

CUB SCOUT PACK #542 BYLAWS & GUIDELINES

CHARTER ORGANIZATION: HOLY NAME SOCIETY, ST. THOMAS MORE CHURCH

CHARTER DATE:

CITY & STATE: MUNSTER, INDIANA

COUNCIL: CALUMET

DISTRICT: THUNDERBIRD

Introduction

From this day forward, let it be known to all current and future members of Pack 542, Chartered by the Holy Name Society out of St. Thomas More Church in Munster Indiana, as members of the Thunderbird District, Calumet Council, a set of guidelines is hereby and henceforth established this _____th day of _____ in the year of _____ to ensure the participation and adherence of all members in Cub Scout Pack 542 Cub Scout program going forward. These guidelines shall serve to give direction to all members will follow the Law of the Pack, participate in Pack activities and above all and foremost, have fun with a purpose (adults as well as our Cub Scouts).

Section 1. Mission Statement

Cub Scout Pack 542 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 ages 6-10 an effective scouting experience designed to build desirable qualities of character; to train in the responsibilities of good 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 healthy habits and attitudes of good citizenship.*
- *Encourage good sportsmanship and pride in growing strong in mind and body.*
- *Improve understanding and teamwork 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.*

Section 2. General Policies

A. Pack 542 shall be governed by the principles set forth in the Cub Scout Leader book and all other applicable Boy Scouts of America guidelines. The Chartering Organization, ***The Holy Name Society, St. Thomas More Church, Munster Indiana***, has responsibility for:

- Providing the Scouting program as an integral part of its program for youth and families
- Ensuring that the Scouting program is conducted according to the policies and regulations of the organization and the Boy Scouts of America.
- Selecting a chartered organization representative to serve as liaison with the pack
- Approving a pack committee and cubmaster

- Providing adequate and safe facilities for the monthly pack meeting
 - Providing opportunities for boys to recognize responsibility to God, to country, to other people, and to self
 - Cooperating with the council in fund-raising through Friends of Scouting (FOS) and the United Way to the Scouting program can operate
- B. Each Parent/Guardian, by registering his/her boy in the Pack, assumes the following duties and obligations:
- Working at home with their Cub Scouts to ensure he works to the best of his ability to have fun while learning to become a Tiger, Bear, Wolf or Webelos Cub Scout.
 - Assist your Cub Scout towards advancement through the ranks. Understand the importance of his/her role in the Cub Scout Advancement Program.
 - Attend Pack functions, to include Den Meeting and Pack meeting, Family Campouts and Day Camps. *Remember Cub Scouts is a a Family oriented organization.*

Section 3. Pack Leadership

A. A committee will approve all Pack business, record Pack activities, ensure leader training and coordinate other Pack Program committees. The committee will consist of a Committee Chairperson, Secretary, Treasurer, Advancement Chair and all Den Leaders as a minimum. Other positions should include a Pack Trainer, Events and Activities Chair, Religious Coordinator, Events and Activities Chair and new positions as needed to allow the Pack to run more efficiently and to remove the load from members acting in more than one capacity.

1. The **Pack Committee** is responsible for:

- Make recommendations of Pack Leadership
- Recruit the Cubmaster and one or more assistant Cubmasters
- Provide adequate and safe facilities for pack meetings
- Help with pack charter renewal
- Help stimulate the interest of adult family members through proper programming.
- Supervise finances and equipment
- Work closely with the Cubmaster
- Ensure that all Cub Scouts and Webelos Scouts receive a year-round, quality program.
- Complete pack committee Fast Start Training and Basic Leader Training for the position.
- Conduct, with the help of the Cubmaster, periodic training for parents and guardians
- Cooperate with other Scouting units
- *The pack committee reserves the right to ask an approved adult leader to remove them self from their position should the pack committee determine the leader is not leading in an appropriate manner or is not adhering to the guidelines of their position.*

2. The **Pack Committee Chair** is responsible for:

- Maintain a close relationship with the chartered organization representative, keeping this key person informed of the needs of the Pack that must be brought to the attention of the organization or the district.
- Report to the Chartered organization to cultivate harmonious relations.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.

- Supervise pack committee operation by:
 - Calling and presiding at pack committee meetings
 - Assigning duties to committee members
 - Planning for pack charter review, roundup, and re-registration
 - Approving bills before payment by the pack treasurer
- Conduct the annual pack program planning meeting
- Complete pack committee Fast Start Training and Basic Leader Training for the position
- Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters and Den Leaders needed
- Work with the chartered organization representative to provide adequate and safe facilities for pack meetings
- Cooperate with the Cubmaster on council-approved money-earning projects so the pack can earn money for materials and equipment
- Manage finances through adequate financial records
- Maintain adequate pack records and take care of pack property
- If Cubmaster or assistant cubmasters are unable to serve, assume active direction of the pack until a successor is recruited and registered.
- Approve a committee member or other registered adult to be responsible for Youth Protection training
- Provide a training program for adult family members
- Develop and maintain strong pack-troop relationships, sharing with the troop committee the need for graduations into the troop
- Work closely with the unity commissioner and other pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop
- Help bring families together at joint activities for Webelos dens (or packs) and Boys Scout troops.
- Support the policies of the BSA

3. The Pack Committee must approve the Cubmaster and assistant Cubmaster

The **Cubmaster** is responsible for:

- Conducting a pack program according to the policies of the BSA
- Complete Cubmaster Fast Start Training and position-specific Basic Leader Training. Attend monthly roundtables.
- Plan and help carry out the Cub Scout program in the pack. This includes leading the monthly pack meeting, with the help of other leaders.
- Help the pack committee with a year-round recruitment plan for recruiting boys into Cub Scouts
- Know about and use the appropriate available literature, including *Boys' Life* and *Scouting* magazines,
- See that the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
- Work with the pack committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
- Guide and support den leaders. See that they receive the required training for their positions.
- Help organize Webelos dens and encourage graduation into a Boy Scout Troop
- Help establish and maintain good relationships with Boy Scout Troop

- Maintain good relationships with parents and guardians. Seek their support and include them in activities. Involve male relatives such as uncles and grandfathers so that Cub Scouts will have additional male role models.
- See that all Cub Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award.
- Guide Cub Scouts in goodwill and conservation projects
- See that the responsibilities specified for the assistant Cubmaster are carried out.
- Help the pack committee chair conduct the annual pack program planning meeting and the monthly committee meetings.
- Work as a team with the pack committee chair to cultivate, educate, and motivate all pack leaders and parents or guardians in Cub Scouting
- Take part in charter review meeting
- Request den chiefs for all dens and, after selection, see that they are trained. Recognize the den chiefs at pack meetings.
- Meet with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the for the Webelos Scouts' transition to Boy Scouting
- Arrange for the Order of the Arrow to conduct and impressive Arrow of Light award ceremony
- Encourage high advancement standards for all Cub Scouts
- Support the policies of the BSA

4. The Pack Committee will select and retain a Secretary

The **Secretary** responsibilities are:

- Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new den leaders by telling them what resources are available.
- Main up-to-date information on membership, leadership, attendance, and advancement of the pack
- Handle correspondence for the pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center
- Keep notes of business conducted at committee meetings
- Notify leaders of committee meetings and other activities
- Provide den leaders with records and forms for meetings

5. The Pack Committee will select and retain a Treasurer

The **Treasurer** responsibilities are:

- Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- Open or maintain a bank account in the pack's name and arrange for all transactions to be sign by any two of the Cubmaster, pack committee chair, secretary, or treasurer each of whom should be added to the Pack account
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve bills before payment.
- Collect money/fees (cash, check or money order) from individuals by way of fundraisers, donations and other monetary transactions. Make accurate count(s) of said funds, log or enter amounts and keep proper accounting documentation. Give

receipts for these funds, and deposit the money in the bank account in a timely manner

- Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book. Credit each Cub Scout/family with payment of fees. From time to time, compare the records with those of the Pack Committee to make sure they agree. Give leadership in developing a coordinated record-keeping system in the pack
- Report on the pack's financial condition at the monthly pack committee meeting
- Guide the pack in conduction council-approved pack money-earning projects

6. The Pack Committee will select and retain an Advancement Chair

The **Advancement Chair** responsibilities are

- Have a working knowledge of the Cub Scout advancement plans
- Help plan and conduct induction and advancement recognition ceremonies
- Arrange for Webelos graduation ceremonies with the Cubmaster, Webelos den leader, and Scoutmaster.
- Collect den advancement reports at committee meetings for use when ordering badges and insignia from the local council service center.
- Promote the wearing and proper use of uniform and insignia

7. The Pack Committee will select and retain a Pack Trainer

The **Pack Trainer** responsibilities are:

- Conduction orientation of new families and pack leaders
- Helping with Unit Leadership Enhancements during pack committee meetings
- Conducting other training as designated by the district and/or council
- Encouraging pack leaders to attend ongoing training such as Youth Protection Training, Roundtable, POW-WOW, BALOO, Outdoor Leader Skills for Webelos Leaders, Scouting University, and Wood Badge
- Remaining current with training material and program updates
- Keeping track of pack training records
- Encouraging den chiefs to attend Den Chief Training

8. The Pack Committee will select and retain a Religious Coordinator

The **Religious Coordinator** responsibilities are:

- Stimulate pack service projects in the chartered organization, school, and community.
- Promote family participation in all pack events, such as blue and gold banquets, pack picnics, and other special events.
- Urge pack participation in appropriate programs of the chartered organization, such as the worship service on Scout Sunday or Scout Sabbath if the organization is a church or synagogue and Cub Scouts members. Suggest ways of showing interest in the chartered organization's overall program.
- Promote Religious awards such as roseary patches and saint patches all members of the pack.
- Promote and advertise Light of Christ and Par vule da awards to all appropriate scouts.
- Work alongside Committee Chair and Troop 542 to coordinate events for Scout Sunday.

9. The Pack Committee will select and retain an Events and Activities Chair

The **Events and Activities Chair** responsibilities are:

- Help the Cubmaster plan and arrange for outdoor activities
- Arrange for property, fire and tour permits when required.
- Locate new picnic areas when needed.
- Arrange for safe transportation when needed.
- Plan first aid for emergencies
- Help Webelos den leaders plan Webelos overnight campouts. Help arrange for equipment, as needed.
- Plan outings to help pack and dens qualify for the National Summertime Pack Award.
- Help inform parents and guardians about opportunities for family camping. Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) before any pack campout.
- Help promote day camp and resident camp opportunities.
- 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 in the *Guide to Safe Scouting*.

10. Other Committee Member

The Pack Committee can and should be comprised of the previously named key executive committee members. As needed, the committee will name other posts to fill positions to complete Committee tasks deemed necessary with Pack 542. These might include but are not limited to such tasks as (fundraising, FOS (Friends of Scouting), Blue and Gold Banquet sub-committees and so on.

Section 4. Den and Pack Meetings

A. Den Meetings:

- Dens (Tiger, Wolf, Bear and Webelos) will meet independently at established meeting facilities and Den Leaders should plan and hold at least two den meetings per month no longer than one hour each.
- 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 with a purpose through proper program planning and activities. Den Leaders will follow the Pack and BSA guidelines for advancement.
- Den Chiefs should be requested via the Cubmaster from any of the nearby BSA troops to help with the Den leadership.
- Dens will elect Denners and Assistant Denners to serve for a specified term as decided by all members of the Den. This will rotate each month to allow all the boys a chance at learning a youth leadership role.
- 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.
- The Pack will recognize advancement awards of individual Scouts at designated Pack meetings. Belt loops and progression toward advancement beads will be handed out at the den meetings. Instant recognition will be used throughout the program at both Den and Pack Meetings. Awards for instant recognition such as Den Doodles or certificates can be used to maintain interest and excitement as well as encouragement for all the boys to advance in rank. (See Den Leaders Book(s) for ideas).
 - Siblings must be accompanied by an adult at den and pack meetings. Pack leadership is not responsible for siblings. Although we have been fortunate enough to have several older siblings volunteer to watch our family's younger children, this may not always be the case so please act accordingly. If age and activity appropriate we try to allow siblings to participate in certain games and activities while family camping, day camps, etc. when siblings are invited.
 - Den leaders will promote cross den activities with in rank. When an outing is being planned it should be tried to be set up for all scouts of the same rank. If an outing is being planned and can accommodate all scouts of one rank, all scouts should be invited, regardless of which den initiated the outing.
 - It is the Den leaders duty to provide the opportunity for all Scouts to advance in rank. It is not the duty of the Den leaders to insure that all scouts advance in rank. If Parent(s)/Guardian(s) can not insure that their child(s) can attend the specified Den meeting(s)/outing(s), the responsibility then falls on the Den leader to provide the proper information to the Parent(s)/Guardian(s) to insure that Scout completes the required required achievement(s)/elective(s) to advance

B. Pack Meetings:

Pack meeting will normally be held once a month at a time and place designated by the Pack Committee Chair. There should be an itinerary created by or coordinated between the Cubmaster and the Committee Chair to promote a smooth and timely meeting which should last no longer than one and a half hours maximum. Special events may be held on weekends at specified locations, Pack meeting are intended to be a display of Den accomplishments, awards and recognition of individual boys, 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:

- 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 other rooms not designated for Pack use. ALWAYS LEAVE IT BETTER THEN YOU FOUND IT!
- All Scouts and adults should be respectful of guest speakers and leaders addressing the Pack.
- Observe the Cub Scout sign (right hand up with two fingers in a V-shape) when raised and be quiet. Leaders will ensure each Cub Scout and adult knows what to do when the Cub Scout sign is shown.
- Scouts and family should attempt to be on time so that meetings can begin promptly.
- A parent or designated adult must accompany a Tiger Cub Scout to the pack meetings.

- 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 putting away their own chairs and cleaning their tables at the end of the meeting.

C. Committee Meetings

- Committee meetings are held on the first Friday of every month following the first Thursday of the month during a scouting year, at time and place designated by the Committee Chair. All committee members, den leaders, and applicable program committee members should be in attendance. These planning sessions finalize preparations for the current month's Pack meeting, initiate plans for future Pack meetings and events, and ensure all advancement awards earned by the Cub Scouts will be available for presentation.
- The Secretary of a designee should take minutes and records kept for future reference.

Section 5: Membership

- A. Membership Recruitment activities are held twice to encourage Cub Scout-age boys in the immediate local area to join our Pack. These activities are held usually at the beginning of each new school year through Fall and Spring prior to the end of the School year. Scouts joining in the spring will need to pay the applicable amount to cover registration fees. New boys 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 fee will be prorated.
- B. A **BSA** application must be completed for each boy. 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.
- C. 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 registration fee. The Pack Registration fee will be prorated.
- D. 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 is 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. This is not designed to discriminate but, to allow our Pack to deliver a quality program that both the boys and parents deserve.***

Section 6. Discipline

- A. While a member of Pack 542 and keeping within the 12 core values of Cub Scouting, it is expected for every Cub Scout, Parent and Sibling to be on their very best behavior while attending Pack 542 functions. This includes but is not limited to Den and Pack meetings, campout, tours, trips and visits where we are assembled as a group.
- B. No bullying, taunting, disruptive behavior or horseplay will be allowed at any time. We want every member to benefit from Cub Scouting and what it has to offer. We must make every effort to foster and create a safe and nurturing environment for Pack

members and families. This means treating others with the utmost respect that you would want to be treated with.

C. While in the commission of Cub Scout activities, if a boy is reported as becoming a behavioral or disciplinary problem by his Den Leader, his parent or guardian or another Cub Scout we have established a uniform and fair method to deal with behavioral and disciplinary issues. The following procedures(s) will be followed:

- First offense-the boy will be asked by an adult leader in charge to refrain from the behavior. If the behavior continues then a parent or guardian is asked to assist in controlling their child's behavior and will be required to stay with him until which time he decides to behave. If you must corporally discipline your child, the child should be removed from the activity and disciplined away from pack or den. Please do not discipline the child in front of the other children so as not to disrupt the current activity.
- Second offense or persistent behavioral issues-the boy and his parent or guardian will be asked to see the Cubmaster and another registered adult leader in the pack to discuss the behavioral or discipline issue. If the problem can easily be resolved after counsel with pack leadership then the boy can resume with pack activities. If the problems persist the boy and parent/guardian will be asked to leave the activity and to return when the child can comply with pack and BSA rules.
- Third offense or persistent behavioral issues-the boy, his parent or guardian may be asked to attend a **disciplinary board of review** with the boy. The board will be made up of a minimum of three executive committee members to include the Pack Committee Chair and two of her/his designees, the Cubmaster and/or Assistant Cubmaster. The board will counsel and speak with the boy in the presence of his parent(s)/guardian and make determination if it is in the best interest of the boy to continue in this program or not. If it is determined that the boy's behavior is a consistent problem that may cause harm to him or others around him then he is subject to dismissal from the pack. The board must deliberate on all facts in the case and a vote will be taken to decide what action is to be taken.
- Upon dismissal from the Pack (if requested) a portion of the supply fee (prorated may be refunded. The registration fee is non refundable.

D. Adult Discipline

- It is expected and assumed that as an adult you will set the example for your child(ren) while engaged in activities involving Cub Scouts. What our children see and hear often determines what they become in the future. Therefore it is anticipated that as an adult we will conduct ourselves in a manner befitting a Cub Scout or BSA parent. While in the presence of yours and other children participating in Cub Scouts activities we ask that you refrain from:
 - A. Smoking around the children
 - B. Consumption of adult beverage at ALL events
 - C. Colorful language or adult oriented topic of discussion
- We ask that your bring the following when at Pack functions:
 - A. A superior attitude
 - B. Patience
 - C. Leadership
 - D. A smile

- At the Pack Committee's discretion an adult leader may be asked to step down from a leadership position or to leave the Pack for behavior that violates BSA guidelines.
- E. Sibling Discipline
- As a family oriented organization BSA and particularly the Cub Scouts encourage the participation and attendance of the entire family at many functions. Siblings are integral to their brothers' development in Cub Scouting. The boys learn skills, patience, teamwork, family values and leadership that may or may not translate to getting along better with their younger or older siblings. The siblings learn what their brother(s) are involved in and get to participate in family camping activities, museum trips and day camps as designated by the local district, council and pack.
 - When siblings are in attendance at Pack 542 functions we ask the following:
 - A. Siblings are consistently under the proper supervision of a responsible parent, sibling or designated caretaker (**see footnote**).
 - B. Discipline will primarily be handled by the parent/guardian.
 - C. Some Pack rules regarding the behavior of registered Cub Scouts apply to the siblings as well. In other words
 - No bullying, taunting, disruptive behavior or horseplay will be allowed at anytime.
 - Sibling causing undue disruption, unruly behavior, etc. will be the sole responsibility of their parent or guardian.
 - Parent/guardian will be asked to stay with the child until the issue is resolved or asked to leave if the problem escalates.

(FOOTNOTE**)As a courtesy to the parents/guardians and leadership who have siblings come with them during pack functions, we have some older volunteer siblings who babysit and entertain the little ones while Den and Pack activities are in session. This may not always be the case. Please plan accordingly.**

Section 7. Retention of Membership in the Pack

- A. Retention of membership in Pack 542 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) d 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.
- B. The provisions listed above (Section 6) 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(s) will refer the

issue to the Pack Committee and Cubmaster. The Pack Committee and/or Cubmaster will contact the family to determine what final steps will be taken to resolve the issue.

Section 8. Communications

Pack 542 uses several means of communication to disseminate information throughout its membership.

- Email-we use email to primarily communicate with all Parent(s)/Guardian(s), leadership and general membership regarding events, Cub Scout business and to keep you up to date.
- Should a Parent or Guardian feel that there is a problem with another parent or leader, or have any general concerns. They should contact their Den Leader, if after that they don't feel anything has changed, the Cub Master and Committee Chair should be contacted, along with the Den Leader. It is highly recommended that if there is a concern that needs to be addressed that the Committee Chair and Cub Master should always be attached on any emails that have been sent to any leader and or parent.
- Facebook-Pack 542 has a Facebook page which is used to inform, advise, and educate and entertain all who view it. The website is not an official BSA website and is wholly operated by Pack 542 via its administrator. Use of the website and all content, opinions expressed and information should stay pertinent to Pack 542, Cub Scouting and follow the guidelines set forth by the Pack 542 Bylaws and Guidelines as well as the Boys Scouts of America. From time to time we may post information, photos of recent events and bulletins or updates. Use of a Cub Scout's name or that of their family or members of that family should be avoided per YPT (Youth Protection) guidelines.
- When posting on the Pack 542 Facebook, we ask that you remember that your children(s) are part of the Boys Scouts of America and although you are proud of them, we ask that you remember that that they are not the only children in the program. We ask that should you feel the need to announce/congratulate one Scout or Leader, you should feel the need to congratulate them All.
- You must have a current emergency contact phone number on file with us at all times. It is the responsibility of every parent/guardian to update the Pack Cubmaster and the Committee Chair of any changes to your contact information including but not limited to email, cell phone number, home phone number or address.

Section 9. Pack 542 Uniform Standards

Pack 542's goal is to have each boy and adult leader in complete uniform as described by Boy Scouts of America. The uniform for both the Cub Scout and adult leader is an important and meaningful part of the Cub Scout program. The minimum requirements for Cub Scout uniforms are as follows.

TIGER, WOLFS, BEAR, AND WEBELOS SCOUTS: *Class "A" requirements for all Pack Meetings other Class "A" designated Scout functions*

Shirt: Blue for all Cubs, Webelos I and tan for Webelos II who are certain they will go on to be Boy Scouts. All uniforms are 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 on over the collar secured with an appropriate neckerchief slide. *All member of same Den must wear Neckerchiefs in same manner and with same slide for "uniformity."*

Pants: Official BSA Cub Scout uniform Pants (optional), navy blue with Belts Loops. Blue Jeans, navy blue cords, etc. all in good condition, must be worn at the waist, no "sagging". Dark colored short pants (based on long pants colors and type) may be worn during hot weather months.

Belt: Official Cub Scout Blue-web belt with proper belt buckle for rank (optional). The official belt is recommended due to the award system (belt loops. etc.) which are designed to be worn and displayed on the official belt. The green Boy Scout belt is not permitted until the boy crosses over from Cub Scouts to Boys Scouts.

Hat: (The hat/cap is optional but highly recommended for protection against the Sun and other adverse weather conditions). The proper style will be worn for the current rank. The cap will be always worn bill forward. The cap may be worn indoors of official Scout functions, unless otherwise directed to "uncover". Hats/Caps should never be worn in a House of Worship.

Shoes: Closed toed shoes, hiking boots or athletic shoes appropriate for the activity should be worn. Flip flops, open toed sandals and Crocs are discouraged for the boys' overall safety. No bare feet are allowed unless otherwise advised.

CLASS "B" REQUIREMENTS:

Class "B" uniform may be worn when designated as "uniform of the day" by Pack or District. (There will be occasions wherein we may be involved in activities in which we don't want to damage or get our "Class A" uniforms dirty or beyond repair. Such occasions we will communicate the need to wear a given "Class B" uniform or come as you are scenario as follows):

Pack T-shirt, Camp T-shirt and/or Den T-shirt. Pants, belt and hat: Same as Class A Uniform, Unless others designated.

Section 10. 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 the every Cub Scout attends either Day Camp or Resident Camp each year. It is the job of the Den Leader to promote attendance at one or both summer camps and to build enthusiasm for attending.

Section 11. Camping and/or Over nights

- A. Pack 542 and/or 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. **Pack/Den Leaders will file tour permits with Council offices as required. Adults will always practice two deep leadership.**

- B. Webelos scouts should participate in a minimum of one over night outing each Pack year such as the Council Resident Camp (i.e., Day Camp, Camporee (*Webelos II only etc.*))
- C. No scout should carry a knife regardless of whittling chip, unless a parent is present at event.

Section 12. Awards

- A. Cub Scouting is about "Instant Recognition" for the Cub Scout's individual and team accomplishments. *All awards are to be given in a timely manner and will not be withheld from a Cub Scout for any reason.* Awards will be presented to the Cub Scout at Pack Meetings. These awards will include but are not limited to (rank advancements, belt loops, activity pins, arrow points, patches and so on). If a Cub Scout misses a Pack Meeting, his award shall be given to his Den leader and he/she will present the award to the Cub Scout at their next Den Meeting.
- B. Neckerchiefs may be awarded by the Pack (budget permitting and if Committee approved) at the bridging ceremony.
- C. Pack 542 will pay for any awards and/or patches for pack promoted events, and some promoted Den events. Den events must be promoted to ALL scouts within same rank enable to be eligible for the pack to pay for awards/patches. All awards/patches must be reported to Advancement Chair who will then purchase said awards/patches. If a Den Leader or Parent should for some reason need to purchase awards/patches themselves, they "may" eligible for reimbursement, however they must get prior approval from Pack Committee to purchase awards/patches before hand.
- D. Den Leaders are to keep accurate records of advancement. Parents/Guardians should stay in communications with the son's Den Leader. Parents/Guardians should stay involved by working with their sons at home and during Den Meetings. Be sure to sign off on the accomplishments in a timely manner.
- E. The Advancement Chair will consistently communicate with Den Leaders and visa versa to ensure that accuracy is maintained where advancement is concerned. The Advancement Chair will pick up awards in a timely manner and organize them according to Cub Scout and ready for presentations at the Pack Meeting.
- F. Should a Parent/Guardian have concerns or feels there is an error in failing to present their Cub Scout with an award, this should be brought to the attention of the Cubmaster, Advancement Chair and the Committee immediately following the Pack Meeting or Den Meeting whichever is applicable.

Section 13. Finances

- A. Pack 542 is funded primarily by the efforts of our Cub Scouts and their families through fundraising events as the annual/semi annual Popcorn Sales. Pack 542 receives no outside funding from BSA. Any additional fundraising must comply with the guidelines set forth by BSA. As our primary funding is based on the Popcorn Sales, we encourage all Cub Scouts and families to participate and to sell as much as possible to

- enable the Pack to participate in Scouting activities. Additional fundraisers may be necessary at the discretion of the Committee and staying within BSA guidelines by submitting the appropriate forms to the Council for approval of a third party fundraiser.
- B. Instead of Dues, Pack 542 has opted to collect a material fee upon initial membership and yearly thereafter. The amount of this material fee is set by the Committee based on budgetary requirements in a given Scouting year and is added to the registration fee at the beginning of the Scouting year.
 - C. Each Cub Scout and their family is expected to participate in out fundraising efforts each year. It is to their advantage to participate as this offsets the cost that might otherwise be passed on to the Parents/Guardians for their Cub Scouts to participate. Cub Scouts are required to participate in at least 50% of the fundraisers held. This teaches the boy to earn his own way.
 - D. In the event that the Pack does not have adequate funding to participate in a given event or events, said event might be (1) cancelled or (2) parent(s)/guardian(s) may be asked to pay a portion of the fee required to participate in said event.
 - E. When planning a Pack event (Fall Campout, Blue and Gold Banquet, Rollerskating, Bowling, etc) Parents/Guardians, will be asked to pay a portion of the fees set forth by the Committee, to offset the cost. The Pack should always try to aim for a 50/50 split between Parents/Guardians and the Pack.
 - F. The Pack Treasurer is to keep an accurate accounting of funds (incoming/outgoing) and to be prepared to:
 - Discuss current Balances
 - Show details of all transactions
 - Demonstrate past and current performance against budget
 - Audit the Pack 542 account at least quarterly each scout year
 - Provide reports to the Committee at the monthly Committee meeting.
 - G. The Pack Committee may conduct an audit of the accounting system and ledger at any time and should do so quarterly at a minimum.

Section 14. Recharter

- A. Pack 542 re-charter takes place once each year, usually in November or December. Re-charter should be considered a high priority and conducted in a timely manner and submitted prior to the deadline annually. An accurate audit detailing personnel inventory and to account for active vs. inactive Scouts, adult leadership and other required information. Appropriate forms and fees should be submitted to the Calumet Council.
- B. The re-charter fee is set and determined by the Boy Scouts of America, and is part of the Pack 542 registration fee annually.
- C. Recharter fees are the responsibility of the Parent/Guardian and paid to Pack 542 in the annual registration fee. At which time it becomes the responsibility of Pack 542 to pay to BSA.

Section 15. Bylaws Approval and Review

- A. The content in full of these bylaws must be:
 - Read in full, voted upon, adopted and signed by the Pack 542 Executive Committee
 - Read in full, approved and signed by the Chartered Organization or its representative.
 - made available to all member Cub Scout families to read and sign in agreement to abide by said bylaws. A copy of the signed agreement will be on file with the

Committee Secretary and the Parent/Guardian should also be provided with a copy of their signed agreement upon request.

- B. The bylaws are to be made available as a public document fee to be viewed by all.
- C. Changes, amendments, additions or deletions may be made by the Executive

Committee at their discretion. If this occurs the steps 1, 2 and 3 of Section 15A will apply prior to being released to the public.

Pack 542 Bylaws Acknowledgement

I have been provided access to a copy of the Pack 542 Bylaws and Guidelines. I agree to read them completely, and review them with my child/children.

Scout's Printed Name

Parent/Guardian signature

Parent/Guardian Printed Name

Date