



# Cub Scout Pack 1372 By-Laws

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## Preamble

- Section 1. These by-laws are to be used as an adjunct to the rules and regulations determined by the Boy Scouts of America and pertain to the operation of Cub Scout Pack 1372 (hereafter referred to as "the Pack").
- Section 2. Cub Scout Pack 1372 is a chartered unit of the Boy Scouts of America's Scouts BSA program. The terms "Boy Scouts of America" and "Scouts BSA" are used interchangeably in this document.
- Section 3. These by-laws are approved by a majority of the Pack Committee and accepted by the Committee Chair and the Cubmaster.
- Section 4. Any change to these by-laws will be governed by Article 8.

## Article 1. - Name, Address and Affiliations

- 1.1 Cub Scout Pack 1372
- 1.2 Manassas Park
- 1.3 Boy Scouts of America, Scouts BSA
- 1.4 Council: National Capital Area Council
- 1.5 District: Prince William District
- 1.6 Charter Organization: VFW Post 7589
- 1.7 Website: <http://Pack1372.Scoutlander.com>

## Article 2. - Purpose

- 2.1 The Purpose of Cub Scout Pack 1372 will be directed towards developing children into Cub Scouts, and Cub Scouts into Scouts in a safe, educational and fun environment.
- 2.2 These by-laws are in addition to the established rules, regulations and guidelines as set forth by the Boy Scouts of America and are for the sole purpose of describing how Pack 1372 will operate.

## Article 3. - Objective

- 3.1 To establish basic guidelines as to how the Pack is organized and the responsibilities of the leadership and parents.
- 3.2 Outline the financial operations of the pack.

## Article 4. - Membership

- 4.1 All Cub Scouts, Cub Scout Leaders and Committee Members will be registered with the Boy Scouts of America.
- 4.2 All registered members of the Pack must uphold the Scout Oath, the Scout Law, and the Cub Scout Motto.
- 4.3 All members must behave in a manner consistent with traditional scouting values.
- 4.4 All registered adults will complete on-line training at [myscouting.org](http://myscouting.org) within 90 days of registration. Copies of all training certificates will be provided to the Committee Chair or Pack Trainer.



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- 4.5 All parents and/or guardians of a registered youth member will complete on-line Youth Protection Training (YPT) within 90 days of youth registration. YPT is available at: <https://www.scouting.org/training/youth-protection/>
- 4.6 The success and quality of the Pack's program depends on participation from each family. Adult representatives from each family are expected to attend at least one Pack Committee meeting per year, assist in the coordination of at least one Pack event per year, and contribute their time in support of their child's den activities.

### Article 5. - Registration

- 5.1 This is a yearly fee required by the Boy Scouts of America to be registered as a Cub Scout. The registration fee is due to the National Capital Area Council, Boy Scouts of America in November.
- 5.2 Boy's Life magazine, one per household, will be included for an additional fee.

### Article 6. - Dues

- 6.1 Membership Dues are \$250.00 per scout (\$100 for Lion scouts), per scouting year (September 1 through August 31). Dues include re-registration fees due at the time of re-charter (December) each year.
- 6.2 The Pack Treasurer will maintain a list of all Cub Scouts and the status of their yearly dues.
- 6.3 Dues will be payable in two equal installments. The first is due by 1 October, the second is due by 1 February of each year.
- 6.4 Scouts whose dues are overdue at each of the due dates will be ineligible for earning advancement until that installment is paid.
- 6.5 New scouts will pay the full dues, prorated by month depending on the time of year that they join as well as a one-time \$25 fee to BSA (national) this fee will not be pro-rated.
- 6.6 Scout families with financial hardship may request an installment plan to spread dues out. A payment plan requires joint approval of the Pack Treasurer and Committee Chair and may deviate from the provisions of section 6.3 and 6.4. Any family that wishes to establish an installment plan should contact the Pack Treasurer.

### Article 7. - Meetings

- 7.1 Monthly Committee Meetings will be held, as specified by the Committee. Committee Meetings are open to all registered Pack leaders, parents, and guardians of registered scouts.
- 7.2 Monthly Pack Leaders meetings will be held prior to the Pack meeting, as specified by the Committee, unless otherwise specified. These may be held concurrently with the monthly Committee Meeting with concurrence of the Committee Chair.
- 7.3 Youth protection guidelines must be met for all Pack activities where youth are in attendance, including two-deep leadership and no one-on-one contact.
- 7.4 Dens will generally meet weekly from September through May, with the exception of the monthly Pack Meeting night. Dens may meet in alternate locations and times provided Youth Protection Guidelines are met.
- 7.5 Pack meetings will generally be held on the fourth Wednesday of the month.



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- 7.6 Each Den should attempt to have at least one leader attend all Pack related meetings, as well as monthly district roundtable meetings.
- 7.7 At the end of the school year, the Pack Committee will produce a calendar for all Pack meetings and events for the following year.

### Article 8. - By-laws

- 8.1 These by-laws are subject to change.
- 8.2 Any registered pack member or parent can propose changes to the by-laws at monthly Committee Meetings.
- 8.3 Change to by-laws will be voted on no later than the committee meeting following the meeting at which the change was proposed.
- 8.4 Any by-law changes must be agreed to by 3/4 of adult leaders present at the meeting.
- 8.5 Any changes will be announced at the next Pack meeting and posted on the Pack website. A new publication will be given at the next scouting year.

### Article 9. - Finances/Treasurer

- 9.1 Cub Scout Pack 1372 requires a majority vote of Leaders present at any monthly Committee meeting for the allocation of any funds.
- 9.2 Two signatures are required for issuance of a Cub Scout Pack 1372 check.
- 9.3 Receipts for expenses are required for reimbursements and must be provided to the Treasurer.
- 9.4 There will be a fee charged for any returned checks made payable to the Pack. This fee will be the current amount charged by the Pack's bank.
- 9.5 The Treasurer will track and report both the pack balance and individual scout account balance at each committee meeting.
- 9.6 Scouts will be able to maintain an individual scout account that may be used for scouting related expenses (for example dues, uniforms, camp fees, etc.)

### Article 10. - Fundraisers

- 10.1 Fundraisers will generate money to provide the pack operating funds (Cub Scout Awards, Neckerchiefs, Den Supplies and miscellaneous Pack supplies and expenses).
- 10.2 In general, fundraisers provide funds for both the pack and individual scout accounts. Unless otherwise agreed to by the Pack Committee, all fundraisers will split funds 2/3 for the Pack and 1/3 for individual scout accounts
- 10.3 All rules and guidelines for fundraisers will be determined in advance. All fundraising participants will be expected to adhere to these predetermined rules and guidelines.
- 10.4 The Fundraising Chair or Treasurer, with Committee approval, may approve any changes to specific fundraising guidelines, (see 9.1)
- 10.5 Scouts are expected to raise \$100 per year in proceeds to the Pack operating budget via fundraising activities. This typically equates to \$150 in sales per 10.2 and equates to the difference between annual dues (\$250) and the typical per-scout expenditure (\$350) that the pack bears.



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- 10.6 Scout families who do not want to participate in fundraisers can opt out of fundraising activities for the year by contributing \$100 per scout (or the balance to the expected proceeds in 10.5) in addition to membership dues.

### Article 11. - Pack Communications

- 11.1 The preferred method of communication to the Scouts and Parents is through the Den Leaders and via email distribution.
- 11.2 Documents and Pack information will be updated by the Den Leaders and the appropriate committee members in <http://pack1372.scoutlander.com>.
- 11.3 The pack uses Scoutbook (<https://www.scoutbook.com>) for calendar items, events, rank advancement tracking, and email communication. Parents should register for a Scoutbook account to ensure they receive notifications and calendar information from the Pack.
- 11.4 Any email to a youth member must include at least two adults in the Pack leadership on the "To" or "CC" line.

### Article 12. - Cub Scout Den Achievements

- 12.1 The Boy Scouts of America requires that a Den Leader initial requirements in the Cub Scout's Handbook.
- 12.2 It is the responsibility of the Den Leader or designee to report/input/approve advancement activities into Scoutbook to receive their award/advancement and for record keeping purposes.
- 12.3 Parents may report/input completion of advancement activities into Scoutbook directly for their scout(s). This requires approval by the Den Leader.
- 12.4 The advancement chair(s) will utilize Scoutbook when ordering or obtaining awards for the scouts.
- 12.5 All award submissions are due seven days prior to monthly Pack meetings in Scoutbook. Any submissions placed after that date will be recognized at the next Pack meeting.
- 12.6 The Pack will purchase an appropriate gift or appreciation award for Arrow of Light age scouts graduating from the pack.
- 12.7 Once a new scout advances to Bobcat, the pack will purchase the scout's neckerchief, patch and appropriate den book.

### Article 13. - Photographs

- 13.1 A parent or guardian of every scout is required to sign a release form authorizing or declining the use of photographs of the scouts and family members in pamphlets or on the pack website.
- 13.2 If a family declines the photo release, the scout may be asked to step out of a group photo.

### Article 14. - Pack Documents

- 14.1 It is the intention of the pack to properly dispose of documents as the leaders see fit, but if a parent wishes he or she may ask to have their application form and other documents with personal information returned to them when the pack is legally able to do so.



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- 14.2 Certain documents must be held for a specific length of time according to BSA policies. It is incumbent on the parent to pick up these documents. If they have moved, they need to provide the pack with a self-addressed stamped envelope and the documents will be mailed to them.

### **Article 15 - Pack Attire**

- 15.1 In addition to standard BSA uniform requirements, the Pack can also utilize a t-Shirt with the approved Pack 1372 logo as the official activity shirt or Class B uniform.

### **Article 16. - Grievances**

- 16.1 Any grievance should be reported to the Den Leader or any member of the Pack Committee. That person will then, if necessary, report to the Cubmaster and the Committee Chairman.
- 16.2 If the person who has received the initial grievance is unable to resolve the issue or believes this issue should be forwarded higher, the issue should then be addressed with the Committee.
- 16.3 If the issue is with the Den Leader, the grievance should be addressed to a member of the Committee.
- 16.4 If the issue cannot be resolved by the Committee or if the issue involves the Committee Chair or the Cubmaster, then the Chartering Organization Representative or Executive Officer must be notified.



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### Signature Page

These by-laws are accepted and enacted for Cub Scout Pack 1372, effective the latest date of signature below:

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Committee Chair, Pack 1372

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(Date)

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Cubmaster, Pack 1372

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(Date)

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Adult Leader, Pack 1372

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(Date)



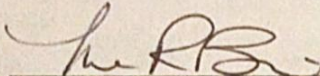


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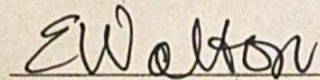
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### Signature Page

These by-laws are accepted and enacted for Cub Scout Pack 1372, effective the latest date of signature below:

 7/15/2020  
Committee Chair, Pack 1372 (Date)

 7/20/2020  
Cubmaster, Pack 1372 (Date)

 7/18/20  
Adult Leader, Pack 1372 (Date)