

**BOY SCOUTS OF AMERICA  
CUB SCOUT PACK 301  
CHASKA, MINNESOTA  
BY-LAWS**

**TABLE OF CONTENTS**

**ARTICLE 1 General**

**ARTICLE 2 Recruiting Scouts**

**ARTICLE 3 Establishing Dens**

**ARTICLE 4 Advancement**

**ARTICLE 5 Adult Leadership**

**ARTICLE 6 Adult Leadership Organization**

**ARTICLE 7 Pack Committee**

**ARTICLE 8 Uniforms**

**ARTICLE 9 Discipline**

**ARTICLE 10 Pack Meetings**

**ARTICLE 11 Den Meetings**

**ARTICLE 12 Annual Pack Planning Meeting(s)**

**ARTICLE 13 Pack Finances, Budget and Record Keeping**

**ARTICLE 14 Transfers**

**ARTICLE 15 Outdoor Events / Permission Slips / Tour Permits**

**ARTICLE 16 Amendments to By-Laws**

**ATTACHMENTS Safety and Organizational Guidelines for Pack Events**

**ARTICLE 1 General**

Section 1 – Pack 301 will operate in accordance with the policies of its chartering organization, the by-laws of the Boy Scouts of America (BSA), and the by-laws of the pack.

Section 2 – Pack 301 is chartered by the Chaska Chamber of Commerce through the Boy Scouts of America. Section 3 – Pack 301 is a unit of the Lake Minnetonka District in the Viking Council, of the Boy Scouts of America.

## **ARTICLE 2 Recruiting Scouts**

Section 1 – Pack 301 is primarily responsible for recruiting from Chaska Elementary School and St. Johns Lutheran School in Chaska, Minnesota. The pack does accept boys from throughout the Carver County and School District 112 areas when a need exists.

Section 2 – Boys who wish to participate in Council, District, Pack and Den activities, must have a completed application on file with the Viking Council.

Section 3 – Boys who have advanced to the first grade in school will be placed in a Tiger Cub Den.

Section 4 – Boys who have advanced to the second grade in school will be placed in a Wolf Den.

Section 5 – Boys who have advanced to the third grade in school will be placed in a Bear Den.

Section 6 – Boys who have reached the age of ten (10) years and/or have advanced to the fourth or fifth grade will be placed in a Webelos Den.

Section 7 - All scouts joining the Pack for the first time, regardless of their rank, will be provided with the appropriate book for their rank by the Pack. Succeeding rank books will be the responsibility of the scout and his family.

Section 8 – Any exception to this article will be presented to the Pack Committee for review and authorization.

## **ARTICLE 3 Establishing Dens**

Section 1 – Each Tiger Cub Den will normally consist of the following:

- a. Tiger Cub Den Coach (Coordinates with all Tiger Cub Dens)
- b. Tiger Cub Den Leader (One for each Den)
- c. Up to nine (9) Tiger Cubs and their parent/adult partner(s)

Section 2 – Each Wolf and Bear Den will normally consist of the following:

- a. Den Leader
- b. Assistant Den Leader(s)
- c. Up to twelve (12) Cub Scouts
- d. Den Chief (Optional) (A Boy Scout, preferably at least First Class rank)
- e. Denner (Optional) (Elected by the Den for 1 or 2 months)
- f. Assistant Denner (Optional) (Elected by the Den for 1 or 2 months)

Section 3 – Each Webelos Den will normally consist of the following:

- a. Webelos Den Leader
- b. Assistant Webelos Den Leader(s)
- c. Up to twelve (12) Webelos Scouts
- d. Webelos Den Chief (Optional) (A Boy Scout who is 13 years old or older, and at least a First Class Scout)
- e. Webelos Denner (Optional) (Elected by the den for a set period of time)
- f. Assistant Webelos Denner (Optional) (Elected by Den for a set period of time)

Section 4 – Newly registered Cub and Webelos Scouts will be assigned to an existing Den until the maximum membership has been achieved. At this time a new Den should be formed as practical to maintain a quality program for the boys. During active recruiting periods, an effort will be made to establish new Dens from new membership rolls.

Section 5 – If the membership of a Den becomes too small to be practical to provide a quality program for the boys in the Den, efforts will be made to merge the Den with another Den of the same rank level.

## **ARTICLE 4 Advancement**

Section 1 – The Cub Scout program includes the Bobcat requirements and a plan of advancement through four ranks:

- a. Tiger
- b. Wolf
- c. Bear
- d. Webelos

Section 2 – A boy's first step after registering as a Cub Scout, regardless of age, is to pass the Bobcat requirements.

Section 3 – Cub Scouts fill requirements for achievements and electives while a Tiger, Wolf and Bear.

Section 4 – Webelos Scouts work on activity badges, earn the Webelos award, and then earn Cub Scouting's highest award, the Arrow of Light.

Section 5 – Upon advancement of a Cub Scout within the Pack, when certified by the appropriate Den Leader, Cub Master, and/or Awards Chairperson, the Pack will provide the following:

- a. Patches, pins or other badges as appropriate for the Cub Scout rank.
- b. Advancement cards and certificates where appropriate.
- c. Service stars for Cub Scouts and Leaders after twelve (12) months of active participation or service, and each succeeding year.
- d. Summertime award for attendance in at least three Pack events, which may include:
  - 1) Service projects
  - 2) Council or District day camps
  - 3) Council, District or Pack overnight camps
  - 4) Parades and other civic events
  - 5) Other organized Pack activities as designated by the Pack Committee
- e. Arrow of Light awarded to the boys who have fulfilled the requirements
- f. Sports and Academics program belt loops and pins earned through Cub Scout activities.

Section 6 – Webelos Scouts who graduate to Boy Scouts will be provided a Boy Scout Handbook and Troop Neckerchief by the Pack.

Section 7 – When receiving awards, Cub Scouts and Webelos shall be in uniform and parents or guardians are strongly encouraged to be present during the ceremony.

Section 8 – Those awards that are available for Pack, District and Council events will be presented to the Cub Scouts provided they participate in the event. If the scout does not attend the event, he forfeits any award or prize he may be eligible to receive, since it would be unfair to those who participate.

Section 9 – Dens may submit requests for special patches or awards to the Pack Committee.

## **ARTICLE 5 Adult Leadership**

Section 1 – Any adult may become a Pack Committee member and/or Leader upon completion of an adult application and approval of the Pack Committee. Parents and/or guardians of each Scout are encouraged to volunteer to serve in a position on this committee or as an adult leader within the Pack.

Section 2 – The following items are common to all adult leader positions:

- a. Submit completed application. Applications must be approved by the Pack Committee and Charter Organization Representative, before submission to the BSA.
- b. Attend training provided/required by the local BSA Council and earn the “Trained” patch for their position. Minimally this will include Cub Leader Basic Training and Youth Protection Training.
- c. Maintain and exhibit the principles and standards set forth in the by-laws of the BSA and Pack 301.
- d. The following meetings should be attended regularly:
  - 1) Monthly Committee Meeting
  - 2) Monthly Pack Meeting
  - 3) Monthly Roundtable Training
  - 4) Annual Pack Program Planning Meeting(s)
  - 5) Den Meetings

Section 3 – Training fees will be paid by the Pack for basic training requirements. Additional training opportunities will be paid for by the Pack upon submission to, and approval of the Pack Committee.

Section 4 – The Pack will reimburse adult leaders for their initial uniform cost upon completion of the basic training requirements.

Section 5 – All adult leaders are to ensure the safety of other adult leaders and scouts.

- a. The BSA policy of two-deep leadership will be strictly enforced.
- b. BSA guidelines and policy as outlined in the current editions of the “Rules and Regulations of the Boy Scouts of America” and “Guide to Safe Scouting” will be closely adhered to.

Section 6 – The leaders are strongly encouraged not to use tobacco products in any form nor allow their use in any BSA activity. The use of alcoholic beverages is not permitted.

## **ARTICLE 6 Adult Leadership Organization**

Section 1 – The Pack organization will consist of the following:

- a. Chartered Organization Representative
- b. Unit Commissioner
- c. Pack Committee Chair and Assistant(s) as designated
- d. Pack Committee Members
- e. Cubmaster and Assistant Cubmaster(s) as designated
- f. Den Leaders and Assistant Den Leader(s) as designated
- g. Parents and Guardians of active membership
- h. Special Committees

Section 2 – The Pack Committee may consist of the following positions:

- a. Committee Chair and Assistant(s)
- b. Secretary

- c. Treasurer
- d. Trainer
- e. Advancement/Awards Chairperson
- f. Membership/Re-charter Chairperson
- g. Public Relations Chairperson
- h. Librarian and Equipment Chairperson
- i. Historian
- j. Special Committee Representatives

Section 3 – Special committees shall be formed as needed for the following events:

- a. Friends of Scouting
- b. Blue & Gold Banquet
- c. Pinewood Derby
- d. Fundraisers (Wreath sales, etc.)
- e. Other Pack events and outings

Section 4 – Position descriptions are listed in the Cub Scout Leader Book, as approved by the BSA.

## **ARTICLE 7 Pack Committee**

Section 1 – The Pack Committee shall be the governing body of the Pack and is responsible for maintaining a properly functioning and growing pack through a quality program for the boys.

Section 2 – The Committee’s size is determined by the requirements of the Pack, but in no case shall it have less than three members.

Section 3 – The Committee is responsible for:

- a. Ensuring the Pack functions in accordance with the rules and regulations of the BSA and the chartering organization.
- b. Selecting a Cubmaster and Assistant(s) and assisting with the execution of the planned program.
- c. Recruiting and training quality Leaders.
- d. Planning the Pack’s annual program.
- e. Carrying out all other duties delineated in the Cub Scout Leaders Book.
- f. All members of the Committee are voting members with the exception of the Committee Chair and Cubmaster. This is to provide neutral parties whose responsibility it is to address the welfare of the boys in regards to Pack issues.
- g. Committee meetings shall normally be held on the first Thursday following the District Roundtable of each month at 7:00 p.m, at a designated location, normally Chaska Elementary School. Parents and guardians are encouraged to attend.

Section 4 – The Pack Committee shall meet on a regular basis. All leaders and interested parents are encouraged to attend regularly. Each Den should be represented to gather information on Pack events and activities.

Section 5 – All Committee members, leaders, parents and guardians present at Committee meetings are considered voting members for the handling of Pack issues, except as noted in section 3(f) above. A simple majority is required for passage of issues brought before the Committee, but in no case will less than three voting members address a Pack issue.

Section 6 – Issues that warrant confidentiality will be addressed by a meeting of the Committee Chair, Cubmaster, and Unit Commissioner. Additional persons may be included as deemed necessary by this group. Action taken as a result of this meeting will only be on the basis of total consensus.

Section 7 – Special Committee meetings, Pack activities, and Pack summer meetings will be held as decided by the Cubmaster and Pack Committee, and in accordance with the Annual Pack Program.

## **ARTICLE 8 Uniforms**

Section 1 – Upon joining the Pack and being accepted as a Cub Scout, it is recommended that a boy have his uniform by the second Pack Meeting unless other arrangements have been discussed with the Cubmaster. It is the responsibility of the Scout to obtain the full uniform for their perspective rank. When a hardship may exist, the Pack may assist in making arrangements to obtain necessary uniform items.

Section 2 – Cub Scouts already in the Pack, who are advancing in rank, will be provided with the neckerchief of their new rank by the Pack at the graduation ceremony.

Section 3 – Scout uniforms for the Pack will consist of a BSA approved shirt for their rank, neckerchief, slide, hat (Optional), dark colored trousers/shorts (Blue jeans are acceptable), and dark socks. Any neat shoes, boots, or tennis shoes may be worn.

Section 4 – Adult Leader's will wear uniforms as outlined in the BSA Guide to Uniforms and Insignia.

Section 5 – All insignia should be worn on the uniform shirt in the position(s) described by the BSA Guide to Uniforms and Insignia.

Section 6 – The uniform will be worn to all Cub Scout functions and during District or Council sponsored activities, unless otherwise directed by the Cubmaster or Den Leader.

Section 7 – Neckerchiefs shall be worn under the collar of the uniform shirt.

Section 8 – Certain items of footwear and apparel may be deemed unsafe or inappropriate and shall not be worn at Cub Scout activities. (Examples may be: Rollerblades, roller shoes, camouflage items and logo wear inconsistent with BSA ideals and guidelines.)

## **ARTICLE 9 Discipline**

Section 1 – A Tiger, Cub or Webelos Scout, or a Leader may be disciplined for any of the following reasons:

- a. Significant misconduct or inappropriate behavior at Pack/Den meeting and activities
- b. Failure to act as a good Scout or Leader
- c. Failure to fulfill responsibilities for a position held
- d. Disrespect for the by-laws of the Pack and/or BSA

Section 2 – Significant discipline issues for all Tiger, Cub and Webelos Scouts will be handled in the following manner:

- a. Initial action: Scout is counseled by the Den Leader/Cubmaster and the Cubmaster/Den Leader will speak to the parent(s). Parent(s) may be asked that the boy be removed from the activity.
- b. Succeeding incidents: Will result in the Pack Committee ruling on suspension(s) from all Scouting activities for a set period(s) of time. Parents will be notified of this in writing.
- c. Continued behavior issues may require additional restrictions set forth in a meeting with the Cubmaster, Den Leader, Committee Chair, Unit Commissioner and the parents of the boy(s) involved.

Section 3 – Discipline issues for Leaders will be dealt with on an individual basis by the Cubmaster, Committee Chair and Unit Commissioner, depending on the nature of the offense and the position of the leader. These Pack representatives will identify necessary corrections and follow-up action in writing to the leader. Necessary/immediate steps will be taken to remove the leader from a potentially harmful situation when the need exists.

## **ARTICLE 10 Pack Meetings**

Section 1 – Pack meetings shall be held monthly, on the third Monday of the month. Any deviations because of holidays, etc. will be addressed, and alternative schedules planned at the Annual Pack Planning meeting. The Pack meeting time and place may be changed by the Cubmaster, due to special circumstances.

Section 2 – Pack meetings shall be held in the Chaska Middle School (West) lunchroom at 7:00 p.m., unless otherwise scheduled.

Section 3 – Scouts should be accompanied by a parent or responsible adult. Uniforms are required for all Scouts and Leaders attending.

Section 4 – Special Pack meetings, Pack activities, and Pack summer meetings will be held as decided by the Cubmaster and Pack Committee, and in accordance with the Annual Pack Planning Program.

Section 5 – Regular attendance for a Cub Scout is encouraged at both Den and Pack meetings

## **ARTICLE 11 Den Meetings**

Section 1 – Tiger Cub Dens shall meet at least twice a month for regular Den meetings. Additionally, a “Go See It” activity should be conducted each month. This may be held in conjunction with, but should not completely replace, a regular Den meeting and its activities, or it may be held separately.

Section 2 – Wolf and Bear Dens should meet at least three times a month.

Section 3 – Webelos Dens shall meet at least three times a month.

Section 4 – Each Den should have at least one BSA “Trained” adult as the Den Leader. More trained leaders enhances the possibility of a quality program for the boys.

Section 5 – Pack 301 subscribes to the BSA guideline of “Two Deep Leadership” and all meetings will have at least one “Trained” leader and at least one parent or adult partner present and responsible for the meeting.

## **ARTICLE 12 Annual Pack Planning Meeting**

Section 1 – The Annual Pack Planning Meeting(s) shall be held during the months of May and August.

Section 2 – The purpose of the meeting(s) is to plan the Pack program for the following year (September through August), make changes as needed to the by-laws, discuss financial issues, set the budget, and prepare for re-charter.

Section 3 – Those persons in attendance should include all adult leaders and interested parents.

## **ARTICLE 13 Pack Finances, Budget and Record Keeping**

Section 1 – The pack will operate a treasury, managed by the Pack Treasurer. The treasurer will provide a monthly report to the Pack Committee on the state of the Pack accounts. An annual report will be provided to the Chartering Organization in the month following re-chartering, giving the status of pack membership, activities and finances. The same report may be provided to the parents at a Pack meeting.

Section 2 – A checking account will be maintained with a recognized local banking institution. Any relevant changes will be accomplished by a vote of the members in attendance at the Committee meeting.

Section 3 – Prior pack Committee approval is required on all expenditures.

Section 4 – Receipts for all expenditures will be turned in to the Pack Treasurer.

Section 5 – Budget for the following year will be set at the Annual Pack Planning meeting(s). Items to be considered will be:

- a. Re-registration
- b. Boy's Life
- c. Insignia / Badges / Awards
- d. Literature
- e. Adult Recognition
- f. Training expenditures
- g. Special Pack activities (Pinewood Derby, Blue & Gold, Family Campouts, etc.)
- h. Repair or Replacement of Pack equipment

Section 6 – The Pack will pay for all Adult Leader registrations and training fees with prior approval of the Pack Committee.

Section 7 – Dues and their collection.

- a. Annual registration and Boy's Life subscription costs will be set by the BSA.
- b. Each Den Leader may set dues, not to exceed \$5.00 per month, to assist in covering monthly Den expenses.
- c. The Den Leader is responsible for maintaining a record of Den dues paid and expenses. A report will be provided to the Pack Treasurer as needed.
- d. Expenditures for Den activities / crafts, which will exceed the dues collected, must be approved first by the parents of the Den, and the Pack Committee if Pack funds are to be used.

Section 8 – Responsibility for Scouting expenses.

- a. Parents and Scouts
  - (1) Registration fees
  - (2) Boy's Life subscription (If desired)
  - (3) Uniform and accessories (Except as earlier noted)
  - (4) Den dues
  - (5) Books (Except first year/rank with Pack)
- b. The Pack
  - (1) Re-registration of all Pack Leaders
  - (2) Items covered in Article 4 – Section 5, and Article 5 – Sections 4, 5 and 6.
  - (3) Rank books for all first year boys with this Pack.
  - (4) Pack activities and special events as allowed by fund raising activities

Section 9 – In special circumstances, where there is an apparent hardship, the Committee may decide to waive fees for registration or set up a specific payment schedule.

Section 10 – The Pack maintains a petty cash spending account at the Viking Council. The Viking Council allows three (3) designated leaders to be authorized to access these funds. Leaders in the following positions are normally designated for this purpose:

- a. Award / Advancement Chair
- b. Pack Trainer
- c. Other designated leader

This list will be updated annually or as needed by the Pack Treasurer who is the contact person for this account.

Section 11 – The Pack will maintain records of the Pack’s annual programs and activities. These will include membership, schedule, financial, training, and equipment records. These records may be maintained in printed or computer based files.

## **ARTICLE 14 Transfers**

Section 1 – When a Scout or Scouter leaves the Pack before their registration expires and wishes to continue in Scouting, a transfer sheet and an individual record will be given to him/her. A completed copy of this will be kept on file by the Pack.

Section 2 – If a Leader is leaving, the Pack requests that enough notice be given to find a replacement for any positions held. Consider that to find and train a new leader may take in excess of thirty days.

## **ARTICLE 15 Outdoor Events / Permission Slips / Tour Permits**

Section 1 – The Pack normally conducts two camping events each year. These are usually held in the spring and fall.

Section 2 – The Pack Committee will establish guidelines for safety and organization pertinent to each Pack event. (See attachments at the end of these by-laws)

Section 3 – The Pack will promote participation in as many BSA, Council, District, Pack and civic events as planning and schedules can accommodate.

Section 4 – Parents will provide completed permission slips and medical release forms when required by BSA guidelines or activity requirements.

Section 5 – BSA tour permits should be filed with the Council for activities that occur away from the normal meeting place.

## **ARTICLE 16 Amendments to the Pack By-Laws**

Section 1 – These by-laws may be amended by the Pack Committee. Proposed changes will be presented to the Committee and tabled until the next Committee meeting before a vote will be held.

Section 2 – A simple majority of the attending, voting members, will be required for the acceptance of the proposed amendment to the existing by-laws.

Section 3 – To inform Pack membership, changes to the Pack by-laws will be published on the Pack Web Site.

## **ATTACHMENT A –**

### **CUB SCOUT PACK 301 CAMPING GUIDELINES**

#### **Transportation To & From Camp:**

Fewer cars make less impact on the environment. Please try to carpool where possible, though there will usually be adequate room for parking.

Seatbelt use is strongly encouraged for all passengers in vehicles.

BSA guidelines prohibit riding in the cargo box of a pickup or truck. Passengers are only covered by BSA insurance if riding appropriately in the cab.

#### **Fire Safety:**

Fire safety equipment will be positioned near all campfire and cooking areas. This will include at a minimum – One(1) bucket of water, One(1) bucket of sand and One(1) shovel.

“If it goes in a campfire – It stays in the campfire.” Playing with sticks in the fire may be fun, but it can be dangerous if they are taken out and waved around. It may also be a greater fire danger. Removing hot sticks from the fire will be strictly prohibited.

Only flashlights, battery powered lanterns or cyalume light sticks are permitted in tents. **NO OPENFLAMES OF ANY KIND IN TENTS. THIS IS A BSA RULE THAT MUST BE STRICTLY ENFORCED.**

#### **Tool Safety:**

Pocketknives shall have a locking blade and are to be strictly controlled and used in a safe manner. Cooking utensils will be used safely and for their intended purpose.

Cub Scouts using pocketknives will do so only in the designated “Whittling Zone.” They must have their “Whittler’s Chip” in possession to use it at camp.

No hunting or sheath knives, or axes are allowed in Cub Scout camping. Saws may be used by adults to prepare firewood or other camp activities.

Other Items:

Use of alcohol or other controlled substances, other than prescribed medications is strictly prohibited by BSA guidelines.

All camping events will have an established “Buddy System” to account for all participants. This may be run in pairs or by family group and will be established at each campout and participants notified of the procedures to be followed.

The Pack Committee will designate a Camp Master and a Safety Coordinator for each camping event. They will be responsible for ensuring that these guidelines, and those of the BSA, are followed, and that the campout is run in a safe and orderly manner.

Pack 301 will follow the “Outdoor Code” and ensure the least impact on the environment possible in our camping experiences. “Leave No Trace” is the motto we will aspire to follow.