



**Cub Scout Pack 3310**  
**By - Laws**  
**Lafayette, IN**



Pack 3310 Bylaw's  
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## **I. Introduction**

Pack 3310 is a locally sponsored organization chartered by Mayflower Mill Elementary School and supports the goals and objectives of the Boy Scouts of America. It is designed to introduce boys in grades 1-5 to the fundamentals of Scouting and help them develop physically, mentally, and spiritually. It is open to any boy in the above age group regardless of race, creed, religion, national origin, or residence. Financial status is not a consideration in accepting a boy into the Pack.

## **II. Mission statement**

To deliver the BSA Cub Scout program to the Lafayette, Indiana community by conducting the following:

- Exciting, theme-oriented Pack activities that promote participation, individual growth, and respect for others.
- Den meeting activities that support the boys' progress through the Cub Scout advancement program.
- Participation in community service projects to help show the benefit of service to self and community.
- Joint programs with the Boy Scout Troops to promote future skill development and a path to the future.

## **III. Parent Responsibility**

- The word "parent" refers to all adult family members: Mother, Father, Grandparent, Aunt, Uncle, Guardian, etc over the age of 18.
- Parents should be willing to help in the advancement of their son by participating in events throughout the year. This duty includes volunteering at any or all of the following events:
  - Being a leader or committee member of the Pack
  - Running/Planning a Den Meeting if asked by a Den Leader.
  - Running a Pack sponsored event (i.e. parade, picnic, Pinewood Derby etc.)
- Parents should read the supplement in their Cub Scouts handbook. Please become familiar with the book and assist your son in working on his advancements.
- Parents are responsible for transporting their son to and from the Den and Pack meetings.
- At least one parent must attend each Pack meeting or arrange for another adult to be responsible for the scout. **THE PACK DOES NOT RUN TAXI OR CHILDCARE SERVICES.**
- Parents are responsible for their son's behavior at all Den and Pack meetings. Parents may be called to pick up their son from the Den meeting if he is unruly or parents may be asked to attend all Den meetings if their child cannot behave, or leave the Den.

## **IV. Meetings**

### **A. Pack Meetings**

- Pack meetings are generally held once a month at a date and time determined by the Pack Committee and other Pack Leaders. The annual calendar will note the date, time, and location of each Pack meeting.
- The Cubmaster will be in charge of all Pack meetings, outings and activities, unless he/she appoints the Assistant Cubmaster or a Committee member to take these responsibilities.
- Dens will be assigned specific tasks for each Pack Meeting. Tasks will include but not be limited to: setup, opening/closing ceremonies (including flag detail), skits, songs, and cleanup. However, all present are responsible for putting away their chairs.
- Pack meetings will include a flag ceremony and a Den skit/song. Scouts are encouraged to wear Class A uniform during these meetings unless otherwise specified.
- All Pack activities will be conducted in accordance with established Boy Scouts of America guidelines defined by BSA Guide to Safe Scouting.

- 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 of the other rooms not designated for Pack use.
- Scouts and family should attempt to arrive no earlier than 10 minutes before the starting time so that meetings can begin promptly. Every effort will be made to have Pack meetings start and end on time and be no more than an hour in length unless specified in advance.
- Pack Meetings are open to all members of the Pack and associated families and friends.
- Cancellation of meetings due to weather will be posted on the Pack web page [www.pack3310.com](http://www.pack3310.com), as well as WLFI TV 18.

## B. Den Meetings

- Dens meet independently at least once a month on scheduled days. Dates and times of Den meetings are established by the Den Leaders with input from the families in the Den. As each boy is an integral member of his Den, full attendance will provide the best results.
- Two adults (“2 deep leadership”) will be required for any meeting. If 2 adults are not present, the meeting or activity will not take place. Parents are responsible for checking with the leader to ensure 2 deep leadership is in place before leaving their scout.
- **Tiger Scout Parents must attend all meetings with their scout according to BSA policy.**
- Den dues policy will be decided by each Den individually.
- Each year, each Den shall decide which achievements will be completed in Den activities and which achievements are to be completed at home. Parents, however, remain responsible for their boy’s completion of all advancement requirements. The standard for completion of any achievement is that the boy, in the parent’s and Den Leaders’ opinions, has followed the Cub Scout Motto of “Do Your Best.”
- The Pack Committee may limit the number of Dens or the total number of boys in the Pack and/or the Dens. The Pack Committee can also reassign boys as necessary due to conflicts.
- It is the Den Leader’s option whether to accept responsibility for boys from other Dens accompanying his/her Den on an outing.
- Siblings must be accompanied by an adult at Den and Pack meetings. Pack Leadership is not responsible for siblings.
- The Scouts will obey any reasonable command of a Scout Leader, especially on outings when a Scout could get lost or put him or others in an unsafe situation.

## C. Camping and/or Overnights

- 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.
- Webelos Scouts should participate in a minimum of one overnight outing each Pack year such as the Council Resident Camp.
- No overnight campouts will be held during cold or snowy weather months per BSA policy with regards to Cub and Webelos Scouts.
- Each boy must have a Health History on file with his Den Leader and the Pack Committee to participate in Den or Pack outings.
- Health histories, Den permission slips, and travel permits (when required) must accompany Leaders on all outings.
- Resident Cub Scout Camping (minimum of three nights) is only permitted for Sagamore Council-Controlled programs.

- Overnight Camping (less than three nights) is only permitted for Pack-Controlled programs and must meet the requirements of Sagamore Council and BSA Scout Drop Off

## **V. Parent Financial Responsibilities**

### **A. Dues**

- A registration fee is required when signing up to join Cub Scouts. A large portion of the fees paid during registration will be applied to the BSA chartering fees that the Pack has to pay yearly. When registering your scout, you will receive a fee that may be pro-rated if you join during the middle of the chartering year. The chartered year is from January to December.
- A nominal fee may be added to the registration fee to cover Pack expenses. These include Registration Fee for all Adult Leaders, training for all BSA registered adults, awards, pins, belt loops, prizes/Awards for fund-raisers, offset of food expense for campouts/dinners, Pinewood Derby (or other race) kits/ trophies/patches/medals
- No Scout will be allowed to participate in any Den or Pack activities or receive any awards until he has paid his annual fees and signed the Pack By-Laws.
- Pack 3310 recognizes that some Scouts may come from less financially fortunate families. The Committee will consider requests for assistance with Pack dues in cases of hardship. Continued assistance will be reviewed annually by the Pack Committee and Sagamore Council and will be based upon financial need and standing in the Pack.
- Parents must completely fill out the welcome packet and turn it in to the Registration Chair with the appropriate registration fee prior to participating in any Pack Function. In addition to the necessary medical information, please remember to tell the Leaders about any special medical needs your son might have.
- In addition to dues, Pack 3310 may participate in several fund raising opportunities throughout the year, including popcorn sales and others. Fundraising is a vital part of Pack income and is the primary method to offset costs including advancements. Each Pack member and adult partner is expected to participate in fundraising efforts in order to “help the Pack go”.

### **B. Additional Expenses**

Besides dues, parent’s expenses will include, but not limited to:

- Scout uniform - shirt, belt, slide, neckerchief
- Scout book
- Special Event Registration Fees
- Book for Religious award(s) and religious award
- Awards not worn on uniform – example Sports/Academic Pin Letter
- Lost achievements that have already been presented
- Boy’s Life Magazine (if wanted)
- Pack coordinated events – transportation and admission - i.e. Circle of Fun, Museum, picnic, etc

## **VI. Advancements**

### **A. Reporting Requirements – Parents:**

- Advancement is a primary key to a successful Cub Scouting program. As the boys go through the requirements for their badges, they grow ever more capable and sure of themselves.
- Adult partners are expected to follow appropriate Cub Scout guidelines for verifying accomplishment of individual awards and advancements.

- These accomplishments should be reported to Den Leaders in a timely fashion to ensure accurate Pack accounting and proper recognition.

#### **B. Reporting Requirements – Den Leaders:**

- Den Leaders, in turn are responsible for reporting awards to the Advancement Officer, using the Pack Master software, upon each individual scout's completion.
- All advancement records not in Pack Master software by the second Monday of the advancement Pack meeting will be presented at the next advancement Pack Meeting. This allows the Advancement Chairperson, 2 weeks to process the awards and receive them from council.

#### **C. Presentation of Awards:**

- Parents are encouraged to attend Pack Meetings when achievements are being presented.
- Den Leaders will present the award to Parent/Guardian, who then presents the award to their son.
- Rank advancements (Bobcat, Tiger, Wolf, Bear, Webelos and Arrow of Light badges) will be recognized through appropriate ceremonies.
- Academic and sports belt loops and pins, Webelos activity pins, Wolf and Bear arrow points and other special awards will be presented to the scouts at the advancement Pack meetings.
- Advancement towards rank beads for Tigers, Wolves and Bears should be presented to scouts at the Den meeting when the bead is earned.

### **VII. Other Awards**

- **BSA Family Award** – To earn this award a family must complete 10 activities during a 12 month period as detailed in Cub Scouting's BSA Family Activity Book. Upon completion of the requirements for this award, Pack 3310 will recognize families by presenting them with a certificate for the family and a patch for the participating scout(s).
  - Family members may elect to receive extra pins and patches at their own expense.
- **Academic and Sports Letter** – Tiger Cubs, Cub Scouts and Webelos may choose to wear this letter to display all academic and sports pins earned. The letter may be worn on the scout's red patch vest or on whatever other article the scout uses to display any participation patches received. The letter is not to be worn on the scout's uniform shirt. This letter is not an award (there are no requirements to fulfill to earn the letter); therefore, Pack 3310 does not present this letter to the scouts. Scouts wishing to have this letter may purchase it from the Scout store. The Pack will award the Academic and Sports pins as they are earned.
- **Religious Emblems Program**– Any scout who completes the requirements for a religious emblem will be awarded the square knot to be worn centered above the left uniform pocket. This will be provided by Pack 3310 upon completion of said requirements. The other awards associated with this program are typically presented by the scout's church; however, the scout may have to purchase the award.

### **VIII. Uniform Guidelines**

#### **A. CUB SCOUT OFFICIAL UNIFORM:**

The official BSA uniform is required for most Pack meetings unless otherwise specified.

- The blue uniform shirt is worn by all ranks except for Webelos who have the option of blue or tan. The shirt should be buttoned and tucked in.
- Neat pants or shorts
- Cub Scout belt
- Appropriate neckerchief or Pack neckerchief and slide

- Closed toe shoes unless otherwise specified
- The appropriate hat is an optional addition to any uniform

The patches are to be located per BSA Uniform Inspection Form. This form can be found on [www.pack3310.com](http://www.pack3310.com).

#### **B. LEADER UNIFORMS:**

- Leaders and members of the Pack Committee are encouraged to wear the appropriate leader uniform.
- Leaders are encouraged to wear the official uniform to all Pack meetings unless otherwise specified.

#### **C. PACK 3310 ACTIVITY UNIFORM:**

- When an event is designated to be “casual” by the Pack Leadership, all Scouts have the option to wear the Pack established T-shirt or the official T-shirt of the function. Having the boys dressed alike also makes it easier to keep the boys together when we are at an event with other people.
- If a scout does not have a clean Pack T-shirt or the official function T-shirt then he can wear any other official scout T-shirt (such as those from summer camp or other District and Council functions).

Disrespect of the uniform is a behavior subject to disciplinary action by the Pack Committee or Pack Leaders.

### **IX. Conduct**

In an effort to provide a safe haven as every member of the BSA expects, the Pack must have rules and regulations concerning inappropriate behavior and how to deal with it, should it occur. A scout should always be guided by the Cub Scout Promise and Law of the Pack, and also by the best ideals held forth by the scouting tradition.

#### **A. All members of Pack 3310 will abide by these additional guidelines:**

1. No stealing, lying, or vandalism.
2. No inappropriate or unnecessary physical contact or fighting.
3. No foul or abusive language.
4. No verbal abuse of any Scout or adult leader, or guest.
5. No possession of obscene material.
6. No insubordination of an adult leader.
7. No violation of Youth Protection Guidelines. It is imperative that the Scout policy of two-deep leadership be complied with at all times. If there are not two adults (at least one of whom holds a current Youth Protection Certificate) there will not be a meeting. Any violation of this rule will result in the reorganization of that Den’s leadership minus the adult who officiated during the breach.

Parents, please note that it is against Scouting Youth Protection Policy for children to be unsupervised. If they are supposed to be attending a meeting, they should be in it. Should the child not comply with attending the meeting, he should be taken home. Pack 3310 cannot be held responsible for the supervision of children who are not where they are supposed to be. It is the parent’s responsibility to bring the scout to the meeting, not simply depositing him on the school lawn. Please also note, our meetings are in the cafeteria, not in hallways. Children should be in the room where their event is taking place. These rules apply not only to Scouts, but to siblings as well.

8. As an additional note of conduct within the school, please recognize that there is frequently other business being conducted in the building while Scouts are there. Other people are often in the

hallways. As a matter of courtesy and simple good manners the boys must be aware that running and yelling in the hallways is inappropriate and subject to discipline.

9. The use of drugs, alcohol, and tobacco is strictly prohibited at ALL Scouting events. This rule applies to Scouts, Leaders, family members, and guests.

10. The property of others will be respected. Any willful damage to property will require full restitution before resumption of privileges.

**B. Recourse in event of behavior subject to discipline:**

**1<sup>st</sup> offense:** Verbal acknowledgement of the action by the leader and the Scout.

**2<sup>nd</sup> offense:** Verbal and written acknowledgement of the action. The Scout, his parent/guardian, and the Cubmaster are to sign a written acknowledgement. If this action is disrupting a meeting, however, the Den leader is fully empowered to ask the parent to remove the boy for the duration of said meeting.

**3<sup>rd</sup> offense:** Suspension from Pack and Den activities for a time to be determined by at least 3 members of the Pack's adult leadership and based upon severity of infraction and impact on other boys. The Scout, parent/guardian, and Cubmaster shall sign written acknowledgement of same.

**4<sup>th</sup> offense:** Referral to Pack Committee for course of corrective action or possible dismissal from the Pack.

**C.** Please note that a scout may be **suspended immediately** during any activity by the Cubmaster or Den Leader for the following acts:

1. Overt action resulting in injury or attempting to cause injury to another.
2. Intentional commission of an act endangering the safety of others.
3. Use of drugs, alcohol, or tobacco.

The incident will then be presented to the Pack Committee for possible dismissal.

**D. Any illegal activities** will result in notification of the proper law enforcement agency.

**E.** The scout and his parent/guardian may **appeal** any disciplinary decision by requesting a review from a panel of 3 Pack Committee members. None of these members shall have been involved in the investigation of the matter and none may be related to the boy in question. This panel will hear both sides and render a final decision.

**F. All adult Leaders** are expected to follow the guidelines prescribed above.

**G. Use of electronic devices** (games/toys) is discouraged at any Scouting function and you may be asked to put the device away for use at inappropriate times.

**X. Pack Committee**

**A. The Pack Committee** serves as a board of directors, coordinating and supporting the program, resolving disputes, and monitoring progress. It consists of the following members:

- Chartering Organization Representative
- Committee Chair
- Cubmaster
- Assistant Cubmaster
- Treasurer
- Recorder
- Advancement Chair
- Public Relations/ Webmaster
- Den Leaders and assistants
- Popcorn Kernel
- Pack Trainer
- Recruiting Chair
- Individual Events Chair
  - Parade Chair
  - Pinewood Derby

- Blue and Gold Banquet
  - May Campout
  - Summer Camp
  - Summer Cookout
  - Special Event – i.e. Circle of Fun
1. Members may hold more than one position, but the Committee should not consist of less than six members. Any adult can be a member of the Pack Committee. The Cubmaster and Committee Chair will be approved by the Chartered Organization Representative.
  2. Pack Committee meetings are stated in the Pack calendar and are open to any adult with interest in the Pack. Den Leaders are not required to attend, but are certainly encouraged to do so. Opinions and concerns are welcome from all members of the Pack. A minimum of 3 members of the Pack Committee must be present for an official meeting. Any interested adult may propose an agenda item by contacting the Chairperson or Secretary 10 days prior to the stated meeting.
  3. The Pack Committee shall conduct its business in accordance with Roberts Rules of Order. Formal votes on issues shall be taken and recorded.
  4. The Secretary shall maintain a written record of the matters of the Pack (minutes of meetings, Pack Record book, etc.). The minutes shall be published and distributed to the Leaders.
  5. Leaders who wish to resign are requested to submit their resignation one month in advance, either in writing or by notice at the monthly leader meeting.
  6. Other responsibilities of Leaders shall be in accordance with BSA job descriptions or as enumerated in the Rules and Regulations of the Pack Committee.
  7. To expedite Pack business, votes may also be solicited and collected via other means such as, but not limited, to e-mail. No matter how this provision is exercised all committee members must be contacted and given the opportunity to submit their vote and shall be provided a reasonable amount of time to do so, depending on the specific circumstances.
  8. Committee meetings are held once a month at a 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 ensure all advancement awards earned by the Cub Scouts will be available for presentation.
  9. While Committee Meetings are open to all Pack adults, only Council registered adults are eligible to vote at a meeting. Registration is accomplished by completing an Adult Leadership application and paying the annual National Registration fee. All parents and guardians are eligible to become registered volunteer Leaders, and are encouraged to do so.

## **B. LEADERSHIP PRINCIPLES**

- All leadership positions are open jointly to both male and female members. No form of discrimination shall be condoned by the Pack.
- All Leaders are required to complete Fast Track, and Youth Protection. Leaders are also required to attend Cub Scout Leader Specific training and are encouraged to attend other Scout training programs offered by BSA.
- Any action of the Pack Committee may be appealed to the Administrative Board of the Chartering Organization, in this case Mayflower Mill Elementary School.
- Leaders are not required to vacate their positions when their boys move on into Boy Scouts (and the Pack will not assume so). The Pack will also encourage new Leaders to join the Pack.
- Children of Leaders are subject to the same rules as others and are to receive no special treatment or exemption.

## **C. PACK INFORMATION**

Besides the planning meetings, parents are asked to read the information provided on the Pack 3310 Website [www.pack3310.com](http://www.pack3310.com) or by their son's Den Leader on a regular basis. This will help to keep you informed with what is happening within the Den/Pack. Please include this information in your family's planning calendar.

#### **PACK PROPERTY**

The Pack will maintain an inventory of all Pack property. A copy of this list shall be made available to Leaders. All Pack inventory is property of the Chartering Organization.

### **XI. By Laws approval and review**

- These Bylaws must be approved by the Chartered Organization. Changes may be made at any time with a majority vote by the Pack Committee and the approval of the Chartered Organization.
- These Bylaws and any amendments hereto shall be ratified by either a two-thirds (2/3rds) majority of the Leaders or a majority vote of all families registered with the Pack and in concurrence of the Administrative Board of Mayflower Mill Elementary School.
- The Rules and Regulations of the Pack Committee of Pack 3310, adopted August 2010 (and subsequently amended), shall be considered an integral part of these bylaws. They represent an extension of the basic principles enumerated herein and may be changed or amended by a majority vote of the Pack Committee. They are to be made available to anyone who wishes to review them.
- Individuals or families may withhold approval for specific bylaws during the ratification/re-certification process.
- Any member may propose an amendment to the bylaws. The amendment must be submitted in writing to the Pack Secretary or done so verbally by a majority vote at a Pack Leader/Parent Meeting.
- Proposed amendments shall be circulated among parents as well as the Administrative Board at least one month prior to adoption.
- Nothing herein should be understood to violate any of the principles of the Boy Scouts of America or Mayflower Mill Elementary School.

### **XII. Scout and Parent/Guardian Signature**

All scouts and their parent or guardian must sign the following page and return it to the appropriate Pack leader. Scouts not completing this form by the time of unit rechartering will be expelled from the Pack and will not be included on the unit roster when it recharts.

I have received a copy of Pack 3310s By Laws. I have read and understood these By Laws and agree to abide by them.

On my honor,

\_\_\_\_\_  
Scout's signature

\_\_\_\_\_  
Scout's printed name

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Parent/Guardian printed name

\_\_\_\_\_  
Date

Please sign and date this page and return it to your Den Leader, the Cubmaster or the Pack Committee Chairperson.