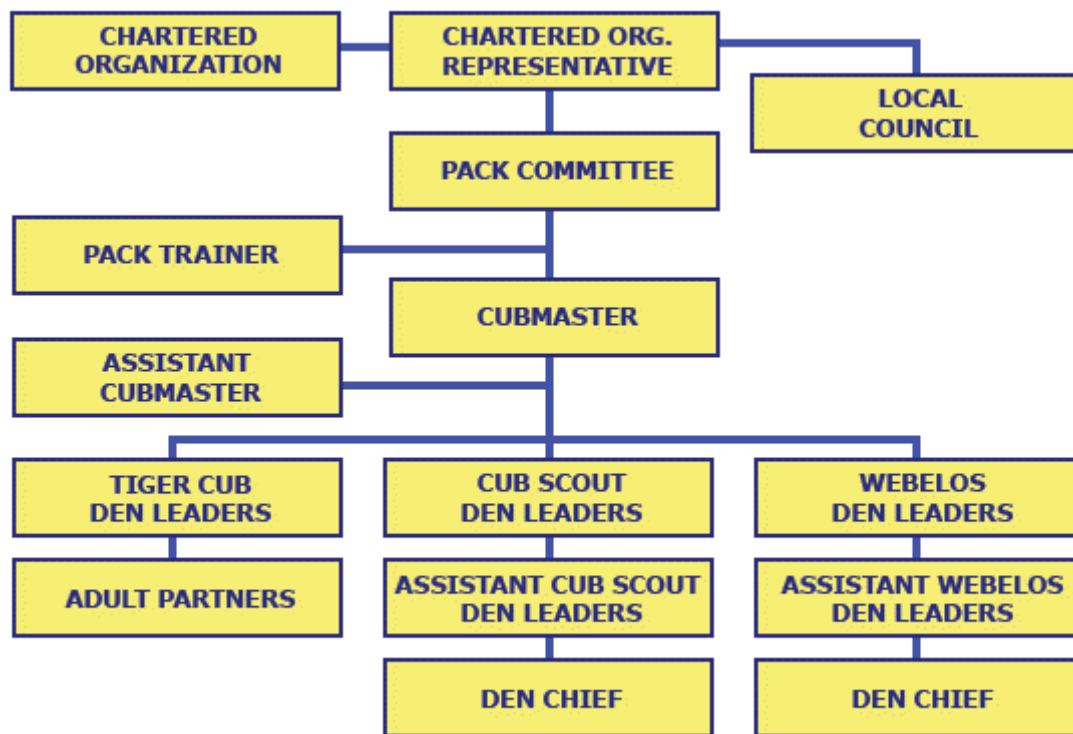
The Pack Committee works with the Cubmaster to plan and carry out the pack program. The committee also coordinates major events and secures support for the pack. The committee consists of a chairperson and other members who may have particular functions. The committee is responsible for setting Pack rules and policies, selecting Pack leaders, identifying resources to run the Pack, managing Pack finances, and determining the annual Pack calendar of events. Interested parents are invited to attend the Pack Committee meetings.

In addition to the Cubmaster, the committee works with the Charter Organization representative and the Unit Commissioner, who coordinate with the Charter Organization and the District, respectively. The committee is comprised of at least three members; the Committee Chair, Secretary and Treasurer. Other members may also serve special functions as described below:

The three governing branches of Pack 533:

- Pack Committee is the Legislative Branch (manages the Programs, Policies and Money)
- Cubmaster and Den Leaders are the Executive Branch (executes the Programs and Policies)
- Pack Committee Members are the Judicial Branch with voting rights
- Cubmaster and Den Leaders are members of the Pack Committee in advisory roles with no voting rights
- Pack Committee Members only need to vote on critical issues (i.e., changes to our Bylaws and Guidelines, big expenditures, asking a family to leave Pack 533).

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The Pack Committee consists of the following people or roles:

- Pack Committee Chair (voting member and tie breaker)
- Secretary (voting member)
- Treasurer (voting member)
- Chartered Organization Representative (voting member)
- Advancement Chair (voting member)
- Public Relations Chair (voting member)
- Outings Chair (voting member)
- Membership and Reregistration Chair (voting member)
- Friends of Scouting (FOS) Chair (voting member)
- Pack Trainer (voting member)
- Cubmaster (adviser, not a voting member)
- Den Leader (adviser, not a voting member)

Pack Committee Chair is responsible for:

- Supervising Pack Committee operation by calling and presiding at Pack Committee meetings, assigning duties to and training committee members, recruiting
- Approving bills before payment by Pack Treasurer
- Ensuring the Pack is properly funded
- Seeing that new Dens are formed when needed
- Coordinating with the Cubmaster on Council-approved money earning projects
- Ensuring that every activity committee is fully staffed and properly planning its assigned activity

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- Conducting an annual Pack program planning conference
- Re-chartering the Pack
- Supervising annual membership process and assisting with forming dens for new scouts

Secretary is responsible for:

- Takes minutes of the Pack Committee meetings
- Serves on the Pack Committee

Treasurer is responsible for:

- Monitoring Pack finances
- Depositing money from registration and fund raising, and paying for Pack expenses
- Serves on the Pack Committee
- Is authorized to make payments without specific committee approval for items that are “reasonable and customary” and within budget
- Extraneous items and large expenditures must be reviewed with the Pack Committee

Chartered Organization Representative is responsible for:

- Serves as a liaison between our Chartered Organization, Keith Elementary School PTO, Cypress, Texas and the Pack Committee
- Serves on the Pack Committee

Advancement Chair is responsible for:

- Track the advancement of each Cub in the Pack
- Be a coach to the Den Leaders to answer their questions about advancement
- Determine what advancement-related awards are needed for each Pack Meeting
- Acquire the awards through the Scout Shop
- Prepare awards for presentation at the Pack Meeting
- Serves on the Pack Committee

Public Relations Chair is responsible for:

- Stimulate pack service projects in the chartered organization, school, and community
- Work with the pack committee to promote new membership
- Let the people in the neighborhood know that a Cub Scout pack is available
- Provide pack announcements for regular release in the official bulletins, newsletters, websites, etc., of your chartered organization
- Make use of the news media in publicizing pack events

Outings Chair is responsible for:

- Plan and arrange for outdoor activities
- Arrange for property, fire, and tour permits
- Locate new picnic areas
- Arrange for safe transportation when needed

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- Arrange for Safe Swim Defense implementation for all outings involving swimming
- 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

Membership and Reregistration Chair is responsible for:

- Prepare reregistration papers and an annual report to the chartered organization
- Secure signatures and membership dues for the coming year

Friends of Scouting (FOS) Chair is responsible for:

- Build an organization to enroll family members and Cub Scout leaders in FOS
- Enroll as a Friend of Scouting
- Attend an FOS kickoff meeting

Pack Trainer is responsible for:

- Orients parents of new pack members
- Delivers Fast Start Training to new leaders in the pack
- Delivers Basic Leader Training, including This Is Scouting (was New Leader Essentials) and specific training for Cub Scout leader positions
- Encourages all leaders to participate in training
- Keeps pack training records

Cubmaster is responsible for:

- Conduct Pack meetings
- Ensuring all Pack activities are conducted in accordance with National BSA guidelines
- Serves as program adviser to the Pack Committee
- Recruiter, supervisor, director, planner, and motivator of Den Leaders

Den Leader is responsible for:

- Plans, prepares for, and conducts den meetings
- Attends Leaders Meetings
- Leads the Den at the Pack Meetings and activities

Den Leadership and Den Meetings:

- Each Den will have a designated Den Leader(s). 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.
- Two-adult leadership is required to hold a Den meeting. No Den Leader may hold a meeting or outing without another adult in attendance. Den Leaders must coordinate with the Den parents to ensure that proper supervision and assistance is provided at the meeting.

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- Siblings must be accompanied by a parent or guardian at den and pack meetings. Pack leadership is not responsible for siblings.

SECTION 3: Pack Meetings

1. 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, and/or cleanup.
2. The Pack will recognize advancement awards of individual Scouts at designated Pack meetings.

SECTION 4: Committee Meetings

1. Committee meetings are held no less than four times per year at a time and place designated by the Committee Chair. All committee members, den leaders, and applicable program committee members are encouraged to attend. Parents are also welcome. These planning sessions include preparations for upcoming Pack meetings and ensure all advancement awards earned by the Cub Scouts will be available for presentation.
2. 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: Financial Obligations

1. Membership dues will be paid one time per year and will be determined at the beginning of each Scout year and is in part based on the operating budget for the Pack. Current budget and membership dues are summarized in Exhibit A. The balance of the budget for the year is generated through fundraisers.
2. It is the goal of the Pack Committee to hold as few fundraisers as possible; however, it is important that each family supports our fundraising efforts when they are held. Families are expected to participate in the primary fundraisers as designated by the Pack Committee. In a typical year, there are four (4) annual fundraisers: Popcorn Sales, Scout Fair Coupon Book Sales, Cake Bake Auction and a Raffle during the Blue and Gold Banquet. Additional fundraisers may be called for depending on the state of the Pack treasury.
3. The cost of the Cub Scout uniform is the responsibility of the family. The Pack has established a Uniform Standard, as detailed in SECTION 10, which all Cub Scouts are expected to meet.

SECTION 6: Membership

1. Membership recruitment activities are held up to two times each year to encourage Cub Scout-age boys in the immediate local area to join our Pack. These activities are held in the spring and fall at Keith Elementary School. New boys are welcome to join the pack

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at any time during the year. BSA registration and *Boys Life* must be paid in full, but Pack membership dues will be prorated.

2. A BSA application and other paperwork must be completed for each boy. This paperwork will be accepted only after at least one parent or guardian understands Pack operation, Bylaws and parent/guardian participation requirements. Acceptance of the Bylaws requirements will be proven by signature on the Pack Participation Statement attached. (See Exhibit C.)
3. 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 membership dues will be adjusted to reflect the difference between a transfer fee and Council registration fee. The Pack membership dues will be prorated.
4. 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 are 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.
5. The Parents of new members are expected to read the Pack Participation Statement, attached as Exhibit C. Signature on the Bylaws and Pack Participation Statement indicates understanding of expectations for participation by members in the Pack.

SECTION 7: Awards

1. Advancement awards (i.e., new ranks, belt loops, pins, special awards, etc.) of individual scouts will normally be presented at designated Pack Meetings. It is the Parents' primary responsibility to fill in their Scout's achievements in ScoutTrack's website database weekly after the scout has finished them. If you are not familiar with using ScoutTrack then please contact your Den Leader. It is left solely to the discretion of the Advancement Chair to accept late award list submissions. Awards will be presented in accordance with Pack customs.
2. Tiger, Wolf and Bear Badge Awards are encouraged to be completed by the March Pack meeting. This goal ensures sufficient time for each family to work on Arrow Point electives. It is strongly encouraged to have the Bobcat badge earned by the first Pack meeting in the Fall.
3. It is the goal of the Pack to have each Webelos obtain his Arrow of Light Award in the fall of his fifth grade year. This is a special recognition in the Cub Scout program and is the only award that can be worn on the Boy Scout uniform, excluding the religious award.

SECTION 8: Budget and Expenditures

1. The Pack Committee shall develop a budget annually, with a fiscal year running from September through August. The Pack Committee Chair will have authority to approve expenditures in compliance with the budgeted amounts for each line item, with an allowance of plus or minus 10%. All other expenditures shall be approved by a majority of the members of the Pack Committee.

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SECTION 9: Camping and/or Overnights

1. 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. Outing Chair will file tour permits with Council offices. All required medical paperwork is mandatory for every family member that attends the campout not just for the scouts.
2. Webelos Scouts should participate in a minimum of one overnight outing each Pack year.
3. No overnight campouts will be held during cold or snowy weather months per BSA policy with regard to Cub and Webelos Scouts.

SECTION 10: Uniform Standards

1. The Pack's goal is to have each boy 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 Pack meetings. Leaders should note that uniform purchases for them might be tax-deductible, as are other non-reimbursed Scout related expenses, and are encouraged to speak with their personal tax accountants about their situation.
3. A uniform inspection will be conducted at least once during the Pack year by the Cubmaster or Den Leader to identify any uniform deficiencies.

SECTION 11: Pack Service Project

1. 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 learns to serve his community or fellow man cannot be overemphasized.

SECTION 12: Retention of Membership in the Pack

1. Retention of membership in Pack 533 is predicated upon a full understanding by the parents/guardians of their responsibilities toward the Pack program and their active support of it. The Dens 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 following two 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.

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2. The provisions listed above will not be invoked except as a last resort. Den Leaders are to discuss problems with parent/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 Chair or Cubmaster will contact the family in an effort to reach a mutual understanding before the final action is taken. The Pack Committee Members will take a vote to see if a family will be asked to leave Cub Scout Pack 533. Refer to SECTION 2 to see which members have voting rights on the Pack Committee.

SECTION 13: Revision of Pack Bylaws

These Bylaws will be reviewed at least once each year and may be changed if necessary. Only those Pack Committee Members listed in SECTION 2 with voting rights will vote upon any changes with the Committee Chairman breaking any ties.

EXHIBIT A to Pack 533 Bylaws: Pack Financial Obligations and Dues

A single membership due will be determined at the beginning of each Scout year to go towards Pack 533 operating costs. Since Pack 533's Annual Membership Dues cost may change from year to year based on enrollment and past success in fundraising, refer to our Cub Scout Pack 533's website (<http://pack533cypress.scoutlander.com>) for details on the membership dues.

Membership dues are due to the Treasurer by the September Pack meeting. Parents can make all payments with one check made payable to Pack 533 during the Fall or Spring Rally Night recruiting event.

EXHIBIT B to Pack 533 Bylaws: Cub Scout and Adult Leader Uniform

The Pack's goal is to have each boy 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:

Class "A" requirements for all Pack Meetings and other Scout functions:

- Shirt: Blue for all Cubs and tan for all Webelos, with 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.
- Neckerchief: Proper color and worn under the collar secured with an appropriate tie slide.
- Pants: Dark with belt loops. Blue jeans or dark pants 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: Optional, but if worn must be official Cub Scout blue-web belt with proper belt buckle for rank.

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- Hat: Optional, but if worn must be proper style for current rank. Must be worn bill forward. Hats may be worn indoors for official Scout functions, unless otherwise directed to “uncover.” Hats should never be worn in a House of Worship.
- Shoes: Closed toe shoes appropriate for the activity.

Class “B” may be worn when designated as “uniform of the day” by Pack 533 or District:

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

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EXHIBIT C to Pack 533 Bylaws: Pack Participation Statement

Pack meetings will normally be held once or twice a month at a time and place designated by the Pack Committee. Den meetings will be once or twice a month depending on the Den Leader. Pack and Den meetings are intended to be a display of Den accomplishments, a place of learning, and a place to have FUN!

The Pack has established the following Behavior Policies that need to be learned and enforced:

- Our meeting place is lent to us for the night and is worthy of our respect. All children must remain in that portion of the building being used for the Pack/Den Meeting and not be allowed to enter any other areas not designated for Pack 533 use.
- All Scouts and adults will be respectful of speakers and leaders addressing our Pack.
- Observe the Cub Scout sign (right hand up with two fingers in a V-shape) when raised and become quiet. Leaders and parents will ensure all Cub Scouts and siblings know what to do when the Cub Scout sign is shown so that they become quiet and attentive.
- Scouts and family should arrive 10 minutes before the meeting starting time.
- Parents must monitor their children (scouts and non-scouts) during Pack 533 events. (Scouting is not babysitting. Every child [scouts and non-scouts] must behave appropriately at our events.)

Each parent/guardian, by registering his/her son in Pack 533, assumes the following obligations:

- Serves as an active member in the Pack by volunteering for a position on the Committee, as a den or assistant den leader, or as an event chair/event helper.
 - Visit <http://pack533cypress.scoutlander.com> website for details
- Understands the importance of their role in the Cub Scout Advancement Program.
- Ensures their Cub Scout(s) attends regularly-scheduled Den and Pack meetings.

Parent/Guardian Participation Agreement

I have received the Bylaws for Pack 533 and agree to abide by them.

I agree to be an active member of Pack 533's Program staff, realizing that if each parent takes on a small part of the Pack's responsibilities, then it will be that much more fun for everyone.

SIGN, DATE AND RETURN ONLY THIS LAST PAGE TO YOUR MEMBERSHIP CHAIR OR DEN LEADER

Parent/Guardian Signature and Date _____

Scout's First Name(s) _____

Scout's Rank(s) & Den Number(s) _____