

THE BYLAWS OF
PACK 3807
BALTIMORE, MD
BALTIMORE AREA COUNCIL – HOPKINS DISTRICT

ARTICLE 1. BYLAWS

- A. **Purpose.** The purpose of these bylaws is to provide a structure for the administration of the Pack and to assist in the definition of roles and duties of the Pack, Dens, Leaders, Cub Scouts and Parents, and to define how the Pack operates.
- B. **Conflicts.** Any perceived conflict between these bylaws, Cub Scout Leader Book or Boy Scouts of America (“BSA”) policy should be brought to the attention of the Committee Chair or Cubmaster as soon as possible.
- C. **Subordination.** These Bylaws, Addenda and all Pack Policy are subordinate to official BSA policy, Chartered Organization rules and regulations, and state and federal law.
- D. **Effective Date.** These Bylaws are effective by a 2/3 vote of the Key 3 as of October 13th, 2019.
- E. **Amendments.** Bylaws may be amended at any time, with at least 30 days’ notice to the entire Pack, by a combined majority vote of the Committee plus the registered Scouters Sub-Committee (as defined below). Members must be present at the Committee meeting to cast a vote. No person shall cast more than one vote.

ARTICLE 2. PURPOSE OF CUB SCOUTING

- A. **Purpose.** The purpose of the organization – incorporated on February 8, 1910 and chartered by Congress in 1916 – is to provide an educational program for children and young adults to build character, learn citizenship, and develop personal fitness.
- B. **Cub Scouts.** Since 1930, the BSA has helped youth through Cub Scouting. Cub Scouts is a year-round family-oriented part of the BSA program designed for youth who are in kindergarten through fifth grades (or are 5 to 10 years of age). Parents, leaders, and organizations work together to achieve the 10 purposes of Cub Scouting.
- C. **Activities.** All the activities planned by adult leaders and enjoyed by Cub Scouts should relate to one or more of the BSA purposes. These purposes help achieve the overall aims of the BSA of character development, leadership development, citizenship training, and personal fitness.

ARTICLE 3. PACK

- A. **Cub Scout Pack 3807.** Cub Scout Pack 3807 (“Pack 3807”, “Pack”) of the Boy Scouts of America (“BSA”) espouses the objectives and the principles of the Cub Scouts, as stated by BSA National Headquarters, by the Baltimore Area Council and by the Hopkins District therein. The Cub Scout Leader Book, enhanced by other BSA-produced instruction books and publications, Council, District and Pack 3807 initiatives, guides the conduct of all Pack activities.

- B. **Goals.** The Pack will provide a well-planned, year-round program of activities that achieves the purposes of Cub Scouting. The Pack will endeavor to provide trained, qualified and enthusiastic leadership for all Den and Pack meetings and activities, and meet the goals of the Hopkins District, the Baltimore Area Council, the BSA and the Charter Organization (as defined below).
- C. **Dens.** The Pack shall consist of Dens, which in turn consist of 4 to 8 Cub Scouts of a certain school grade level. They shall work toward the rank their Den is named after and shall receive the badge of that rank once completing all requirements.
 - 1. Types of Dens.
 - a) **Lion Den.** Kindergarten.
 - b) **Tiger Den.** First Grade.
 - c) **Wolf Den.** Second Grade.
 - d) **Bear Den.** Third Grade.
 - e) **Webelos I Den.** Fourth Grade.
 - f) **Webelos II (Arrow of Light) Den.** Fifth Grade. Bridges to Scouts BSA before the end of the Cub Scouting year at the Bridging Ceremony.
- D. **Termination.** The Pack shall disband or shall otherwise merge with another nearby Pack only upon loss or dissolution of the charter as defined below.

ARTICLE 4. COMMITTEES

- A. **Pack Committee.** The Pack Committee (the "Committee") shall supervise Pack 3807.
 - 1. **Meetings of the Committee.**
 - a) The Committee shall meet no less than once per month between the months of September and May.
 - b) The Committee shall also meet one time per summer, in order to vote on the schedule and curriculum for the upcoming Scouting year and following summer.
 - c) Meetings may be held in person, over the phone or via the Internet, at the Committee Chair's discretion.
 - d) Meetings dates and times must be scheduled in advance of the Scouting year at the summer meeting except in the initial year of these Bylaws.
 - 2. **Makeup of the Committee.**
 - a) No one person may hold more than two Committee positions.
 - b) All Committee members shall be voting members unless otherwise stated herein. Each Committee member shall be entitled to one vote, regardless of the number of Committee positions held.
 - c) Committee must number at least three people.
 - d) The Committee must consist of, at a minimum, the Chartered Organization Representative ("COR"), the Committee Chair, the Treasurer, the Secretary, and the Membership Coordinator.
 - e) The Committee shall endeavor to recruit no less and no more than two at-large Committee Members. An at-large Committee Member must be a parent, guardian or close relative of a Cub Scout currently enrolled in the Pack and in good standing.
 - f) Committee Members shall be elected by a majority vote of the Committee.
 - g) The Committee shall include the chairpersons of any official Sub-Committees.
 - h) The Cubmaster and any Assistant Cubmasters shall be members of the Committee.

- i) All registered Committee members are entitled to wear the official Scouter uniform to in-person meetings and to all official Pack 3807 events.
- B. **Key 3.** The Key 3 addresses unit challenges, monitors Journey to Excellence status, and adjusts program and administrative elements to ensure the Pack's progress toward Journey to Excellence.
 - 1. The Key 3 is made up of the COR, the Committee Chair and the Cubmaster.
 - 2. The Key 3 shall make effective the initial Bylaws of the Pack.
 - 3. The Key 3 shall meet monthly at the midpoint between Pack Committee meetings. Meetings may occur in person, over the phone or via the Internet, as determined by the Key 3 members.
- C. **Sub-Committees.** Sub-Committees may be formed by the Committee at any time with a majority vote of the Committee.
 - 1. Sub-Committees may be permanent or temporary.
 - 2. Each Sub-Committee must have a chairperson and at least one other member.
 - 3. **Standing Sub-Committees.**
 - a) **Executive Sub-Committee.** The Executive Sub-Committee shall consist of the COR, Committee Chair, Committee Secretary, Committee Treasurer and Cubmaster. The Committee Chair shall be the Executive Sub-Committee chair.
 - b) **Scouter Sub-Committee.** The Scouter Sub-Committee shall consist of all BSA registered adult leaders ("Scouters") in the Pack. The Cubmaster shall be the Scouter Sub-Committee chair.
 - 4. **Meetings of Standing Sub-Committees.**
 - a) **Executive Sub-Committee Meetings.** Executive Sub-Committee meetings are scheduled as deemed appropriate by the COR, Pack Committee Chair or Cubmaster. All members of the Executive Sub-Committee must be notified in person or by phone at least 5 days before a regular meeting, and 24 hours prior to an emergency meeting. Messages left for an Executive Sub-Committee member shall not count as notification. The purpose of the Executive Sub-Committee meeting will be determined when scheduled and may occur in person, over the phone or via the Internet, at the discretion of the Scouter Leader who scheduled the meeting.
 - b) **Scouter Sub-Committee Meetings.** Scouter Sub-Committee must meet once per month from September through May. The schedule of the first meeting shall be determined by the Cubmaster, and all subsequent meetings for that Cub Scouting year shall be determined at the first meeting by a simple majority vote. Additional meetings may be held upon request by any member of the Scouter Sub-Committee with written approval by the Cubmaster. Upon approval of an additional meeting, all members of the Scouter Sub-Committee must be notified in person or by phone at least 5 days prior to the meeting. Messages left for a Scouter Sub-Committee member shall not count as notification of an additional meeting. All meetings may occur in person, over the phone or via the Internet, at the discretion of the Cubmaster.
- D. **Pre-Defined Optional Sub-Committees.**
 - 1. **Charter Sub-Committee.** As defined below.
 - 2. **Fundraising Sub-Subcommittee.** The Fundraising Committee shall oversee fundraising events and programs.

- (1) The Fundraising Sub-Committee must include the Treasurer, and the Fundraising Chair shall be the chair.
 - (2) The Treasurer and Fundraising Chair shall identify and recruit additional Sub-Committee members, who are not required to be Scouters.
 - (3) The Fundraising Sub-Committee Chair must submit reports to the Committee at each Committee meeting.
- E. **Extended Absences.** If a Committee or Sub-Committee member is absent for three meetings in a row, or is absent from four meetings in a one year period, they shall automatically be removed from their role on that Committee or Sub-Committee, and the Executive Sub-Committee shall identify and elect a replacement for that member with a simple majority vote.
- F. **Voting.** Voting may take place at any time with a call to vote by a member of that Committee or Sub-Committee. Any voting member at the meeting at the time of the vote shall be counted. A vote may be held and the results valid if there are at least two voting members participating. No person shall have more than one vote, even if serving in more than one position. Proxies are not permitted. Voting may only take place during a regularly scheduled or emergency meeting. If a vote is required but the type of vote is not specified, Simple Majority Vote shall be the default.
1. **Simple Majority Vote.** An up vote of over 50% of the members at that meeting.
 2. **Majority Vote.** An up vote of 50% of the entire Committee or Sub-Committee plus one.
 3. **2/3 or 3/4 Vote.** An up vote of that fraction of the entire Committee or Sub-Committee.
 4. **100% Vote.** An up vote of the entire Committee or Sub-Committee.
- G. **Quorum.** There shall be no quorum requirements for the Committee or any Sub-Committee.
- H. **Emergency Meetings.** The Committee may have an emergency meeting called by either the Committee Chair or the COR. No other Committee members may call an emergency meeting. All members of the Committee must be notified in person or by phone at least 24 hours prior to an emergency meeting. Messages left for a Committee member shall not count as notification. Emergency meetings may only be held at the CO. Sub-Committees may not call emergency meetings.
- I. **Approval by Chartered Organization.** All members of the Committee must be approved by the COR prior to being appointed to the Committee. Sub-Committee members do not require approval by the COR.
- J. **Youth Protection Training.** All Committee and Sub-Committee chairs must have completed Youth Protection Training within the past two years and must agree to renew it every two (2) years.

ARTICLE 5. CHARTERED ORGANIZATION

- A. **Chartered Organization.** Pack 3807 is chartered by the First English Evangelical Lutheran Church of Baltimore located in Guilford at 3807 N. Charles Street, Baltimore, MD 21218.
- B. **Purpose.** The Chartered Organization (“CO”) owns and operates the Pack. It provides a suitable meeting place and facilities for Pack meetings, adult leadership, supervision, and opportunities for a healthy Cub Scouting life for the youth under its care.
- C. **Representative.** The CO must select a representative (“COR”) to work with the Pack. The COR has no term and may be removed or replaced by the CO at any time, at the CO’s sole discretion.
- D. **Renewal of Charter.** The Charter shall end each year on December 31 and must be successfully renewed each year in order to maintain the Charter.
- E. **Online Rechartering.** Charters may be renewed using the BSA Internet Rechartering System up to 90 days prior to the expiration of the Charter, using the latest BSA Internet rechartering guidelines.

- F. **Unit Processor.** The Executive Sub-Committee shall assign a Scouter in good standing to be the Unit Processor. If no Unit Processor is chosen, the Committee Chair shall assume that role.
- G. **Replacement of Charter.** The Pack may abandon its current Charter with a 3/4 majority vote of the Committee, provided that a new CO has been identified by a specially formed Charter Sub-Committee.
1. The Charter Sub-Committee shall be formed by a majority vote of the Executive Sub-Committee.
 2. The Charter Sub-Committee shall be made up of at least one Committee member and one person who does not sit on the Committee and is a parent, guardian or close relative of a Cub Scout currently enrolled in the Pack and in good standing.
 3. The replacement CO identified by the Charter Sub-Committee must have a willingness to undertake all the responsibilities of a CO.
 4. The Charter Sub-Committee shall be dissolved upon the completion of the Pack's transfer to a new CO.
 5. All Pack property is under the ownership of the CO. In the event that the Pack abandons its Charter, CO shall determine in its sole discretion which Pack property, if any, may be retained by the Pack.
 6. The Pack's unit number is owned by the CO. In the event the Pack abandons its Charter, the CO may choose to retain the Pack's unit number, in which case the Committee must choose a new Pack unit number.
- H. **Dissolution of Charter.** The Pack may dissolve its Charter with a 3/4 majority vote of the Committee, at which time the Pack shall be immediately disbanded.
- I. **Loss of Charter.** The Pack is prohibited from operating without a Charter. If the Pack loses its Charter due to non-renewal and fails to renew its Charter or adopt a replacement within 30 days, or if the CO rejects the Charter renewal, the Pack shall be immediately disbanded or shall otherwise immediately merge with another nearby Pack.

ARTICLE 6. POLICIES AND CEREMONIES

- A. **Development of Policy.** All Policy must be in writing. New policy may be drafted from time-to-time by the Committee or a Sub-Committee tasked by the Committee to develop one or more specific policy documents.
- B. **Subordination to Bylaws.** Policies are meant to compliment the Bylaws, but shall be subordinate, junior and inferior to the Bylaws.
- C. **Dating Policy.** All adopted policy shall state "This policy was adopted on _____ date." and the date of adoption shall be inserted.
- D. **Adopting and Altering Policies.** All Scouters shall have an equal vote on adopting new Pack policy or changing existing Pack policy. Leaders must be present at the Pack Committee meeting to cast a vote. A simple majority of all Scouters in attendance is required to adopt or change policy. Any new policy, once adopted, shall be attached to this document as addenda. Policy that has changes adopted shall replace the existing attached policy and shall additionally state "This policy supersedes the policy adopted on _____ date." and the date of that policy's adoption shall be inserted. Policies that have been replaced or altered shall be kept on file by the Secretary.
- E. **Required Policies.** The following policy documents are required and are attached to this document as Addenda. Additional required policies may be specified at any time with a 2/3 vote of the Committee.

1. Pack Rules of Conduct.
 2. Uniform Policy.
 3. Accounting/Finance Policy.
- F. **Ceremonies.** Ceremonies for any Pack event or meeting may be created by any Scouter or Volunteer. Any new or altered Ceremony must be approved by the Key 3.

ARTICLE 7. LEADERS AND VOLUNTEERS

- A. **Volunteering.** The Pack is an entirely volunteer run organization. As such, there is a wide range of volunteer positions that need to be filled each year. Some require sitting on the Committee or a Sub-Committee, some do not. Not all volunteer positions are considered Scouter positions.
- B. **Registered with BSA.** All Scouters must be registered and in good standing with the BSA.
- C. **Youth Protection Training.** All Scouters and Volunteer Coordinator positions must have completed Youth Protection Training ("YPT") within the past two years and agree to renew the training every two (2) years.
- D. **Approval by Chartered Organization.** The Pack Committee Chair, Cubmaster, Den Leaders and all other Required Scouter Positions (all as defined below) must be approved by the COR prior to appointment.
- E. **Term.** Each position lasts for the term of one (1) Cub Scouting year and can be renewed annually by a simple majority vote of the Committee during the summer Committee meeting.
- F. **Absence of Leaders.**
1. **Committee Chair.** If the Committee Chair is absent from a Committee meeting, the duties of the Committee Chair shall be performed by leaders in this order: Cubmaster, Secretary, Treasurer.
 2. **Cubmaster.** If the Cubmaster is absent from a Pack meeting, the duties of the Cubmaster shall be performed by leaders in this order: Assistant Cubmaster, Committee Chair, Webelos Leader.
 3. **Den Leader.** If a Den Leader is absent from a Pack or Den meeting, the duties of the Den Leader shall be performed by leaders in this order: Assistant Den Leader, Scouter selected by Cubmaster who has a Cub Scout in that Den, a volunteer family member selected by Cubmaster and who has a Cub Scout in that Den. If none are available to serve in the Den Leader's stead for a Den meeting, the Den meeting shall be cancelled.
- G. **Required Scouter Positions.** The following positions are required and shall be assigned by the Key 3 unless otherwise noted. Every effort shall be made to find a different Scouter to hold each role, however if no one is available to take a required position, a Scouter may hold more than one position. In addition to YPT, all Scouters are required to complete the online training for their position(s) by the second Pack meeting of that Scouting year and must know and abide by the Scout Oath and Scout Law. Most training is one-time and will not need to be repeated.
1. **Chartered Organization Representative.** Serves on the Key 3 and Executive Sub-Committees. Serves as a liaison between the Pack and the CO. The COR shall be chosen by the CO.

2. **Pack Committee Chair.** Serves on the Key 3 and Executive Sub-Committees; recruiting adult leadership to run the Pack with the Cubmasters; checks references of all adult submitting leadership applications with the assistance of the Cubmasters; develops the Pack program plan for presentation to unit leadership for approval and distributes plans to all parents and caring adults upon approval; presents written minutes of the previous meeting; takes minutes to present at the next meeting; chairs the Pack Committee meetings on a monthly basis; assists the Cubmasters whenever needed.
3. **Secretary.** Member of the Executive Sub-Committee; keeps minutes for Committee meetings and distributes them to the Committee in a timely manner; sends out email and/or text notices for upcoming Pack events and Committee meetings; assists Den Leaders with online tracking of their Dens advancement; writes thank you notes to anyone who provides help to the Pack and take care of other correspondence; contributes content for the Pack website as appropriate.
4. **Treasurer.** Member of the Executive Sub-Committee; reports monthly to the Executive Committee on the fiscal health of the Pack in a report describing income and expenses for the committee's review and approval; and keeps signature cards (authorized signers) on both the checking account and savings account up to date. Responsible for all deposits to the Pack checking and savings accounts, reconciles the checking accounts to the monthly bank statement; coordinates all cash payments, and obtains receipts for the Pack records prior to reimbursement or payment when approved. All reimbursements less than \$75.00 may be approved by the Committee Chair. Reimbursements greater than \$75.00 shall be approved by the majority vote of the Pack committee in attendance. The treasurer also helps the Committee Chair collect annual fees in a timely and orderly fashion.
5. **Advancement Chair.** Member of the Executive Sub-Committee; attends the Pack Committee meeting; completes the Den advancements for the month from the Den leader or representative. Prior to the Pack Meeting, the advancement chair compiles the Pack advancement report, goes to the Scout Store and purchases patches and awards, and prepares a list of awards for each Pack Meeting. The Pack Advancement Chair may have someone else purchase the awards and submit to the Pack Treasurer for reimbursement. Fills out a recognition card for each award, prepares a package for this card and the award for each boy, and sorts the awards by Den to speed the recognition process for the Den leaders. Annually issues and reissues Den numbers and associated flags to newly formed Dens. Coordinates with Pack Meeting Coordinator to prepare for Pack advancement ceremonies such as the Bobcat Ceremony and the Rank Advancement Ceremony, and coordinates with the Blue & Gold Coordinator to prepare for Arrow of Light bridging ceremony.
6. **Cubmasters.** Includes Co-Cubmasters and Assistant Cubmasters. Member on the Key 3 and Executive Committees; attends the monthly District Roundtable and reports back to the Pack Committee meeting; plans the monthly Pack Meetings; conducts the monthly Pack Meetings and develops the Pack program plan for presentation to Pack leadership; chairs the monthly Executive Sub-Committee meetings in the absence of the Committee Chair (senior Cubmaster only); plans advancement ceremonies; coordinates Webelos graduation with the Scout Troop; assigns Cub Scouts to Dens with input from Den Leaders.

7. **Den Leaders.** Includes Assistant Den Leaders, Lion Leaders, Tiger Leaders and Webelos Leaders. Registered Scouter in the Pack; attends all Committee meetings or if unable identifies someone from their Den to attend on their behalf; responsible to the Pack Committee for the efficient and effective operation of their assigned Den; plans Den meetings and outings; uses the ScoutBook app to record Scout attendance and progress toward earning badges, rank progression, and awards on an ongoing basis; ensures compliance with Pack and BSA requirements such as Scout behavior, youth protection guidelines, uniform wear, camping health and safety guidelines. There must be one Den Leader per Den, otherwise that Den shall merge with another Den closest in age, as determined by the Cubmaster. Den Leaders are responsible for reporting their badge needs to the Advancement Chair and presenting awards in a timely manner per BSA standards.
 8. **At-Large Committee Members.** A parent, guardian, close relative or caring adult of a Cub Scout currently enrolled in the Pack in good standing; available to sit for Committee Meetings; does not have any specific requirements or tasks other than to participate in discussion and vote at Committee meetings; is not required to register with the BSA. If unregistered, is not a Scouter and therefore not eligible to wear a uniform.
- H. **Optional Chair Positions.** These are optional Scouter positions. The Committee shall decide which of these positions shall be effective at any given time. In addition to these positions, other positions may be created and eliminated by the Committee by a simple majority vote. If existing, these Chair positions shall be voting members of the Committee.
1. **Fundraising Chair.** Suggests and coordinates fundraising events consistent with BSA policies; gathers votes for fundraising activities; completes all money earning applications for Pack fundraisers and submits them to the District Executive; follows the application until accepted and informs the Pack leaders of the acceptance; coordinates the purchase of supplies or materials and oversees collection of monies from the activity; keeps a record of all receipts and expenses from a fundraising event. The Treasurer shall supervise the Fundraising Chair.
 2. **Public Relations and Marketing Chair (P&M).** Creates and implements advertisements and marketing campaigns; works with local schools to promote the Pack through teacher involvement and marketing tables at school events; collaborates with the Baltimore Area Council and Hopkins District to ensure successful membership campaigns; has oversight and responsibility for design and updates for the Pack website; manages Pack social media presence.
 3. **Membership Chair.** Collects and tracks dues and membership renewal information; maintains the Pack roster; works with the Committee Chair to perform charter renewal with Council.
 4. **Special Activities Chair.** Arranges when necessary for use of facility for special events, such as an auditorium, gymnasium, hall or outdoor space; produces event rules packet in conjunction with district final rules, if applicable; purchases necessary materials for activity using Pack account and distributes materials and instructions to Den Leaders; oversees installation and assembly of activity equipment when applicable; purchases trophies and awards; coordinates pre-event ; coordinates day-of event, such as check-in, coordination, etc. when applicable ; oversees execution event; declares winners when applicable. When event is managed by a different group such as a Troop or another Pack, Special Activities Chair shall coordinate between Pack and that other group and provide that other group with assistance as required.
 - a) Special activities are annual Pack-wide events such as races, rocket launches, etc.

5. **Outdoor Activities Chair.** Helps the Cubmaster and Pack Committee plan and arrange for outdoor activities; arranges for property, fire and tour permits when required; locates new picnic areas; arranges for safe transportation when needed; plans first aid for emergencies; helps the Webelos Den plan Webelos overnights; Helps arrange for equipment when needed; arranges for Safe Swim Defense implementation for all outings involving swimming; helps inform parents about opportunities for family camping; assists in the promotion of day camp and resident camp opportunities; stays current with BSA health and safety requirements and sees that these are carried out
 - a) Outdoor activities are occasional Pack-wide outdoor events such as camping, hiking, swimming, archery/shooting, scouting camps, etc.
- I. **Optional Volunteer Coordinator Positions.** These positions are non-leader positions but may also be held by Scouters. The Committee shall decide by a simple majority vote which of these positions shall be effective at any given time. In addition to these positions, other positions may be created and eliminated by the Committee by a simple majority vote. Volunteer coordinators shall each have a non-voting seat on the Committee.
 1. **Blue & Gold Coordinator.** Develops a theme for the Blue & Gold Banquet (“B&G”); arranges either with CO or outside location for use of facility, such as an auditorium; purchases decorations with Pack account subject to Committee approval; makes food preparations (either pot-luck or purchased food); develops B&G promotional material; assists the Committee in developing the ceremony and order of events. Coordinates and places props for Arrow of Light bridging ceremony.
 2. **STEM Coordinator.** Knowledgeable of the Nova Awards program; promotes the program at Pack meetings to the Cub Scouts and adults; helps Cub Scouts with ideas on how they can earn the Nova and Supernova awards; works with Cub Masters and Den Leaders to add fun STEM activities to meetings and outings or STEM Moments; keeps aware of all STEM and Nova activities offered by local, regional and national Scouting organizations as well as those offered by local non-Cub Scouting partner organizations; recruits Nova Counselors and Supernova Mentors as needed and ensures they are properly registered and trained.
 3. **New Member Coordinator (NMC).** Helps organize and promote joining events, ensuring all are invited; answers questions about the Pack; makes sure that every youth and family are warmly welcomed; provides logistical assistance for registering and “learning the ropes”; ensures all Cub Scouts and Scouters are properly registered. Reports directly to the Committee Chair.
 4. **Pack Meeting Coordinator.** Coordinates the set-up of chairs for guests, the set-up of the Cubmaster’s table and decorations, the Den exhibits table, registration table (when required) placement of the American, Maryland, Baltimore City and Pack flags; coordinates and oversees cleanup after closing ceremonies. Coordinates and places props for special pack ceremonies, including Bobcat ceremony and rank advancement ceremony. .
- J. **Cub Scout Families.** Family involvement is essential to Cub Scouting. Cub Scouting gives families an opportunity to spend quality time together. 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. A Cub Scout Family is defined as parents, guardians, direct and extended family such as grandparents, aunts and uncles, and any other caring adults, such as older siblings and family friends (jointly a “Family” or individually a “Family Member”).

1. **Volunteering Requirements.** Each Cub Scout family must volunteer their time at least twice, once to assist in the planning and execution of a Den meeting, event or task, and once to assist in the planning and execution of a Pack meeting, event or task (the "1/1 Requirement").
 - a) The Den Leader shall coordinate volunteer options at the Den-level.
 - b) Serving as a Scouter or Volunteer as defined in Sections G, H and I of this Article will meet the Pack-level requirement.
 - c) Volunteering to help plan a Pack event will meet the Pack-level requirement.
 - d) Different Family Members of the same Cub Scout may share the volunteer requirements.
 - e) Unless otherwise noted, for the purposes of this Section a Family Member must be over 18.
 - f) While only two volunteer activities are required for each Cub Scout family, it is strongly encouraged that Family Members volunteer more than the required amount, and that multiple Family Members of each Cub Scout perform at least two volunteer activities.
 2. **Snack Provision.** Each Cub Scout Family is required to provide a healthy snack and beverage such as water at one Den meeting. The Den Leader will coordinate dates with each Cub Scout Family.
 3. **Ceremony Attendance Requirement.** Family Members are required to participate in advancement ceremonies involving their Cub Scout.
 4. **Pack Attendance Requirement.** At least one Family Member is required to attend each monthly Pack meeting, but Family Members of all ages are strongly encouraged to attend as well.
 5. **Den Attendance.** Family Members are strongly encouraged to attend Den meetings, including those under 18.
 6. **Den Attendance Requirement.** Lion and Tiger Cub Scouts are required to have a Family Member with them at every meeting.
- K. **Awards.** Scouters, Coordinators and Families who have completed volunteer requirements shall receive awards for their service.
1. **Scouters and Coordinators.** Scouters and Coordinators shall be awarded an annual service star at a special ceremony at the end of the Scouting year.
 2. **Volunteering Award.** Each Family, upon completing the 1/1 Requirement, shall be pinned with the Cub Scout Parent's Den Pin in a ceremony at the following Pack meeting.

ARTICLE 8. MEMBERSHIP

- A. **Joining.** When a Cub Scout and their family desire to become a part of the Pack they may contact any member of the Pack who can then direct them to the Cubmaster or Committee Chair.
- B. **Initial Registration.** Cub Scouts shall register online at the BSA website. A link shall be provided on the Pack's website, any Pack social media accounts, and via a web-connected device at each Pack meeting.
- C. **Registration Costs and Pack Dues.**
 1. **Determination of Cost.**
 - a) BSA registration and Council insurance fees shall be set by the BSA organization. These two things combined will be referred to as Registration Costs.

- b) Pack Dues shall be decided by a Majority vote of the Committee during the summer Committee meeting, using factors such as basic cost of operation, cost of materials and supplies, and cost of activities and events.
 - c) No Cub Scout shall be turned away due to financial hardship.
2. **Collection of Registration Costs and Pack Dues.**
- a) Initial BSA registration will be collected at the end of the online registration as described above.
 - b) Registration Costs and Pack Dues for Scouts choosing to continue in the program as part of rechartering, all money will be collected by November 1st.
 - c) Pack Dues, insurance fees and Registration Costs associated with rechartering shall be collected via Paypal or some other electronic payment processing as put forth by the Treasurer and approved by a simple majority of the Executive Sub-Committee.
 - d) Registration Costs and Pack Dues shall cover the period from January 1 through December 31 of that year. If these are collected between those dates, they shall be appropriately prorated. Pack Dues are collected only for the months during which the Pack program is active, so July and August are excluded.
- D. **Transfers.** Transfers from another Pack may be accepted on the same basis as new Cub Scouts and will be welcomed at the next Pack Meeting. It is particularly important that transferring Cub Scouts obtain transfer papers or other documents from their former Pack, which will certify the record of advancement so that proper credit can be given.

ARTICLE 9. ATTENDANCE

- A. **Parents and Guardians.**
- 1. At least one parent or legal guardian of each Cub Scout must attend the monthly Pack meeting, outings and special events with their Cub Scout. No Cub Scout is to be dropped off and left at the Pack meeting or event.
 - 2. A parent or legal guardian must pick up their Cub Scout after any meeting or event.
 - 3. Parents or legal guardians must accompany Lion and Tiger Cubs to all Den meetings as well, no exceptions.
 - 4. A stand-in guardian 18 years or older may be a substitute for a parent or legal guardian from the parent or legal guardian with advanced notice to the Den Leader or Cubmaster.
- B. **Advancement.** Cub Scouts must attend all required Den meetings in order to advance in rank. Many meetings are optional. Den Leaders shall inform families of which meetings are required to advance. In the event that the Cub Scout is unable to attend a required Den meeting, the Den Leader shall provide the Cub Scout and their family with a homework assignment to make up the task.
- C. **Sign In.** There will be a sign-in roster at each Den and Pack meeting and event. Cub Scouts or family members must sign in at every meeting to earn credit for attending that meeting.

ARTICLE 10. MEETINGS

- A. **Youth Protection at Meetings.**
- 1. **Two-Deep Leadership.** Per BSA regulations, as with all Cub Scout events, meetings are prohibited from taking place without at least two adults in attendance.
 - 2. **One-on One Prohibition.** BSA prohibits adult contact with an individual Cub Scout unless a second adult is present, the adult and Cub Scout are in sight of a group, or the adult is a family member of that Cub Scout.

- B. Den Meetings.** Den meetings shall be held a minimum of two (2) times per month but may be held three (3) times. Parents or guardians are asked to attend with their Cub Scout. Lion and Tigers are required to have a parent or guardian with them during Den meetings. Den meetings are planned and run by the Den Leader with the optional assistance of an Assistant Den Leader and/or a Den Chief. Den meetings may be planned around the monthly theme and should pertain to advancement and/or elective awards.
1. **Segregation of Dens by Gender.** Dens shall be mixed boys, girls and gender-neutral Cub Scouts until there are three (3) or more of each in one Den, at which time the Den shall be split by gender.
 - a) If a Den is split by gender into two Dens, one Den shall be issued a new Den Number.
 - b) For the Pack's purpose, a Cub Scout's gender is defined by the gender of which the Cub Scout identifies and is not related to biology.
 - c) Gender-neutral Cub Scouts are those who do not identify as male or female. Gender-neutral Cub Scouts shall choose which gender Den they wish to join, and they shall be counted with that gender in the consideration of a Den split.
 - d) Items 1.b) and 1.c) of this Section are perpetual and may not be changed by vote or other any other means, unless compelled to by the CO or the BSA, upon which the Pack shall make said changes to those items with protest.
 2. **Family Volunteering.** The Den Leader shall work with a different Family Member for one of the Den Meetings each month to plan and execute the Den's meetings as well as the Den's presentation at the Pack Meeting.
 3. **Scheduling.** At least two (2) Den meetings shall be held every month.
 - a) The Den Leader shall endeavor to schedule meetings in advance of the Cub Scouting year.
 - b) Meetings shall be held at times and locations determined by the Den Leader, with input from the families of the Cub Scouts in the Den.
 - c) Meetings may optionally be held at the CO at a date and time prescheduled by the COR.
 - d) The Den Leader must notify the Cubmaster of the time and location of all meetings with at least 30 days advance notice.
 - e) Den meeting shall take no more than 90 minutes, except for Webelos meetings, which may take more than 90 minutes if outside of the CO.
 4. **Attendance.** The Den Leader shall take attendance via a sign-in roster, which shall be submitted to the Secretary at the next Pack meeting.
 5. **Advancement.** The Den Leader shall track the advancement of each Cub Scout and report all achievements to the Advancement Chair by email after the conclusion of the meeting.
 6. **Agenda.**
 - a) **The Gathering (15 minutes).** Cub Scouts should endeavor to arrive at least 15 minutes early. While Cub Scouts gather, Den Leader shall explain and assist Cub Scouts in playing a pre-opening game or activity. Many ideas are located in various BSA publications. The Cubmaster also may assist Den Leaders in selecting games.
 - b) **Flag Ceremony (5 minutes).** One Cub Scout at each meeting ("Flag Scout"), in alphabetical order and in turn, shall present the Den/American Flag pole by marching it to the front of the Den during which time all other Cub Scouts and Leaders shall display the Cub Scout salute.

- c) **Opening (10 minutes).** As the Flag Scout holds the flag at the front of the Den, the Den Leader shall select one or more Cub Scouts to recite the Pledge of Allegiance, the Scout Oath, and the Scout Law. The Den Leader shall review what the Den accomplished at the last Den Meeting.
 - d) **Activities (40 minutes).** The Den Leader and volunteer Family Members shall conduct various requirements for Cub Scouts to earn achievements and electives. The Den Leader shall follow the curriculum for the Den as set by the Committee.
 - e) **Snack (15 minutes).** A Volunteer shall provide a healthy snack and beverage for the Den. The Den Leader and any volunteer Family Members shall make Den and Pack related announcements.
 - f) **Closing (5 minutes).** The Den Leader shall say a closing thought. The Den shall participate in clean up and putting the space back in order.
7. **Second Sundays.** Second Sundays are usually, but not always, held on the Second Sunday of the month on the grounds of the CO, and shall be utilized for Den meetings at the Den Leader's discretion. The Den Leader is not required to hold a Den meeting on Second Sundays or at the CO.
8. **Denner.** The Denner is the most important position a Cub Scout may hold. All Dens shall have Denners except for Lion Dens. The Denner and Assistant Denner shall change on a rotating monthly basis. All Cub Scouts must have at least one opportunity to be Denner and Assistant Denner during the Scouting year.
- a) **Responsibilities.** Denners and Assistant Denners shall include:
 - (1) Lead the opening and closing ceremonies at Den meetings.
 - (2) Assist the Den Leader with Den activities.
 - (3) Help with set-up and break-down duties.
 - (4) Other responsibilities as assigned by the Den Leader.
 - b) **Selection.** An Assistant Denner shall become the Denner the following month. There shall be no other method of becoming a Denner, except when there is no Assistant Denner, in which case both a Denner and Assistant Denner shall be chosen. The Den Leader shall determine a fair and equitable method of choosing an Assistant Denner, such as choosing a name from a hat, smallest to largest in height or age, by name in alphabetical or reverse alphabetical order, etc.
 - c) **Fair Distribution.** No Cub Scout shall be Assistant Denner twice in one year until all Cub Scouts in the Den have held the Assistant Denner position during that year.
 - d) **Continuation of Rotation.** The Cub Scout who was Assistant Denner at the end of the previous scouting year shall be Denner at the beginning of the next scouting year. If that Cub Scout is no longer a member of the Den at the start of the next scouting year, a new Denner and Assistant Denner shall be chosen.
9. **Webelos Denners.** The Webelos Denner and Assistant Denner shall run that month's Den meetings, with the supervision of the Den Leader and Den Chief.
- C. **Pack Meeting.** The entire family is expected and strongly encouraged to attend all Pack meetings and support the Cub Scouts in their advancement. The Pack meeting program includes opening and closing ceremonies, recognition of boys who have earned awards, performances by Dens. The Pack meeting is generally planned around a monthly theme and is led by the Cubmaster with the help of other Scouters.

1. **Scheduling.** Pack meetings shall occur once per month from September through May. Pack meetings shall not be held during the months of June, July and August.
 - a) Pack Meetings shall be held at the CO or some other location as determined by the Committee.
 - b) At the summer Committee meeting, the Committee shall determine when the Pack meetings shall occur by a majority vote.
 - c) The Pack meetings shall take no more than 120 minutes, excluding set up and clean up.
2. **Attendance.** The Cubmaster, New Member Coordinator or Secretary shall take attendance via a sign-in roster, which if not taken by the Secretary shall be submitted to the Secretary at the end of the Pack meeting.
3. **Agenda.**
 - a) **Before the Meeting (30 minutes).** The Pack Meeting Coordinator shall coordinate the set-up chairs for guests, the set-up of the Cubmaster's table and decorations, the Den exhibits table, and the placement of the American, Maryland, Baltimore City and Pack flags. The New Member Coordinator, Treasurer or Committee Chair shall set up the registration table and chairs, registration tablets, and laptops for membership coordination. The Snack Volunteer shall set up the snack table.
 - b) **Gathering (15 minutes).** Cub Scouts should endeavor to arrive at least 15 minutes early. While Cub Scouts gather, the Cubmaster shall explain and assist Cub Scouts in playing a pre-opening game or activity.
 - c) **Opening Flag Ceremony (5 minutes).** The Cubmaster shall preside over the Flag Opening Ceremony, which shall be described in detail in a Ceremony Document approved by the Committee by a Simple Majority Vote.
 - d) **Opening (10 minutes).** Cubmaster shall perform the Candle Lighting Ceremony. Cubmaster shall select two Dens to recite the Cub Scout Promise, and the Cub Scout Law, one Den for each recital. Cubmaster shall welcome and introduce any special guests.
 - e) **Recognition (20 minutes).** The Cubmaster will present Den Leaders and others to recognize advancements and distribute awards.
 - f) **Snack (15 minutes).** The Snack Volunteer shall provide a healthy snack and beverage for the Den. The Cubmaster, Scouters, Coordinators and volunteering Family Members shall make Den and Pack related announcements.
 - g) **Presentations (45 minutes).** Dens shall be called up by the Cubmaster and each make a presentation. The Cubmaster will then lead a song and perform cheers, applause, ice breakers and/or gimmicks. The Cubmaster will then lead an optional game or challenge.
 - h) **Closing (5 minutes).** The Cubmaster shall make a closing thought and perform the closing ritual.
 - i) **Announcements (5 minutes).** The Cubmaster shall make any Pack announcements and invite others to make community announcements.
 - j) **Closing Flag Ceremony (5 minutes).** The Cubmaster shall preside over the Flag Closing Ceremony, which shall be described in detail in an Addendum to these Bylaws.

- k) **Clean Up (10 minutes).** The Dens shall participate in clean up and putting the space back in order.
- 4. **Restroom Breaks.** Scouts may only take restroom breaks before the Pack meeting, during snack time, after the Pack meeting, or when accompanied by a parent/guardian, and only in restrooms approved by the Cubmaster.

ARTICLE 11. ADVANCEMENT

- A. **Advancement.** Advancement is a Cub Scout-friendly experience and one of the methods used to achieve the purposes and methods of Cub Scouting. It is the process by which a Cub Scout progresses from badge to badge and gives Cub Scouts a means of measuring their progress. Advancement provides a satisfying means of recognizing Cub Scouts for their progress. Advancement is not competitive.
- B. **Ranks.** The Cub Scout Program has five ranks: Lion, Tiger, Wolf, Bear and Webelos. The Bobcat is required before a Cub Scout can earn any rank badge. The Arrow of Light is the highest award in Cub Scouts. Advancement ceremonies are conducted in accordance with the Pack calendar to permit each boy to advance one rank per year for his grade (or age). Each Cub Scout shall receive a patch upon advancement which shall be worn on the uniform.
 - 1. **Bobcat (any grade after kindergarten).** A Cub Scout's first step after registering as a Cub Scout, regardless of his age, shall be to pass the Bobcat requirements (unless the Cub Scout is a Lion, in which case they shall not earn the Bobcat until the beginning of their Tiger year). Once the Cub Scout has passed the Bobcat requirements, the Cub Scout will receive the Bobcat rank badge at the next Pack Meeting. A Cub Scout may complete these requirements with assistance from an adult. The requirements are:
 - a) Learn and say the Cub Scout Oath.
 - b) Learn and say the Cub Scout Law.
 - c) Learn and demonstrate the Cub Scout sign.
 - d) Learn and demonstrate the Cub Scout handshake.
 - e) Learn and say the Cub Scout motto.
 - 2. **Lion (kindergarten).** Lions perform indoor and outdoor activities specifically designed for kindergarten age youth. Parents or caring adults are required to be at all meetings there to support and guide, allowing the Lion Cub Scout to discover risks and rewards under the security of adult supervision. At the conclusion of their kindergarten year, the Lion will transition to Tiger and begin work on the Bobcat badge.
 - 3. **Tiger (first grade).** The Tiger rank is for Cub Scouts who are in first grade. To earn the Tiger badge, a Tiger Cub Scout must complete several age-appropriate adventures. Parents or caring adults are required to be at all meetings there to support and guide, allowing the Tiger Cub Scout to discover risks and rewards under the security of adult supervision. As the youth completes each adventure, they will receive an adventure loop to wear on their belt. After completing all required adventures, they will earn the Tiger badge.
 - 4. **Wolf (second grade).** The Wolf rank is for Cub Scouts who are in Second Grade. To earn the Wolf badge, a Wolf Cub Scout must complete several age-appropriate adventures. Wolves are encouraged to but are not required to have adults with them at meetings. The Cub Scout receives an adventure loop for each adventure and after meeting all requirements, has earned the Wolf badge.

5. **Bear (third grade).** The Bear rank is for Cub Scouts who are in third grade. To earn the Bear badge, a Bear Cub Scout must complete several age-appropriate adventures. Bears are encouraged to but are not required to have adults with them at meetings. The Cub Scout receives an adventure loop for each adventure and after meeting all requirements, has earned the Bear badge.
6. **Webelos I (fourth grade).** Webelos dens are for Cub Scouts who are in fourth grade. Webelos Cub Scouts get to work on Webelos adventures, as well as and choose two of 18 elective adventures that are shared by Webelos and Arrow of Light ranks. The Webelos Cub Scout works mostly on their own. For each adventure a Webelos completes, they receive a pin to wear on the Webelos Colors. After meeting all requirements, the Cub Scout has earned the Webelos badge.
7. **Webelos II (fifth grade).** The highest rank in Cub Scouting is the Arrow of Light (“AOL”), preparing a Webelos Cub Scout to become a member of Scouts BSA. The AOL is the only Cub Scout award that can be worn on a Scouts BSA uniform. Cub Scouts must complete four required adventures and three elective adventures to earn the AOL rank. For each adventure a Cub Scout completes, they receive a pin to wear on the Webelos Colors.
 - a) **Arrow of Light.** AOL requirements must be completed by December. Once a Cub Scout has completed the AOL, they will receive the AOL badge and will begin to bridge to Scouts BSA.
 - b) **Bridging.** Bridging is the process in which a Cub Scout moves to Scouts BSA. Webelos II Cub Scouts work between the Pack and Scouts BSA Troop 5 to complete the bridging process. All Webelos II Cub Scouts then officially -