



**Bylaws of Pack 662, Boy Scouts of America
San Marcos, California**



The Pack is established as a family-oriented unit of the Boy Scouts of America to promote and involve families in Scouting. Equal emphasis will be placed upon the following: Duty to God, Duty to Country, advancement, the outdoor program, and fun. The Pack will operate in accordance with all policies of the Boy Scouts of America.

1. **Charter Organization**: The "Kiwanis Club of San Marcos" is the sponsor for Pack 662, Boy Scouts of America. The Kiwanis Club will appoint a member of their organization as the Pack's Charter Organization Representative, an Executive Committee member position.
2. **Membership**: Pack membership and participation are open to anybody in accordance with all policies of the Boy Scouts of America.
3. **Registration**: Registration age shall be in compliance with stated Boys Scouts of America policy. The Pack Committee shall determine the registration fee annually. All Cub Scouts and registered adult leaders will pay registration fees by the January Pack meeting. New Cub Scouts will pay Pack registration and any Den dues at their first Den meeting.
4. **Dues**: All Cub Scouts will pay dues in the amount of \$5.00 (five dollars) per month. Monthly dues are required whether or not the Cub Scout attends all meetings. The Den Leader will turn \$3.00 (three dollars) of each boy's dues over to the Pack at each monthly Committee meeting and will retain the remainder for the Den's use. It is the responsibility of the Den Leader to properly collect, record, and document the wise expenditure of Den funds. Den Leaders shall keep proper records to account for the use of Den dues and make them available to the Pack Committee if requested. The Den Leader may request additional dues for specific Den activities. To teach responsibility, Cub Scouts are encouraged to earn dues on their own, if possible. Financial hardship shall not be a barrier to a Cub Scout participating in Den and Pack activities.
5. **Dens**: Each Den will normally consist of six to ten Cub Scouts, the Den Leader, Assistant Den Leader(s), and a Den Chief (optional). Newly registered Cub Scouts will be assigned to an existing Den by the Cubmaster and/or Den Leader Coach until a maximum of ten boys has been reached. Larger Dens will only be permitted if the Den Leader agrees and the Den Leader Coach or his/her representative believes there is sufficient leadership in the Den. If all Dens are full, new Cub Scouts will be placed on a waiting list. A new Den will be formed with the additional Cub Scouts as soon as sufficient adult leadership is in place.

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6. **Uniforms:** All Cub Scouts, Pack Leaders and Assistants, Den Leaders and Assistants, and all Committee Members are required to attend all Den and Pack functions in appropriate Scout uniform. The required Cub Scout Class A uniform will consist of:

- o Regulation Scout shirt with proper insignia
- o Neckerchief and hat of rank
- o Tie slide - any variety; the neckerchief should not be tied or knotted
- o Bobcats, Wolves, and Bears are encouraged to wear regulation dark blue Scout pants or shorts. However, dark blue **nice-looking** jeans and pants are acceptable
- o Webelos are encouraged to wear dark blue pants if they are wearing the regulation blue uniform shirt, or green pants if they are wearing the khaki uniform shirt. However, dark blue **nice-looking** jeans and pants are acceptable.
- o Regulation belt, clean socks and shoes

The Class B uniform will consist of the pack "T" shirt and rank hat.

7. **Den Meetings:** During the traditional school year (September through June), Den meetings are normally held once a week, or four meetings a month. This may vary; however, Dens must meet a minimum of three hours per month, in addition to the Pack meeting. Den Leaders may elect to conduct Den meetings at their discretion during the summer period, with a minimum of one Den or Pack activity per month. Parents will promptly drop off and pick up their Cub Scouts at the start and end of scheduled meetings, unless participating.

8. **Pack Meetings:** Pack meetings shall normally be held at 7 p.m. on the last Friday of each month from September to June (the traditional school year). Special Pack meetings and activities will be held as decided by the Pack Committee in accordance with the annual Pack program. All members and families of the Pack attend Pack meetings. Guests are welcome.

9. **Permission Slips:** Permission slips are required for all Cub Scouts not accompanied by a parent or guardian at any Den or Pack activity other than the regularly scheduled Den and Pack meetings.

10. **Tour Permits:** Tour permits, issued by the Council, are required for any Den or Pack activity other than regularly scheduled Den or Pack meetings held at the usual meeting place and time. Tour permit applications should be sent to Council Headquarters with sufficient time to receive tour permit prior to the activity. The Den or Pack leader shall retain and carry tour permit during the activity.

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11. **Two by Two Rule**: In accordance with Boy Scouts of America policy, there will be a minimum of two adults present with Cub Scouts at all times for any scout activity, including transportation to and from that activity. Both adults must be over 21 years of age and one adult must be a registered scout leader with current YPG training.

12. **Attendance**: Cub Scouts achieving 90% attendance at all scheduled Den and Pack activities will be eligible for the Outstanding Attendance Award. Cub Scouts will be designated inactive after three successive, unexcused absences. While a Cub Scout is inactive, he may not attend Den or Pack functions. To become active again, the Cub Scout must pay all dues owed, meet the requirements of the Pack waiting list, and have the approval of the Cubmaster and Den Leader.

13. **Parents**: Every parent is expected to participate in the Pack. Cub Scout parents and/or guardians will be encouraged to volunteer to serve on the Pack Committee and/or to attend Pack Committee meetings.

14. **Adult Leaders**: All registered adults must attend Cub Scout Leader Training for the positions they hold or will hold. In addition, all leaders are required to complete Youth Protection Guidelines (YPG) training and any other BSA required training for a particular scouting activity, including tour permits. All adult leaders are encouraged to attend the monthly District Roundtables, and the annual Council Cub Scout Pow Wows. At least one adult Pack leader will attend the monthly Roundtable to pick up written materials for the Pack. These materials will be turned over to either the Committee Chairperson or Cubmaster.

15. **Pack Committee**: The Pack Committee shall consist of all registered adult Scout leaders (Scouters). Any adult may become a member of the Pack Committee by registering as an Adult Scouter. The Pack Committee shall meet monthly, normally on the Wednesday following the District's Roundtable meeting, and at least ten days prior to the Pack meeting. Before the meeting can begin, there must be a quorum of two-thirds of the Pack Executive Committee, and either the Committee Chairperson or the Charter Representative must be present. The Pack Executive Committee shall consist of the following registered positions:

- Committee Chairperson
- Charter Organization Representative
- Secretary
- Cubmaster
- Treasurer
- Assistant Cubmaster
- Advancement Chairperson

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The Pack Executive Committee may not hold closed meetings. For purposes of voting, all adult registered Scouters are voting members. A majority vote is required to sustain any Pack business. It is the right of any Committee person to request a vote on anything. Parents are always welcome. To resign a Committee position, a minimum notice of one month is to be given, except in the case of an emergency.

16. **Discipline:** All Cub Scouts and leaders are expected to act at all times as good Scouts and respect the Bylaws of this Pack during all Den and Pack activities. If a Cub Scout's behavior at an event becomes uncontrollably disruptive or dangerous, the Scout's parents will be asked to remove him from the activity. In such case, the Scout's family forfeits any fees paid for that activity. Discipline problems arising during any Den or Pack activity shall be discussed with the Cubmaster and the Committee Chairperson. Continued misconduct will result in the suspension of the Scout from future activities until the Pack Committee can review the Scout's record for spirit and participation to determine the appropriate action to be taken. Pack and Den discipline problems will be handled in the following manner:

First Offense: Warning by the Den or Pack Leader.

Second Offense: Den Leader will notify the Scout's parents.

Third Offense: The Cubmaster and Committee Chairperson will counsel Scout and parents will be requested to accompany Scout to all future activities.

Fourth Offense: Scout will be placed on the inactive list.

The Committee Chairperson, upon a majority vote of the Pack Committee, may dismiss any leader or adult member of the Pack.

17. **Finances:** The pack will operate a treasury, managed by the Pack Treasurer. The Pack Treasurer will be a registered member of the Pack Committee. A checking account will be established with a recognized local banking institution. All expenditures will be approved by the Pack Committee, prepared by the Treasurer, and signed by two of the following people: Pack Committee Chairperson, Cubmaster, Treasurer and/or Charter Representative. Access to the Council account shall be similarly authorized. The Treasurer will maintain current Financial Records, a file of itemized receipts for all expenditures, and will issue receipts for all funds collected. All records of receipts and expenditures will be retained for three years. The Pack Treasurer or appointed representative will give a status report at each Committee meeting. A subcommittee selected by the Committee Chairperson will annually audit the Pack's financial records (including cash, Council account, and banking transactions).

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18. **Insurance**: The Pack is covered by the Boy Scouts of America general liability policy, provided the necessary tour and permission slips are turned in to and approved by the Council. The Pack may also carry a standard accident insurance policy on all the Cub Scouts and adult leaders.

19. **Hardship**: Hardship cases will be dealt with on a strictly confidential level between the Cub Scout's Den Leader, the Committee Chairperson or the Cub Master, and the Charter Organization representative. The Charter Organization representative will direct the treasurer to take any action regarding hardships.

20. **Advancement**: Advancement will be in accordance with the standards of the Boy Scouts of America and with the approval of the Cub Scout's parents, Den Leader, and Advancement Chairperson. Scouts may earn credits toward past ranks only until the beginning of the next traditional school year (September).

21. **Awards**: Achievements, activities, arrow points, and progression in rank will be presented at the monthly Pack meetings. Den leaders are encouraged to recognize "their" cubs' parents whenever appropriate. The Pack will purchase and pay for the following awards for registered Scouts:

- 1) All awards for advancement, including arrow points and activity badges, service stars, and such other official BSA awards as shown in the inside covers of the *Wolf, Bear* and *Webelos* books.
- 2) Parents' pins for rank advancements.
- 3) Patches included in the Council's *Cub Scout Patch Resource Book* if earned as a Pack or Den activity.
- 4) Patches from commercial patch vendors, but only for Pack events, at the discretion of the Pack Committee.
- 5) Religious knots; the religious emblems themselves are an expense of the respective churches.

22. **Inventory**: The Pack inventory list will be maintained and the location of all items recorded by the Secretary. Upon dissolution of Pack 662, all inventories become the property of the Boy Scouts of America.

23. **Fund Raising**: Fund raising is a function of the Pack. The Pack Committee and the Council must approve all fund raising projects.

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24. **Amendments**: These bylaws may be amended at any time, provided a copy of the proposed amendment is submitted to the Committee Chairperson thirty days before the next Committee meeting. The proposed amendment will be presented at the next Pack meeting for parental consideration, and then will be voted on at the next Committee meeting. A two-thirds majority of those Committee members present will be required to approve the amendment.

25. **Bylaw Review**: The Pack Committee shall conduct an annual review of these bylaws. All revisions shall be presented at the annual planning meeting and must be approved by a two-thirds majority, with a quorum of Pack Committee members present.

Deviations from the above may be made by a majority vote of the Pack Committee.