



## INTRODUCTION

In order for Pack 730, sponsored by The Parents of Pack 730, to operate successfully and provide a well rounded program of Cub Scouting, as instructed by the Boys Scouts of America (BSA), the following By-Laws, reviewed and approved by the Pack Committee, will be in effect, beginning September 1, 2006.

## ARTICLE I. GENERAL BY-LAWS

Section 1. Membership in the Pack will be limited to the number of boys for which adequate leadership can be provided.

Section 2. It is the intention that no Den/Patrol shall have more than ten (10) boys. Exceptions may be approved by the Pack Committee, on a case-by-case basis i.e. transfer of leaders or a combining of dens/patrols.

Section 3. Membership in the Pack is open to all qualified persons. Boys' applications shall be reviewed by the Cubmaster or Den Leader, and then approved by the Cubmaster.

Section 4. Leaders' applications shall be approved by the Cubmaster, the Chair, and the Charter Organization Representative.

Section 5. The annual planning conference shall be held in July.

Section 6. By-Laws will be completely reviewed once a year, and amended as necessary by a majority vote of the Pack Committee. Reviews will be conducted and submitted for Pack Committee approval at the August meeting.

Section 7. A Charter (membership) review will be held prior to re-chartering.

Section 8. With regards to the Pack as a whole, no Pack obligation shall be made by any individual to participate in any Civic, Community, School, Military, BSA, or Pack function without first obtaining approval of the majority of the Pack Committee. All Pack activities must be approved by the Committee. The Committee must be informed in a timely fashion i.e. one month.

Section 9. All money earning projects must be approved by the Pack Committee and conform to BSA guidelines.

Section 10. Pack 730's monthly pack meeting will be held generally on the third Monday of each month at the **Mt. Calvary Lutheran Church, 23300 E. Golden Springs Dr., Diamond Bar, CA 91765**. The Pack meeting will start at 7:00 p.m. and last for approximately one and a half (1.5) hours. The exceptions are special programs and activities, i.e., Blue and Gold Banquet, summertime activities and other pre-announced occasions.

Section 11. The Pack Committee and Leaders' Meetings will be held generally on the third Wednesday of the month, or the Wednesday after the Pack Meeting.



Section 12. Pack Committee voting members (See Article VII. Section 3.), shall be BSA registered adults. Votes at other than committee meetings may be used in extenuating circumstances and duly recorded in writing, reflecting approval or disapproval by the majority of the Pack Committee members. In such circumstances, the Committee Chairman must be contacted first and approve the need for a vote. Any person holding more than one Pack Committee position shall be allowed only one (1) vote.

Section 13. Regular spending of money for advancements (in include rank badges, arrow points, year pins, sports pins and belt loops, activity pins, certificates and other special awards) will be done by the Cubmaster, Pack Treasurer and/or Advancement Chairman. The Cubmaster and Advancement Chairman must submit to the Treasurer an itemized receipt for the items purchased from the Council.

Section 14. The majority of the Pack Committee Members must approve any disbursement from Pack 730 funds, other than items referred to in Section 13 above.

Section 15. The Treasurer or the Cubmaster must endorse all checks written on the Pack Account.

## **ARTICLE II. BY-LAWS FOR THE CUB AND WEBELOS SCOUTS**

### ***Section 1. Ranks.***

All Cub Scouts will be placed into a den according to their school grade level. Age is used only as a back-up factor.

- Tiger: 1st grade (adult partner is required)
- Wolf: 2nd grade
- Bear: 3rd grade
- Webelos (first year): 4th grade
- Webelos (second year): 5th grade

All new Cub Scouts must earn the Bobcat badge. Tigers may earn this badge before graduating to Wolf Scout. All other scouts **MUST** earn the Bobcat badge before proceeding through their respective Scout rank, as described above.

### ***Section 2. Behavior.***

There will be no offensive language, gestures, or clothing at Pack or Den/Patrol activities. Offenders will be asked to leave. Other disruptive behavior at a Den/Patrol Meeting, Pack Meeting, or Pack function shall, on the first occasion, be referred to the parent/guardian. Subsequent occasions shall be referred to the Pack Committee. Repeated occurrences ***may*** lead to suspension and/or dismissal from the Pack.



### ***Section 3. Dues.***

Den dues of \$10.00 per month are payable the first Den/Patrol Meeting of the month. The individual Annual Pack dues of \$55.00 are governed by a Pack budget and are payable every October 1st. The annual Pack dues include BSA National registration and Boy's Life magazine. Uniforms for Tiger Scouts and their adult partner will also be included in the annual Pack dues. For all other Cub Scout ranks, the uniforms are the responsibility of the parents, and as such, are not included in the annual Pack dues.

From time to time incentives may be offered to Cub Scouts; whereby, they may earn credit towards their annual dues by selling popcorn and/or other fund raising opportunities.

Additionally, cases of financial hardship may be brought before the Pack Committee for consideration.

### ***Section 4. Attendance.***

Each registered Cub Scout is required to attend all Den/Patrol meetings.

If four (4) consecutive meetings are missed, the Scout will be put on the Inactive List. The Den Leader shall issue an oral warning, via telephone, after the third missed meeting. After the fourth missed meeting, the parent/guardian will be contacted and informed that the Scout has one week to be reinstated and pay back dues. Additionally, if there is a waiting list, the Scout will be placed on the list with an effective date as of the fourth missed meeting. The Pack Committee shall approve reinstatement into the Pack. After eight (8) consecutive missed meetings, the Scout will be dropped from the Pack Roster. Absences due to medical considerations, family visits or vacations will be honored with prior notification.

### ***Section 5. Meetings.***

During the school year (September through May), all Dens/Patrols are to conduct at least three (3) meetings per month as well as attend the monthly Pack meeting.

During the summer months (June, July, and August), Dens/Patrols are to conduct one (1) meeting per month, and are encouraged to participate in the monthly summer activity.

### ***Section 6. Conduct on Church, Private or Public Property.***

No child will be allowed to run freely or randomly about the grounds before, during or after a Pack or Den/Patrol Activity. Active Cub Scouts are the responsibility of the parent/guardian.

### ***Section 7. Service/Attendance Awards.***

Cub Scouts and Adult Leaders who have earned Service Pins should receive them at the monthly Pack Meeting in which they are earned. Perfect attendance pins should be awarded at the May Crossover Ceremony, to boys who attend thirty-six (36) Den/Patrol and/or Pack activities, during the previous period of June 1 - May 30. Adult leadership will be reviewed at the January Committee meeting, prior to the Blue and Gold Ceremony in February.

### ***Section 8. Den Assignments.***

The Cubmaster and the Den/Patrol leader shall make initial Den/Patrol assignments. In the absence of the committee, the Pack leadership will assign Den/Patrols. No modifications of Dens/Patrols by Den Leaders are permitted without approval of the Pack Committee.



### ***Section 9. Field Trips.***

Permission slips must be received for each Scout prior to any Den/Patrol or Pack field trip.

Tour Permits are mandatory and must be filed with the council office, with all required information and signatures, prior to the outing, preferably two (2) weeks before such outing.

### ***Section 10. Complaints.***

All problems or complaints are to be addressed by the Den Leader first, followed by the Assistant Cubmaster, then by the Cubmaster.

If the problem/complaint cannot be resolved, the parent/guardian must present the matter (either in person or in writing) to the Pack Committee at the next Committee meeting or the earliest time necessitated by the situation.



## ARTICLE III. PACK POLICY

### *Section 1. Uniform.*

All Cub Scouts and Registered Leaders shall be in uniform at all scout functions. The following items shall be considered the official dress uniform:

Tiger Cubs:

Blue Cub Scout Shirt  
Tiger Hat  
Black or Dark Blue Pants  
Blue Cub Scout belt (with Tiger belt buckle)  
Orange Neckerchief

Bear Cub:

Blue Cub Scout Shirt  
Bear Hat  
Blue Neckerchief  
Cub Neckerchief Slide  
Blue/Dark or White Socks

Cub Scout Blue Pants/Shorts (optional)

Wolf Cub:

Blue Cub Scout Shirt  
Wolf Hat  
Gold Neckerchief  
Cub Neckerchief Slide  
Dark, Blue, or White Socks  
Blue Cub Scout belt (with Cub belt buckle)

Cub Scout Blue Pants/Shorts (optional)

Webelos:

Khaki Boy Scout Shirt  
Plaid Neckerchief  
Webelos Neckerchief Slide  
Webelos Hat  
Black, Tan, or Green Pants/Shorts  
White or Scout Socks  
Blue Cub Scout belt (with Webelos belt buckle)

Webelos Options:

Olive Boy Scout Pants/Shorts (optional)  
Olive Boy Scout Socks

Male Leaders:

Khaki Boy Scout Shirt  
Hat  
Blue Neckerchief (Cub/Committee)  
Plaid Neckerchief (Webelos)  
Olive Pants/Shorts (optional)  
Olive Boy Scout Belt

Female Leaders:

Yellow Scout Shirt or Khaki Boy Scout Shirt  
Hat  
Blue Neckerchief (Cub/Committee)  
Plaid Neckerchief (Webelos)  
Navy Pants/Skirt/Shorts (if using Yellow shirt) or  
Olive Pants/Skirt/Shorts (if using Khaki shirt)  
Olive Boy Scout Belt (if using Olive Pants)

**Notes:**

1. Patch placement on the Scout shirt should be done in accordance with published BSA standards. Scouts are encouraged to wear a "Merit" vest or jacket for all non-official BSA patches.
2. Open toe shoes/sandals are not appropriate and are not to be worn to any scout meeting or event. For beach/swim events, shower shoes may be used.
3. Pack 730 does not require the official uniform pants, but Scouts must wear neat, dark colored pants or shorts. Pants with holes are not acceptable!
4. Handmade Neckerchief Slides are optional for all Scouts.



5. In the summer, Scouts may wear the T-shirt of their rank (class 2 uniform) or a Cub Scout Day Camp T-shirt with solid colored shorts.

### ***Section 2. Sports/Academic Awards.***

While earning any of the sports/academic awards, the Scout should know the safety guidelines and rules of that award. Forms for Sports/academic Pins and Letters must be submitted to the Advancement Chairman (via the Den Leader). A limit of only one (1) belt loop and/or pin per sport/academic will be awarded. Sport belt loops may be earned when participating in a sport on a community team or as a Scout activity.

### ***Section 3. Den Literature.***

In order to establish a good Scout program, Den Leaders are expected to purchase the appropriate Leader Guide, the How To book, and Program Helps.

### ***Section 4. Money-earning Projects/Incentives.***

Money-earning projects must be to benefit the Pack as a whole. Incentives are allowed but must be approved by the Pack Committee.

### ***Section 5. Pocket Knives.***

Bears and Webelos may earn a Whittling Chip. Whittling Chip rules will be enforced. They may use a pocketknife with possession of a "whittling chip" and under the supervision of an adult. Boys may not carry knives on their persons except during a designated Den meeting and/or Pack activity (i.e., Pack camping). Note that scouts are never to bring pocketknives to school - for any reason.

## **ARTICLE IV: PARENT/GUARDIAN RESPONSIBILITIES**

### ***Section 1.***

MINIMUM responsibilities of parents and/or guardians are as follows:

- Take an all-around interest in what your boy is doing in Cub Scouting.
- Provide the appropriate uniform and Cub/Webelos Scout Handbook. Make sure the Scout wears the uniform and brings the book (as well any other required items) to the weekly Den/Patrol meetings.
- Help in completing and signing off achievements and electives in handbooks, except certain Den activities, which require Leader approval.
- Support Den and Pack Leaders.
- Ensure dues are paid promptly. Awards may be withheld if dues fall behind.
- Attend monthly Pack Meetings and support Pack activities by volunteering to assist with one or more Pack programs.



- Ensure that Scouts arrive on time to the weekly Den/Patrol meeting (but should not arrive earlier than 15 minutes before the regularly scheduled start time) and are picked-up in a timely manner (no more than 15 minutes after the regularly scheduled end time).
- Submit completed Parent Talent Survey, Driver Information, and Consent to Treat forms at the start of each year (before the October Pack Meeting).

### **Section 2.**

Since the Cub Scout program is a family program, one parent or guardian must attend the Pack Meeting with their Scout. The first incident in violation of this Section will be referred to the Pack committee for parental notification, and the Secretary will maintain a log of violations. Repeated incidents **may** lead to suspension from the Pack. In cases of two working parents, single parent households, and emergencies, a "stand-in" parent (18 years or older), may be approved by the Den Leader, Cubmaster, or Committee Chairman.

### **Section 3.**

As described in the Cub Scout Application and agreed upon by signature therein, parents/guardians are expected to abide by the parental agreement. There are many Pack Committee positions that can be filled by parents/guardians and many special events that need to be organized. Each family is expected to help. Yearly special events may include: Christmas Party, Blue and Gold Banquet, Graduation, Pinewood Derby, and Rain Gutter Regatta. Summertime activities will vary from year to year may include: Family Campout, Family Picnic, and Pack Swim Party.

### **Section 4.**

Parents/guardians are responsible for their children's actions at a leader's home, meeting area or public property. In the event of loss or damage to property while participating in any activity sponsored by the Den/Patrol or Pack, the following actions are expected:

- (a) An apology from the boy or boys;
- (b) Appropriate, reasonable restitution should be forthcoming from the parent/guardian; and
- (c) If disputed; the Pack Committee will determine reasonable restitution.

## **ARTICLE V. TRAINING**

All Adult Leaders must be trained in their registered position. Cub Scout Basic Leader Training must be obtained within six (6) months for Committee Members and Den/Patrol Leaders. Youth Protection Training and Fast-Start Training must be obtained within three (3) months.

## **ARTICLE VI. DEN/PATROL LEADERSHIP**

### **Section 1. Den Leaders.**

Responsibilities of the Den Leaders are as follows:

- Attend all Leaders' meetings and Den Leader sessions.



- Encourage all members of Den/Patrol to advance in rank.
- Establish and maintain good relations with parents.
- Keep accurate records of all Den/Patrol financial and advancements reports. Guide Den Chief in working with Cub/Webelos Scouts.
- Properly store and maintain all Pack and Den/Patrol materials and property and return to the Pack when leaving position.

### ***Section 2. Den Chief.***

Responsibilities of the Den Chief position are as follows:

- Know the purpose of Scouting.
- Serve as activities assistant at Den/Patrol meetings.
- Display a positive attitude and wear proper uniform.
- Attend all Den/Patrol and Pack activities. If unable to attend, advance notice will be required.
- Attend Den Chief Conference and receive proper training.

## **ARTICLE VII. PACK COMMITTEE**

### ***Section 1. Qualifications.***

The Pack is under the supervision of the Pack committee, consisting of at least three adults citizens of the United States, of good character, 21 years of age or older, and registered as Adult Leaders of BSA.



## ***Section 2. General Responsibilities.***

Responsibilities of the Pack Committee are as follows:

- Provide adequate and safe facilities for Pack meetings.
- Coordinate the Pack program with the Chartered Organization.
- Assist with Pack Charter Renewal.
- Help stimulate parent involvement.
- Supervise finances and equipment.
- Work closely with Cubmaster.
- Attend Cub Scout Leader Basic Training, Roundtables & Pow-Wows.
- Conduct, with help of the Cubmaster, periodic training for parents.
- Cooperate with other Scouting units.
- Support the policies of BSA.
- Attend all monthly Committee and Leaders' Meetings.
- Give recognition to contributors and enrollees.

## ***Section 3. Positions/Specific Responsibilities.***

The following positions are Pack Committee Members, and should be filled in the following order:

### **CHARTERED ORGANIZATION REPRESENTATIVE**

- Help recruit leaders.
- Serve as a liaison between the Pack and the Chartered Organization.
- Suggest "Good Turns" for the Pack.
- Attend monthly Pack committee meetings, as needed.
- Represent Pack 730 at District Council Meetings.



### PACK COMMITTEE CHAIR

- Work closely with Chartered Organization Representative.
- Confer with the Cubmaster on policy matters relating to the Cub Scout program and the Chartered Organization.
- Supervise pack committee operations.
- Call and preside at monthly Leaders' Meetings.
- Assign duties and train Committee Members (coordinate with Cubmaster).
- Plan for Pack Charter Review, Roundup and Re-registration (coordinate with Cubmaster)
- Conduct the annual Pack Program planning conference in August.
- Work with Cubmaster on Council-approved, money earning projects so the Pack will have funds to function properly.
- Assume direction of the Pack, if the Cubmaster or Assistant Cubmaster are unable to serve, until a successor is recruited and commissioned.
- Work with Unit Commissioner and other Pack and Troop Leaders in effecting a smooth transition of Webelos into the Troop (coordinate with Cubmaster).
- Help involve families in joint Webelos (or Pack)/Troop activities (coordinate with Cubmaster).
- Authorized purchaser on Council (store) account.

### CUBMASTER

- Conduct Pack program according to BSA policies.
- Plan and lead Pack meetings and other Pack activities.
- Work with the Pack Committee on program ideas, selecting and recruiting adult leaders and establishing a budget plan.
- Guide and support Den Leaders. See that they receive training for their positions.
- Ensure a balanced, year-round program for the Scouts as outlined in "Program Helps" and other BSA material.
- Approve, by signature, all boys' applications.
- Approve Leaders' membership in the Pack.
- Recruit the next Cubmaster and other Committee Members.



- Ensure that there is ample support and training of new Leaders when starting new Dens/Patrols, i.e. Tiger den start-up at the start of the year.
- Arrange for Charter Review.
- Develop Pack/Troop relationships and encourage graduations.
- Act as liaison between Pack and neighborhood Scout Packs and/or Troops.
- Authorized purchaser on Council (store) account.
- Authorized signature for Pack checking account.

### TREASURER

- Assist Committee and Cubmaster in establishing a sound Pack budget.
- Responsible for maintaining and operating a sound Budget plan.
- Collect dues from Leaders at monthly meetings (\$2.00 per Scout).
- Keep up-to-date financial records.
- Submit written financial report at monthly Committee Meetings.
- Authorized purchaser on Council account.
- Authorized signature for Pack checking account.



## ADVANCEMENT/ACTIVITIES CHAIRPERSON

Advancement responsibilities:

- Be familiar with the Cub Scout Advancement Program.
- Authorized purchaser on Council account.
- Purchase badges and awards for Pack Meetings and supplies for Dens/Patrols as needed.
- Purchase and distribute all required Pinewood Derby and Rain Gutter Regatta Kits for the entire Pack.
- Maintain accurate Records of Advancement and Membership for all Scouts and Leaders.
- Help with Charter Review.
- Submit receipts for reimbursement of advancement items, previously authorized by the Pack Committee, that were not purchased at the Council store.

Activities responsibilities:

- Work with the Cubmaster on special events, such as Derby races, Blue and Gold Banquet, Scout Show, parades, family campouts, and other summertime activities or outings.
- Form committees to plan and run all such activities and report to the Pack Committee at monthly meetings, as necessary.
- Serve as Coordinator for Scouting for Food and other community service projects.

## ASSISTANT CUBMASTER (1 or more as necessary)

- Assist Cubmaster as necessary. Be ready to take over the leadership of the Pack.
- Interview potential Den Chiefs.
- Work with Cubmaster and Pack Committee on Pack Re-registration.
- Promote the Religious Emblems Program for Cub Scouts of all faiths.
- Arrange for annual uniform inspection.
- Maintain written record of Pack property.



### DEN LEADER (See Note on last page)

- Attend Roundtable, Pow-Wows, Outdoor Experiences and other training opportunities.
- Conduct monthly Den Leader sessions.
- Assist Committee and Cubmaster in planning and carrying out the Pack Program.
- Help new Den/Patrol Leaders plan and conduct their first Den/Patrol meetings, as assigned by Cubmaster
- Serve as the communications link between parents and the Assistant Cubmaster.
- Assist in obtaining Den Chiefs from Troop and direct to Assistant Cubmaster for consideration.
- Promote Den Chief attendance at Den Chief Conference.
- Submit meeting plan to the Cubmaster detailing Den/Patrol objectives for the coming month.

### TIGER CUB ORGANIZER (previous year's Tiger Den Leader)

- Organize and provide orientation for the Tiger Dens.
- Serve as a resource person for the Tiger Dens.
- Report on Tiger Dens' progress at Committee Meeting.

### SECRETARY

- Handle Pack correspondence.
- Keep notes on Pack Committee and Leaders' Meetings.

### PHONE

- Notify leaders of monthly meetings and other activities as required or as requested by the Cubmaster



## RECRUITING

- Attend membership kick-off meeting.
- Build organization to enroll parents and leaders.
- Follow-up until all cards are accounted for and turned in to Council.
- Give the Cub Scout Program exposure through the use of the media:
  - Local Newspapers
  - Radio
  - Television
  - Pack Newsletter
- Ensure Pack Website is updated.
- Inform parents of Pack plans through monthly Pack Meeting Programs or newsletter.

## HISTORIAN

- Collect and preserve Pack photographs, news stories, old Den/Patrol banners, scrap books, awards certificates for Pack/Den, and any other Scout memorabilia.
- Keep track of Pack History.
- Maintain updated lists of past Pack Leaders.
- Create display boards, crafts, etc, and make these items available for recruiting opportunities.
- Photograph Den/Patrol and Pack activities, with help of Leaders and parents.



## TRAINER

- Notify Den Leaders of training opportunities.
- Maintain training records for all Pack Leaders and make available any training resources.
- Provide Fast-Start Training for new leaders.
- Ensure that all Leaders have been to Youth Protection training.
- Work with Cubmaster by providing required information for Leader Recognition Knots.

*Note: Highlights of the Den Leader and Pack Committee Members responsibilities are listed; for a more detailed description, see the Cub Scout Leader Book.*