

Pack 461 Bylaws

Approved 9/14/06

1. Overview and Purpose

1.1 Pack 461 Mission and the Purposes of Cub Scouting

The overall mission of Pack 461 is “Fun with a purpose”. The purposes of cub scouting are:

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

The purpose of the Boy Scouts of America is to provide an educational program for boys to build their quality of character, to train in the responsibilities of participating as a citizen, and to develop personal fitness. Personal fitness includes physical, mental, and emotional fitness.

1.2. Bylaws Purpose

These bylaws provide a broad outline of how Pack 461 operates.

The purposes of these bylaws include:

- Defining how the pack functions
- Preserving continuity as leaders change over time
- Making the pack’s financial operations visible to all
- Helping new leaders get started
- Preventing misunderstandings and conflicts

2. Running the Pack

2.1. Boy Scouts of America Policies and Procedures

Pack 461 will conform with all of the policies and procedures of the Boy Scouts of America. If any portion of these bylaws conflicts, then the policies and procedures of the Boy Scouts of America take precedence over these bylaws.

2.2. Pack Committee

The pack committee's responsibilities include:

- Overseeing the operation of the pack
- Scheduling pack activities
- Overseeing the pack's treasury and planning the pack's budget
- Helping to plan pack meetings and pack activities
- Ensuring that the pack follows the policies and procedures of the Boy Scouts of America
- Ensuring that each boy has a quality experience with cub scouting
- Organizing or delegating the organization of pack activities

The following leaders are automatically members of the pack committee:

- Assistant Cubmaster
- Assistant Den Leaders
- Committee Chair
- Cubmaster
- Den Leaders
- Treasurer

Any parent can request to become a pack committee member.

Pack committee meetings are held once a month during the school year. Pack committee meetings are open to all parents

2.3. Pack Committee Voting

The pack committee is responsible for approving the following via a vote:

- New adult leaders and committee members
- The annual budget (typically for the school year plus the following summer)
- Off-budget expenses greater than \$100.00.
- Any matter where the committee is having difficulty reaching a consensus

In order for a vote to take place, a quorum of at least four committee members must be present, including either the cubmaster or the committee chair. A majority vote is necessary for committee approval. In the case of a tie vote the committee chair decides.

2.4. Changing Bylaws

The pack committee is also responsible for voting on bylaw changes.

The proposed change must be distributed to all committee members one week before vote.

A quorum of one half of the committee, including either the cubmaster or committee chair must be present for the vote to take place. The bylaw change passes if 2/3rds or more of the committee members present vote for it.

2.5. Pack Leadership Positions

Pack leadership positions are described in the document “Pack 461 Leadership Positions”.

2.6. New Leaders

New leaders must be approved by the pack committee.

New leaders must follow all Boy Scouts of America rules, policies, and procedures. This includes filling out and filing the BSA adult leader application form

New leaders should take training as soon as possible. This includes New Leader Essentials, position-specific training, and child protection training.

3. Pack Finances

3.1. Pack Budget

Each September the pack committee approves a budget for the school year and the following summer.

3.2. Pack Treasury

The pack treasury is maintained in a checking account. The Committee Chair, Cubmaster, and Treasurer are authorized to write checks from this account, in accordance with the limits set in these bylaws. The Committee Chair, Cubmaster, and Treasurer also have the PIN number to view account information online.

Information on pack expenses, income, and treasury balances are open to all parents. The treasurer must provide this information to a parent within three days of a request.

Expenses defined in the pack's budget do not require committee approval. Non-budgeted expenses less than \$100.00 also do not require committee approval but must be immediately reported to the Committee Chair, Cubmaster, and Treasurer in writing or by e-mail. Non-budgeted expenses of \$100.00 or more must be approved by vote at a regular committee meeting. If it is not possible to wait until the next committee meeting, then the expense must be verbally approved by the Cubmaster, Committee Chair, and two den leaders.

The Treasurer must report income, expenses, treasury balance, and budget status at each committee meeting.

3.3. Dues and expenses

Each year, the pack committee sets the amount for pack dues. The pack committee also decides which cub scout expenses will be paid for by the pack (for example, in the past the pack has paid for each boy's advancement badges, pinewood derby kit, and space derby kit).

3.4. Financial Aid

No boy should be left out of scouting because of the cost. Parents can request financial aid for scouting-related expenses if they feel that the alternative is for the boy to stay out of scouting or miss scouting activities. Each request will be decided on a case-by-case basis by the pack committee. All practical efforts will be made to maintain confidentiality.

4. Boy Accounts

4.1 Overview

Pack 461 maintains a boy account for each cub scout. The pack deposits a portion of the money a cub scout brings in during pack fundraising activities into that cub scout's boy account. The cub scout can use this money for any scouting-related purpose. Boy accounts are administered by the pack's Boy Account Manager.

4.2. Purpose

The purpose of boy accounts includes:

- Teaching cub scouts about money
 - Earning
 - Budgeting
 - Spending
- Making scouting more affordable for families
- Ensuring that boys who make the most effort are rewarded
- Improving fundraising results

4.3. Spending Boy Account Money

Boy account money can be used for any scouting related activities or merchandise. This includes

- Council dues
- Pack dues
- Boy's Life subscriptions
- Uniforms
- Scout books
- Anything at the scout shop
- Day camp fees
- Overnight camp fees
- District-sponsored events
- Council-sponsored events, such as Scout nights at professional sports events
- Other fees related to scouting activities

There are several ways to handle payment for purchases:

- The boy can turn in the receipt to the boy account manager to get reimbursed.
- If the boy knows what he wants to buy, he can get a check from the boy account manager made out to the Scout Shop for the amount of the purchase.

4.4 Setting Percentage of Funds Going to Boy Accounts

Each September the pack committee decides on how fall fund raising proceeds will be distributed to boy accounts and the pack treasury. This is decided before fall fund raising begins, and is communicated to all boys and their parents at the September pack meeting.

Typically, the pack committee determines how much money must be raised by each boy to meet the pack's per-boy expenses based on the pack's budget. The pack committee then decides what percentage of profits over this amount goes to a cub scout's boy account and what percentage goes to the pack's treasury.

The Boy Account manager is responsible for ensuring that cub scouts and their parents know how money will be distributed before fund raising starts.

4.5. Boy Account Manager

The Boy Account Manager's duties include:

- Working with the fund raising chair to determine how much is deposited into each boy's account
- Periodically reporting each boy's current balance to the den leader
- Handling reimbursement for purchases
- Doing boy account record keeping and accounting
- Explaining how boy accounts work to new cub scouts and their families
- Explaining how proceeds will be distributed between the pack treasury and the boy accounts before each fund raising campaign starts. Each boy should know exactly how much he has to sell to meet his pack obligations, plus how much he gets to keep for his boy account above this amount.
- Answering cub scout and parent questions about current balances

4.6. Boy Account Administration

Boy account funds are kept in a savings account that is separate from the account holding the pack's treasury. The pack may never borrow from boy account funds to cover other pack expenses. The Boy Account manager, Committee Chair, Cubmaster, and Treasurer may write checks from the boy account. The Boy Account manager, Committee Chair, Cubmaster, and Treasurer have the PIN number of the account so that they can view balances online.

4.7. Transferring Boy Account Money to a New Unit

If the boy transfers to a new pack or to Boy Scout troop, then his boy account money can follow him to his new unit. Both the boy's family and the treasurer of the new unit must send a letter or e-mail to the Boy Account manager requesting the boy account money. The Boy Account manager sends a check to the treasurer of the new unit, with the check made out to the unit.

4.8. Leaving Scouting

If a boy quits cub scouts or does not move on to boy scouts, then his account becomes dormant for one year. If the boy does not return to scouting after one year, then the money goes into the pack's treasury.