

# Pack 308

## Cub Scout Bylaws

### General

1. Key Pack positions include the following:
  - Charter Organization Representative
  - Pack Committee Chairman
  - Cubmaster
  - Assistant Cubmaster
  - Secretary
  - Treasurer
  - Advancement Chair
  - Training and Membership Chair
  - School Liaison
  - Tiger Den Leader(s)
  - Wolf Den Leader(s)
  - Bear Den Leader(s)
  - 1st and 2nd year Webelos Den Leader(s)
  - Persons to fill these positions will be elected yearly, and it can be parents who are not den leaders.
2. The Pack cannot function without the active involvement of every parent. Accordingly, the Pack must ask each parent to volunteer for a committee or adult leader position, participate in organizing monthly Pack meetings, attend Committee Meetings, and assist with special activities.
3. Committee Meeting will be held monthly, and will include a Treasurer's report. Parents assisting with the Den meeting during an assigned month is encourage to attend the Committee meeting prior to the Pack meeting.
4. Recruitment will be in the beginning of each school year. However, new recruit can join the pack at any time of the year.
5. Re-charter of the Pack will be every February.
6. Rank Advancement Awards (grade to grade) will be each May.
7. Crossover from the Pack to the Troop will be in February at the Blue and Gold Banquet. Year pins will be received at the Blue and Gold Banquet. Leaders are responsible for getting year pin needs to awards chairperson.
8. Pack meetings will include a flag ceremony and a den skit/song. Families will be involved with and participate in setup and cleanup. A duty rotation chart will be published once dens are formed.

## **Administrative Guidelines**

1. Use of Pack funds for items other than stated in these by-laws must be discussed and voted on at a Committee meeting. If an immediate response is needed and the issue cannot wait until a Committee meeting, an email will be sent to all committee members with a decision date. At least one vote from Chartered Organization Representative, Committee Chairperson, Cub Master, Assistant Cub Master, Treasurer and two votes from any Committee Members are needed to pass any motions. If one of the people in these positions is the one making the request, he/she will be excluded from the vote. Two people living in the same household may only count as one vote.
2. All Den Leaders must complete an Awards request form and turn it into the Awards Chairperson no later than the Wednesday prior to a Pack meeting.
3. All Den Leaders must turn in den activity reports to Pack Secretary so newsletters can be compiled, published, and distributed during monthly pack meetings.
4. Monthly Pack Meeting Task will be published so dens will have opportunities to participate.

## **Dens**

1. Two adults (“2 deep leadership”) will be required for any meeting. If 2 adults are not present, the meeting or activity will not take place. Parents are responsible for checking with the leader to ensure 2 deep leadership is in place before leaving their scout.
2. Den dues policy will be decided by each den individually.
3. Permission slips and/or tour permit will be required for all field trips if parents are not present during the trip.

## Expenses

1. Parent's expenses will include:

- Scout uniform
- Scout book
- Neckerchief
- Registration Fees
- Pack Due

2. Pack expenses include:

- Registration Fee for all Adults
- Training for all BSA registered adults
- Awards and pins
- Awards include all belt loops/activity pins earned while a registered Cub Scout
- Religious award knot & medallion
- Prizes/Awards for pack activities
- Derby kits for scouts (Pinewood, Space, or Raingutter Regatta)/ trophies/patches/medals

3. Pack committee members will review and vote on scholarship applications for registration fees and pack dues.

**Budget Plan should contain but not limited to the followings:**

**Planned Income**

- Popcorn sales
- Pack dues
- Scout Show

**Planned Expense**

- Pinewood derby
- Space derby
- Raingutter Regatta
- Blue and Gold
- Cross Over
- Monthly Pack meeting
- Cub World
- Awards
- Story Cafeteria rental fee
- Returning scout registration fee
- Adult registration fee
- Adult training fee

**Pass Through Expense**

- Re-chartering fee for new scouts
- Boy's Life

## **Other Financial Procedures:**

### Other Expenses not listed:

- Committee needs to vote on any additional expense outside of the budget plan.

### Reimbursement Procedures:

- Receipt must be submitted on a piece of 8" x 11 1/2" paper with explanation of the expense, date and signature.
- Reimbursement should be done within 14 business whenever is possible

### Bank Account Procedures:

- Bank account is under Pack 308 with three authorized signers.
- Each check requires two signatures from any of the authorized signers.
- Payee cannot be the same as the authorized signer.
- Monthly bank statement is mailed to the Pack Committee or Cub Master other then the Treasurer
- Make copy of all the checks before they are deposited. Keep the copy with the specific deposit slip and cash receipts for monthly balance purposes.

### Collection of unpaid fees:

- The Treasurer is to itemize all fees collected from different events. When pack paid for the expense in advance, the Treasurer need to reconcile the event expense each month end. An email should be sent to the den leader and scouters as reminder of the fee due. Allow 2 weeks to collect. All cash payment should be recorded on the cash receipt book. A copy of the receipt should be presented to the payer as proof of payment.

### Financial Reports:

- The Treasurer is to reconcile the bank account on a monthly basis. A financial report is presented to the pack committee at each monthly pack committee meeting.

### Pack Council Charge Account:

- Council charge account should be balance each month by obtaining a statement from the Council Accounting Department. This should be present as part of the financial report.