

Cub Scout Pack #3177

By-laws

ARTICLE 1: PURPOSE OF CUB SCOUTING: To provide an effective educational program designed to train youth in the responsibilities of practicing citizenship, providing growth in moral strength and character, and to enhance the development of physical, mental, and emotional fitness.

ARTICLE 2: CHARTER: Pack 3177 is chartered by Holy Family Catholic Parish Stow, Ohio. The chartered organization provides a suitable meeting place and facilities for Pack meetings, adult leadership, supervision, and opportunities for a healthy Scouting life for the boys under its care.

ARTICLE 3: CUB SCOUT ORGANIZATION AND PACK COMMITTEE: The members of the Pack 3177 organization shall consist of: a Committee Chair, Cubmaster, Assistant Cubmaster (s), Pack Treasurer, Pack Secretary, Pack Advancement Chair, Den Leaders, Webelos Patrol Leaders and all other assigned positions. All registered scout leaders and any parent or guardian who wishes to participate are part of the Pack Committee.

ARTICLE 4. EXECUTIVE BOARD MEMBERS: The Executive Board consists of Committee Chair, Cubmaster, Assistant Cubmaster (s), Secretary and Treasurer. Executive Board meetings may also be attended by the Chartered Organization Representative, District Executive, or District Commissioners on an as needed basis.

ARTICLE 5: DUTIES: The duties of the officers shall consist of the usual duties pertaining to these offices as outlined by National Council. All registered Pack Leadership will perform their responsibilities and duties according to the current guidelines and tenets of the Boy Scouts of America.

SECTION 1: COMMITTEE CHAIR RESPONSIBILITIES include: Membership on the Executive Board and the Pack Committee; recruiting adult leadership to run the pack with the assistance of the other Officers; build and maintain a close relationship with the chartered organization and chartered organization representative; deliver annual charter and training records to Chartered Organization Representative.

SECTION 2: CUBMASTER RESPONSIBILITIES include: Membership on the Executive Board and the Pack Committee; attending the monthly District Roundtable, chair Executive Board and Pack Committee Meetings in conjunction with Committee Chair; planning the monthly Pack Meetings with the Assistant Cubmaster (s); conducting the monthly Pack Meetings.

SECTION 3: ASSISTANT CUBMASTER (S) RESPONSIBILITIES include: Membership on the Executive Board and the Pack Committee; attending Executive Board and Pack Committee Meetings; performing all duties as requested by the Cubmaster and Committee Chair in planning the monthly pack meetings under the Cubmaster's guidance.

SECTION 4: PACK TREASURER RESPONSIBILITIES include: Membership on the Executive Board and the Pack Committee; attending Executive Board and Pack Committee Meetings; reporting biannually to the Pack Committee on the fiscal health of the pack in a report describing income and expenses for the committee's review and approval; keeping signature cards (authorized signers) on both the checking account and savings account up to date; and completing all money earning applications for pack fundraisers. The Treasurer is also responsible for all deposits to the pack checking and savings accounts, reconciling the checking accounts to the monthly bank statement; coordinating all cash payments, and obtaining receipts for the pack records prior to reimbursement or payment when approved. The Treasurer also helps all Chairs to collect annual registration fees, outing fees, and proceeds from fundraisers in a timely and orderly fashion with the assistance of the Den and Patrol Leaders. Keep a record of current and inactive *Cub Dollar* account balances.

SECTION 5: PACK SECRETARY RESPONSIBILITIES include: Membership on the Executive Board and the Pack Committee; attending Executive Board and Pack Committee Meetings; presenting written minutes of previous meetings; taking minutes to present at future meetings; sending out mailings requested by the Cubmaster or Committee Chair; write up permission slips for events as requested by any Chair positions; maintain master health form and roster files; preparing the annual Pack re-charter documents and obtaining the necessary fees, signatures, and information to achieve first time processing; responsible for maintaining the used uniform bank (count and collection); maintain a record of all equipment owned by the Pack; maintain accurate files related to press release forms for the Pack; maintain master email record documents.

SECTION 6: PACK ADVANCEMENT CHAIR RESPONSIBILITIES include: Membership on the Pack Committee; attending Pack Committee meetings; coordinating the den advancements for the month provided by the Den Leaders or their representative(s); compiles the Pack Advancement report from the PackMaster software; arranges to have the required patches and awards purchased and picked up from the local council office; turns all receipts over to the Pack Treasurer; fills out a recognition card for each award, attaches the award to the card, and sorts the awards by Den.

SECTION 7: PACK TRAINER RESPONSIBILITIES include: Membership on the Pack Committee; attending the Pack Committee meetings; develop, implement, and administer Pack 3177 training program that results in 100% of leaders trained in BSA position specific courses; develop, implement, and administer new leader and family orientation program; work closely with Holy Family Parish Administration and Diocese of Cleveland to ensure 100% of all leaders are Virtus trained and that proper training and background records are maintained; facilitate Den program support by maintaining database of local requirement specific resources.

SECTION 8: PACK RECRUITMENT CHAIR RESPONSIBILITIES include: Membership on the Pack Committee; attending the Pack Committee meetings; attending District Roundtables; implement both in-school and external Pack recruitment programs for the Spring and Fall Roundup programs; plan, schedule, and setup recruitment / orientation (parent) nights; coordinate with Pack Trainer to ensure new parent orientation program guidelines are met during meeting; collect all necessary paperwork related to new youth and adult members and process correctly within the Pack; work with Database Administrator to ensure proper data entry and accurate records for all new members.

SECTION 9: DEN AND WEBELOS PATROL LEADERS RESPONSIBILITIES include: Membership on the Pack Committee; being a registered leader of Pack 3177 who leads the Cub Scout Den or Patrol; attending the Pack Committee and Pack meetings; maintain Den advancement records within the PackMaster software; ensure annual Pack program is implemented within the Den / Patrol; take responsibility for collection of all fees and fundraising proceeds from den to be turned in to the Treasurer or Fundraising Chair; assist Pack Trainer in data collection related to Leadership Continuity Program; work with Website Administrator to ensure accurate Den / Patrol meeting schedules and data are presented on the Pack website.

SECTION 10: RELIGIOUS AWARDS CHAIR RESPONSIBILITIES include: Membership on the Pack Committee; attending the Pack Committee meetings; stay current with program guidelines and timelines related to: advancement, national religious awards options, adult religious awards availability, and Pack calendar; manage Religious Awards materials ordering and filing; coordinate Parish Leadership review sessions for eligible Scouts working on BSA Religious Awards.

SECTION 11: POPCORN KERNEL RESPONSIBILITIES include: Membership on the Pack Committee; attending the Pack Committee and Pack meetings; work with the Executive Board to set annual Popcorn sales goals (budget); stay current on Great Trails Council popcorn training; run popcorn kickoff meeting at the Pack level, and track sales progress toward goal; manage proceeds collection with Pack Treasurer and the Den and Patrol Leaders; enter sales and awards information into online website and PackMaster program; ensure awards / patches are presented to eligible boys.

SECTION 12: BLUE & GOLD CHAIR RESPONSIBILITIES include: Membership on the Pack Committee; attending the Pack Committee and Pack meetings; work with the Executive Board to plan Blue & Gold Banquet including but not limited to the budget, location, facility setup, schedule, food (caterer, menu, portions, etc.), organize teardown / cleanup, etc.; maintain accurate notes / documentation for future Blue & Gold Chair including program planning and improvements.

SECTION 13: SUMMER EVENTS CHAIR RESPONSIBILITIES include: Membership on the Pack Committee; attending the Pack Committee and Pack meetings; work with the Executive Board and the Advancement Chair to coordinate summer events in June, July and August for the Pack; schedule any required resources (pavilions, rooms, tickets, permits, etc.) to allow completion of summer events; work closely with Advancement Chair to record attendance at summer events as documentation toward the Summertime Pack Award.

SECTION 14: FUNDRAISING CHAIR RESPONSIBILITIES include: Membership on the Pack Committee; attending the Pack Committee and Pack meetings; work with the Executive Board and the Popcorn Kernel to develop annual fundraising goal and budget; manage all aspects of fundraising process including but not limited to ordering stock, tabulating orders, proceeds collections, returning unsold stock, preparing an annual summary statement, etc.

SECTION 15: WEBSITE ADMINISTRATOR RESPONSIBILITIES include: Membership on the Pack Committee; attending the Pack Committee meetings; work with the Executive Board on website design and enhancements; work with all Committee heads to maintain accurate information (schedule, photos, etc.) related to activities, deadlines and fees; prepare and post any requested forms to the Pack website; communicate with Pack Secretary to ensure up to date records on information / photo releases.

SECTION 16: DATABASE ADMINISTRATOR RESPONSIBILITIES include: Membership on the Pack Committee; attending the Pack Committee and Pack meetings; communicate with Pack Secretary to ensure up to date records on information; administer PackMaster software for the organization; Plan and implement training on the PackMaster software to any new incoming leadership positions.

ARTICLE 6: MEMBERSHIP: Pack 3177 is open to all boys whether or not they are parishioners of Holy Family Catholic Church, or are enrolled at Holy Family Catholic School. No boys will be turned away because of religious affiliation, school enrollment, or financial hardship. All youth and adult leaders must subscribe to the BSA's Declaration of Religious Principle as a condition of membership in the Cub Scout program.

ARTICLE 7: STEPS IN JOINING: When a boy and his family desire to become a part of the Pack they should contact any member of the Pack who can then direct them to the Recruitment Chair or Cubmaster.

SECTION 1: PAPERWORK REQUIREMENTS: Pack 3177 requires the following list of documents (for both adults and youth members) to maintain active membership in the Pack:

- BSA Application
- Medical Form (annually)
- Contact Form
- Press Release Form
- In case of Emergency Form
- Field Trip Permission Slip
- Consent to Treat

In the event conditions change or additional documentation may be required by: the Boy Scouts of America, Pack 3177, Holy Family Catholic Church, or Diocese of Cleveland, parents will be notified of the information change and Pack leadership will collect the new forms. All information provided to the Pack (photos, medical data, etc.) will be held in strict confidence. Boys will NOT BE PERMITTED to attend any campouts without a current valid, updated Medical form.

SECTION 2: REGISTRATION FEES: registration fees in the Boy Scouts of America, includes a National registration fee, Boys Life magazine (optional but recommended) as well as a Pack Registration fee. In the event of partial year membership registration, National Fees and Boys Life magazine subscriptions will be prorated for the time in question.

ARTICLE 8: TRANSFER: Transfers will be accepted on the same basis as new Cub Scouts and will be welcomed at the next Pack Meeting. It is particularly important that transferring Cub Scouts obtain transfer papers or other documents from their old Pack, which will certify the record of advancement so that proper credit can be given. Boys who have current registration with the Boy Scouts of America will not be charged to re-register with Pack 3177, but will be assessed the Pack Registration Fee and a National transfer fee of \$1.00.

ARTICLE 9: ATTENDANCE: All Cub Scouts and their parents are encouraged to support their Den / Patrol and Pack through active participation in Den / Patrol and Pack activities. A parent should join their son at meetings (when able) as well as campouts. The entire family is welcome at Pack meetings and many outings are inclusive for the families. Scouts who are not active in their Den / Patrol will NOT be qualified for Rank Advancement provisions "...be active in your Den or Patrol..." where required.

ARTICLE 10: DEN / PATROL ASSIGNMENTS: Dens / Patrols are organized by the Cubmaster, Recruitment Chair, and Committee Chair. Dens / Patrols are kept to no more than 8 - 11 boys whenever possible. The goal of the Pack is for your son to be able to follow the Cub Scout motto: "DO YOUR BEST".

ARTICLE 11: CONDUCT: A Cub Scout is expected to behave himself at all meetings and outings. Disruptive behavior, fighting, and use of bad language are some examples of behavior which will not be tolerated at Den meetings, Pack meetings or outings. Bullying will NOT be tolerated in any form. A Scout is expected to conduct himself in a manner befitting the uniform, and in the tone of the Scout Law.

ARTICLE 12: FAMILY/PARENT RESPONSIBILITIES: Cub Scouting gives families an opportunity to spend quality time together. It is the leader's role to provide interest, skill and time in developing a good program. The family provides help and support for the Den and Pack. Families can help in many different ways, which may vary from family to family, depending upon family structures and other family responsibilities.

ARTICLE 13: UNIFORM: Blue and Gold are the Cub Scout colors. They have special meaning: The blue stands for truth and spirituality, steadfast loyalty, and the sky above. The gold stands for warm sunlight, good cheer and happiness. Webelos Scouts have the option of wearing the blue or the khaki colored shirt, but may not wear the patrol emblem patch until they move to the Khaki shirt.

SECTION 1: MINIMUM REQUIREMENTS: The minimum uniform requirement for Pack 3177 is a uniform shirt, neckerchief, neckerchief slide, and scout mesh belt. The uniform shirt is to be worn tucked in at all times, and should be kept clean and presentable. Parents are encouraged to attach patches (American flag, council strip, Pack numbers, Den numbers / Patrol insignia, and current Rank) according to the placement guidelines provided by the BSA and found in your new parent packs, and included in the Appendix A section of these by laws. All boys are required to have an official Cub Scout Handbook for each respective year.

SECTION 2: COLORS BY RANK: Tiger Cubs (1st grade) wear an orange scarf with a Tiger logo slide and navy shirt; Wolf Cubs (2nd grade) wear a gold scarf with a Wolf logo slide and navy shirt; Bears (3rd grade) a light blue scarf with a Bear logo slide; and Webelos I and II (4th & 5th grade) wear a blue, green, red and gold plaid scarf and Webelos logo slide. Webelos also wear "colors" on their right sleeve where earned activity pins are displayed, and may wear either the navy or khaki shirt with appropriate colored pants for that shirt. Leaders and youth will follow the BSA guidelines for uniform wear including patch placement and neckerchief guidelines. Leaders will wear the adult khaki shirt with green / olive slacks, or official BSA leader pants.

SECTION 3: UNIFORM INSPECTION: Pack 3177 will have bi-annual uniform inspections for the express purpose of assisting the Scout in maintaining a neat, orderly and presentable uniform. Parents are encouraged to attach the appropriate patches to their son's uniform, in the BSA sanctioned locations.

SECTION 4: UNIFORM BANK: Pack 3177 has a limited supply of used uniform shirts and pants in our Uniform Bank for those Scouting families of challenged financial needs. Any Scout that may wish to "visit" the uniform bank please contact the Cubmaster, Asst. Cubmaster, or Pack Secretary. The Pack requests that any Scouting family that has a current style new or used uniform in good condition donate these items to the uniform bank if they are no longer used. (outgrown, dropped out, etc.)

SECTION 5: CLASS B UNIFORM: 3177 has available t-shirts imprinted with the Pack number and logo for use during events where Class A uniforms are not required. Class B shirts, though not required as a condition of membership, are strongly encouraged for boys joining Scouting.

SECTION 6: UNIFORM WEAR AND SCHOOL: 3177 has received special permission from Holy Family School Administration to allow Cub Scouts to wear their uniforms during School hours whenever a special or evening event will be occurring. Qualifying events include: Pack Meetings / functions, Den / Patrol Meetings / functions, or Scouting Membership drives / visits by Pack and District leadership.

ARTICLE 14: MEETINGS:

SECTION 1: EXECUTIVE BOARD MEETINGS: These will be held on an as needed basis.

SECTION 2: PACK COMMITTEE MEETINGS: Normally held every other month from 7:30 PM to 9:00 PM on the first or second Monday of the month. These important sessions are critical to the successful operation of the Pack and dissemination of information. The meeting will include such topics as: finance, training, registration, meeting planning, outings / events, fundraising, scheduling, etc. Our Pack will continue to grow as long as we have adults who are willing to share their time and talents, and take an active interest in the success of their sons.

SECTION 3: PACK MEETINGS: Pack meetings are usually scheduled for the third Wednesday of each month in the Father Szabo Parish Center from 6:30 p.m. to 7:45 p.m. The entire family is encouraged to attend the Pack meeting and support the Cub Scouts in their advancement. Pack meetings are not held during the months of June, July and August, but summertime events are planned. In certain months the Pack Meeting may be displaced due to another event (Pinewood Derby, Blue & Gold, etc.) or moved to another location. The Pack meeting program includes opening and closing ceremonies, recognition of boys who have earned awards, presentation of skirts, songs and cheers by Dens or Patrols. The Pack meeting is planned around a monthly theme and is led by the Cubmaster with the help of other adult Pack Leaders.

SECTION 4: DEN / PATROL MEETINGS: Each Den / Webelos Patrol Leader determines when and where these meetings are held. These meetings are generally held 2 or 3 times per month. Parents are encouraged to attend with sons, unless in Tigers where a parent is **REQUIRED** at all times as mandated by the Boy Scouts of America. These meetings are planned and run by the Den / Patrol Leader with the help of an Assistant Den / Patrol Leader (s), and/or adult partners (Tigers). Den / Patrol meetings are planned around a monthly theme. The location of these meetings can be at a home, library, etc. Each Den / Patrol chooses the structure of its own meetings. This includes the day, time and location of their meetings.

ARTICLE 15: CAMPING AND OUTDOOR ACTIVITIES.

SECTION 1: CUB ADVENTURE: There are usually 2 weekend camps with a changing theme, chosen by the district, and run by District and Council leadership. They are typically held in May and October. These camps are available to all scouts regardless of rank.

SECTION 2: PACK CAMPOUT: There are usually 2 held twice per year and are part of the Pack outdoor program. Most scouts will sleep in cabins at Camp Manatoc (per guidelines to safe Scouting), but Webelos may also elect to tent camp at the campsite. If an individual signs up to camp, then cannot make the campout for any reason, they will still be responsible for camping fees as if they had camped. Directions to Camp Manatoc and Camp Butler can be found in Appendix B.

SECTION 3: DEN / PATROL HIKES & CAMPS: These are individual Den or Patrol hiking or camping events that are arranged and scheduled by the individual Dens / Patrols as part of completing rank requirements, or for general enjoyment. Costs and meal selection for these events will be negotiated and collected by the individual Dens / Patrols.

SECTION 4: SERVICE PROJECTS: These events take place on an "As Planned" basis and include service to Church, City, and State. Service to others is integral to the history and teachings of the Boy Scouts of America, and it is through this "cheerful service" that we grow stronger in our faith, and our citizenship.

ARTICLE 16: SUMMERTIME EVENTS:

While there will be no regular Pack Meetings from June through August, Pack 3177 has an active Summer Events program that Scouts may participate in. These events are independent of any meetings or outings that individual Den / Patrols may schedule. One Scouting program is scheduled each and every month, and participation by all Scouts is strongly encouraged. The Summer Events Chairperson will coordinate these events and ensure that the attendance records are forwarded to the Pack Advancement Chairperson for certification of the Summertime Pack and Den Awards.

ARTICLE 17: FUNDRAISERS AND CUB DOLLARS:

Fundraisers are critical to maintaining the viability of the Pack. Participation in these fundraisers is highly encourage in order to help promote The Pack participates in 2 annual fundraisers to support our yearly operations and programs, and one national level fundraiser to support Scouting in the Great Trail Council.

SECTION 1: FRIENDS OF SCOUTING: This is an annual fundraising program that is coordinated by the Great Trail Council. The funds raised are used to maintain the programs, leadership training, and camping programs that are run by the Great Trail Council. (Pack 3177 is a member of the Great Trail Council) A District Representative will give a presentation at the Blue and Gold Banquet. This is a national program, and families are encouraged to support the council efforts to the best of their abilities.

SECTION 2: TRAILS END POPCORN SALES: The Popcorn fundraiser is the primary source of funding for Pack 3177, and is highly important to our long term survival. Scouts are encouraged to sell as many popcorn orders as possible, and will receive a portion of the sales back in "Cub Dollars" to use just like vouchers. The percentage of cub dollars available in any year will be based upon the total sales of the Pack, and subject to current projected operating budget. The Popcorn Kernel and Entertainment Chairperson will coordinate Den / Patrols to man after mass Popcorn booths at Holy Family. All Scouts are expected to participate in Popcorn sales, and are expected to "Do their best".

SECTION 3: ENTERTAINMENT BOOK SALES: This is the third fundraiser the Pack participates in each year, and is also very important to the pack's financial well being. The Pack asks that all Scouts sell at a minimum 4 books each. If the individual scout is unable or unwilling to sell the 4 books, then the Pack requests that the scout's family make a contribution to the Pack of \$ 15.00 per book to compensate for lost revenue. In addition to individual scout sales, the Fundraising Chairperson will coordinate Dens / Patrols to man Entertainment Book sales tables after mass on Saturday and Sundays during the selling season.

SECTION 4: CUB DOLLARS: Cub dollars can be applied toward camping fees, trip fees, uniform or equipment purchases, etc but has no redeemable cash value from the Pack. When a boy crosses into the Boy Scouts, his cub dollars (if any remain) move with him, and will be coordinated by the Pack and receiving Troop. If a boy leaves the scouting program completely, at the end of 1 year the cub dollars will be considered a donation to the Pack.

ARTICLE 18: CAMPING FEES: The Pack charges a flat fee per person (adult and youth) to attend a Pack sponsored campout. This amount may change based on each campout. Due to the high costs of camping for a Pack our size, all collected fees are non-refundable for any reason.

ARTICLE 19: PROBLEMS/CONCERNS: If at any time during the Scout year a parent feels there is a problem within the Pack or Den / Patrol, and discussions have been held with the Den / Patrol Leader - feel free to contact the Cubmaster or Assistant Cubmaster.

ARTICLE 20: DISCLOSURE: If any of these bylaws are in violation of BSA state or federal rules and regulations, than the appropriate rules or regulations will preside over the by-laws. These bylaws can be amended by a majority vote of the Executive Board Members.

Last update: 3/24/2010