

# Bylaws

# Cub Scout Pack 738

## Mustang District, Northern Star Council

Chartered by: Sabes Jewish Community Center of Minneapolis  
4330 Cedar Lake Road  
St. Louis Park, MN 55416

[www.iccmplsscouts.org](http://www.iccmplsscouts.org)

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## **I. General Statement of Purpose**

Cub Scout Pack 738 is a chartered organization made up of parents and families who believe the Cub Scout program of the Boy Scouts of America helps the boys of today develop into the leaders of tomorrow. These bylaws govern Pack 738, except where Boy Scouts of America (BSA) policies shall supersede them. The Pack will attempt to help each boy grow mentally and physically as well as to become a better citizen by employing and executing the program of Cub Scouting as outlined by BSA. This includes teaching responsibility and good moral character to our scouts. In all things, we will strive to fulfill the Cub Scout Promise, "...to do my best, to do my duty to God and my country, to help other people, and to obey the law of the Pack". We believe Cub Scouting is a family activity and that parental involvement is an integral part of a strong, organized Pack. It is the responsibility of the parents and leaders to ensure that the Pack grows and prospers for the benefit of its current and future members.

The ten purposes of Cub Scouting are:

1. Character Development
2. Spiritual Growth
3. Good Citizenship
4. Sportsmanship and Fitness
5. Family Understanding
6. Respectful Relationships
7. Personal Achievement
8. Friendly Service
9. Fun and Adventure
10. Preparation for Boy Scouts

## **II. Pack Administration**

### **A. Chartering Organization**

1. Pack 738 is chartered by the Sabes Jewish Community Center of Minneapolis
2. Pack 738 exists at the sole discretion of our chartering organization.
3. Although chartered by the Sabes Jewish Community Center of Minneapolis, members of Pack 738 are not required to be dues-paying members of the Sabes Jewish Community Center of Minneapolis.

### **B. Pack and Den Structure**

1. The Pack is the combined group of all cub scouts within the chartered organization. The Pack is broken up into Dens by age and grade. Packs are led by a Cubmaster and an Assistant Cubmaster(s), who are ultimately responsible for the Cub Scouting program of the Pack. The Pack Committee Chairperson oversees administrative requirements of the Pack, such as various sub-committees and event planning.
2. Dens are broken up by age and grade in school, usually into groups of approximately 8 boys. Multiple Dens make up the Pack. There may be more than one Den within a given age group or grade. Each Den will have one Den Leader and may also consist of one Assistant Den Leader.
  - a) Tiger Cubs: Comprised of boys 6 and 7 years old or having been promoted to first grade. The Tiger Den requires shared leadership with parents and at least one parent/adult partner must participate in all meetings and activities with each boy.
  - b) Wolf: Comprised of boys 7/8 years old or promoted to second grade.

- c) Bear: Comprised of boys 8/9 years old or promoted to third grade.
- d) Webelos I: Boys 9 years old or promoted to the fourth grade.
- e) Webelos II: Comprised of boys 10 years old or promoted to the 5<sup>th</sup> grade.
- f) Boy Scouts: A boy is eligible to transfer to Boy Scouts under the following conditions:
  - i. Must have completed the 5<sup>th</sup> grade AND be at least 10 years old.
  - ii. OR be 11 years old
  - iii. OR have earned the Arrow of Light Award AND be at least 10 years old.

C. Membership Eligibility: Membership in Pack 738 is open to all boys ages 6 through 10 (or first through fifth grades) who abide by these Bylaws and the policies of BSA.

D. Meetings:

1. The official calendar of Pack 738 resides on Google Calendar, which is accessible by invitation only. This calendar is maintained by the Cubmaster, the Committee Chairman, and the Assistant Cubmaster.
2. Pack meetings are held monthly, generally on the last Thursday of each month during the scout year (see Pack calendar for exact dates). This is a family activity where boys are presented advancement awards, participation skits, and enjoy special presentations. General announcements and discussions of upcoming events will also be included for scouts and parents.
3. Den meetings take place bi-weekly. This is where the boys will work on the activities required for their next rank. It is at the Den meetings that the boys will generally get the most out of cub scouting.
4. The Pack 738 scout year is August through June. There are no Pack or Den meetings between mid-June and Labor Day. Pack 738 is active year-round. Although Pack and Den meetings are focused during the school year, activities tied to rank advancement can continue through the summer.
5. The Parents Committee meets bi-monthly or as determined by the Committee Chairman. The committee will be comprised of the parents and/or guardians of the scouts.
6. Other committees will meet to plan and discuss events and activities specific to their function on a schedule determined by the committee's chairperson.
7. Pack 738 leaders are expected to attend monthly District Roundtable meetings, generally on the 1st Thursday of each month. The leadership may elect to attend these meetings on a rotating basis. The attending leader should report back to the Committee Chairman and the other Pack Leaders on the events and discussion topics of the District Roundtable meetings.

E. Registration and Chartering

1. Each boy is required to register with BSA annually. This includes filing the appropriate form(s) and paying any fees dictated by BSA and the local council. These forms and fees will be included as part of the annual re-chartering Package and are separate from the monthly dues paid to the Pack.
2. The Pack is required to apply for a renewal of its charter each year. The Pack is "owned" by the chartering organization. All current members (Cub Scouts and Adult Leaders) of Pack 738 must be documented and registered with BSA through this process.

## F. Uniforms

1. The scout uniform is the one of the means by which we demonstrate the unity, principles, values, and goals of our organization. To further this aim, boys should attend Scouting functions looking presentable and neat, and all uniforms will be worn in a consistent manner throughout our Pack.
  - a) Class A Uniforms: Consists of the blue button shirt (or khaki for Webelos), rank neckerchief, slide, rank hat (optional), and belt. Pants are not required to be BSA issue, but should be blue or khaki in color and in good condition (not torn, frayed, etc.). Shirts should have all appropriate badges affixed in the correct locations, and should be worn buttoned up and tucked into the pants. Neckerchiefs should be worn around the neck fastened with the clasp, and hats should be worn front and center.
  - b) Class B Uniforms: Pack T-Shirt or other Scout shirt (day camp, etc.) worn with pants or shorts. Hats are optional.
2. Uniform Guidelines: Please follow the guidelines below to ensure your scout is in the proper uniform when he arrives at Scouting functions. When in doubt, it's best to dress up to the Class A uniform standard.
  - a) Class A uniforms should be worn to all Pack Meetings, Recruiting events, Banquets, Ceremonies, Campfires, Public Outings and Events, Parades, Fundraising, etc.
  - b) Class B uniforms are acceptable for Den meetings, outdoor activities, and indoor functions that include high levels of physical activity.
  - c) Inspections: Leaders of Pack 738 will conduct uniform inspections and recommend corrections on an as-needed basis for scouts at the ranks of Tiger Cub, Wolf and Bear. Webelos Scouts will be uniform inspections by the Den Leader at each Pack Meeting. If corrective action is deemed necessary, the corrections must be completed by the next Pack meeting. Failure to comply with the uniform guidelines in the Webelos Handbook will result in a meeting of the Den Leader and the parent of the scout.
  - d) Adult Leaders are required to wear their uniform when participating in any organized scout function, unless it is of a nature where the uniform could become soiled, damaged, or is otherwise deemed unnecessary.

## G. Attendance

1. Pack 738 believes that the best way for a boy to get the most out of scouting is to actively participate in Pack and Den meetings and events. This is not a "Lone Scout" program, and as such, attendance is expected and required.
2. At least one parent or adult partner is required at all Tiger functions.
3. Parents are strongly encouraged to stay for Wolf, Bear, and Webelos Den meetings and to participate in all Pack meetings and Pack-sponsored events.
4. At least one Parent is required to be in attendance with their scout at all campouts.
5. If a scout misses three or more consecutive Pack and Den meetings, it is the responsibility of the Den Leader to reach out to the scout's parent to discuss obstacles to the scout participating at an acceptable level.

## H. Dues and Fees

1. A Pack must be financially secure in order to have a strong, complete Scouting program. Dues will be set each year by the Leadership Committee at a financial level necessary to ensure that Pack 738 is fiscally sound and provides a well-rounded and compliant scouting program.

2. Current dues are \$\_\_\_\_\_ for each calendar year, payable by September 30 of each year.
  3. If the payment of dues or fees becomes a financial burden to a family, the parent or guardian should discuss the matter privately with their Den Leader, Cubmaster, or Assistant Cubmaster to determine what options might be available to keep the boy in Cub Scouts without causing undue hardship to his family.
  4. Some events may have an additional fee for each participant or family, and must be paid by the time defined for that activity in order for that family's scout to participate.
  - 5. Membership and participation in Pack 738 shall never be declined or otherwise limited due financial hardship.**
  6. Dues are non-refundable.
  7. All checks payable to Pack 738 dishonored due to non-sufficient funds will be assessed an additional \$20 fee.
- I. Handbooks
1. Each scout is required to have a current copy of the official Cub Scout handbook designated for his Den/rank, and will bring it to each Den and Pack meeting.
  2. Leaders are required to have appropriate, current handbooks and leadership materials necessary to perform their leadership functions.
- J. Advancement and Awards
1. A central part of Cub Scouting is earning recognition through various badges and awards. These are age-specific and are earned by completing the various requirements outlined in Den-appropriate handbooks or other BSA publications.
  2. Each Cub Scout is encouraged to advance at his own rate. It is not a competition between boys to see who earns the most or earns them the fastest, but to learn and get the most out of each learning opportunity. A badge is recognition for what he is able to do, not just for what he has done.
  3. Every effort should be made to have each boy earn his Den's rank by the Blue and Gold Ceremony (late February), or by the end of the scout year. However, earning the Den rank is not required to advance to the next rank during the next scout year. The exception to this rule is the Bobcat badge, which certifies the boy has learned the basic fundamentals of Cub Scouting. This rank must be achieved by a boy of any age before he can advance to any other rank beyond Tiger.
  4. Advancement and other awards are handed out to uniformed boys during Pack meetings.
  5. All dues payments must be current in order for a boy to advance to the next rank and/or to receive his awards.
  6. Each Den Leader is responsible to tracking the progress of each scout in his den toward their next badge. The Den Leader is also responsible for providing support to parents who help their scout to catch-up to the rest of the Den.
  7. All standard advancement awards are paid for by the Pack.
- K. Scout Year
1. Pack 738 is active year-round. Although Pack and Den meetings are focused during the school year, activities tied to rank advancement can continue through the summer.
  2. Camping experiences are a significant part of the scouting experience.

## L. Discipline and Behavior

1. Having fun and building character are important elements of Scouting. In order to meet these objectives, it is important that we provide a safe and positive atmosphere for all our scouting activities. To this end, the leaders of Pack 738 have developed a behavior standard to be followed by all scouts while participating in scouting events. Compliance to these policies is necessary in order for the Leaders of Pack 738 to provide your son a safe and quality scouting experience.
2. Scout Law. A Scout is: Trustworthy - Loyal - Helpful - Friendly - Courteous - Kind - Obedient - Cheerful - Thrifty - Brave - Clean - Reverent. While participating in Scouting events, all Pack 738 Scouts are expected to demonstrate the qualities defined by the Scout Law (above). Scouts should:
  - a) Act in a safe manner at all times. This includes following the buddy system and obeying all fire and water safety rules as outlined by BSA when appropriate.
  - b) Show respect when corrected by a leader or other adult. This includes responding politely and discontinuing behavior after the first warning.
  - c) Show respect during appropriate events – posting/retirement of the colors, recitation of the Pledge of Allegiance, during Prayer/Blessings, etc.
  - d) Be silent and attentive when leaders or adults are talking and observe the scout sign for attention.
  - e) Refrain from the discussion of inappropriate topics or use of inappropriate language or gestures.
  - f) Demonstrate tolerance for other ethnic and religious groups.
  - g) Respect other's personal space and property.
  - h) At the conclusion of each event or activity, follow the BSA policy of "Leave No Trace" by participating in trash detail. Willingly complete other housekeeping tasks as directed by Pack 738 leaders.
3. Leaders will use the following guidelines at their discretion when dealing with inappropriate behavior. Inappropriate behavior will be corrected in a manner that preserves the self-esteem of the scout.
  - a) 1<sup>st</sup> Offense: Warning, Correction.
  - b) 2<sup>nd</sup> Offense: Scouts will be removed from the immediate area to continue their activity, while remaining in sight of a leader, for 10 minutes. Behavior will be discussed with parent after the meeting or activity.
  - c) 3<sup>rd</sup> Offense: Scouts will be removed from the immediate area to continue their activity, while remaining in sight of a leader, for the remainder of the meeting. After the third offense, scouts must be accompanied by a parent or guardian to all meetings and activities.
  - d) Continued disruptions will be escalated up to the Cubmaster, who will meet with the scout and his parents to determine a resolution to the problem. If resolution does not occur, the Leadership Committee reserves the right (by  $\frac{3}{4}$  vote) to exclude any boy who is unable to abide by the Pack rules of behavior.
4. Leaders will make every attempt to ensure a positive experience for each scout. Parents should keep leaders informed of any extenuating circumstances that may affect their son's behavior and help leaders determine reinforcements that will be most effective for their son.

5. Parents are expected to lead by example. Cub Scouts is to be a safe haven for boys and thus parental conduct (temperament, language, tobacco and alcohol usage, etc.) is expected to further that ideal, in accordance with BSA policy. Any deviation, in the eyes of Pack leadership, from this “safe-haven, lead by example” policy will be dealt with by the Leadership Committee.

#### M. Communication

1. Our primary methods of communication are 1) through face-to-face contact at Den and Pack meetings, 2) through electronic mail, and 3) through the Pack’s web site [www.jccmplsscouts.org](http://www.jccmplsscouts.org).
2. The official Pack calendar is on Google Calendar, and is maintained by the Cubmaster, the Assistant Cubmaster, and the Committee Chairperson.

#### N. Reverence and Religion

1. A scout is reverent and Cub Scouts encourages spiritual growth. As such, membership in BSA and Cub Scout Pack 738 encourages conviction to a set of spiritual beliefs, although how each family chooses to worship and practice their faith is a personal family matter. There will be religious components for various scout activities and each Cub Scout is encouraged to participate in them as his personal faith allows, and to share his beliefs as he feels comfortable.
2. Pack 738 is chartered by a Jewish communal agency, and its membership and leadership is predominantly Jewish. Many of the religious components of the Pack’s activities including blessings and holiday observances that are rooted in Jewish beliefs and traditions. **Membership in Pack 738 is open to members of all faiths.**
3. Cub Scouts are encouraged, but not required, to earn the religious emblems of their faith and wear them on their uniform.

### III. Leadership

#### A. Pack Leadership

1. Cubmaster and Assistance Cubmaster(s): These leaders are responsible for implementing and administering the overall scouting program for the Pack. Additionally, the Cubmaster or Assistant Cubmaster will maintain records for Cub Scout achievement/rank advancement according to information provided to them by Den Leaders.
2. Pack Committee Chairperson: This person is responsible for overseeing the various Pack committees needed to support the Pack’s programs and events. S/He also leads the monthly leadership committee meetings. S/He will also maintain records of required Adult Leader training, official copies of approved bylaws.
3. Den Leader and Assistant Den Leader: These leaders plan and coordinate Den level activities to help the boys earn their age-appropriate recognition and advancement awards.
4. All Pack leadership must complete the requisite training for their positions within six months of their appointment. All leaders must complete Youth Protection Training annually.
5. The Pack Treasurer will be responsible for keeping an accurate accounting of all income and expenses. Primary duties of this role include:
  - a) Collecting dues and keeping a collective Pack record of dues paid by each scout.
  - b) Depositing funds into the Pack checking account.

- c) Issuing required checks from the Pack.
  - d) Reconciling monthly banking statements.
  - e) Receiving receipts from Pack Leaders for reimbursable items, and issuing checks accordingly.
  - f) Prepare and deliver to the Committee Chairperson an annual financial report. It will include summaries of Pack income (categorized by dues, fund-raising, contributions, etc.), expenditures (categorized according to committee spending, Pack Leader reimbursements, etc.), and anticipated or transpired budget shortfalls. The Treasurer will make these records available for review by Pack members upon request.
- B. Parental Involvement: Each parent is strongly encouraged (and required for Tiger scouts) to attend and actively participate in Den and Pack activities. We encourage a family approach to scouting and we firmly believe that involved parents make for involved boys and ultimately a stronger, more closely-knit Pack. The parent's role is vital to the recruitment and training of new leaders and to ensure the longevity of the Pack for future cub scouts in our community.
- C. The Leadership Committee consists of the Committee Chairperson, the Scoutmaster, the Assistant Scoutmaster, and the Den Leaders. This committee will meet on an as-needed basis and will address serious issues that impact the wellbeing of Pack 738. Examples of issues to be address by the Leadership Committee include sever disciplinary measures involving scouts, Leaders, or parents, and issues or events that create significant liability for the Pack.

#### **IV. Finances**

- A. The Committee Chairperson or Cubmaster must grant prior approval for any large expenditure that is out of scope of normal Pack operations. Large expenditures might include: the purchase of Pack camping equipment, Pinewood Derby tracks and timers, etc. The Committee Chairperson or Cubmaster must also grant prior approval for special event recognition items such as T-shirts, event patches, medals, plaques, trophies, certificates, etc.
- B. Fees paid in advance in accordance with event or venue RSVP requirements may not be eligible for a refund to the Pack. Accordingly, non-recoverable funds are not refundable to members for activities and events where fees must be paid in advance by expected attendees.

#### **V. Activities and Events**

- A. The Pack leadership shall maintain a calendar of meetings and activities on Google Calendar. The parents of all scouts will have access to this electronic calendar by way of an electronic invitation.
- B. Pack Events are scheduled throughout the year. These events may include activities tied to rank advancement. Events can also be religious, educational, fund raising, and social service programs. Key annual events include a Blue and Gold Dinner in late February and a recruiting night in late September.
- C. Pack Camping Trips
1. Camping is an integral part of the Scouting program. Boys who do not attend camp outs will miss out on some of the best learning opportunities during the program year. Lessons of self-reliance, responsibility, and leadership take hold

quickly, away from the distractions of everyday life. Boys develop a sense of camaraderie and build memories that will last a lifetime. As such, it is important that scouts make every attempt to attend campouts.

2. The Pack will host a minimum of one Pack camping outing per year that includes scouts at the scouts and their families. A parent or guardian is required to accompany Cub Scouts during every campout. No animals or pets are permitted at campouts.
3. Scouts in the ranks of Bobcat, Wolf, Bear, and Webelos will be invited to participate in camping experiences at one of the Northern Star Council campgrounds.
4. Every camping event will include advancement opportunities or training in basic Scout skills, which may count toward rank advancement and other awards.
5. Our camping program will include activities and events that are appropriate for first through fifth grade boys. These may include, but are not limited to day-hikes, bicycling, field games, cooking with parents, compass courses, campfire programs, skits, songs, etc. Backpacking, mountain climbing, rappelling, whitewater rafting, etc., are not age appropriate events as defined by BSA guidelines; boys will be presented with many of these opportunities once they graduate to the Boy Scout program.
6. The Pack will consider camping at any facility that complies with BSA policies and the BSA publication "Guide to Safe Scouting". This means that we will use private land, private campgrounds, and public parks in addition to BSA-owned property to fulfill our outdoor program objectives. At times, amenities such as showers and hot running water may not be available.
7. Electronic entertainment equipment (EEE) will not be allowed by anyone on camping trips (Walkman, radios, Gameboys, Playstation Portables, laser pointers, etc.) The focus during campouts should be learning about and having fun outdoors.
8. Electronics that serve a specific utility purpose (weather radios, cell phones, medical equipment, 2-way radios, GPS units, etc.) are permitted.
9. Pack 738 will supply a minimum amount of camping equipment including tents, cooking equipment, water containers, and lanterns. Equipment requirements and suggested packing lists may be obtained from the Pack leaders. Specific safety regulations will be addressed in a separate document.
10. Any new, non-established camping facility must be visited, inspected, and approved by two or more representatives of the Pack before an event can use that facility, in order to ensure it is safe, clean, and appropriate.

## **VI. Other**

### **A. Family Participation**

1. Family Participation is critical to the success of your son in the scouting program.
2. Cub Scouting is not a childcare service. In the event a parent cannot be in attendance with the scout, s/he will ensure the Den Leader has at least two emergency contact names and numbers. The parent will arrive promptly at the end of the meeting to pick the scout. If alternate transportation is arranged for a scout, the Den Leader must be notified, including the name and contact number of the responsible party providing transportation.
3. First through Fifth grade boys cannot be expected to remember all the important information that is communicated at each meeting. It is recommended that parents assist their scouts with the integration of scout meetings and activities into a family calendar.

4. Parents will not understand how to help their boys if they are not involved in the program. Much of the program material must be completed at home.
5. Parents are expected to assist their Den Leaders and the Pack when asked. Parents are expected to volunteer to chair events such as the Blue and Gold Dinner and Campouts.
6. Parents are expected to intervene when matters of discipline (beyond the Den Leader's control) come to their attention.
7. The Pack considers family cohesiveness very important; most events allow for the entire family to participate. Siblings are welcome to attend campouts, meetings, outings, and events, provided they are actively supervised by a parent or guardian.

#### B. Youth Protection

1. Scouting is considered to be a "safe haven" for everyone, adults and youth alike.
2. The Pack and the BSA has a zero-tolerance policy for anyone who places a child in an unsafe or compromising situation.
3. All registered leaders must complete the BSA Youth Protection Training. This training must be renewed annually per BSA policy. Parents are also strongly encouraged to complete this training.
4. The Pack will strictly adhere to guidelines set forth in the Youth Protection Training program. No adult will be alone with any child (unless the child is his/her son or daughter).
5. In campouts, Scouts will only be allowed to sleep in tents with other scouts or alone with their parents.
6. Pack leaders must report suspected child abuse to the proper authorities immediately per BSA policy.
7. Pack 738 will make every effort to protect safety of all children involved in its scouting activities. Web site publications will never provide publicly accessible information that could allow someone to link a child's name, address, and/or photo together. Any other public publication that links a child's photo with his/her name will require adult authorization prior to issue.

#### C. Tobacco and Alcohol Use

1. BSA policy prohibits the use of tobacco products in the presence of its youth members; this prohibition includes all forms of tobacco products: cigarettes, snuff, cigars, chewing tobacco, etc.
2. Tobacco use is forbidden on BSA property.
3. If adults must use tobacco products, they should do so in a place that is unobservable by the Scouts.
4. Alcohol is never permitted on any Cub Scout activity or on BSA property. The only exception to this is an activity that would include the ceremonial blessing over wine that is central to the Jewish faith.

#### D. Adoption of Bylaws

1. The original publication of these bylaws for BSA Pack 738 were reviewed and adopted by the Leadership Committee via two-thirds majority vote on December 16, 2007.
2. These bylaws are intended to be a living document. Changes can be made, subject to the terms and conditions described below, as the needs of the Pack change. Changes to these Bylaws will be drafted by the Committee Chairperson who presents the same for vote by the Leadership Committee.

3. An electronic copy of these Bylaws will reside on the Pack's web site [www.jccmplsscouts.org](http://www.jccmplsscouts.org).

#### E. Bylaw Amendment Procedures

1. Suggestions for amendments, additions, or deletions can be made in writing by any of the following individuals:
  - a) Any parent of a registered Cub Scout in Pack 738
  - b) Any registered Leader in Cub Scout Pack 738
  - c) The chartered organization leader
  - d) The chartered organization's Scouting Coordinator
  - e) Our assigned District Executive or other professional Scout assigned to oversee Pack 738.
  - f) Our Unit or District Commissioner
2. Suggestions for amendments, additions, or deletions must be submitted in writing to the Committee Chairperson and must be signed and dated by the requestor. The Committee Chairperson is responsible for presenting the suggested amendment to the Leadership Committee for discussion and potentially for a vote.
3. A two-thirds majority vote of the members present will be required to adopt the amendment to the Bylaws. Members may elect to vote via email if their unable to attend in person.
4. If a revision to these Bylaws is passed by the Leadership committee, parents in the Pack will be notified verbally at the next Pack meeting. Additionally, notification of the change may be posted on the Pack web site.