



## CUB SCOUT PACK #32 BYLAWS & GUIDELINES

DISTRICT/COUNCIL: PIONEER DISTRICT/MONTEREY BAY SILICON VALLEY COUNCIL

CHARTER ORGANIZATION: AMERICAN LEGION POST 419

958 HOMESTEAD RD, SANTA CLARA, CA 95050

CHARTER DATE: 1951

CITY & STATE: SANTA CLARA, CA

APPROVED DATE: 2/27/2017

*Be it known to all current and future members of our Pack, a set of guidelines is hereby established to ensure the participation of all members in the Pack functions. These guidelines are necessary to provide for the basic premise of the Cub Scout Program, which is that all members will have fun while meeting the BSA mission to help young people build character, learn citizenship, and develop personal fitness (adults as well as our Cub Scouts)!!!*

### SECTION 1. NATURE AND PURPOSE OF THE PACK

Cub Scout Pack 32 ("Pack 32", "Pack") of the Boy Scouts of America (BSA), espouses the objectives and the principles of the Boy Scouts as stated by the BSA National Headquarters, and by the Silicon Valley Monterey Bay Council. The Cub Scout Handbook, enhanced by other BSA-produced instruction books and publications, and Council, District and Pack 32 initiatives guides the conduct of all Pack activities. These bylaws and Pack policy cannot override BSA Policy.

This Pack operates under the guidelines of Boy Scouts of America as incorporated on February 8, 1910, and chartered by Congress in June 1916, which is to provide for boys an effective educational program designed to build desirable qualities of character; to train in responsibilities of participating citizenship; and to develop personal fitness. In Cub Scouting, boys, families, leaders, and chartered organizations work together to achieve the following objectives:

1. Influence a boy's character development and spiritual growth
2. Develop habits and attitudes of good citizenship
3. Encourage good sportsmanship and pride in growing strong in mind and body
4. Improve understanding within the family
5. Strengthen a boy's ability to get along with others
6. Foster a sense of personal achievement by developing new interests and skills

7. Provide fun and exciting new things to do
8. Show a boy how to be helpful and do his best
9. Prepare him to be a Boy Scout

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## SECTION 2. GENERAL POLICIES

1. This Pack shall be governed by the principles set forth in the Cub Scout Leader book and all other applicable Boy Scouts of America guidelines. The Chartering Organization, American Legion 419, has responsibility for providing Pack leadership, a meeting place, and ensuring the Pack operates within BSA guidelines.
2. The Pack will provide a well-planned, year-round program of activities that meets the aims of Scouting, and more specifically, the purposes of Cub Scouting. The Pack will endeavor to provide trained, qualified and enthusiastic leadership for all Den and Pack meetings and activities.
3. Cub Scouting gives families an opportunity to spend quality time together. It is the leader's role to provide interest, skill and time in developing a good program. The family provides help and support for the Den and Pack. Families can help in many different ways, which may vary from family to family, depending upon family structures and other family responsibilities. Each Parent/Guardian, by registering his/her boy in the Pack, assumes the following duties and obligations:
  - a. Working with their son and giving him the opportunity to pass his achievements and electives towards his badge or rank
  - b. Participating in advancement ceremonies involving their Scout
  - c. Ensuring his/her Cub Scout(s) attends regularly scheduled Den and Pack meetings
  - d. Working with his/her Cub Scout to facilitate successful Den and Pack meetings
  - e. Taking part in all Pack activities, as their family schedule permits
  - f. Volunteering in a Pack Committee, for Pack Shows, or with special Pack activities, such as:
    - i. Membership & Recruitment
    - ii. Pinewood Derby
    - iii. Arrow of Light Ceremony
    - iv. Blue & Gold Banquet
    - v. Family Camps
    - vi. Fundraising
    - vii. Special Projects
    - viii. Bridging
    - ix. Summer Picnic
    - x. Cub Scout Day Camps
    - xi. Uniform Inspection
    - xii. Community Projects
  - g. Understanding the importance of his/her role in the Cub Scout Advancement Program
4. Attendance

All Cub Scouts and their parents are encouraged to support their Den and Pack through active participation in Den and Pack activities. A parent is encouraged to join their son at Den meetings. The entire family is welcome at Pack meetings and most Pack outings. For Lions and Tigers, parent attendance is required.

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### SECTION 3. PACK LEADERSHIP

NOTE: BSA guidelines can be found here:

<http://www.scouting.org/scoutsource/CubScouts/Leaders/About/ThePack.aspx>

1. The following Leadership positions are available in Pack 32
  - a. CubMaster
  - b. Assistant CubMaster
  - c. Den Leaders
  
2. A committee will be appointed to conduct Pack business, record Pack activities, ensure leader training and coordinate other Pack Program committees. The committee shall have a Chairman, Secretary, Treasurer and Advancement Chair as a minimum.
  
3. Den Leadership and Den Meetings:
  - a. Each Den will have a designated Den Leader and Assistant Den Leader. They are responsible for attending training designated for their leadership position. The ultimate goal of any Den Leader is to ensure their Cub Scouts have FUN through proper program planning and activities. Den Leaders will follow the Pack and BSA guidelines for advancement.
  - b. Den Chiefs can be requested from any of the nearby BSA Troops to help with the Den leadership.
  - c. Dens can choose to elect Denners and Assistant Denners to serve for a specified term as decided by all members of the Den.
  - d. Two-deep adult leadership is required to hold a Den meeting. No Den Leader may hold a meeting or outing without another adult in attendance. If there is only one Den Leader, that Den Leader must coordinate with the Den parents to ensure that proper supervision and assistance is provided at the meeting.
  - e. The Pack will recognize advancement awards of individual Scouts at designated Pack Shows.
  - f. Siblings must be accompanied by an adult at den and pack meetings. Pack leadership is not responsible for siblings.
  
4. Terms of Office
  - a. Den Leaders and Assistants – Serve on a volunteer basis. These positions are held as long as the individual desires, but should not be accepted unless the volunteer is reasonably sure that at least one full year can be completed.
  - b. Pack Committee – Occupied on a volunteer basis. These positions are held as long as the individual desires, but should not be accepted unless the volunteer is reasonably sure that at least one full year can be completed. Each year, the Pack Committee should seek candidates to fill these positions. In the event more than one candidate is available to fill a position, all registered leaders will vote to decide the best possible candidate for that position.

#### 5. Youth & Adult Protection

The Youth Protection Training is part of a Leader's basic training and must be completed prior to the leader's first youth leadership experience (e.g., first den meeting). All parents must also take Youth Protection Training prior to any Pack overnight event, such as Family Camp or Spring Overnighter. Youth Protection Training is to inform leaders about policies to protect youth as well as adult volunteers. Key policies such as the following are addressed in the training:

- a. Two-deep leadership is required on all outings
- b. One-on-one contact between adults and youth members is prohibited
- c. Privacy of youth is respected
- d. Separate accommodations for adults and Scouts are required
- e. Units are responsible to enforce Youth Protection policies

For more, please see <http://www.scouting.org/Training/YouthProtection.aspx>.

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## SECTION 4. PACK SHOWS

1. Pack shows will normally be held once a month at a time and place designated by the Pack Committee, usually the fourth Monday of the month, except for June and December. Special events may be held on weekends at specified locations. Pack shows are intended to be a display of Den accomplishments, a place of learning, and a place to have FUN!! As such, the Pack has established the following Behavior Policies which need to be learned and enforced:
  - a. 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.
  - b. All Scouts and adults will be respectful of guest speakers and leaders addressing the Pack.
  - c. Observe the Cub Scout sign (right hand up with two fingers in a V-shape) when raised and become quiet. Leaders will ensure each Cub Scout and adult knows what to do when the Cub Scout sign is shown.
  - d. Scouts and family should attempt to arrive 15 minutes before the starting time so that shows can begin promptly.
  - e. A parent or designated adult must accompany a scout to the pack shows.
2. Dens will be assigned specific tasks for each Pack Show. Tasks will include but not be limited to; greeters/setup, opening/closing ceremonies (including flag detail), skits, songs, cleanup. However, all present are responsible for putting away their own chairs and cleaning their tables at the end of the meeting.

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## SECTION 5. COMMITTEE MEETINGS

1. Committee meetings are held once a month at a time and place designated by the Committee Chair, usually the first Wednesday of the month. 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.
2. 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. Leaders must be present to cast votes. Registered leaders serving in more than one position shall have only one vote.

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## SECTION 6. FINANCIAL OBLIGATIONS

1. A single registration fee will be determined at the beginning of each Scout year and is in part based on the operating budget for the Pack. (See exhibit A for dues structure). The balance of the budget for the year is generated through periodic fund-raisers.
2. The budget will be reviewed yearly, in April and approved in May.
3. It is the goal of the Pack Committee to hold as few fund-raisers as possible, however it is important that each family supports our fund-raising efforts when they are held. Families are expected to participate in the primary fund-raisers as designated by the Pack Committee. In a typical year there are two such fund-raisers, as determined by the committee. Additional fund-raisers may be called for depending on the state of the Pack treasury.
4. The cost of the Cub Scout uniform is the responsibility of the family, though rank neckerchiefs are provided on rank promotion after one year. The Pack has established a Uniform Standard, as detailed in Section 11, which all Cub Scouts are expected to meet.
5. Pack dues are due by the September Pack Show. There will be no advancement or activity participation without dues being current.

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## SECTION 7: MEMBERSHIP

1. Pack 32 is open to all boys of the appropriate age and grade level as specified by the BSA. No boys will be turned away due to financial hardship. Families may inquire with the Cubmaster or Committee Chair about financial assistance.
2. Membership Recruitment activities are held twice each year to encourage Cub Scout-age boys in the immediate local area to join our Pack. These activities are held in the spring and fall. New boys are welcome to join the pack at any time in the year.
3. A BSA application must be completed for each boy. This application should be turned in to the Membership Chair, and will be accepted only after at least one parent or guardian attends an orientation meeting with a member of the Pack Committee to discuss Pack operation, Bylaws and parent/guardian participation requirements.
4. Boys transferring into our Pack from another Pack must fill out a Cub Scout registration form with medical information. There will be no prorating of fees.
5. Den size is limited only by the ability of the den leaders, assistants and parents to run them successfully. A general guideline is to not have more than 12 boys in a Den, with the ideal size being 6-10 boys. If a Den is not functioning well, the Pack committee may split the Den as needed. The goal of the Pack is for the Scout to be able to follow the Cub Scout Motto: "DO YOUR BEST." If, at any time during the Scout year, a parent feels there is a problem within the Den, the following steps should be taken:
  - a. If possible, discuss the problem with the person(s) involved. If it is another person in the Den, contact the Den Leader first
  - b. If the problem is with the Den Leader or Assistant Den Leader meet with the person, then escalate to the Pack Committee

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## SECTION 8. AWARDS

1. Advancement awards will normally be presented at Pack Shows. Parents are responsible for entering achievements into ScoutBook by the Tuesday prior to the Pack Show. Den Leaders are responsible for reviewing and approving the entries for their Den by Wednesday prior to the Pack Show. It is left solely to the discretion of the Awards Chair to accept late award list submissions, as the Chair needs to have adequate time to purchase the awards and complete the necessary paperwork. Awards will be presented in accordance with Pack customs.
2. Tiger, Wolf and Bear Badge Awards are encouraged to be completed by the May Pack Show. It is strongly encouraged to have the Bobcat badge earned by the October Pack Show.

3. It is the goal of this Pack to have each Webelos Scout obtain his Arrow of Light Award and bridge into a Boy Scout Troop. This is a special recognition in the Cub Scout program and is the only award that can be worn on the Boy Scout uniform, in addition to the religious award. Since it is special, the Pack Committee will hold an Arrow of Light review with each Webelos Den Leader at the January Committee meeting to ensure each boy will complete all requirements for the award before bridging ceremony. Bridging typically happens at the March or April Pack Show.
4. It is highly encouraged by the Pack that each Scout earn his faith's religious award sponsored in conjunction with BSA National. However, this is done completely outside of the Pack. The Scout works directly with his family, Priest, minister, Rabbi or spiritual leader. The Pack Religious Award chair is available for guidance and will pick up awards. The Pack will pay for the square knot. The medal is the optional but recommended, the cost of the medal is the responsibility of the family. This money must be provided to the Religious Award chair prior to picking up the award.

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## SECTION 9. CUB SCOUT DAY CAMP AND RESIDENT CAMP

Attending summer camp is one of the highlights of Scouting and is closely linked to retention of membership. It is the goal of our Pack that every Cub Scout attends either Day Camp or Resident Camp each year. It is the job of each Den Leader to promote attendance at one or both summer camps and to build enthusiasm for attending.

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## SECTION 10. CAMPING AND/OR OVER NIGHTS

1. 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. Exceptions to the one family adult per boy are made for District or Council sponsored camp outs when the District or Council so indicates. Den Leaders will file tour permits with Council offices.
2. Webelos Scouts should participate in a minimum of one overnight outing each Pack year such as the Council Resident Camp.

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## SECTION 11. UNIFORM STANDARDS

1. The Pack's goal is to have each boy and adult leader in complete uniform as described by Boy Scouts of America. The uniform for both the Cub Scout and adult leader is an important and meaningful part of the Cub Scout program. We recognize the cost involved to outfit each Cub Scout and leader. The minimum requirements for Cub Scout uniforms can be found on the BSA website.
2. Adult leaders should provide the example of wearing their uniform to all Scout functions and especially to Pack Shows. Leaders should note that uniform purchases for them might be tax-deductible, as are other non-reimbursed Scouts related expenses, and are encouraged to speak with their personal tax accountants about their situation.
3. A uniform inspection will be conducted at least once during the Pack year, typically at the September Pack Show, by the Cubmaster to identify any uniform deficiencies.

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## SECTION 12. PACK SERVICE PROJECTS

It is the goal of this Pack to be "Service Oriented". Each year the Pack Committee may choose multiple Pack Service Projects in which all members of the Pack are expected to participate. The importance that each Cub Scout learn to serve his community cannot be overemphasized. Each member of the Pack may suggest Service Projects to the Pack Committee members at any time during the year. Dates of Service Projects will be listed on the Pack calendar.

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## SECTION 13. BEHAVIOR EXPECTATIONS AND RETENTION OF MEMBERSHIP IN THE PACK

1. Retention of membership in Pack 32 is predicated upon a full understanding by the parent(s)/guardian(s) of their responsibilities toward the Pack program and their active support of it. The Den(s) and Pack are not in any position to carry out the Cub Scouting functions that are the parent/guardian(s) responsibilities alone. However, Pack discipline and program accomplishment are the Pack Committee's responsibility.
2. All Scouts are expected to act in a manner to reflect the standards of the Scout Oath and the Scout Law. If the scouts do not participate in meetings or are disruptive, action will be taken to correct the situation. Under normal situations, the den leader will issue a warning to misbehaving scouts. If the activities



continue, the parent will be informed, and the scout will be asked to leave the meeting. Should the misbehavior continue, the Den Leader, Scoutmaster, and Committee Chair (or other adult leader) will review the situation with the scout. This may result in the scout being prevented from participating in the next Pack activity or to call the scout's parents to take him home.

3. Behavior of an extreme nature (i.e. behavior resulting in criminal charges or could result in criminal charges, whether or not actually filed) or continuous behavior unbecoming a Scout (i.e. behavior not in accordance with the Scout Law, Scout Oath, or Outdoor Code) will be handled by a disciplinary committee consisting of, but not limited to the Scoutmaster, Assistant Scoutmaster(s), Committee Chair, Committee Members, within 30 days of the incident in question. The scout may or may not be required to attend this meeting.
  - a. Results of this disciplinary committee may include any of the following:
    - i. Additional service hours to restore damage done
    - ii. Temporary suspension of the Scout's participation in Pack activities
    - iii. Probationary Period of up to 1 year, not limiting participation, but requiring the presence of a parent or other adult who accepts responsibility for the Scout during the activity
    - iv. Expulsion from the Pack
4. Leaders, Scouts and Parents participating in Scout activities or representing the Pack, or the Boy Scouts of America, are expected to respect one another, respect the property of others, and conduct themselves in accordance to the Scout Oath and Law at all times.

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## SECTION 14. REVISION OF PACK BYLAWS

These Bylaws will be reviewed at least once each year at an announced meeting open to all adult leaders and parents of the Pack. Only the Pack Committee members will vote upon changes.

## EXHIBIT A TO PACK 32 BYLAWS

### PACK FINANCIAL OBLIGATIONS AND FEES

Dues will be determined annually by the Pack Committee to cover the cost of annual registration and chartering fees, as well as awards. Additionally, the Committee may also decide to include other items such as:

- Boy's Life Magazine
- Specific Pack activities
- Fall Family Camp
- Pack t-shirt
- Registration fees

Because the Lion Program is more limited, Lions will have a reduced annual due.

Registration fees are due to the Pack Treasurer by the September Pack Show.