

Boy Scouts of America
Pack 230
St. Andrews Presbyterian Church
Apopka, Florida

**By-Laws of Scout Pack 230
Policies, and Parent Guidebook**

(Proposed By-Laws January 2009)

Article I: Nature and Purpose of the Pack

Pack 230 will operate in full compliance with the national policy directives set forth by the Boy Scouts of America, as well as any local policies set by the Central Florida Council and District. Pack 230 By-Laws and Constitution will also reflect the guidance and direction given by our Charter Organization, St. Andrews Presbyterian Church. While some policies set by Pack 230 may be more restrictive than those of BSA; in no instance may a local policy be less restrictive. When in doubt, the national policy directives contained in the Cub Scout Leaders Book will be observed.

This pack operates under the guidelines of Boy Scouts of America, which is to provide for scouts an effective educational program designed to build leadership skills in youth. In Cub Scouting, scouts, families, leaders, and the chartered organizations work in cooperation to achieve the following objectives: character development, spiritual growth, healthy habits, good citizenship, improve understanding within the family, good habit development, academic achievement, physical fitness, foster a sense of personal achievement by developing new interests and skills, and provide fun and exciting new things to do.

Article II: Pack Organization

The name of the organization shall be Cub Scout Pack 3230 (230). St. Andrews Presbyterian Church is the sponsoring charter organization for Cub Scout Pack 3230 (230).

Cub Pack 230 shall be organized in dens. The pack shall be under the supervision of the Pack Committee. The Pack Committee shall recruit the cubmaster and assistant cubmaster with the approval of St. Andrews Presbyterian Church.

The pack meeting brings together boys from every den, their families and their leaders. The pack meets once a month, as determined by the Pack Committee, which currently is the fourth Wednesday of the month (excluding holidays and holiday weekends) at

7:00pm.¹ The pack meeting is the climax of the month. The pack meeting gives the boys a larger experience beyond their own den, and helps them to connect their individual activities to the entire Cub Scouting program. A den is a group of six to eight boys, within the pack, that meets several times a month between pack meetings. The boys in a den are usually all at the same grade level. The den structure allows boys to build relationship with leaders and each other. The den provides opportunities for activities that would be difficult with a larger group.

Den meeting and activities may reflect the monthly theme set by BSA in the current year's *Cub Scout Program Helps* or by the Pack Committee during the annual planning meeting. Den meeting activities may also work towards rank achievement at the discretion of the individual den leadership.² A number of on-line resources are available as well as published literature to assist in den meeting activity planning.

Pack 230 is limited to the number of scouts and family members that can safely occupy meeting space at location chosen by Pack Committee.³ If the pack exceeds this number the Pack Committee should ensure for an alternative safe meeting location. Pack 230 currently meets at St. Andrews Presbyterian Church and Bear Lake Elementary school.

Article III: The Pack Committee

The purpose and goal of the Pack Committee is to provide whatever support is needed to make the pack go and grow. Pack 230 is under the supervision of the Pack Committee. This committee consists of a minimum of three members.⁴

Committee members must be at least 21 years old, subscribe to the declaration of Religious Principle, and agree to abide by the Scout oath or Promise and Scout Law. They should possess the moral, educational and emotional qualities that the Boy Scouts of America deems necessary to afford positive leadership to youth. Committee members are selected by the chartered organization, *and must be registered as adult leaders of the BSA*. One of these members is designated as Pack Committee Chair. Pack 230 recommends that scout parents and guardians be recruited to participate as active members of sub-committees, pack committees or as trained adult volunteer positions. Larger committees ensure a stronger more stable pack and are better able to perform required functions to ensure a successful pack program. It also provides a way of involving more families in meaningful service to the pack.⁵

¹ Changed from By-Laws 2003 that stated "The pack meets once a month, normally the fourth Thursday of the month.

² Changed from By-Laws 2003 that stated, "normally, dens do not work on advancement requirements during the den meetings."

³ Changed from By-Laws 2003 that stated, "due to space limitations, Pack 230 is currently limited to 96 scouts."

⁴ Current By-Laws (2003) do not specify the minimum number that comprises the Pack Committee. The minimum "three members" is taken from the Boy Scouts of America official policy.

⁵ Changed from By-Laws 2003 that stated, "Pack 230 requires that one parent/adult guardian for each registered Scout family serve as a Pack sub-Committee Chairman, or participates as an active member of

The Pack Committee shall be responsible for making recommendations to the charter organization for final approval of pack leadership, recruit Cubmaster and assistant Cubmaster with the charter organization approval, find safe facilities for pack meetings, coordinate the pack's programs, assist with charter renewal, supervise finance and equipment, ensure a quality year round program, conduct training, and cooperate with other scouting units.

It is recommended but not required that at the annual Pack Committee planning conference in June, each den be assigned one or more individual event committees. Adult family members of scouts registered in a particular den are encouraged to serve on any one of the standing committees, as volunteer trained leaders, or on the Pack Committee.⁶

The Pack Committee Chair is responsible to confer with the Cubmaster on policy matters relating to the Pack 230 and St. Andrews Presbyterian Church. The Committee Chair is also responsible for calling and presiding at the Pack Committee meeting, assigning duties to committee members, and shall assume direct responsibility for the pack in the event that a Cubmaster cannot serve or until a replacement is recruited and registered. The Chair shall work with St. Andrews Presbyterian Organization Representative to provide safe and adequate facilities for meetings, cooperate with the Cubmaster on approved council money earning projects so the pack can provide for equipment and materials, and provide training for family members, and support the policies of BSA.⁷

St. Andrews Presbyterian Church must approve the Cubmaster. The Cubmaster and other committee responsibilities will be those as described by BSA policy and the packs official committee descriptions.

The Pack Committee shall be comprised of both voting and non-voting members. Voting and non-voting members shall be those described below:

two pack committees. Adults who serve in a trained adult volunteer position are exempt from this requirement.”

⁶ By-Laws 2003 required “at the annual Pack Committee planning conference in June, each Den will be assigned one or more individual event committees. Adult family members of Scouts registered in a particular Den will serve as members of that event committee. This will fulfill one of the two committee membership requirements for that family. Adult family members will be required to serve on one of the standing committees to complete their obligation. The Pack committee Chairperson may waive the two committee requirements for certain positions, including the Pack Popcorn Kernel or Family Fest Chairperson.”

⁷ Responsibilities of the Committee Chair shall be those described by BSA official policies.

Voting members of the Pack Committee include:

Pack Committee Chair
Secretary
Treasurer
Advancement Chair

Voting members may also include the Chair for the following standing committees:

Re-charter, membership and registration
Outings
Public Relations
Friends of Scouting
Summertime Activities
Training
Community Service
Fundraising/Popcorn Chair

Voting members of the Pack Committee also include the following leadership positions:

Cub Master
Den Leaders

Special events committees may include:

Blue & Gold
Fall Campout
Family Fest
Holiday Activities
Pinewood Derby
Rain gutter Regatta
Scouting for Food
Space Derby
Spring Campout
Summer Pack Activities

Special events Committee Chairpersons are non-voting members of the Pack Committee selected two to three months prior to the scheduled event. The Pack Committee must approve all pack expenditures and procurements, changes to the pack policies, guidelines or by-laws, and pack activities. Voting will be approved by a simple majority of voting members present. Den leaders and standing committee chairpersons may give their vote by proxy to their respective assistant den leaders or assistant committee chairpersons. **At least three voting members must be present for a vote to be taken.** ⁸

⁸ Changed from By-Laws 2003 that stated, "At least five voting members must be present for a vote to be taken."

Voting: at all meetings all votes shall be by voice unless otherwise specified by the Chair.⁹

Pack Committee meetings will be held at a time, date and place to be selected and arranged by the Pack Committee. The time, date and place should be communicated to all members of the Pack Committee. Currently, the Pack Committee meeting is held at St Andrews Presbyterian Church on the second Monday of the month. All parents are encouraged to attend at least one Pack Committee meeting during the year. The Pack Committee meeting is also the time designated to plan the month's pack meeting including den participation in the gathering activities, opening flag ceremony, awards, games, skits, crafts, service projects, outing and activity information, and closing.

All voting members of the Pack Committee are required to be registered adult leaders.

The Pack Committee will strictly enforce and adhere to National BSA policy regarding Youth Protection and require all adult leadership to be trained in Youth Protection.

Article IV: Den Organization

A Cub Scout Pack is divided into small groups of about eight boys called dens. Dens meet weekly or bi-weekly under the direction of adult den leaders and in some cases den chiefs. The den leaders are trained parent or adult guardian volunteers. Each den must have a trained, registered den leader and at least one parent that has completed the BSA on-line learning course *Youth Protection Training*. Pack 230 also strongly recommends each den recruit at least one trained assistant den leader that has taken the on-line course *Youth Protection Training* and *This is Scouting* and that all parents, guardians or adult partners take the free BSA on-line course *Youth Protection Training* and *This is Scouting*.¹⁰

The den allows boys to get to know each other better and to engage in activities that would be difficult in larger group settings. The boys are also presented with leadership opportunities within the den. These positions are denner and assistant denner, and they usually assist the den leader and den chief with set up, conduct, and clean up of den meetings. Normally the denner and assistant denner post is for one month and with each boy having equal opportunity to serve in each position.

Den meetings and activities are normally planned around the monthly theme set forth by the Pack or from *Cub Scout Program Helps*. This can include games, crafts, skits, songs, field trips, Go-See-Its, etc. Every month, dens may be called on to perform ceremonies,

⁹ By-Laws 2003 did not specify how votes are to be taken.

¹⁰ By-Laws 2003 state, "Each den must have a trained den leader and at least one trained assistant den leader."

activities, or skits at pack meetings. It is up to the discretion of the individual den whether or not meeting time will be used to work on rank achievements.¹¹

Dens are organized as follows:

Tiger Den – 1st grade of 7 years old
Wolf Den- 2nd grade or 8 years old
Bear Den- 3rd grade or 8 years old
Webelos I Patrol- 4th grade of 10 years old
Webelos II Patrol- 5th grade or 10 years old
Arrow of Light- 6 months since completing 4th grade of 10 ½ years old.
Boys Scouts – Completed 5th grade, age 11 or Arrow of Light recipient

Dens may elect to set and collect their own dues. The dues can go towards offsetting the cost of material for den meetings or for craft, or den parties. Dens are required to finish the year with a \$0.00 balance, as BSA does not allow dues collected to roll over to the following year.

Article V: Pack Fund Raising and Expenses

Pack 230 participates in two major fundraising projects during the year under the supervision of the Fundraising Committee. The annual Popcorn Sales drive is in September and October. Each year the pack earns the majority of its operating funds for this sales drive. All scouts are expected to participate. In May, a second fundraiser is done in conjunction with Family Fest or Spring Council fundraiser. Under the direction of the Pack Committee and as the need arises, the pack may sponsor other fundraising events (car wash, silent auction, rummage sales etc). All money collected by fundraising projects will be turned in to the pack treasurer at the conclusion of the event. The pack treasurer will deduct any expenses incurred during the event and will place the money in the pack bank account.

The net amount of money raised will be divided with a portion to be determined by the Pack Committee going to the pack general fund and a portion going into the ISA Individual Scouting Account of the scouts who participate in the fundraising project. One exception to the split of fundraising money is the annual popcorn sales drive; each scout is expected to sell a predetermined amount of popcorn as determined by the Pack Committee. Above that amount the scouts receives a percentage of the profit as determined by the Pack Committee. (Example 50/50 split or 25/75 split). The Pack Committee can change the percentage distribution and the required amount by a simple majority vote.¹²

¹¹ By-Laws 2003 state, “Normally Dens do not work on advancement requirements (with the exception of Webelos) during the den meetings. The Tiger, Wolf and Bear programs are designed to be accomplished by the Scout and his Akela (parent or guardian).

¹² By-Laws 2003 stated, “the net amount of money raised will be divided by 75% going to the Pack general fund and 25% going to the ISA of the scout participating. Popcorn sales above the sales goal are 25% for

The local council is responsible for upholding the Charter and By-laws and the Rules and Regulations of the BSA. To ensure compliance, all unit fund-raisers must obtain written approval from the local council before the fund-raising activity if required by council.¹³

Article VI. Program Fees Registration and Re-registration

A BSA application must be filled out for each scout participating in the Pack. Every October, the Pack Committee or the membership and re-registration committee will prepare the Pack's re-charter and re-registration paperwork. As a part of this procedure, the pack treasurer will collect re-registration fees, insurance fees, *Boy's Life* subscription fees from all continuing scouts. This will allow each scout to continue in the program for twelve months. Scouts who join the pack during the school night recruiting drive in the fall pay a prorated amount in addition to a full year, which is equal to about 18 months. They are therefore exempt from re-registration. At the discretion of the Pack Committee and contingent on available funds, the pack may pay for each returning scouts re-registration fee, insurance, and *Boy's Life* subscription fee if the following requirements are met:

1. Active participation in the pack popcorn 'Show and Sell' booths as determined by the Pack Committee at the beginning of the year.
2. Individual popcorn sales to exceed an amount determined by the Pack Committee.
3. Active participation minimum to be determined by Pack Committee in the Pack Family Fest.
4. Family Fest or other Springs fundraiser sales exceeding a predetermined amount set by Pack Committee.¹⁴

Pack Committee may also require scouts who fail to meet the Family Fest requirement may substitute an additional 50% in popcorn sales for each Family Fest requirement. The Pack Committee may waive all or part of these requirements on a case-by-case basis.

New scouts may not be accepted into the Pack if leadership cannot be recruited.¹⁵

The Pack Committee may decide based on availability of funds to pay the re-registration fee of all registered adult volunteers that have served on the Pack Committee.¹⁶

the scout." For popcorn sales the current predetermined amount required of scouts to sell is \$200. This amount can be changed at the discretion of the Pack Committee.

¹³ BSA policy

¹⁴ By-Laws 2003 stated "minimum of 2 hours in Pack popcorn show and sell, popcorn sales exceeding \$200 or \$150 if siblings, min 1 hour in Family Fest booth, and springs sales of Family fest of Candy bars exceeding \$80. These are now recommended guidelines.

¹⁵ By-Laws amended 2009.

¹⁶ By-Laws amended 2009.

Article VII. Individual Scout Accounts (ISA)

The pack treasurer will set up an ISA (Individual Scout Account) Program for all registered Scouts in Pack 230.

The scouts will earn money for their ISA through a distribution of a portion of profits from fundraising activities they participate in.

The ISA Program will be a “paper” account maintained as a portion of the Pack General Fund allocated to the ISA.

All funds in the ISA Program will be spent on BSA equipment or activities, subject to the approval of the Pack Committee Chairman, the individual Scouts’ den leader or scouts parent or guardian.

If a scout is dropped from the roles of Pack 230 any funds in his ISA may at the sole discretion of the Pack Committee Chairperson be transferred to the Scout’s new pack subject to the new pack’s approval and participation in a similar program. If the scout’s new pack does not have a similar program, the funds may remain in his Pack 230 ISA and become available to him upon completing Webelos II and transferring to a Boy Scout Troop. If a scout does not transfer to another registered pack or troop within sixty days, all funds in his ISA will become part of the Pack General Fund to be used by the pack.¹⁷

Parents may obtain their ISA balance at any time by forwarding a written request to the Pack Treasurer.

Article VIII. Uniforms

An important part of scouting is wearing the scout uniform. Boys are expected to wear complete Cub Scout uniforms to all official pack and den activities unless otherwise directed.¹⁸ If families cannot afford uniform items due to financial hardship the pack should attempt to arrange for the scout to obtain the items through other avenues such as resellers of used uniforms. Parents are encouraged to donate their used uniforms to the pack for re use.¹⁹

Adult leaders should wear the appropriate uniform for all pack and den activities.²⁰ The Cubmaster should have an informal uniform inspection for leaders and scouts normally in January or prior to the Blue and Gold banquet in order to encourage the

¹⁷ By-Laws 2003 included “Normally, funds may become available to scouts after completing the Webelos II program in Pack 230 and crossing over to a Boy Scout troop.”

¹⁸ Field uniforms are the dress blues, the Activity uniforms are the official pack T-shirts or Activity shirts that may be substituted as a uniform for outdoor activities.

¹⁹ By-Laws 2003 state “Scouts are encouraged to wear their uniform to school on the day of their den and pack meeting.” And “pack will arrange for any scout to obtain the needed item due to lack of funds.”

²⁰ By-Laws 2003 state “will wear”.

proper use and wearing of the uniform, this may also be done at the individual den meetings by den leaders.

Article IX. Adult Volunteer Positions

The BSA program is a premier leadership-training program with a one hundred years of history and tradition. However, committed volunteers are essential to its success. The Pack Committee may establish guidelines for parental responsibilities and should explore ways to encourage all adults to volunteer either in pack leadership, pack committee, sub-committee, event committees, or assisting in den activities.

Unless otherwise stated the assistant Cubmaster and assistant standing committee chairpersons are expected to move up to fill the Cubmaster and standing committee chairperson for the following year.²¹

The Pack Committee will select the Cubmaster, all adult leaders must be registered with the Boy Scouts of America, they must also complete an adult leadership application, and complete all required Boy Scouts of America training, including Leader Specific Training, *Youth Protection Training*, and Cub Scout, Committee, or Cubmaster *Leadership Fast Start, This is Scouting*, or other training as required by BSA.

The pack should pay based on availability of funds for training at approved council locations as well as University of Scouting for all registered adult leaders.²² The Pack Committee may decide at its discretion and based on availability of funds to pay for leaders participation fees at official pack outings or activities.

All members of the Pack Committee and Pack leadership are encouraged to attend other council training events such as Round Table, a monthly district meeting of scout leaders where important training, best practices, and policy decisions are discussed.

Responsibilities and duties of Pack Committee members, and Pack Leadership shall follow BSA guidelines and the official pack committee descriptions.

²¹ By-Laws 2003 state “all adult volunteer leadership positions shall have a term limit of 2 consecutive years in any position.”

²² By-Laws amended 2009.

Article X. Awards

Advancement awards will normally be presented at pack meetings. Den leaders are responsible to submit a list of den achievements to the awards chair, at least a week prior to the pack meeting. It is only at the discretion of the awards chair to accept late submissions. Den leaders are also required to keep den advancement records updated in some form. Advancement chair should keep a pack record of all advancements and is required to report advancements to the Central Florida Council office. This may be done through the on-line Internet advancement system.

Awards will be presented according to pack customs. The pack pays for scout awards from its general fund based on the availability of funds.

Article XI. Overnight Camping and Resident Camping

All dens that plan any overnight camping must strictly adhere to all BSA policies, this includes the requirement that all adult members only accompany their child from his or her own family, tour permits must be filed at Council, and a Baloo trained leader is required on any overnight camping events, in addition the den or pack must adhering to all Youth Protection Training Guidelines and BSA policy for such events.

Attending Council Camp is closing tied to retention and is a highlight of the scouting program. It is therefore the responsibility of the den leaders to enthusiastically support and promote attendance at Council Camp La-No-Che weekends.

Article XII. Revision of By-Laws

Annually, in the month of August, or in May, the Pack Committee Chair may solicit changes to the current edition of the Pack 230 By-Laws, Policies and Parent Guidebook. Changes may also be considered whenever there is a change in BSA policy or when the By-laws are in contradiction to those policies.²³ The By-laws should be reviewed at least once a year at an announced meeting open to all adult leadership and parents of the pack. By-laws should be provided to new scout families joining the Pack. Anytime there is a revision of the By-laws, a new copy shall be made available to the pack. Only committee members will vote on any proposed changes.

²³ By-Laws 2003 only allowed changes in the month of May.

Pack Parent/Guardian Statement

I have received the by-laws of Pack 230 for 2010 Pack year and I agree to abide by them.

I agree to be an active member of the pack realizing that if everyone takes a small part of the program responsibility, the program can be fun for all.

Cub Scout Parent, Guardian, or Adult partner.