

Pack 1220 By-Lays

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PACK ORGANIZATION

- Pack 1220 follows the organization, program and rules as defined by the Boy Scouts of America.
- Pack 1220 is chartered under the Great Plains District and the Circle Ten Council of the Boy Scouts of America.

PACK CHARTER

- The pack is chartered by *The Friends of Pack 1220 / Hedgcox Elementary*.
- The Pack re-charters (re-registers) with the Great Plains District of the Circle Ten Council in February of each year.
- The Pack 1220 Membership Chairman is responsible for conducting the re-charter.

ANNUAL REGISTRATION FEES

- Registration fees are determined by the Pack Committee during the pack program planning conference in August for the following Scouting year (February - January).
- Registration fees cover the period consisting of the Scouting year and are collected in January for all Scouts, with the exception of Scouts who join Pack 1220 during the fall of the previous year. Dues for these Scouts are pro-rated for the remainder of the calendar year in which they join Pack 1220 plus the following year. For example, a Scout joining in September 2011 would be paid until January 2013.
- Annual registration fees have the following components
 1. Fees paid to BSA
 2. Boy's Life Magazine (optional)
 3. Pack 1220 fees. These are set by the Pack Committee in August and go into the Pack's general fund. These dues are set to cover the annual cost of awards and other Pack 1220 operating expenses.
 4. Pinewood Derby kit
 5. Raingutter Regatta kit

PACK COMMITTEE

- The Pack Committee meets once per month (except May, June, and July)
- Pack Committee (pack leader) meetings are normally held on the last Tuesday of each month, with the exception of May, June, July. Meeting dates may vary to meet scheduling needs)
- The Pack Committee consists of the following:
 - Pack Committee Chairman
 - Pack Committee Co-Chairman
 - Cubmaster
 - Assistant Cubmaster
 - Pack Advancement Coordinator
 - Pack Membership Coordinator
 - Pack Treasurer

PACK COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES

- **Pack Committee Chairman**
 - Leads the pack committee and is responsible for administration, oversight, and support of the pack program
 - Maintains a close relationship with the chartered organization representative and the chartered organization to cultivate harmonious relationships and maintain communications
 - Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization
 - Supervise pack committee operation by:
 - Calling and presiding at pack leaders' meetings
 - Assigning duties to committee members
 - Planning for pack charter review, roundup, and reregistration
 - Approving bills before payment by the pack treasurer
 - Conduct the annual pack program planning conference and pack leaders' meetings
 - Ask the committee to assist with recommendations for Cubmaster, Assistant Cubmaster, and den leaders, as needed
 - Recognize the need for more dens, and see that they are formed as needed
 - Provide for adequate and safe facilities for pack meetings
 - Cooperate with the Cubmaster on council-approved fund-raising projects
 - If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered
 - Assure that all pack and den leaders are in full compliance with Youth Protection Training

- Develop and maintain strong pack-troop relationships, and work closely with the unit commissioner and other pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop
 - Support the policies of the BSA
- **Pack Committee Co-Chair**
 - Help the Pack Committee chair as needed. Be ready to fill in for the committee chair, if necessary
- **Cubmaster**
 - Attend monthly roundtable meetings
 - Plan and help carry out the Cub Scout program in the pack according to the policies of the BSA. This includes leading the monthly pack meeting with the help of other leaders
 - With the pack committee, develop and execute a year-round recruitment plan for recruiting boys into Cub Scouting
 - Work with the pack committee on program ideas, selecting and recruiting adult leaders, and establishing a budget plan
 - Guide and support den leaders. See that they receive the required training for their positions
 - Help organize and encourage graduation into a Boy Scout troop by establishing and maintaining good relationships with Boy Scout troops
 - Maintain good relationships with parents and guardians. Seek their support and include them in activities
 - See that Cub Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award
 - Help the pack committee chair conduct the annual pack program planning conference and the monthly pack leaders' meetings
 - Work as a team with the pack committee chair to cultivate, educate, and motivate all pack leaders and parents or guardians in Cub Scouting
 - Take part in the charter review meeting
 - Conduct impressive advancement, recognition, and graduation ceremonies. For Webelos ceremonies, involve Scoutmasters and other Boy Scout Leaders
 - Meet with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos Scouts' transition to Boy Scouting
 - Encourage high advancement standards from all Cub Scouts
 - Support the policies of the BSA
- **Assistant Cubmaster**
 - Help the Cubmaster as needed. Be ready to fill in, if necessary
 - Participate in pack meetings

- Supervise den chiefs (if used) and see that they are trained
 - Along with the pack committee, develop and promote an ongoing plan for recruiting new boys
 - Along with the Cubmaster and pack committee, assist with pack reregistration
 - Help with pack activities, such as dinners, derbies, bike safety workshops, and service projects
 - Along with the pack committee and Summer Activity Coordinator, coordinate outings to see that the pack and den qualifies for the National Summertime Pack Award
 - Participate in the annual pack program planning conference and pack leaders' meetings
 - Support the policies of the BSA
- **Pack Treasurer**
 - Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan
 - Maintain the pack bank account in the pack's name and arrange for all transactions to be signed by any two of the following: Cubmaster, pack committee chair, or treasurer
 - Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills. The pack committee chair should approve bills before payment
 - Collect dues from den leaders at the pack leader' meeting
 - Keep up-to-date financial records
 - Be responsible for thrift training within the pack
 - Report on the pack's financial condition at the monthly pack leaders' meeting
 - Provide petty cash needed by leaders. Keep a record of expenditures
 - Guide the pack in conducting council-approved pack money-earning projects
- **Advancement Chairman**
 - The Advancement chair helps boys move through the ranks of Cub Scouting and transition into a Boy Scout troop
 - Have a working knowledge of the Cub Scout advancement plan
 - Help plan and conduct induction and advancement recognition ceremonies, coordinating as needed with the Webelos den leader or Scoutmaster
 - Educate parents, guardians, and pack committee members in ways to stimulate Cub Scout advancement
 - Promote the use of Cub Scout den advancement charts and other tools to recognize and record advancement in a den

- Collect den progress reports at pack leaders' meetings to use in monitoring progress of dens and individual Scouts
 - Generate badges earned reports in ScoutTrack for use when ordering badges and insignia from the local council service center
 - Promote the wearing and proper use of uniform and insignia
- **Membership Chairman**
 - Along with the Cubmaster and pack committee, develop and carry out a plan for year-round membership growth
 - Conduct an annual census of boys in the chartered organization for systematic recruitment
 - Work with pack committee members to promote recruitment plans
 - Follow up on Cub Scout dropouts to help return them to full, active membership
 - Plan, coordinate, and lead the annual rechartering process
 - Prepare registration papers and an annual report to the chartered organization. Secure signatures and registration fees for the coming year
 - Arrange for the annual membership inventory, a uniform inspection, and the annual charter review meeting
 - Help the Cubmaster and chartered organization representative plan and conduct the formal charter presentation
 - With the chartered organization representative, submit a charter application and annual report to the chartered organization for approval
 - Along with the Cubmaster and pack committee, see that eligible boys transition to the next rank's den at the appropriate time, and that Webelos Scouts and parents/guardians have a smooth transition into a Boy Scout troop
 - Arrange for periodic uniform inspections with the unit inspector
- **Den Leaders**
 - Cub Scout den leaders work directly with Cub Scouts and their parents/guardians to execute the Cub Scouting program in the den
 - Work directly with other den and pack leaders to ensure that the den is an active and successful part of the pack
 - Plan, prepare for, and conduct den meetings with the assistant den leader and den chief (if present) or adult partners (Tiger den leaders)
 - Attend the pack leaders' meetings
 - Lead the den at the monthly pack meeting
 - Ensure the transition of Cub Scouts to a den of the next rank at the end of the year

- For Tiger den leaders, ensure that each Tiger Cub and his adult partner have the opportunity to be the host team, planning and executing the den activities, rotating responsibilities monthly
- For Cub Scout leaders, provide meaningful responsibilities for the denner and assistant denner so that they can learn responsibility and gain satisfaction from their efforts
- For Webelos leaders,
 - Provide worthwhile tasks for the Webelos denner so that he can assume some responsibilities and gain satisfaction from his efforts
 - Along with the Scoutmaster and assistant Scoutmaster, plan and conduct meaningful joint activities
 - Plan and carry out overnight campouts and other outdoor activities
- **Assistant Den Leader**
 - Assistant den leaders share the responsibilities of the den leader and may be called upon to serve as a family contact or record keeper, or to handle other details of den operations
- **Program Committee Chair(s)**
 - There are various committees created to carry out the individual pack programs during the year. The pack committee will appoint individual(s) to chair these program committees. Each chair shall be responsible for recruiting and training a staff as needed in order to carry out program objectives

MONTHLY PACK MEETINGS

- Pack meetings are held monthly, normally on the second Tuesday of each month from 7:00 – 8:00 PM. Meeting times may vary in order to accommodate special events
- Pack meetings are held to during the PISD school year, normally September thru May
- Pack meetings are held at Hedgcoxe Elementary school (location may change for special events) – PISD charges for the facility. The Pack must request use of the facility via PISD – generally the deadline is early June
- A cookie raffle is held to offset the cost of the Pack meeting facility fees
- Each Pack 1220 den/rank is assigned a role at pack meetings. These roles include: providing cookies for raffle, set-up, skit, color guard. These roles are assigned on a rotating basis and posted on the Pack 1220 calendar
- The Pack 1220 Unit Inspector presents the “Den of the Month” to a den based on uniform conformance, attendance and behavior for the pack meeting
- If available, Pack 1220 T-Shirts and other pack wear are made available for sale at pack meetings
- Pack meeting schedules are posted on the official Pack 1220 calendar

Achievements and Awards

- The pack provides all awards each Scout earns from the Pack 1220 general fund
- Awards are presented at pack meetings
- Rank advancements ceremonies are conducted in the following months:
 - October (Pack meeting)
 - February (Blue and Gold Banquet)
 - April (Pack meeting)
- Pack 1220 uses *ScoutTrack* to track and report on Achievements and Awards
- It is the responsibility of the parents and the den leaders to enter award and achievement information into ScoutTrack on or before the award deadline for each month’s pack meeting
 - The award deadline is posted on the official Pack 1220 calendar and is normally 7 days prior to that month’s pack meeting
- The Pack 1220 Advancement Coordinator uses ScoutTrack exclusively to generate an award report for the pack meeting each month. Awards or achievements not entered into ScoutTrack by the deadline may not be presented at that month’s pack meeting
- Awards will be recorded on a monthly basis with Council Ten via the internet
 - Tiger, Bobcat, Wolf, Bear, Webelos and Arrow of Light badges are free of charge if properly recorded with Council Ten. There is a Trust fund set up that pays for awards
 - All other awards are paid from the Pack 1220 general operating fund

PACK 1220 ACTIVITIES

- **Family Camping**
 - Pack 1220 conducts 2 family camping activities, one on the spring and one in the fall
 - Family camping trips are held on weekends, with 2 nights spent at the campsite (Friday and Saturday)
 - All Pack 1220 camping and overnight events are considered “family” activities
 - Each Scout is required to have at least one parent who is responsible for transportation, food, supervision, safety and well being
 - All family overnight camping is conducted in accordance with BSA policies

- **Pinewood Derby**
 - Pack 1220 conducts a “Pinewood Derby” in February each year
 - The Pinewood Derby is conducted in accordance with rules set forth by Council Ten
 - Pack 1220 provides pinewood derby services to other area packs for a fee as a fund-raising function
 - Pack 1220 provides a concession stand stocked with donated and pack-purchased goods for sale during all pack races as a fund-raising function
 - Trophies and medals are awarded to winners of derby races
 - Rules and procedures are available on the official Pack 1220 website

- **Raingutter Regatta**
 - Pack 1220 conducts a “Raingutter Regatta” in November each year
 - Ribbons are awarded to winners of each rank
 - Rules and procedures are available on the official Pack 1220 website

- **Summer Activities**
 - Pack 1220 provides activities year-round
 - At least 1 activity is provided for Scouts during the months of June, July, and August
 - Activities include functions such as bowling, swimming, and sports games
 - Pack 1220 shall attempt to qualify for the BSA National Summertime Pack Award each year
 - The “Summer Events” coordinator is responsible for scheduling and coordinating these events

- **Blue and Gold Banquet**
 - The Blue and Gold Banquet is held in February
 - The Blue and Gold Banquet is held in the Hedgcoxe Elementary gym or other suitable location determined by the Pack Committee

- Each Blue and Gold Banquet has a theme – this theme normally follows the annual Scouting theme set by National Boy Scouts of America
- The meal may come from a catered event or pot-luck provided by the pack membership. This is determined by the Blue and Gold Banquet committee members
- A Blue and Gold Banquet committee chairman shall be appointed by the pack committee. The chairman will select committee members
- A recognition of pack and den leadership will take place, with special emphasis of out-going leaders
- A Webelos Crossover ceremony will take place during the Blue and Gold Banquet which includes representatives of the receiving Boy Scout troops
- Advancement ceremonies will be held for Pack 1220 ranks/dens which have completed advancement requirements prior to the February awards cut-off
- A cake-decorating contest is conducted during the Blue and Gold Banquet
- Fund-raising events, such as a centerpiece or cake auction take place

NEW SCOUTS

- New Scouts are welcome to join Pack 1220 at any time.
- Scouts will be assigned to the age appropriate den based on availability.

SCOUTTRACK

- Pack 1220 uses ScoutTrack, an on-line, web-based system used to manage the pack roster, contact information and track each Scout's advancement and awards. It has been chosen by the Pack to maintain achievement records.
- **Parents**
 - Maintain Scout name, address information
 - Maintain parent name, address and email information
 - Enter advancement and award progress for their Scout
 - Ability to send email to den and pack leaders
 - View advancement/award information for their Scout
 - View calendar for den and pack events
- **Den Leaders**
 - Maintain Scout name for Scouts in their den
 - Maintain parent name for Scouts in their den
 - Enter advancement and award progress for Scout's in their den
 - Ability to send email to den, pack leaders and Advancement Coordinator
 - Ability to update den leaders
 - View advancement/award information for their den
 - Ability to enter den activities on the calendar for the den
- **Pack Leaders**
 - Maintain Scout name, address information for Scout's in the pack

- Maintain parent name, address and email information for Scout's in the pack
- Enter advancement and award progress for Scout's in the pack
- Ability to send email to den, pack leaders, entire pack and Advancement Coordinator
- Assign new pack and den leaders; delete pack and den leaders
- Ability to monitor den activities on the calendar for the pack
- **Advancement Coordinator**
 - Create badges earned reports for use in ordering and distributing awards for pack meetings
 - Confirm all awards and achievements are properly posted

Fund Raising

- **Popcorn**
 - Pack 1220 participates in the Circle Ten Council annual popcorn sales campaign
 - Scouts are awarded prizes as part of the popcorn sales program
 - The Pack Committee may elect to award dens and/or individual Scouts as part of a sales incentive program
 - The "Popcorn Kernal" is responsible for coordination of the popcorn sales campaign
- **Pinewood Derby**
 - Pack 1220 rents out the pinewood derby track to other packs
 - Pack 1220 provides the facility, track, and volunteers to set up and run the event for outside packs
 - Pack 1220 provides a concession stand to sell a variety of foods and beverages during derby races
- **Other fund raising events**
 - Pack cookbook sales
 - Pack t-shirts and other wearable goods
 - Cookie raffles
 - Cake and/or centerpiece auctions at the Blue and Gold Banquet
 - Other fund raising events as determined by the Pack Committee
- All fund raising events shall be in full compliance with BSA rules and standards

Uniforms

- Each Scout is responsible for purchasing the proper "Class A", or formal uniform proper for rank
- All adult Scout leaders are responsible for purchasing their Scout uniform
- All Scouts and adult leaders are responsible for proper wear of the appropriate rank "Class A" uniform at all pack and den functions unless specified otherwise
- Scouts and adult leaders may wear the informal, "Class B" uniform at specified events and non-Scouting events
 - "Class B" uniforms consist of the official Pack 1220 T-shirt or other Scouting shirt (Summer Camp, Jamboree, etc.)