



Bylaw Ratification: May 7, 2008

1 Bylaws

The Committee has established these Pack Bylaws. Bylaws should be reviewed and necessary changes made on an annual basis.

Copies of the Pack Bylaws shall be distributed to every parent, Den leader and committee member at time of registration, and by October thereafter.

After review, the Pack requires that the last page of the Bylaws be signed and turned into your Den Leader, who will submit them to the Pack Committee Chairperson.

1.1 Purpose

These Bylaws are written and adopted by Cub Scout Pack 850 (the "Pack") to provide guidance for the operation of the Pack.

1.2 Drug And Alcohol Usage Policy

Pack-related activities shall be held in an alcohol and drug-free environment. This includes the use of tobacco and tobacco related products. Violation of this policy shall be brought to the immediate attention of the Pack committee for disciplinary measures up to and including dismissal from the Pack.

2 Membership

2.1 Recruitment

Any boy who is in the first through fourth grade or between the ages of 7 and 10 years may join Cub Scouts at any time. Fifth graders, or boys who are 11 years of age may join under advisement of parents since tenure will be limited. Special recruitment meetings will be held in the Fall at the start of each school year (August/September) and in Spring (April) and in conjunction with the Orange County Council sponsored recruiting events. The Pack's emphasis on recruiting is to bring new members into the Pack who can benefit from the scouting program.

Adults will also be recruited during the year. Leaders must be identified, registered, and have Youth Protection Training (YPT) at a minimum before boys are assigned to a Den. Parents will also be recruited to help out with the Pack.

2.2 Registration

Each boy will pay \$75.00 annual Pack registration and dues. The fee amount will be reviewed annually by the Pack Committee and may be adjusted as required. Dues are non-refundable two weeks after receipt. The \$75.00 dues provide the following benefits:

- Boy Scouts of America National registration fee
- Orange County Council registration fee (if any)
- Pack liability insurance (currently provided by Boys Scouts of America)
- One year's subscription to Boys Life Magazine
- One Pack Class B t-shirt
- Rank Handbook
- All awards earned for the Program Year

2.2.1 New Members

New members will be given a Den assignment that will become official when the Pack registration and dues have been paid. No boy will be allowed to participate in any Pack or Den activity until a Boys Scouts of America "Youth Application", including the Class I Medical / Health History, has been completed in full and submitted to the Orange County Council and all fees have been paid. The Pack Dues & Registration form must also be completed for all new scouts:

All new scouts to the Pack will first earn their Bobcat Badge.

Dens will typically be organized to contain 3 to 8 boys, but can exceed 8 with the approval of the Den leader, Chartered Organization Representative, Cubmaster and Committee Chairperson.

2.2.2 Continuing Members

In order to foster camaraderie and teamwork, continuing members will remain with their assigned Den / Patrol for their tenure with the Pack. Parents reserve the right to request a Den / Patrol transfer at any time, space permitting. As Pack membership warrants, new Dens / Patrols may be formed and Scouts reassigned. Every effort will be made to accommodate existing friendships among Den-mates.

2.2.3 Adults

Adults may be registered as Committee Members or into Leadership positions. Adult registration expenses will be covered by the Pack. Adult membership becomes official when a Boys Scouts of America "Adult Application" has been completed in full and submitted to the Orange County Council and all fees have been paid. The Pack also requires a Pack Dues & Registration form (per family), and requests that adults complete the Family Talent Survey and an Auto Insurance form. Adults need only register once during their tenure with the Pack.

Adult Leaders are provided the following benefits:

- Boy Scouts of America National registration fee
- Orange County Council registration fee (if any)
- Pack liability insurance (currently provided by Boys Scouts of America)
- One year's subscription to Scouting Magazine

- Leader Insignia to be worn on the BSA uniform: OC Council Shoulder Patch, Pack Numbers, Quality Unit Patch, Den / Patrol Patch, Leader Patch, and any other patches earned during tenure as Pack Leader.
- Engraved "Pack 850 Leader" Name Badge

2.3 Program Year

The Pack 850 "Program Year" runs from June 1 through May 31 of the following year. Scouts will be advanced in rank as of June 1 of each year, and will begin achievements toward such rank as of this date.

Under special circumstances, parents may request to retain their Scout in the old rank over the summer to complete any incomplete achievements towards rank, as required. These Scouts will be "between ranks," and parents alone will be responsible for maintaining achievement records in Scout Track. Scouts will be advanced back into their original Den / Patrol upon notification from the parent, no later than September of the Program Year. *Parents should please note that Pack email communication will continue uninterrupted while their Scout is "between ranks," but that Den / Patrol communication will need to be addressed separately as the Scout will not be part of a regular Den.*

2.4 Pack Rechartering

Pack 850 recharterers in December of each year. All Cub Scouts and adult leaders cannot be registered unless Pack dues are paid by the set date. Fees are collected, as part of the registration fee, by the Registration Chairperson and submitted to the Pack Treasurer. The Treasurer is responsible for submittal and completion of recharter activities required by the Council / District office.

3 Finances

3.1 Financial Assistance (Scholarship)

If for some reason, the family of a scout cannot afford the registration or any other scouting fee, financial assistance may be obtained through the Pack. It is the responsibility of the parent to request in writing to the Chartered Organization representative, Cubmaster and/or Executive Officer the reasons for requesting a scholarship. Upon receipt of a scholarship request, the above three person committee will review and must approve the scholarship request by a 2/3 vote. Should a scholarship be awarded, the family receiving the scholarship agrees to participate in a minimum of one fundraiser and one service project in the scouting year that the scholarship was awarded. Any request made will be reviewed and kept completely confidential.

3.2 Den Dues

The Pack does not collect individual Den dues. Individual Den crafts and expenses are the responsibility of the families within each operating Den.

3.3 Fundraising

All scouts and their families are encouraged to participate in the annual Pack fundraiser(s) and do their share. The Pack participates in the Orange County Council popcorn sales

campaign in the September / October period, as well as a Pack Cake Auction in November. Funds raised at these events are utilized for Pack support: for badges, awards, trophies, outings, camping, and equipment, etc. Because the Pack is a not for profit organization, all funds raised by individual Scouts remain with the Pack even if they don't complete the charter year.

3.3.1 Den Fundraising

Dens may choose to host fundraisers, such as offering food items before or after Pack Meetings at their discretion and with prior Committee approval. Funds raised by individual Dens are to be used for Den support: outings, supplies, and special events, and should be spent within the Program Year in which they are earned. Den Fundraisers should not conflict with Pack functions in any way.

In accordance with BSA national guidelines, Scouts may only publicly solicit funds (donations or for goods/services) in Scout uniform during Council-approved fundraising events (such as popcorn sales campaign).

3.3.2 Uniform & Books

Each scout must have a (new or used) regulation uniform. All insignia and patches must be sewn in the proper location as designated in the Cub Scout Handbook. Cub Scouts must be in full uniform for all Den meetings, Pack meetings and outings unless otherwise stated. Cub Scouts may not wear their uniform to sell anything unless it is an Orange County Council sponsored fundraiser project.

Each Scout will receive a handbook appropriate to their rank at the time of registration.

If a scout cannot afford to buy a uniform, families should see the Chartered Organization Representative, Cubmaster, or Executive Officer for solutions as denoted in the Cub Scout Handbook.

4 Personal Conduct

4.1 Scouts

Scouts should make every effort to attend all Den and Pack meetings. Scouts should be on time for both Den meeting and Pack meetings. All advancement requirements must be met before the scout can receive the badges of rank. (Note: if a scout does not complete the requirements for rank within the Program Year, he will not earn the badge, but may still be advanced to the next rank with his Den mates.)

All scouts shall conduct themselves in a proper manner at all scouting events that are consistent with the principles of scouting. The Pack will maintain a zero-tolerance policy for unsafe behavior. Scout behavior that threatens the physical well-being of any individual at any time is grounds for immediate removal from the meeting, event, or outing. If a parent is not present, he or she will be called immediately to pick up their Scout. Verbal threats, similarly, will not be tolerated. Gross or continued violation of this policy shall be brought to the immediate attention of the Pack committee for disciplinary measures up to and including dismissal from the Pack.

4.2 Parents

The Pack is run by parents and is chartered as “The Parents of Pack 850”. Parents are an integral part of the Pack, and should be recruited along with their son, as they are necessary to run and support events, serve as Den leaders, committee members, and to coordinate Pack activities. Parents are expected to work with their Scout in understanding and completing requirements toward rank. Parents are advised to read the parent supplement in the Cub Scout handbook, and to become familiar with the book and assist their Scout in working on his advancements.

Parents are responsible for transporting their son to and from the Den and Pack meetings. One parent must attend each Pack meeting or arrange for another adult (aunt, uncle and grandparent) to be responsible for the scout.

Parents are responsible for their son’s behavior at all Den and Pack meetings and all other Scouting activities (field trips, camping, etc.). Parents may be called to pick up their son from the activity if he is unruly and/or disruptive. In cases of persistent behavior problems, the parents may be asked to attend all Scouting activities with their scout. In extreme cases, a scout may be asked to leave the Pack / Den activity up to being asked to leave the Pack.

BY SIGNING UP YOUR SON FOR CUB SCOUTING, YOU ARE VOLUNTEERING YOUR SERVICES TO HELP MAKE THE PACK GO AND GROW. YOU WILL BE ASKED TO BECOME A SUSTAINING FRIEND OF SCOUTING. AS THE PARENTS OF PACK 850, WE ALL WORK TOGETHER TO MAKE OUR BOYS’ SCOUTING EXPERIENCES MEMORABLE.

4.3 Attendance

The Pack will encourage participation and attendance by offering the BSA Perfect Attendance Medal for Scouts. Requirements for earning this medal are to be reviewed and discussed by the Pack Committee on an annual basis.

Currently, for each Program Year (June 1 – May 31) Scouts must:

- Attend all regularly-scheduled Pack Meetings: September, October, November, December, January, February, March, April, and May.
- Attend all regularly-scheduled Den Meetings
- Attend all regularly-scheduled Den Field Trips / Outings

Scouts are *not* required to participate in Pack events, outings, or camping trips in order to earn the Perfect Attendance Medal.

Scouts will be awarded the Perfect Attendance Medal at the final Pack Meeting of the year (May) for perfect attendance during the current Program Year. Webelos II Scouts who bridge to a Boy Scout Troop during Blue & Gold will receive their Perfect Attendance Medal at that the Blue and Gold ceremony.

Den Leaders are responsible for maintaining accurate attendance records in Scout Track, including:

- Maintenance of Den calendar, including “Required for Perfect Attendance” calendar option for automatic tracking.
- Adequate advance communication of Den calendar and any changes.

- Tracking of individual Den members' attendance at Den and Pack Meetings in Scout Track, utilizing "Track Dues and Attendance".

5 Pack Administration

5.1 Scout Track

The Pack currently employs Scout Track, a web-based database system to maintain Pack records. Scout Track is "by invitation only" in order to protect the privacy of Pack members. Individual families may elect, at any time, to designate their contact information "private" and only accessible to Pack and Den Leaders. Scout families' contact information will be updated annually, or more frequently as necessary. Pack members agree to maintain the confidentiality of other members' information and not sell, distribute, or otherwise abuse the information contained in Scout Track.

Scout Track is the primary means of communication for the Pack, on a Pack, Den, and personal level.

The Pack will maintain and keep updated a Pack calendar on Scout Track, which will include automated email reminders as necessary and/or appropriate. The Pack calendar will include times, locations, and sign-up deadlines for events such as:

- Pack Meetings
- Committee Meetings
- Pack outings (such as campouts)
- Pack events (such as service projects, Blue & Gold, Pinewood Derby, etc.)
- Council-sponsored events (such as Scout-o-Rama and Day Camp)

Den/Patrol Leaders will maintain and keep updated individual Den/Patrol Calendars, which will include automated email reminders as necessary and/or appropriate. The Den calendar will include times, locations, and sign-up deadlines for Den/Patrol events

Scout Track is the means by which all achievement and activity records are kept for Pack members. It is the joined responsibility of each parent and Den Leader to ensure the accuracy of records. Awards will be ordered based on recorded information within Scout Track. Den Leaders will be advised of any ordering deadlines associated with awards and activity patches. Den leaders have the responsibility to inform the parents in their den of all ordering deadlines.

5.2 Website

Pack 850 maintains a website located at <http://www.pack850-ocbsa.org/>. This website is intended to provide general information about the Pack's activities and leadership.

5.3 Financial Reporting / Authority

All financial transactions are done with Bank of America. It is the responsibility of the treasurer to keep accurate financial records of all pack events and transactions. The treasurer shall use generally accepted accounting principles (GAAP) when accounting for all Pack activities. All records shall be kept on an approved accounting software package. Pack 850 is a non profit organization and as such, no person is paid for any service. All

services are volunteer. Financial records can be viewed by parents / legal guardians of registered boys through a written request to the treasurer.

5.4 Bank Account Signature Authority

Three members shall have authority to write checks against the Packs account. These are the Treasurer, Chartered Organization Representative and the Committee Chairperson. When and if the Treasurer and either the Chartered Organization Representative and/ or the Committee Chairperson are spouses, the Treasurer shall have the only signature authority, and the Cubmaster will become the third signator.

6 Meetings

6.1 Den Meetings

Den meetings are usually held 1 to 2 times per month (September – May) and are usually 1 to 1½ hours long. Den meeting times and dates are determined by each den as to what is the best situation for that group of families. Meetings are usually held at Den leader's home or a mutually agreed to location by the Den. As appropriate to the rank, parents are strongly encouraged to attend and help out at all Den meetings. A minimum of two adults (21 years or older) must be present at all Den meetings. All adults can not be from the same family. If the minimum adult requirement is not met, the Den meeting must be canceled / rescheduled. The purpose of Den meetings is to:

- have fun
- develop a sense of belonging
- develop skills
- learn responsibility
- work on achievements
- work on Pack presentations
- learn to respect each other

The Family Talent Survey Form completed during registration will be use to determine if a parent has a particular skill that might benefit all the boys. Additionally, please share this information with the Den leaders. **DON'T WAIT TO BE ASKED.**

The Den leaders are sharing their time and their home with the boys, in turn; the boys are expected to respect their leaders and their homes.

The boys are to arrive no sooner than 5 minutes before the start of each meeting and picked up within 10 minutes after the conclusion of each meeting. If any scout is not picked up within 15 minutes of completion of the meeting and prior arrangements have not been made with the Den leader, emergency contact person(s) identified on boys registration information will be contacted and requested to pick up the scout. If the scout is unable to attend a meeting, please call the Den leader.

The Den leaders will do their best to conduct meetings in a scouting manner and parents are expected to encourage good behavior and to help with their son's advancements.

All Dens will be asked to lead and participate in the Pack meeting flag ceremonies, set-up, clean-up, skits, games, and presentations as specified in the Duty Roster determined at

monthly Committee Meetings. Den meetings may be used to learn, practice, and prepare for these activities.

6.2 Pack Meetings

Pack meetings are held once a month, usually on the 3rd Thursday of the month at Cerro Villa Middle School, 17852 Serrano Ave. Villa Park CA. 92861 in the school auditorium. Occasionally, other days, times and locations may be required and parents will be notified through e-mail communication. Pack Meetings are intended to allow for Dens to display their crafts, for the boys to receive awards in front of their peers and parents, and for the parents to see how their son is progressing in his skills. It is time to have fun and get acquainted with the other families. Important for parents, Pack Meetings are also intended to allow for distribution of information regarding Pack activities and special events, for sign-ups, and for collecting payments.

6.3 Pack Committee Meetings

Pack Committee Meetings are to be held once a month, usually on the Wednesday preceding the monthly Pack Meeting. One leader from each Den must attend this meeting. Any parent may also attend these meetings to address a specific item of general interest to the entire Pack. Pack activities are discussed at this meeting and all input is vital in help our "Pack Grow". Minutes of all committee meetings will be documented by the Pack Communication Coordinator and will be posted on the Bulletin Board section of Scout Track within three days of the committee meeting.

The committee will use Robert's Parliamentary Rules of Order to propose, debate, and vote on the following issues:

- All spending decisions greater than \$200
- To approve all volunteers as Pack Chairs & Officers
- All other decisions with potential "Major" impact on the Pack's future
- To generate consensus decision making

The main principles from Robert's Parliamentary Rules of Order to be followed at a minimum will include:

- Making and seconding motions
- Stating of question
- Debate
- Secondary motions
- Putting the question to a vote and announcing the vote

6.4 Roundtable Meetings

As members of the Canyons District, Pack 850 attends the District Roundtable meetings conducted on the 2nd Thursday of each month at 7:00 p.m. at the Latter Day Saint's Church (in the auditorium), 1800 San Juan Street, Tustin, CA. Each month a minimum of 2 different leaders will be assigned to represent the Pack at this meeting, however, all leaders are invited to attend. Scouting information and ideas are shared at these meetings, along with special interest groups giving presentations. Additionally, required leader training sessions are conducted at these meetings.

7 Outings

7.1 Den Outings

UNDER NO CIRCUMSTANCES SHALL A DEN LEADER TAKE CUB SCOUTS ON AN OUTING WITHOUT A WRITTEN PARENTAL PERMISSION SLIP.

It is preferred that parents transport their Scouts to and from all Pack and Den activities and outings.

Two adults must go on all field trips. All adults can not be from the same family. If the minimum adult requirement is not met, the Den outing must be canceled /rescheduled. Boys must be transported in cars with sufficient insurance coverage and **all the boys must wear a seat belt.** Uniforms must be worn on all field trips unless specified by the Den leader. A Tour Permit form must be completed for all Den Outings (Tour Permit forms can be obtained/signed at the Scout Shop or on line at [Http://www.ocbsa.org](http://www.ocbsa.org)).

7.2 Camping & Outings

There are three types of camping & outings that may be offered to the scouts. All camping & outing dates will be provided by the Pack. For all types of camping & outings, permission slips must be filed with the leader if parents are not attending. Signed medical forms are required for each camper & outing member and leader.

7.2.1 Pack Camping & Outings

Pack sponsored camping & outings are open to all pack family members, unless specifically restricted for an individual event. Camping fees typically cost \$30/person for a full weekend (Friday through Sunday). Occasionally, some campouts have a Saturday Day-Only fee at \$20.00 per person. Camping fees must be received by the treasurer by the identified deadline. All camping deadlines will be identified and can be viewed on the Scout Track calendar, on the pack website, and by email reminders as necessary. All camping fees should be paid by check made payable to Pack 850. Cash can and will be accepted as payment, but checks are encouraged. If a reservation is made for the scout and/or his family and they do not attend, or notify the camping chairperson prior to the identified deadline, the family will forfeit all payment.

7.2.2 Summer Camping

This is offered to all scouts and their families throughout the summer. Summer Camp is held at various Orange County Council scouting facilities. Fees are determined by the Council for food and registration and will be payable directly to the Council. A parent or guardian must accompany Wolves, Bears and Tigers. The Scouts not only have fun at camp but also are able to work on their advancements. Camp events usually include archery, obstacle courses, swimming, nature hikes, BB gun range and crafts.

7.2.3 Long Term Camping

This is open to Webelos only and is an ideal way for the Webelos to earn a number of activity pins and others requirements for the Arrow of Light. It is recommended that 2nd year Webelos attend long-term camp. Permission slips must be filed with the leader if

parents are not attending. Signed medical forms are required for each camper and leader. The camp chairperson signs up campers as spots fill up fast.

Webelos Camperall events are sponsored by Boy Scout troops to which 1st and 2nd year Webelos are invited. A fee determined by the Boy Scout troop and Council will be charged for food and registration. Generally, the Camperall is intended to expose Webelos scouts to Boy Scout activity to encourage them to continue on the scouting trail.

Under no circumstance shall a scout be dropped off by a parent or legal guardian on any campout. All scouts must have either one parent / legal guardian present at all times for the duration of their stay, or, with prior approval from the camping chairperson, a written permission slip identifying the responsible adult is accepted. Should a scout be dropped off at an event with out prior notification to the camping chairperson, the scout shall be required to stay in a centrally located area of the campsite, be monitored by a minimum of two adult s, and the scouts parent shall be contacted and asked to provide immediate transportation home. The scout family will forfeit all camping monies paid.

8 Special Events

8.1 Blue & Gold Banquet

The Blue & Gold Banquet is the highlight of the scouting year because it is a celebration of Scouting's Anniversary (February 8th, 1910). The Blue & Gold is a scheduled Pack meeting; thus, one parent or guardian must attend with the scout. The Blue & Gold committee plans a meal for this event, which may be a pot luck or catered meal. Family members may be asked to pay for their dinner and/or there may be a charge for all who attend. These charges will be assessed per person basis. Grandparents and extended family members are welcome and encouraged to attend.

The Blue & Gold banquet is also when 2nd Year Webelos scouts Bridge over to a Boy Scout Troop. It is the responsibility of each 2nd Year Webelos adult leader to coordinate with the Blue & Gold Committee and/or the Committee Chairperson to ensure a Boy Scout Troop representative will be present to receive bridging Webelos scouts.

8.2 Service Projects

Cub Scouts is a service-oriented organization. With that in mind, all scouts and their families are expected to help with a service project such as, cartage and delivery of canned goods for the Orange County Council Scouting for Food program or other projects. Each year's project will be selected by the Cubmaster and approved by Pack Committee. The boys should wear their uniforms unless otherwise directed.

8.3 Pinewood Derby

Pinewood Derby is usually held during the month of January as a special event. Each scout is responsible for building his own car with a parent. The Pack will provide one car per scout. Rules for building the cars are located on the Pack website. Supplemental Pack-specific requirements and restrictions, if any, will be provided to each scout as required. A volunteer Event Chairperson and committee are responsible for, food and beverages, setting up the track, conducting the race and awarding the trophies and clean up. This is a

big event and additional adults will be encouraged to join in the fun and support their scouts.

9 Leadership

9.1 Leader Positions

- Executive Officer
- Chartered Organization Representative
- Pack Committee Chair
- Cubmaster
- Assistant Cubmaster
- Treasurer
- Camping Chair
- Training Chair
- Registration & Membership Chair
- Communications Chair
- Advancement Chair
- Webmaster
- Tiger Den Leader(s)
- Wolf Den Leader(s)
- Bear Den Leader(s)
- 1st and 2nd year Webelos Den Leader(s)
- Clothing Chair
- Blue & Gold Banquet Chair
- Cake Auction Chair
- Pinewood Derby Chair
- Raffles Chair
- Scout-o-Rama Chair
- Scouting for Food Chair
- Hospitality (Snacks and Drinks) Chair

Persons to fill these positions will be selected yearly, and may be parents or guardians who are not registered leaders. However, upon acceptance of any of these positions, parent or guardian will be required to become a registered leader.

9.2 Den Leaders

The Den leaders are the link between the Pack Committee, the scouts and their parents. They plan and conduct meetings for the boys, in accordance with the “Den Meeting” section of the bylaws, and assist the Cub Scouts in earning their badges. The Den leader keeps accurate records of Cub Scout attendance and advancements in Scout Track,

Webelos Den leaders will work with the local Boy Scout Troops to ease the Webelos’ transition into the Boy Scouts.

Den Leaders will assure Dens are prepared to conduct Pack Meeting responsibilities, such as flag ceremonies, skits, games, and presentations at assigned Pack meetings

9.3 Leader Training

All adult leaders must complete the Orange County Council Basic Cub Scout Training Program and Position Specific Training. This training must be completed by the time the Pack recharterers in December. Youth Protection Training (YPT) must also be completed.

9.4 Leader Fees

All training, and camping fees for adult leaders are the responsibility of the individuals. Fees associated with registration are paid by the Pack on behalf of its Adult Leaders.

9.5 Uniform

All Den Leaders, Assistant Den Leaders, Cubmaster, Assistant Cubmaster, and Committee Chairperson are required to obtain a regulation uniform with appropriate insignia (new or used).

10 Bylaws Ratification

These bylaws were ratified by the Pack Committee and the Chartering Organization (Parents of Pack 850) on May 7, 2008. Changes to the original are as follows.

Date	Description of Change



Bylaws

Cub Scout Pack 850

Signature Page

Please sign and return this form to the treasurer after you have read the Pack 850 Bylaws.

“I have read the pack 850 bylaws. My son and I will observe the bylaws when he is attending Cub Scout functions.”

Scout Name: _____

Parent/Guardian Signature: _____

Date: _____