Cub Scout Pack 1481
Bylaws

Charter organization: The American Legion Alafia Post 148
Location: Riverview, FL

8/2/2017

These bylaws are approved and promulgated to the Pack from the charter organization. These bylaws form the basis of the Pack as an organization and foundation for existence as a subordinate youth organization of The American Legion (the Legion). The bylaws establish the ends, ways, and means by which the Pack operates in accordance with higher level policies and laws. The bylaws explain the chain of command, authority, duties, and obligations of individual organizational members. The bylaws incorporate the mission, purpose, and policies of the two higher organizations; Boy Scouts of America (BSA) and the Legion. The bylaws provide a process for removal of membership and grievances as well.
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SUMMARY OF CHANGES

• Cub Scout Pack 0606 changed numerals to Cub Scout Pack 1481
• Revised confusing language regarding the American Legion Post to the American Legion Auxiliary Unit, EINs, and tax-exempt numbers.
• The Charter Organization Executive may be the Post Commander or the Post Scouting Chair.
• Removed requirement for the Membership Chair to coordinate with the BSA District Executive before recruiting outside of Collins Elementary School.
• Added reference to the BSA liability insurance policy coverage and independent Girl Scout Juliettes.
• Changed the suspense from 1 September to 15 September for the Den Leaders to submit their program plans to the Cubmaster.
• Changed the suspense from 1 September to 15 September for the Cubmaster to submit his Pack meeting plans to the Committee Chair.
• Added reference to the American Legion’s Americanism manual
• Added that Pack will provide American Legion Class A uniform patches to adult leaders and committee members
• Changed requirement for Den Leaders to input rank and award advancement into www.scoutbook.com versus providing a list the Awards Chair
• Updated Pack JTE requirements from 2016 to 2017
• Added role of the Pack Chaplain
• Changed “emergency savings” to “reserve” account
• Add another category to the order of merit list for CORs to approve leaders: have prior youth organization experience similar to Boy Scouts or Cub Scouts (e.g. Royal Rangers, Trail Life, 4H, Girl Scouts, etc.)
• Added additional responsibility for the Treasurer: Responsible for the Cub Scout Pack 1481 RM SOP and GTDA SOPs, including updates as required and making available to Pack families.
• Added additional responsibility for the Secretary: Responsible for the Cub Scout Pack 1481 PR SOP, including updates as required and making available to Pack families.
• Clarified reasons for dismissal from the Pack for parents and Scouts.
• Added additional volunteer positions for parents to choose from
• Updated the BSA-American Legion pyramid diagram
• Removes requirement for BSA Tour Permits for outings
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ARTICLE 1: Nature and Purpose of the Pack

1.1 Congressional National Charter. The Cub Scout Pack 1481 (hereafter “Pack”) of Riverview, Florida, operates under the guidelines of Boy Scouts of America (hereafter “BSA”) as incorporated on February 8, 1910, and charted 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 the responsibilities of participating citizenship; and to develop personal fitness. In Cub Scouting, boys, families, leaders, and charter organizations work together to achieve the following combined objectives:

- Influence a boy’s character development, spiritual growth, and faith
- Develop habits and attitudes of good citizenship and patriotism
- Encourage good sportsmanship and pride in growing strong in mind and body
- Support and strengthen family relationships
- Strengthen a boy’s ability to get along with others and respect authority
- Foster a sense of personal achievement by developing new interests and skills
- Provide fun and exciting new things to do
- Show a boy how to be helpful and do his best
- Prepare him to be a Boy Scout, a man, and leader

1.2 Charter organization. The Pack is chartered, owned, and operated by this charter organization, the American Legion Alafia Post 148, of Riverview, Florida, (hereafter “the Legion”) under its 501(c)(19) nonprofit tax-exempt organization umbrella. The Legion is a military Veteran service organization that allows veterans to continue serving their God, country, and community. With similar purposes as the BSA, the Legion was charted by Congress on September 19, 1916. The Legion has supported the BSA since its first national convention in 1919. The Pack, as a subordinate youth service organization and agent of the charter organization, shall execute youth community programs consistent with the Legion’s stated purpose. The Legion is the nation’s largest wartime Veteran’s service organization, committed to mentoring youth and sponsorship of wholesome programs in our communities, advocating patriotism and honor, promoting strong national security, and continued devotion to our fellow servicemembers and veterans. The Pack shall mirror and uphold the charter organization’s higher echelon mission and priorities through its implementation of the Cub Scout program in the community.

1.3 Charter Organization Focus for its Youth Program, Cub Scout Pack 1481. Families may choose to join any BSA unit they deem appropriate and meets the aims and purposes they seek for their sons. The American Legion Alafia Post 148’s program is centered on military veteran

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1 http://www.Scouting.org/ScoutsSource/CubScouts/Parents/About/pandm.aspx
3 http://www.americanlegionalafiapost148.org/
4 http://www.legion.org/Scouting/about
5 http://www.legion.org/mission
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service, duty to God and country, and other goals set forth above in paragraph 1.2. As such, similar to varying religious chartering organizations, some families may choose to join other BSA units with different charter organization beliefs and different values with which the Legion subscribes. This philosophy is established in the Legion’s 2015 [National] Scouting Chairman’s Conference which was attended by the Florida Department Scouting Chairman and promulgated to the Legion posts. The Pack shall be open to all boys and families wishing to participate and contribute to the Legion’s mission and focus.

1.4 American Legion National Americanism Commission. The American Legion’s National Americanism Commission oversees the Legion’s sponsorship and conduct of BSA activities.

1.4.1 Duty. The National Americanism Commission’s duty is to “realize in the United States the basic ideal of this Legion of 100 percent Americanism through the planning, establishment and conduct of a continuous, constructive educational system designed to:

- Combat all anti-American tendencies, activities and propaganda;
- Work for the education of immigrants, prospective American citizens and alien residents in the principles of Americanism;
- Inculcate the ideal of Americanism in the citizen population, particularly the basic American principle that the interests of all the people are above those of any special interest or any so-called class or section of the people;
- Spread throughout the people of the nation the information as to the real nature and principles of American government; and
- Foster the teachings of Americanism in all schools.”

1.4.2 American Legion Objectives. “The efforts of the [Legion] National Americanism Commission are generally educational in nature and embrace specific objectives. Those objectives are:

- To promote understanding of the principles of democratic government, developing interest in governmental problems, and bringing more citizens to think seriously of the duties of citizenship;
- To give sound, practical service in our communities, working to make the national Americanism Commission these communities better and safer places in which to live;
- To emphasize religion, encouraging its continuation in the life of every citizen;
- To encourage education in every possible manner, presenting school awards, conducting oratorical contests, cooperating with education and citizenship groups, promoting proper flag etiquette and display, and sponsoring objective youth-development programs;
- To do important work for the youth of America, sponsoring American Legion Baseball, the National High School Oratorical Contest, American Legion Boys State and Boys Nation, Boy Scout activities and many other citizenship and objective-training activities;
- To work for the assimilation of legal immigrants through schools of citizenship and other agencies, and stand for the restriction of immigration so that this assimilation may approach perfection;

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- To combat subversion and all un-American groups and activities. ”

ARTICLE 2: General Policies and Obligations

2.1 Principles and Policies. The Pack shall be governed by all other applicable the Legion and BSA guidelines. The charter organization/American Legion Alafia Post 148 has responsibility for providing the Pack leadership, appointing Pack executive committee (EXCOM) members and leaders, providing necessary resources, and ensuring the Pack operates within the Legion and BSA guidelines and all applicable laws.

2.2 Parent Obligations. Each parent/guardian, by registering his/her boy in the American Legion Alafia Post 148’s Cub Scout Pack, assumes the following duties and obligations:

2.2.1 Parent Obligation 1: Participation. Non-participation is not an option. A parent/guardian shall be an active volunteer and serve in the Pack, as approved by the charter organization representative (COR), in one of the three following capacities.

➢ Serving as a member on the Pack EXCOM to plan, administer, resource, and regulate the Pack.
➢ Serving as a leader or assistant leader at the Den or Pack level to execute the Cub Scout program.
➢ Serving as a volunteer in a minimum of one of the Pack’s many individual roles or program committee. (SEE ANNEX D)

2.2.2 Parent Obligation 2: Understanding the importance of his/her main and central role in the Cub Scout Advancement Program for their child.

2.2.3 Parent Obligation 3: Ensuring his/her Cub Scout(s) attends regularly scheduled Den and Pack meetings. If a Scout misses program activities, it is the parent’s responsibility to assist their own child to fulfill that missed activity.

2.2.4 Parent Obligation 4: Ensuring his/her Cub Scout(s) Pack dues and BSA recharter fees are current, paid in full.

2.2.5 Parent Obligation 5: Understand the importance of fundraising. The Cub Scout(s) and parent/guardians shall receive a class at the beginning of the program year on how the Pack’s budget works, sources of funding, and available fundraisers with which they may participate if they chose to do so.

2.2.6 Parent Obligation 6: Communication. Communication is a two-way street. Parents shall be proactive in asking for information as much as it is the responsibility of leaders to distribute

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information through proper channels. Parents are required to have a www.scoutbook.com account (Pack administration) for awards, calendar, announcements, Annual Medical Health Records (AMHR), and Good Turn Daily Account (GTDA) information. Parents shall sign the BSA Talent Release Form regarding photographs and videos of children while participating in Cub Scout activities.9 10 Parents are responsible for removing their child’s personal identification information (PII) such as digital meta data from any photos they provide to the Pack. Parents are HIGHLY encouraged to join the closed Pack 1481 www.Facebook.com group for immediate announcements and virtual town halls. Parents are encouraged to join the Pack 1481 open Facebook page to see what is being announced to the public.

2.3 Program Year and Fiscal Year.

2.3.1 The program year generally corresponds to the school year, September through May. The months of June and July are summer months with reduced Pack activity. However, in order to achieve the BSA Summertime Activity Award and fulfill Journey to Excellence (JTE) requirements, the Pack will conduct activities throughout the summer as well.11 12

2.3.2 The Pack fiscal year is 1 July through 31 June in order to correspond with the charter organization’s fiscal year and IRS tax-exempt reporting.13

ARTICLE 3: Organization Structure

3.1 Dens. The Den is the lowest organizational level in Cub Scouts. Multiple Dens comprise the Pack. Dens are led by registered and trained Adult Den Leaders and Assistant Den Leaders. These leaders are nominated by the Pack EXCOM with advice from the Cubmaster and approved by the COR. All Dens shall have two-deep registered and trained adult leadership. Adult Den Leaders may be assisted by a registered youth Boy Scout called a Den Chief and a lead Cub Scout called a Denner. Each Den may assume a Den number or patrol name and apply it to their uniform. Each Den is encouraged to design and make a unique flag to form Den esprit de corp and patrol identity.

3.2 Pack 1481. The Pack is the Cub Scout unit responsible for leading and managing all of the subordinate Dens and delivering a quality Cub Scout program as a subordinate youth organization to the Legion.

3.2.1 The Pack is led by a registered and trained BSA adult Cubmaster and Assistant Cubmaster who execute the program as established by the Pack EXCOM. The Cubmaster and Assistant

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9 http://www.scouting.org/Home/Marketing/Tell%20Your%20Story/The%20Legionent%20Release%20Form.aspx
10 Parents may also toggle the permission switch on their Scout’s www.scoutbook.com account to grant talent release permission.
13 Pack 1481 RM SOP, 1 AUG 2017
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Cubmaster are nominated by the Pack EXCOM and approved by the COR-the Legion’s first-line authority over the Pack. The Cubmaster leads and mentors the other Den Leaders, with the assistance of the Pack Trainer,¹⁴ and exercises command authority. See paragraph 3.6 below. The Pack shall have a Pack flag with the American Legion Alafia Post 148 and Cub Scout Pack 148 on it.

3.2.2 The BSA “Pack” is similar to the Legion “Post” in that it has subordinate organizations (Dens) the way the Post has the Sons of the American Legion (SAL) and American Legion Riders (ALR). The Pack is on par with the SAL and ALR.

3.2.3 The Pack is literally the charter organization, the American Legion Alafia Post 148, “doing business as” (DBA) Cub Scout Pack 1481. The “DBA” shall be registered with the State of Florida.¹⁵ Therefore, Cub Scout Pack 1481 will have a the same federal Employee Identification Number (EIN) and the same federal tax-exempt number through the American Legion Alafia Post 148 501(c)(19) designations. The Pack shall report its annual income and expenses to the American Legion Alafia Post 148 Finance Officer as directed by the post.

3.3 Pack 1481 Executive Committee (EXCOM). The Pack’s activities are planned, approved, resourced, and regulated by the authorized voting Pack EXCOM members. The EXCOM conducts Pack business with the input from the Cubmaster, other leaders, parents, and Scouts. The Pack EXCOM shall consist of a minimum of three registered and trained adults; Committee Chairperson, Secretary, and Treasurer. The EXCOM shall always remain an odd number of members so as to result in a majority vote. The EXCOM may include other registered and trained committee members as necessary or desired. The number shall be determined by the Committee Chair. Other voting EXCOM members may include, but is not limited to: Membership Chair, Advancement Chair, Outdoor Activity/Program Chair, etc. Positions may be combined, separated, or re-titled as required by the Committee Chair. The Committee Chair may establish non-voting volunteer committee positions as required. These include, but are not limited to: RM Committee Members, Blue & Gold Banquet Committee, Pinewood Derby Committee, Service Project Coordinators, Chaplain, Judge Advocate, etc. The COR shall approve all voting EXCOM members.

3.4 Charter Organization. The charter organization owns and operates the Pack youth organization, not BSA national or the BSA Council.¹⁶ The Legion chooses to operate its youth organization as a Cub Scout Pack and voluntarily acquires license/charter to do so from the BSA. All Pack resources, including monies, GTDA, and real property and equipment belong to the charter organization-Post 148. The Charter Organization’s Executive may be either the American Legion Alafia Post 148 Commander or the Post Scouting Chairman. The Post Scouting

Chairman’s duties are outlined in the Post Scouting Chairman and Charter Organization Representative’s Guide. The Legion Post Scouting Chairman shall appoint a registered member of the American Legion Alafia Post 148 to be the COR. The COR manages the Pack on behalf of the Legion Post Scouting Chairman, approves all EXCOM members and leaders, and ensures compliance with the Legion and BSA policies. The COR, as opposed to members of the Pack, is the Pack’s voting representative to the next two higher BSA organizational echelons; the Timucua District Committee and the Greater Tampa Bay Area (GTBA) Council Committee.

In the American Legion’s Scouting Program, the BSA COR is the Cub Scout Pack Commander.

3.5 Other BSA Higher Level Organizations. The Pack, while an independent organization belonging to the charter organization, is also subordinate to the BSA organization through this franchise/charter agreement and subject to all rules and policies that govern BSA activities. The higher level BSA organization in which the Pack belongs is: Timucua District, Greater Tampa Bay Area Council, Area IV, Southern Region, and the BSA National Council. The BSA is a member of the World Organization of the Scouting Movement along with many other countries. See ANNEX C.
3.6 Chain of Command and Policy Authority.  The Legion is a military veteran-focused service organization and is structured consistent throughout its local and national organizations (e.g. command structure) as its members are accustomed. Therefore, so shall the Pack be structured to the extent it may consistent with BSA policies. Leaders shall be mindful that adult leadership is on a volunteer basis, not compulsion.

3.6.1 Organizational Authorities. The charter organization “owns and operates” the Pack. Therefore, the charter organization has ultimate say and exercise of command over the Pack. The BSA cannot direct, compel, or coerce the charter organization to act or not act. However, the BSA, at the national and council level, does promulgate policy to the extent it affects its BSA-licensed franchises charters, trademarks, logos, or likenesses to the charter organizations for their exclusive permitted use. If BSA policies are not followed, the BSA may choose to revoke its license/charter to the charter organization to operate its youth organization as a Cub Scout Pack. The Legion’s youth organization would still remain, but would stop utilizing the BSA

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22 Definition of “Chain of Command”: The succession of commanding officers from a superior to a subordinate through which command is exercised. (Department of Defense Joint Publication 1-01), http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf). Chain of Command is a “military concept” embraced and implemented by the Legion at the national level down to the local charter organization, consistent with a military veteran service organization’s customs and norms.
program materials. As a result, policies, not Command Authority, flows to the Pack from two parallel tracks. The BSA provides policy and legal guidance for use of their franchises and materials. The American Legion Post 148 is the only legitimate Command Authority for the Pack. The charter organization’s decisions are supreme and final if ever a conflict arises between BSA and the Legion because the Legion owns the Pack and voluntarily licenses the BSA program. The Legion can therefore end that relation at any time and retain all of Pack 1481’s real property and financial resources. See ARTICLE 12 for further information on resolving disputes.

3.6.2 **Individuals Delegated Command Authority from the Charter Organization.** Chain of Command authority flows as follows from the Charter Organization Executive/the American Legion Alafia Post 148 Scouting Chairman:

Charter Organization Representative (COR) to Pack 1481*

- Pack 1481, Committee Chair*
- Pack 1481, Cubmaster*
- Pack 1481, Assistant Cubmaster
- Pack 1481, Den Leader
- Pack 1481, Assistant Den Leader

*NOTE: The COR, at a minimum, shall be a registered member of the American Legion Alafia Post 148 (active duty military or veteran), a registered adult with BSA, and COR trained. While not required by the BSA, the Legion places great emphasis on the need for the Pack’s Key Three (Key-3) leaders to be registered members with the American Legion Alafia Post 148 (Legionnaires, Sons of the Legion or American Legion Riders) to ensure compliance with, and advocacy for, the charter organization’s mission and values such as “promoting national security” and “community service.”

Positions within the BSA unit may be filled by non-Legion members. However, the American Legion Alafia Post 148 has established an order-of-preference for leaders when there is more than one option or conflict with leadership choices within the Pack. See ARTICLE 10 for more details below.

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23 [http://www.legion.org/mission](http://www.legion.org/mission)

24 Promote military values and awareness. Recent world national security threats make promotion and understanding of the military even more important. The best way to further that goal is to have Pack leaders as active duty and veterans. Other local nonprofits such as the Hillsborough County Sheriff’s Office Alumni Association, if they were to sponsor a BSA unit, may place a heavy prejudice and emphasis on Sheriffs being leaders and committee of its owned and operated BSA unit. This in no way detracts from the important domestic security role that law enforcement, fire fighters, first responders, and other professions have or contribution of every citizen.

25 Civilian-Military Disconnect. The Pew Research Center found that since 9/11, only ½ of 1% of the US population has served in the military since 9/11. [http://www.pewsocialtrends.org/2011/10/05/war-and-sacrifice-in-the-post-911-era/](http://www.pewsocialtrends.org/2011/10/05/war-and-sacrifice-in-the-post-911-era/). The gap of understanding of the military’s service, sacrifice, and mission is growing and places national security at risk. The Legion’s national mission is to promote national security. BSA provides a unique and direct avenue to execute the Legion mission to youth and families.
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3.6.2.1 Committee members (voting EXCOM or non-voting, with the exception of the Committee Chair) and volunteers are an integral part of the Pack’s operations, but are not delegated Command Authority by the charter organization.

3.6.2.2 No Command Authority is delegated unless and until the adult is approved by the COR, registered through BSA with an approved background check, for one of the above specified leader or EXCOM positions. Volunteering to act in the capacity of one of the specified positions without meeting the above criteria in this paragraph does not constitute Command Authority or agency by the charter organization unless specified by the COR.

ARTICLE 4: Membership, Registration, and Rechartering

4.1 Membership Recruitment Drives. The Pack shall hold membership recruitment activities during the spring and fall to encourage Cub Scout-age boys in the immediate local area to join the Pack, fulfill JTE requirements, and further the charter organization’s community service mission. Pack dues, any council fees, and Boy’s Life Magazine fees are prorated based on the time of the year the boy joins. New boys are welcome to join the Pack at any time in the year provided there is enough trained adult leaders to meet two-deep leadership standards.

4.1.1 Recruiting for the American Legion’s Youth Program. Post 148 owns and operates the Cub Scout Pack. Per the annual charter organization agreement, recruiting is a responsibility of the charter organization, not the BSA Council.

4.2 Cub Scout Application. A Cub Scout application must be completed for each boy. This application will be accepted only after at least one parent or guardian attends an orientation meeting with an EXCOM member appointed by the Committee Chair to discuss Pack operations, bylaws, and parent/guardian/volunteer participation requirements. Acceptance of the bylaw requirements will be proven by signature on the Pack Participation Statement (See ANNEX B).

4.3 Annual Health and Medical Records (AHMR). All families and volunteers will be required to fill out parts A and B of the BSA AHMR. The Committee Chair shall appoint a Pack Health

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27 Pack 1481 RM SOP, 15 AUG 2017
28 The BSA Council may sign agreements with the school district specific to the BSA program, but on behalf of the charter organization. Likewise, the American Legion has numerous other national Americanism, National Security, and Children and Youth Programs chartered by Congress that gives Cub Scout Pack, on behalf of and subordinate element of the American Legion Post 148, to go into all schools (e.g. elementary, middle, and high schools; public, private, and home school cooperatives). Some of these American Legion programs include: National High School Oratorical Contest, School Awards, Teacher of the Year, Youth Law Cadet, Boys and Girls State, Jr. Shooting Sports, American Flag etiquette and flag replacement, and JRTOC program support. BSA Council or District may not tell the American Legion Post 148 which schools they can/cannot recruit. Instead, BSA Council can only dictate what can/cannot be done while representing the BSA licensed brand and program.
and Safety Officer to keep these AHMRs on file for all registered Scouts, adults, and siblings participating in Pack activities. Den Leaders shall have a copy of all AHMRs for the Scouts, adults, and siblings within their Dens. The Den Leaders shall carry them to meetings, events, etc. so that the information is handy at all times in accordance with BSA policy. All leaders are responsible for safeguarding individual's private medical information per intent of applicable federal laws.

4.4 Transfers from Another BSA Unit. Scouts and registered adults transferring into the Pack from another Pack must complete a Cub Scout application, AHMR, sign the Pack Participation Statement, complete and submit a Transfer Form (Youth or Adult), and pay the prorated Pack dues at the time of transfer. Cub Scout Pack 1481 shall not accept a check for Individual Scout Accounts from another BSA unit of a different charter organization per BSA policy and IRS regulations.

4.5 Den Assignments. Boys are assigned to Dens based on elementary school grade level and age. Year round or traditional school calendars does not matter; Tiger Den (1st grade/7yrs old), Wolf Den (2nd grade/8yrs old), Bear Den (3rd grade/9yrs old), Webelos I (4th grade/10yrs old), and Arrow of Light (AOL) Scouts (4th or 5th grade/10yrs old). Dens shall not be greater than eight boys and no less than two. A Den greater than eight requires permission from the COR as it differs from BSA recommendations. If a group of boys exceeds eight, and the COR approves, the Cubmaster may split boys into separate Dens with trained Leaders for each Den. Assignment to a specific Den will be made based on open space in all the Dens at that rank. However, Den Leaders shall only be asked to take as many boys into his/her Den as he/she feels are manageable. Therefore, membership in the Pack is directly controlled by the availability of adults to be Den Leaders. New boys will not be accepted into the Pack if leadership cannot be recruited. Therefore, parents of new or potential Pack members shall be recruited as new leaders. See paragraph 3.1 above.

4.6 Adult BSA Applications. Registration is accomplished by completing a BSA Adult Leadership application. The Pack will pay the registration fee for any registered adult volunteer. All parents and guardians are eligible to become registered volunteer leaders, and are highly encouraged to do so.

4.7 Family Talent Survey Sheet. Each Cub Scout and parent/guardian/volunteer shall complete a BSA Family Talent Survey Sheet. This BSA form invites individuals to add their talents and interests so that the best possible program can be developed for the boy, family, and friends.
4.8 **Rechartering.** The Pack’s goal shall be to retain 100% of all age eligible Scouts by delivering a fun and quality program. The BSA Council generally mails recharter Packets to one of the Key-3 Leaders in September or distributed at Roundtable and the recharter is to be completed no later than December 31st each year. Retention numbers directly correspond to JTE Award requirements.\(^{36}\) Each member wanting to continue with the Pack for another year shall recharter during the timeframe announced by the Pack. The full recharter fee, insurance fee, full *Boy’s Life Magazine* fee (if applicable) and full Pack dues shall be paid at rechartering.\(^ {37}\)

If a family does not want to recharter for the following year (by the deadline), they can:

A. **Pay the BSA Council fee and insurance fees only.** The family is then on a self-service, pay-as-you-go status for all subsequent Pack activities. For instance, if the Scout earns an award, the parent must purchase the award directly from the Scout Store and deliver it to the Pack Committee Advancement Chair before the Scout is recognized with the award. Also, where the Pack normally pays for activities corporately for all to attend using funds from dues, such as the Blue and Gold Banquet, the family that has not paid Pack dues shall pay a prorated fee for that event before allowed to participate.

B. **Leave the Pack.** The Scout will no longer be able to go on trips, to meetings, functions, etc. with Pack 1481. They will be dropped from the Pack roster and thus not indemnified with insurance by BSA provided to the charter organization.

C. **Rejoin the Pack.** In the event that a family missed rechartering, or has changed their mind, they can rejoin as a new Scout per paragraph 4.2. Families are encouraged to take rechartering seriously and to complete the process on time, so that “Options A or B” are not exercised often.

4.9 **Transferring within Dens.** In general, the Pack discourages transfers between Dens. If a Scout requests a transfer to another Den, a meeting will be held with the current Den Leader, Cubmaster, and the Scout’s parents/guardians to try to determine the reason for the transfer. If there is a valid reason for transfer, the decision will be made by the Cubmaster and the new/gaining Den Leader.

4.10 **Qualified Adult Membership in the American Legion.** The charter organization, the American Legion Alafia Post 148, highly encourages membership in its post for all eligible adults and youth. Like a Cub Scout Pack with multiple subordinate Dens, a Legion Post has subordinate organizations as well. The Pack shall pay the first year membership of all eligible adults. Those families with Scouts who are eligible for membership are invited to enroll those Scouts as well at their own expense, but reimbursable by their GTDA. Membership in the Legion is not compulsory, but does offer numerous benefits to the individuals, Pack, and the

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\(^{37}\) See the Pack 1481 RM SOP, 1 AUG 2017
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Post. One benefit in particular is the American Legion Adult Service Knot Award.\(^{38}\) The Legion members have a unique award with requirements that once they are met help the Pack provide a better quality program to the Scouts.

4.10.1 Legionnaires.\(^ {39}\) Active duty military and veterans who served during a time of conflict (specific dates, not necessarily in combat) are eligible for membership as a Legionnaire. See the Legion website for specific time periods.

4.10.2 Sons of the American Legion (SAL).\(^ {40}\) Male descendents (children, grandchildren, etc.) of veterans who served during times of conflict.

4.10.3 Auxiliary (ALA).\(^ {41}\) Female and male descendents of veterans who are in a support role to the post, officers, and activities.

ARTICLE 5: Cub Scout Program Activities

5.1 General Policy. All Pack activities shall be safe, fun, and in accordance with BSA and charter organization policies.\(^ {42}\) Committee members and leaders are responsible for delivering a quality, well-planned and resourced set of activities consisting of, but not limited to, monthly Pack meetings, Den meetings, and outings.

5.2 Include Families. It is the BSA’s and the American Legion Alafia Post 148’s policy to strengthen and include families in the Cub Scout program.\(^ {43}\) \(^ {44}\) \(^ {45}\) Therefore, to the maximum extent practical and feasible, siblings shall be included in the program. Priority of resources is given to the registered Cub Scouts of the Pack. Extended family members are encouraged to volunteer and be active part in the Cub Scout’s adventure. If applicable, if a female sibling is interested, they may participate in the independent Girl Scout Juliette program. This is a Girl Scouts of the U.S.A program, not a BSA program. The sister siblings are at the meetings as guests of the Cub Scouts at the same night and location.\(^ {46}\) The individual Juliette’s parents are 100% responsible for the girl’s activities, safety, and conduct. Parents, grandparents, and siblings are covered under BSA insurance while traveling to/from or participating in official BSA activities.\(^ {47}\)

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\(^ {38}\) The Legion Adult Knot Award [http://www.legion.org/scouting/award](http://www.legion.org/scouting/award)

\(^ {39}\) Legionnaire Membership Requirements. [http://www.legion.org/membership](http://www.legion.org/membership)

\(^ {40}\) SAL Membership Requirements. [http://www.legion.org/sons](http://www.legion.org/sons)

\(^ {41}\) ALA Membership Requirements. [https://www.alaforveterans.org/join/](https://www.alaforveterans.org/join/)


\(^ {44}\) [https://cubScouts.org/tag/cub-Scouts-is-for-families/](https://cubScouts.org/tag/cub-Scouts-is-for-families/)


5.3 **Monthly Pack Meetings.**

5.3.1 **General.** Pack meetings shall be held in accordance with the BSA Den & Pack Meeting Resource Guide to the greatest extent possible.\(^4\) The Pack shall procure, maintain, and issue resource guides to the Cubmaster for the program year. The Cubmaster shall submit his/her program year Pack meeting plan to the EXCOM not later than 15 September for review. This document is “living” and may be modified to reflect schedule realities.

5.3.2 **Guidance.** Pack meetings, also referred to as “awards nights,” will normally be held only once a month at a time and place designated by the EXCOM. The Pack shall have, at a minimum, eight Pack meetings in a calendar year to fulfill JTE requirements.\(^4\) Pack meetings may be themed and correspond to a point in the Boy Scout Law. The Cubmaster shall use BSA’s monthly Pack Meeting Guides to plan the Pack meeting.\(^5\) In accordance with the charter organization’s mission and Boy Scout Law, Pack meetings shall open/close with a non-Denominational prayer (“A Scout is Reverent”) and a Color Guard ceremony as is consistent with official American Legion meetings.\(^5\) Pack meetings are normally held in the Collins Elementary School cafeteria on the last Wednesday evening of the month at 6:30pm-7:30pm unless otherwise specified. Special events may be held at other locations and times. Pack meetings are intended to be a display of Den accomplishments, a place of organizational-level learning, and a place to have FUN! Guest speakers, interesting interactive demonstrations, and skits are highly encouraged. Administrative matters, announcements to parents, and anything not directly focused on the Scouts for that event shall be kept to an absolute minimum.

5.3.3 **Den Tasks.** Dens shall be assigned specific tasks for each Pack meeting. Tasks will include but are not be limited to; greeters/setup, opening/closing ceremonies (including Color Guard), skits, songs, and cleanup as required. The Den Leader assigned for the Pack meeting should contact the Cubmaster at a minimum of two weeks prior to the meeting to coordinate his/her needs and allow sufficient time to prepare. However, all present are responsible for putting away their own chairs and cleaning their tables at the end of the meeting.

5.3.4 An adult must accompany and be responsible for siblings or other children guests at Pack activities.

5.3.5 **Conduct and Behavior.** To facilitate efficient Pack meetings, the charter organization has established Behavior Policies and discipline methods which need to be learned and enforced by parents, leaders, volunteers, and Scouts. See ANNEX A.

5.4 **Weekly Den Meetings.**

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\(^5\) [http://www.scouting.org/Home/CubScouts/Leaders/CubmasterResources/PackMeetingPlans.aspx](http://www.scouting.org/Home/CubScouts/Leaders/CubmasterResources/PackMeetingPlans.aspx)

5.4.1 **General.** Den meetings shall be held in accordance with the BSA Den & Pack Meeting Resource Guide. Den meeting agendas shall follow and consist of BSA guidance. The Pack shall procure, maintain, and issue resource guides to all Den Leaders for the program year. Den Leaders shall submit their program year meeting plan to the Cubmaster not later than 15 September for review. This provides the Cubmaster a good insight into how each Den-level program will/is executing. It is a tool parents can use to be actively involved in their Den. This document is “living” and may be modified to reflect schedule realities.

5.4.2 **Guidance.** Den meetings are usually held once per week, except during weeks where there is a Pack meeting. A regularly scheduled meeting day and time will result in better attendance. Dens may meet after school, some meet in the early evening, and others meet on weekends. The Den Leader chooses a suitable meeting day and time after the talking with all Den families. The Collins Elementary School cafeteria is provided to the Pack each Wednesday night during the school year at no charge. Den Leaders are encouraged to utilize this location to be mindful of families with boys in multiple Dens meeting on the same night. However, if the Den Leader chooses to meet at an alternate location, date, or time, they must first gain the authorization from both the Committee Chair and Cubmaster. An opening/closing ceremony is conducted at the discretion of the Den Leaders. Corporate Pack activities are discouraged on nights designated for Den meetings.

5.4.3 **Two-Deep Leadership.** Two-deep 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 present, that Den Leader must coordinate with the Den parents to ensure that proper supervision and assistance is provided at the meeting. It is the policy of the charter organization that two spouses shall be considered as one adult. Therefore, the spouse of a Den Leader does not count as two-deep leadership. At all times, at least one Den adult shall be at least 21 years old, registered with BSA, completed BSA Youth Protection Training, and Cub Scout Leader Specific Training. The second adult should be a parent of a Den Scout, preferably having completed BSA Youth Protection Training.

5.4.4 **Parents Accompany Scout.** A parent or designated Adult must accompany a Scout to the Den meetings. Scouts will not be dropped off at Den meetings. Parents shall participate in Den meetings as volunteers. No parent shall be permitted, as per the parent obligations in ARTICLE 2, to simply sit on the side, check emails, be on social media, etc. They must participate in their son’s adventures—a goal of the American Legion to strengthen families. Den Leaders shall be prepared to utilize all their parent resources to the maximum extent so as to build family units and a quality program.

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5.4.5 **Awards.** The Pack will recognize advancement awards (AKA “ranks;” Bobcat, Wolf, etc.) and special awards (Religious Emblems, NOVA/STEM awards, etc.) of individual Scouts at designated Pack meetings. Adventures will be handed out at the Den meetings by the Den Leaders.

5.4.6 **Siblings.** Siblings or other children guests must be accompanied by an adult at Den meetings. Pack and Den leadership is not responsible for unregistered guests of the Scouts at official BSA activities.

5.5 **Monthly EXCOM Meetings.**

5.5.1 **Monthly Executive Committee (EXCOM) Activities.** EXCOM meetings are held once a month at a time and place designated by the Committee Chair. Meetings should be scheduled to provide the COR with the best information in preparation for the COR’s outside meetings. All chartered voting EXCOM members, the Cubmaster, Pack Trainer, and applicable non-voting committee members (as required) should be in regular attendance. These planning sessions finalize preparations for the current month’s Pack meeting, initiate plans for future Pack meetings, other activities, and ensure all advancement awards earned by the Cub Scouts will be available for presentation.

5.5.1.1 **Meeting Agenda.** The Committee Chair shall publish an agenda not later than seven days prior to the published EXCOM meeting date.

5.5.1.2 **Meeting Format.** The format of the EXCOM meeting should follow a consistent format, to the extent feasible, each meeting. For example, follow a published agenda, open the meeting (Chair), allow public comments (parents, Scouts, leaders, volunteers, non-voting committee), members review and approve prior meeting’s minutes (Secretary), discuss new business (all voting members as required), allow EXCOM member comments, and close the meeting. New business shall always include a formal written report from the Treasurer consisting of all Pack bank accounts and Greater Tampa Bay Area Council account balances and any RM Committee issues such as fundraising or equipment accountability.

5.5.2 **Quorum.** A quorum shall be achieved in order to hold a legitimate EXCOM meeting. An EXCOM quorum is a simple majority of registered voting EXCOM Members. For example, if the EXCOM consists of five members, three must be present; if seven members, four must be present. The minimum number is three voting members. The Committee Chair is a voting member at all meetings. If an EXCOM Member cannot physically attend the EXCOM meeting, they may call in over the telephone or video chat. This will count towards a quorum and their

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55 Monthly COR meetings: The American Legion Alafia Post 148 business meeting, Timucua District Committee meeting, district roundtable, and Greater Tampa Bay Area Council Committee meeting. Dates, times, and locations vary.

vote shall count. If a circumstance arises where there is an even tie vote, the COR will break the tie.

5.5.3 **Limited Voting EXCOM Members.** While EXCOM meetings are open to all Pack adults, only trained, registered, and COR-approved voting EXCOM members are eligible to vote at an EXCOM meeting. The EXCOM shall consist of an odd number of members so as to facilitate an affirmative vote for any resolution. While the BSA is silent on limiting voting EXCOM members, it is the policy of the charter organization to limit the number of vote-eligible EXCOM members because:

- The Pack is a subordinate agent of the principle charter organization-The American Legion Alafia Post 148, and their activities are funded and governed by the charter organization’s 501(c)(19). Any outlay of funds in support of Pack programming, activities, or fundraising activity directly impacts the legal status of the local charter organization’s non-profit status and the Legion’s national and local reputation.
- Leaders and volunteers, including the Cubmaster, shall not vote. The voting EXCOM members shall make decisions concerning the budget, fundraising, and outlays. The leaders execute those policy decisions. This creates a system of checks, balance, and separation of authorities to protect the charter organization’s non-profit status.
- The Pack is a franchise/charter of the BSA whose activities are dually indemnified by the BSA. As such, only a select group of highly qualified, registered, and trained EXCOM Members shall vote on Pack activities and policies in order to reduce risk or exposure to BSA.

5.5.4 All Pack leaders, volunteers, parents/guardians may attend EXECOM meetings to voice their opinions, submit ideas, and help the Pack GO. Diversity is important.

5.5.5 **EXCOM Administration.** All EXCOM meetings are to be announced, recorded, open, and transparent. The Pack Secretary shall record the minutes and have the Committee Chair sign and date the completed minutes once the minutes are approved by the voting EXCOM members. The final signed minutes shall be filed and stored by the Pack Secretary. A digital Legion copy of the same shall be posted on the Pack’s closed Facebook page under “files” where everyone in the charter organization, Pack, and BSA higher echelon organizations have access to review.

5.6 **Pack and Den Outings.**

5.6.1 **General.** It is the charter organization’s goal for the Pack to have one Pack sponsored outing each month. Each Den may be assigned responsibility for planning one Pack outing per program year. One or more parents from the assigned Den will take responsibility for planning the outing under the guidance of the Den Leader and in conjunction with the Pack Program Chair committee member and Pack Trainer.
5.6.1 **Outing Budget.** Outing budgets and activities must be submitted for approval by the EXCOM at least 90 days in advance of the outing. See the RM SOP and annual Pack budget for further details.\(^{57}\)

5.6.2 **Tour Permit.** As of 1 APR 2017, BSA No longer requires Tour Permits to be filed. The unit must still comply with all other BSA policies related to safety. See the link for more details. [http://www.scouting.org/scoutsource/HealthandSafety/TourPlanFAQ.aspx](http://www.scouting.org/scoutsource/HealthandSafety/TourPlanFAQ.aspx)

5.6.3 **Compliance.** Outings must be in compliance with the *BSA Guide to Safe Scouting*.\(^{58}\)

5.6.4 **Carpooling.** Carpooling is discouraged, as BSA requires that all vehicle information is provided ahead of time along with insurance and a roster of who will ride in what car for BSA liability insurance purposes. There are restrictions on the makes and models of certain vehicles as well in order to be covered by the BSA insurance policy. If parents drive only their own Scouts, then this paperwork is not required.

5.6.5 **Activity Consent Form.** The parent or guardian shall complete BSA Activity Consent Form for each activity outside of the normal Pack or Den meetings.\(^{59}\)

5.7 **Cub Scout Day Camp and Resident Camp.**

5.7.1 **General.** Attending summer camp is one of the highlights of Scouting and is closely linked to retention of Scout membership. It is the charter organization’s goal for the Pack that every Cub Scout attends either day camp or resident camp every year. It is the job of each Den Leader to promote attendance at one or both summer camps and to build enthusiasm for attending. Attendance aids in completion of the annual JTE Award for the Pack.\(^{60}\)

5.8 **Camping and/or Overnights.**

5.8.1 **Pack Camping.** All Dens who plan overnight camp outings will follow strict adherence to *BSA Guide to Safe Scouting* guidelines. This includes the requirement that an adult member accompany the Scout from his own immediate family or by an adult approved and designated in writing by the Scout’s parent/guardian. Likewise, per the BSA policy, no one shall sleep in a tent with the opposite sex unless they are one’s spouse, parent, legal guardian, or sibling. In the case of Scout siblings, only one parent/guardian is required to attend. Scouts sleeping in tents with other Scouts must be within two years of age of one another.

5.8.2 **Webelos Camping.** Only Webelos Dens with properly trained Leaders (e.g. Outdoor Leader Skills for Webelos Leaders (OLSWL) and Youth Protection) may camp as a Den without

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\(^{57}\) Pack 1481 RM SOP, 1 AUG 2017


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parents present. All other Dens that camp must be “family campouts” with parents/guardians present. Dens may camp separately from the Pack if they chose, but must still comply with all BSA policies.

5.8.3 Tour Permits. As of 1 APR 2017, BSA No longer requires Tour Permits to be filed. The unit must still comply with all other BSA policies related to safety. See the link for more details. http://www.scouting.org/scoutsource/HealthandSafety/TourPlanFAQ.aspx

5.9 Pack Service Projects.

5.9.1 General. The charter organization mandates that its youth program, the Pack, be "service oriented" and “to inculcate a sense of individual obligation to the community, state and nation.” Each year the EXCOM shall choose several Pack service projects in which all members of the Pack are expected to participate. The importance that each Cub Scout learns to serve his community or fellow man cannot be overemphasized. Service is a cornerstone of the BSA and the Legion. Each member of the Pack may suggest Service Projects to the Pack Service Project Coordinator, their leaders, committee members, or the COR at any time during the year. Dates of service projects will be given to each Pack member. JTE requires at three service projects, one of which must be conservation oriented. The Pack is directed to seek opportunities to join charter organization services projects as well as independent Pack service projects in the community.

5.9.2 Pack Outing. A Pack service project is considered a Pack outing and should be planned in accordance with paragraph 5.6.

ARTICLE 6: Uniform Standards

6.1 “Class A” Official Field Uniform. The charter organization’s goal is to have each Scout and adult leader and committee member in complete “Class A” uniform as described by BSA as is customary for the Legion as a military veteran service organization. The “Class A” uniform for both the Scout and adult leader/committee member is an important and meaningful part of the Cub Scout program. The Cub Scout “Class A” uniforms may be found online at BSA’s official uniform website. The minimum items are: shirt, belt, neckerchief, and clasp. Shorts/pants, hat, and socks are encouraged, but not required. Service uniforms remove demographic barriers; build comradery, a sense of belonging, pride, self-esteem, and a further sense of duty which is consistent with the goals of the Legion.

6.2 Inspections. A “Class A” uniform inspection shall be conducted at least twice, once in the late fall and one in the spring, by the Cubmaster to identify any uniform deficiencies and

63 http://bsauniforms.org/
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encourage pride and progress. The Cubmaster shall inspect all adult leaders and committee members as well as Cub Scouts using a uniform inspection sheet.\(^6^4\) The Pack shall establish an incentive for the Scout with the best uniform. This should be a fun and learning activity. It is not intended to be a strict or embarrassing experience for anyone.

6.3 **“Class B” Pack Tee Shirts.** This tee shirt shall have a Pack 1481 logo in the design. “Class B” uniforms are reserved for those Pack and Den functions where/when appropriate as determined by the Cubmaster for Pack activities or Den Leader for Den activities (e.g. service projects). Where there is a conflict, the Committee Chair has the final uniform determination.

6.4 **Adult Leaders Set the Example.** Adult leaders shall provide the example of wearing their “Class A” or “Class B” uniforms to all designated Scout functions and specially to Pack meetings or as determined by the Cubmaster or Committee Chair. Adult volunteers should note that uniform purchases might be tax-deductible, as are other non-reimbursed BSA related expenses, and are encouraged to speak with their personal tax accountants about their situation. Some uniform costs may be reimbursed through their son’s GTDA.\(^6^5\) Adult leaders and committee members should have the American Legion 3” circle patch sewn on the right breast pocket or the American Legion rectangular Boy Scout patch sewn above the right breast pocket. These American Legion patches shall be provided to the leaders and committee at no cost.\(^6^6\)

**ARTICLE 7: Training**

7.1 **Create a Culture of Training.** The charter organization mandates the Pack create a culture of training.\(^6^7\) Every Scout deserves a well-trained Leader. Training is the best way to ensure a quality program. A quality program will maximize the Scout’s interest, potential, and longevity in the Scouting program. The EXCOM shall nominate, and the COR shall approve, Pack leaders in keeping with the highest standards of the BSA and the Legion. Once approved, the Pack Trainer shall ensure all Leaders are properly trained through BSA online courses, BSA District/Council Position Specific Training, District roundtables, University of Scouting courses, and national training courses as feasible and practical.\(^6^8\)

7.2 **Basic Required Training for all Adult Leaders and Committee Members.**

7.2.1 **Youth & Adult Protection.** BSA policy and guidelines shall be strictly adhered to all times. The EXCOM shall appoint a Youth Protection Officer, typically the Pack Trainer, who will have responsibility for training all Pack adults on BSA Youth Protection Guidelines and will supervise the distribution and showing of the BSA Youth Protection video “It Happened to Me” and other


\(^{6^5}\) Pack 1481 Good Turn Daily Account Standard Operating Procedures, 1 AUG 2017


\(^{6^7}\) See resource found at [http://www.scouting.org/scoutsource/CubScouts/Leaders/PackCommitteeResources.aspx](http://www.scouting.org/scoutsource/CubScouts/Leaders/PackCommitteeResources.aspx)

\(^{6^8}\) [http://www.Scouting.org/About/FactSheets/VolunteerTraining.aspx](http://www.Scouting.org/About/FactSheets/VolunteerTraining.aspx)
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materials annually at the beginning of the program year. This person will be responsible for ensuring volunteers are retrained every two years.

7.2.2 Position Specific Training. Every Den Leader, Cubmaster, Committee Member, and the COR shall be trained in their specific position. This training includes online Fast Start Training and either online Position Specific Training or classroom Position Specific Training offered by the BSA Council. The charter organization encourages all Leaders to attend the classroom training with BSA Council trainers and subject matter experts versus the online video whenever possible.

7.3 Intermediate Adult Leader and Committee Member Training.

7.3.1 Basic Adult Leader Outdoor Orientation (BALOO) Training. BALOO is a one-day training event, presented by the council, that introduces Cub Scout leaders and parents to the skills needed to plan and conduct Pack outdoor activities, particularly Pack camping. The BSA requires the Pack have at least one BALOO-trained adult Leader in order to conduct Pack outdoor activities. The charter organization goes above the BSA requirement and mandates two BALOO trained adults in the event that one adult is injured or incapacitated so the Pack outing may continue.

7.3.2 Outdoor Leader Skills for Webelos Leaders (OLSWL). OLSWL is a two-day (overnight) training event, presented by the council, designed specifically for Webelos Den Leaders and their assistants. OLSWL teaches outdoor-related skills and activity badge instruction through demonstration and hands-on practice. Webelos Den Leaders shall attend this training before conducting Webelos overnight camping with the boys and parents of the Den.

7.4 Optional Adult Volunteer Training.

7.4.1 Wood Badge. Wood Badge is BSA’s premier training course. It is a six-day class room instructed course (two-3 day sessions over 2 months) provided by the BSA Council. The classroom portion is held once, at a minimum, per year with the goal to hold two; a spring and fall course. After the classroom portion, Wood Badge could take up to 18 months to complete. The output is five BSA position-specific projects (“Tickets”) related to the Pack intended to grow the leader and directly benefit the Pack and BSA program. Because of the direct benefit to the Pack by enhancing the quality program, the Pack may pay the tuition cost of the course upon the leader’s successful completion. The EXCOM may directly mandate specific tickets as a condition of reimbursement for the Wood Badge prior to attendance in order to improve the Pack program or correct deficiencies in its program. Likewise, the BSA Council provides a limited number of semi-annual scholarships. All registered adults are encouraged to attend

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Wood Badge. However, the Pack requires they first have completed all required and intermediate training first (paragraphs 7.2.1, 7.2.2, 7.3.1, and 7.3.2).

7.4.2 **Encourage Additional Training.** Other training opportunities include, but are not limited to:

- Free BSA online courses for supplemental Legion training
- American Red Cross CPR and First Aid training
- Florida National High Adventure Sea Base Training Center (Islamorada, FL),\(^73\) Philmont Training Center (Cimarron, NM),\(^74\) and other High Adventure Base Training centers around the country. These items may be paid for by the charter organization or Pack on a case-by-case basis.

7.5 **Training Records.** All individual training records shall be maintained by the individual adult leader. A copy of the training certificates shall be provided to the Pack Trainer and Pack Secretary.

**ARTICLE 8: Awards and Recommendations**

8.1 **Cub Scouts.**

8.1.1 **General.** Advancement awards will normally be presented at Pack meetings. The Den Leader will input all rank advancement and awards into [www.scoutbook.com](http://www.scoutbook.com), the Pack’s online administration software, at the EXCOM meeting prior to the Pack meeting or at a minimum a week prior to the Pack meeting at which the award is scheduled to be presented. It is left solely to the discretion of the Pack Awards Chair to accept late award list submissions, as the Pack Awards Chair needs to have adequate time to purchase the awards and complete the necessary paperwork. The Pack Awards Chair will utilize the official BSA management tool, [www.scoutbook.com](http://www.scoutbook.com), to purchase awards and rank from, nothing else. Awards will be presented in accordance with Pack customs.

8.1.2 **Rank Badges.** Tiger, Wolf, Bear, and Webelos Badge Awards are encouraged to be completed by the Blue and Gold Banquet in February. This goal ensures sufficient time for each family to work on electives through the rest of the year.

8.1.3 **Arrow of Light.** It is the goal of the charter organization for this Pack to have each Arrow of Light Scout obtain his Arrow of Light Award by the Blue and Gold Banquet in February. This is a special recognition in the Cub Scout program and is the only award that can be worn on the Boy Scout uniform, excluding the Religious Emblems. Since it is special, the EXCOM shall hold an Arrow of Light review with each Webelos Den Leader at the January EXCOM meeting to ensure each boy completes all requirements for the award before Crossover Ceremony.

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\(^74\) [http://www.Scouting.org/Philmont/PTC.aspx](http://www.Scouting.org/Philmont/PTC.aspx)
8.1.4 **Attendance Award.** To earn the attendance award, a Scout cannot miss more than one regularly scheduled Pack meeting and no more than two regularly scheduled Den meetings during the year (September through May). Summertime activities and the month of August meetings are excluded. The first year the Scout accomplishes this attendance, he will receive the pin and the 1-year bar. The appropriate subsequent bars (2-year bar, 3-year bar, etc.) are earned for each year these requirements are met. The Scout receives this award at the last Pack meeting of the year, which is the Bridging Ceremony (AKA “Crossover Ceremony” or “Graduation”). This award is worn on the official “Class A” uniform above the left pocket, between the pocket and the World Crest patch. The Den Leader is responsible for taking and recording attendance at each event utilizing www.scoutbook.com.

8.1.5 **The Charter Organization Emphasizes Duty to God.** A Scout is Reverent. It is highly encouraged by the Pack that each Scout earns his faith’s Religious Emblem sponsored in conjunction with the BSA. The Scout works directly with his family, Priest, Minister, Rabbi, or Spiritual Leader. The Pack Chaplain and Religious Emblem Coordinator is available for guidance and will assist in administration of the awards once the requirements are fulfilled. The Pack will pay for the Religious Emblem square knot, but all other books, supplies, certificates, and accoutrements are the responsibility of the family and/or the religious institution overseeing their particular award. Occasionally, if the Pack may have a volunteer teacher for a particular faith, he/she may provide this instruction, but the Pack shall not procure the materials. GTDA may be utilized to purchase or reimburse Duty to God related program materials.

8.2 **Adult Scouters and Volunteers.**

8.2.1 **Recognition.** The charter organization, through the COR, shall ensure that all volunteer adults at the Pack and Den level are appreciated and recognized for their time and efforts. While the Cub Scout program is about the boy and his development, that program could not be executed without the sacrifices of the Pack’s volunteers. The Pack shall establish a program, in addition to the charter organization’s Legion Scouting program, to recognize all volunteer members, registered or not, for the important work they do by contributing to the development of boys through the Scouting program. The types of awards are below.

8.2.2 **Individual Achievement Awards.** The Committee Chair and Cubmaster shall encourage all leaders and committee members to pursue adult awards (AKA “knots”) to be worn on the “Class A” uniform. The knot requirements are designed in such a way that by accomplishing the required award tasks, the adult directly benefits the BSA, Pack, and Scouts. A complete listing of all knots can be found online.\(^75\)

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\(^75\) [http://knots.boy-Scouts.net/](http://knots.boy-Scouts.net/)
8.2.2.1 The Legion and Scouting Square Knot Award. The charter organization, through the COR, shall encourage all qualified members of the Pack eligible to join the American Legion\(^76\) to do so and then pursue this award. This Legion award furthers both the Legion and BSA’s aims and purposes. Details can be found online.\(^77\)

8.2.2.2 The Legion Annual Adult Citation of Appreciation Awards. The COR shall nominate deserving adult volunteers to Post 148 as appropriate. There is no limit to the number of citations or when they may be issued. These citations are available through the Legion Emblem Sales Catalog and are presented to an adult Scout leader “in recognition and sincere appreciation of outstanding service and assistance which contributed to the advancement of the Scouting program.”

8.2.2.3 Annual Nominated BSA District and Council Awards.

8.2.2.3.1 BSA Annual Adult Awards. In December, the BSA District and Council notify Packs to nominate their registered Adult members for various meritorious achievement awards such as the District Shield of Service, District Award of Merit, and Silver Beaver Award (Council award). These awards are presented at the annual District or Council awards banquets generally held in spring and summer. Adult members of the Pack are highly encouraged to attend these banquets to represent the Pack and the Legion.

ARTICLE 9: Resource Management (RM)

9.1 RM Policies. The EXCOM shall develop, publish, and maintain, and the COR shall approve, detailed SOP on all aspects of RM.\(^78\)\(^79\) RM includes, but is not limited to; budget development, GTDA, fundraising (popcorn, Scout Cards, sale of Pack tee shirts, etc.), expenditure controls, consignment items (Baloo’s Trading Post), and accountability of Pack property and equipment.

9.2 RM Committee. The EXCOM shall establish, and the Treasurer shall be the chair of the RM Committee. The RM Committee shall consist of four subcommittees; Budget and Accounting, Fundraising, Paymaster, and Quartermaster committees.

9.3 Bank Accounts. The RM Committee Chair shall ensure the Pack maintains the following bank accounts; Operations and Maintenance, debit card account, GTDA, and the Reserve account. The RM Committee Chair shall ensure that COR-approved registered adults are on the


\(^78\) Pack 1481 RM SOP, 1 AUG 2017

\(^79\) Pack 1481 Good Turn Daily Account SOP, 1 AUG 2017
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Pack bank accounts. The American Legion Alafia Post 148 Treasurer, Charter organization Executive/COR, or their designee(s) shall be on all Pack bank accounts with complete signature authority for all types of transactions at all times.

9.4 Monthly Report. The Treasurer shall be a voting member of the EXCOM and provide a monthly report of all Pack monies; all bank accounts, BSA Council accounts, cash boxes, and funds pending deposit.

ARTICLE 10: Adult Leader and Committee Positions

10.1 General Leader and Committee Member Selection Criteria for the Legion. The charter organization/American Legion Alafia Post 148 exercises its right to establish its own amplifying criteria for selecting the best Leaders for their Legion youth program consistent with the ends and ways of the Legion. The Legion places much emphasis on Leader selection by the COR as evidenced by the Legion’s Annual [National] Scouting Chairman’s Conferences. 80 “Promoting national security” is one of the Legion’s national organizational goals. 81 As such, the Legion prefers Legionnaires (active duty military and Veterans) to be leaders within the Pack, but it is not compulsory or mandatory. 82 83

10.1.1 Volunteers without a Scout. Adult leaders, committee members, and/or volunteers do not have to have a son in the Pack, but must have a BSA background check and comply to BSA’s Declaration of Religious Principals. Therefore, the adult without a son in the Pack must be a registered member of BSA.

10.1.2 Priority. In priority from the highest to lowest, the COR shall recruit prospect leaders and EXCOM members in the following order from within the Pack. This is especially important for the Cubmaster and Committee Chair positions (K-3 Leaders):

1) Be a registered member of the Legion (active duty or veteran),
2) Be a former Eagle Scout or graduate of the Wood Badge Course,
3) Be a former Cub Scout having earned the Arrow of Light,
4) Have prior BSA Boy Scout or Cub Scout experience,

81 http://www.legion.org/mission
82 Recent world national security threats make promotion and understanding of the military even more important. The best way to further that goal is to have Pack Leaders as active duty and Veterans. Other local nonprofits such as the Hillsborough County Sheriff’s Office Alumni Association, if they were to sponsor a BSA unit, may place a heavy prejudice and emphasis on Sheriffs being leaders and committee of its owned and operated BSA unit. This in no way detracts from the important domestic security role that law enforcement, fire fighters, first responders, and other professions have or contribution of every citizen.
83 Civilian-Military Disconnect. The Pew Research Center found that since 9/11, only ½ of 1% of the US population has served in the military since 9/11. http://www.pewsocialtrends.org/2011/10/05/war-and-sacrifice-in-the-post-911-era/. The gap of understanding of the military’s service, sacrifice, and mission is growing and places national security at risk the Legion’s national mission is to promote national security. One element to execute the Legion mission is through BSA.
CUB SCOUT PACK 1481 BYLAWS

5) Have prior youth organization experience similar to Boy Scouts or Cub Scouts (e.g. Royal Rangers, Trail Life, 4H, Girl Scouts, etc.), and lastly,
6) Be a parent or guardian of a Cub Scout in the Pack 1481.

10.1.3 Subscription. All registered adult leaders, per BSA policy, must subscribe to the following:84
1) The Declaration of Religious Principle85  86
2) Policy of nondiscrimination
3) The Scout Oath and Promise
4) Comply with the charter, bylaws, and rules and regulations BSA and the Legion.

10.1.4 Additional COR Selection Criteria. Additional COR selection criteria for unit Leaders are set forth in extensive and detailed BSA and the Legion policies.87  88  89  90  91

10.2 Key 3 (K-3) Leaders. The BSA defines “Key 3” to mean the COR, Committee Chair, and Cubmaster. It excludes all others, even the Unit Commissioner. The Charter Organization Executive appoints a member of the American Legion Alafia Post 148 to be the COR. The COR then appoints a Committee Chair and Cubmaster. This is not a democratic process. Like other K-3s in Scouting, the unit K-3 meets monthly at the midpoint of Pack meetings and EXCOM meetings. The K-3 addresses unit challenges, checks on JTE status, and adjusts program and administrative elements to ensure the Pack’s progress toward JTE and furthers the American Legion Alafia Post 148’s Consolidated Post Report (CPR) achievement goals. The Pack K-3, along with the Unit Commissioner, reviews “Voice of the Scout”92 feedback and makes recommendations to the EXCOM to strengthen Pack’s service to youth.93

10.3 Pack Voting EXCOM Members. The COR shall appoint a voting Pack EXCOM. The EXCOM plans, approves, resources, and regulates all Pack activities. The EXCOM will consist, at a

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85 BSA Declaration of Religious Principle: “The BSA maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to these precepts from the Declaration of Religious Principle and to the Bylaws of the BSA shall be entitled to certificates of leadership.” *This declaration is on the back of every BSA Adult Leader Application.
86 The American Legion, in addition to BSA, places a premium focus on religious principles as referenced numerous time in the Americanism Manual.
CUB SCOUT PACK 1481 BYLAWS

minimum, of a Chairperson, Treasurer, and Secretary. At all times, the EXCOM shall consist of an odd number of members, which includes the Committee Chairperson. See Paragraph 3.3 above. It is the policy of the charter organization and BSA that no EXCOM member shall hold more than one position on the EXCOM or leadership position simultaneously. All EXCOM members shall be registered as adults in the BSA. Any deviations to this policy must be approved by the COR. The duties of the EXCOM are:

10.3.1 Recruit and nominate candidates to the COR for final approval of Pack leadership and EXCOM member positions.
10.3.2 Coordinate for adequate and safe facilities for Pack meetings.
10.3.3 Coordinate the Pack’s program through the COR.
10.3.4 Complete Pack charter renewal.
10.3.5 Help stimulate the interest of adult family members through proper programming.
10.3.6 Ensuring Pack leadership is provided and properly trained.
10.3.7 Manage all aspects of RM.
10.3.8 Work closely with the Cubmaster and Pack leaders.
10.3.9 Ensure that all Tiger Cubs, Cub Scouts, and Webelos Scouts receive a year-round, quality program.
10.3.10 Ensure all Pack activities are conducted in accordance with national BSA guidelines.
10.3.11 Ensure the Pack is properly funded.
10.3.12 Conducting an annual Pack program planning conference.
10.3.13 Complete Pack Committee Fast Start Training and Basic Leader Training for the position.
10.3.14 Conduct, with the help of the Cubmaster, periodic training for parents and guardians.
10.3.15 Cooperate with other Scouting units.

10.4 EXCOM Committee Chair. The Pack EXCOM Committee Chair is appointed by the COR and registered as an adult in the BSA. The Committee Chair is a person of good character, familiar with organization procedures, with a deep concern for the Pack’s success. It is the charter organization’s policy that the Committee Chair shall not be a parent/guardian with limited experience in Scouting (e.g. a Tiger Parent with no other previous children in Cub Scouts). Pack EXCOM Chair should be groomed and prepared for the position. Ideally, this person is a member of the American Legion Family (Legionnaires, Sons of the Legion, Auxiliary). The Pack EXCOM Chair’s job is to:

10.4.1 Maintain a close relationship with the COR, keeping the COR informed of the needs of the Pack that must be brought to the attention of the Legion, Timucua District, or Greater Tampa Bay Area Council.
10.4.2 Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.

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94 [http://www.Scouting.org/filestore/pdf/524-420.pdf](http://www.Scouting.org/filestore/pdf/524-420.pdf) The only BSA exception is the COR. The COR may also be the Committee Chair or Cubmaster in BSA policy. However, it is the Policy of the Legion that the COR be a member of the Legion and that COR is the only role he/she fills on behalf of the charter organization.
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10.4.3 Supervise EXCOM operation by:
- Calling and presiding at EXCOM meetings
- Assigning duties to committee members
- Planning for Pack charter review, roundup, and re-registration
- Approving bills before payment by the Pack Treasurer
- Conduct the annual Pack program planning conference. Attempt to fulfill the Legion Consolidated Post Report (CPR) annual objectives (similar to BSA’s JTE) and other higher-organizational objectives while calendaring Pack events.
- And other duties as required.

10.4.4 Complete Pack Committee Fast Start Training and Basic Leader Training for the position.

10.4.5 Ask the EXCOM to assist with recommendations for Cubmaster, Assistant Cubmasters, Tiger Cub Den leaders, Cub Scout Den leaders, and Webelos Den leaders, as needed.

10.4.6 Work with the COR to provide adequate and safe facilities for Pack meetings.

10.4.7 Co-lead with the Cubmaster and Treasurer on Council-approved money-earning projects so the Pack can earn money for materials and equipment.

10.4.8 Ensure the Treasurer manages finances through adequate and transparent financial records.

10.4.9 Ensure the Treasurer maintains adequate Pack records and take care of Pack property.

10.4.10 If the Cubmaster is unable to serve, assume or facilitate active direction of the Pack until a successor is recruited, appointed by the COR, and registered.

10.4.11 Appoint a volunteer to be responsible for Youth Protection training, most likely a Pack Trainer.

10.4.12 Provide a training program for adult family members.

10.4.13 If and when the Legion charters a Boy Scout troop, the Committee Chair shall:
- Develop and maintain strong Pack-troop relationships,
- Share with the troop committee the need for graduations into the troop
- Work closely with the Unit Commissioner and other Pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop.
- Help bring families together at joint activities for Webelos Dens (or Packs) and Boy Scout troops.

10.4.14 Support the policies of the Legion and BSA.

10.4.15 Provide end of year scouting statistics to the COR to deliver to the post for the post’s CPR (e.g. # of boys, major awards, campouts, service hours, JTE stats, etc.).

10.5 Cubmaster. Everything the Cubmaster does is aimed at helping the individual boy.

Securing strong leaders, planning Den and Pack activities, advising other leaders and adult family members—these are all ways in which the Cubmaster affects the kind of Cub Scouting each boy in the Pack is offered. The Cubmaster directly influences the lives of individual boys by keeping in mind that boys can become better through Cub Scouting. They possess the moral, educational, and emotional qualities that the BSA deems necessary to afford positive leadership to youth. They do not need to be an expert in all Cub Scout activities, but should be a leader who is able to communicate well with adults as well as boys. They should be able to delegate responsibilities and set a good example through behavior, attitude, and uniform. They
should believe in the values and purposes of Cub Scouting. The Cubmaster shall be appointed by the COR, and registered as an adult leader of the BSA. Ideally, this person is a member of the Legion. The Cubmaster's responsibilities are to:

10.5.1 Conduct a Pack program according to the policies of the BSA and direction of the EXCOM Chair.
10.5.2 Complete Cubmaster Fast Start Training and position-specific Basic Leader Training. Attend monthly district roundtables.
10.5.3 Plan and help carry out the Cub Scout program in the Pack. This includes leading the monthly Pack meeting, with the help of other leaders.
10.5.4 Help the EXCOM with a year-round recruitment plan for recruiting boys into Tiger Cubs, Cub Scouting, and Webelos Scouting.
10.5.5 Recognize the need for more Dens, and see that new Dens are formed as needed.
10.5.6 Know about and use the appropriate and available literature, including Boys’ Life and Scouting magazines, Cub Scout Program Helps, and the Webelos Leader Guide.
10.5.7 See that the Pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
10.5.8 Work with the EXCOM on:
   - Program ideas and execution plans
   - Recruiting and nominating adult Leaders
   - Submitting a budget request to the Treasurer
   - Establishing SOPs
   - Track Journey to Excellence statistics throughout the year
10.5.9 Lead, guide, mentor, and support Den Leaders. This may require separate meetings with subordinate Den Leaders from the Pack and EXCOM meetings. See that they receive the required training for their positions.
10.5.10 Help organize Webelos Dens and encourage graduation into a Boy Scout troop.
10.5.11 Help establish and maintain good relationships with Boy Scout troops.
10.5.12 Maintain good relationships with parents and guardians. Seek their support and include them in activities. Involve male relatives such as uncles and grandfathers so that Cub Scouts will have additional male role models.
10.5.13 See that Tiger Cubs, Cub Scouts, and Webelos Scouts receive a quality, year-round program filled with fun and activities that qualify the Dens and Pack for the National Summertime Pack Award.
10.5.14 Guide Cub Scouts in goodwill and conservation projects.
10.5.15 See that the responsibilities specified for the Assistant Cubmaster are carried out.
10.5.16 Help the EXCOM Chair conduct the annual Pack program planning conference and the monthly Pack leaders' meetings.
10.5.17 Work as a team with the EXCOM Chair to cultivate, educate, and motivate all Pack leaders and parents or guardians in Cub Scouting.
10.5.18 Take part in the charter review meeting and annual charter presentation ceremony.
10.5.19 Request Den Chiefs for all Dens and, after selection, see that they are trained. Recognize the Den Chiefs at Pack meetings.
10.5.20 Meet with the Unit Commissioner, Webelos Den Leader, and local Scoutmasters to establish plans for the Webelos Scouts' transition to Boy Scouting.

10.5.21 Help plan and conduct impressive Webelos graduation ceremonies involving parents and guardians, Scoutmasters/troops, the Webelos Den Chief, the Webelos Den Leader, and the Troop Junior Leaders.

10.5.22 Conduct impressive Arrow of Light Award ceremonies.

10.5.23 Encourage high advancement standards for all Cub Scouts.

10.5.24 Help bring families together at joint activities for Webelos Dens (or Packs) and Boy Scout troops.

10.5.25 Support the policies of the Legion and BSA.

10.5.26 Serve as the Pack point of contact for Scout leads on the www.my.scouting.org website and the Pack website. Follow-up with potential new Scouts as required.

10.6 Secretary. The Secretary’s responsibilities are to:

10.6.1 Keep informed of all Cub Scouting literature, materials, records, and forms to help Leaders function effectively. Help new Den Leaders by telling them what resources are available online and at the council Scout Store. Maintain accountability of the Pack library, issue publications to leaders, and update publications as required.

10.6.2 Acquaint Den Leaders with the contents of the Pack record book or other equivalent system (e.g. www.scoutbook.com) so they will know how to supply the information that should be recorded there.

10.6.3 Assist the Membership and Advancement Chair in keeping up-to-date information on membership, leadership, attendance, and advancement in the Pack record book or other equivalent system.

10.6.4 Handle correspondence for the Pack. This may include writing letters of appreciation and requests for reservations for show and sales or outings, or ordering supplies through the local Council Service Center.

10.6.5 Keep minutes/notes on business conducted at EXCOM meetings. Prepare finalized notes ASAP and send to the EXCOM Chair. Have final edited minutes prepared by the following EXCOM meeting for the EXCOM to accept and EXCOM Chair sign.

10.6.6 Notify Pack adults of meetings and other activities.

10.6.7 Responsible for the Cub Scout Pack 1481 PR SOP, including updates as required and making available to Pack families.

10.7 Treasurer The Treasurer is one of the three mandatory EXCOM members. They serve as the Chair of the RM Committee. A complete and detailed job description is found in the RM SOP. The Treasurer’s duties are:

10.7.1 The Treasurer is overall responsible for Pack 1481’s resources. The “buck stops with him (or her).” The Treasurer is responsible for whatever happens or fails to happen.

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95 Pack 1481 RM SOP, 1 AUG 2017
10.7.2 He or she leads and synchronizes the RM Committee activities. The Treasurer has the authority to perform all functions within the RM Committee.

10.7.3 This position is one of only three mandatory Pack Committee positions (Committee Chair, Treasurer, and Secretary). NOTE: The Treasurer, due to the fiduciary duty and requirements to manage multiple activities, should not simultaneously hold any other adult leadership position within the Pack during their term of service as the Treasurer.

10.7.4 The intent of Treasurer is to hold the final RM decision making authority and act as resource advisor to the full Pack EXCOM, Committee Chair, Cubmaster, and Den Leaders.

10.7.5 The Treasurer is an authorized bank account signatory and debit card holder, but is only intended to make transactions as a last resort.

10.7.6 The Treasurer should manage and coordinate all of the positions and duties of the RM Committee members to accomplish the Pack’s business. He or she should be in a management/quality assurance/quality control mode as RM transactions are made.

10.7.7 The Treasurer prepares and provides information materials for Scouts and their families related to fees, dues, and other costs of Pack 1481. This can be in the form of handouts, slides, group meetings, and/or emails.

10.7.8 When a Scout is in arrears to the Pack, by the Budget & Accounting Subcommittee, the Treasurer is the designated individual from the RM Committee to inform the Cubmaster, Den Leaders, Committee Chair, and the individual Scout parents. The Treasurer should take great care to not embarrass the family and offer any alternatives or solutions as applicable.

10.7.9 It is the Treasurer’s responsibility to maintain a professional relationship with the bank.
   - At all times, the Pack must maintain three RM Committee members that are approved by the Pack 1481 Committee to be on the Pack’s bank accounts.
   - The decision to register the RM Committee members with BSA is at COR discretion.
   - This reduces risk when adult leaders leave, provides redundancy, and allows the Pack to continue to have access to its accounts at all times.
   - When designated signatories swap out, it is the Treasurer’s duty to ensure all paperwork is completed and replacement signatories are properly added to the accounts.

10.7.10 The Treasurer shall maintain a financial relationship with the COR and charter organization. This includes, but is not limited to keeping the COR informed on Pack RM activities described herein, submitting financial requests to the COR, and obtaining necessary copies of COR documents for the Pack such as their Tax Identification Number and Florida non-profit organization tax-free certificate.

10.7.11 The Treasurer shall ensure that the Pack’s finances are reconciled at the end of the year. The Treasurer shall submit all financial records to the COR no later than 60 days after the end of the American Legion Alafia Post 148 fiscal year which ends on June 31st.

10.7.12 Responsible for the Cub Scout Pack 1481 RM SOP and GTDA SOPs, including updates as required and making available to Pack families.

10.7.13 Responsible for maintaining up-to-date data on each Scout’s GTDA on www.scoutbook.com.
10.8 **Other Positions as Required.** Additional position descriptions may be found online. These bylaws do not provide a complete list, and is intended to be a starting point for the Pack to consider.96 97

**ARTICLE 11: Retention of Membership in the Pack**

11.1 **Role of the Pack.** Retention of membership in the Pack is predicated upon a full understanding by the parent/guardian(s)/volunteers of their responsibilities toward the Legion’s youth 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 EXCOM's responsibility. A Cub Scout will be dropped from the program for the two following reasons:

- Infractions of the bylaws, or other disruptive or distractive behaviors, actions, and activities, by either the parent or Cub Scout deemed severe enough or repetitive enough to warrant action if no resolution can be worked out.
- Continuous refusal by a Cub Scout or family member to obey Leader or EXCOM instructions at Den and Pack activities.

11.2 **Last Resort.** The provisions listed above will not be invoked except as a last resort. Den Leaders are to discuss problems with parent(s)/guardian(s) and Cub Scouts as they occur. When no satisfactory conclusion can be arrived at, Den Leaders will refer the problems to the Cubmaster, then the EXCOM. If the matter is outside of the Den Leader’s purview, the EXCOM Chairman will address the matter. The EXCOM Chairman will contact the family in an effort to reach a mutual understanding before the final action is taken. If the matter cannot be resolved by the EXCOM Chair or Cubmaster, the EXCOM shall make a recommendation on retention to the COR. The COR shall make the final determination to remove a Scout from the Legion’s Cub Scout Pack.

11.3 **No Refunds.** In the event a Cub Scout leaves the Pack, for whatever reason, no refund of membership fees, Pack dues, or GTDA monies shall be provided.98 99 The BSA membership fee is paid to BSA national and therefore the Scout may transfer to another BSA unit. Cub Scout Pack 1481 shall retain any accrued dues and GTDA credit balances.

**ARTICLE 12: Disputes and Conflict Resolution**

98 Pack 1481 RM SOP, 1 AUG 2017
99 Pack 1481 Good Turn Daily Account SOP, 1 AUG 2017
CUB SCOUT PACK 1481 BYLAWS

12.1 Resolve Disputes and Conflicts at the Lowest level. Members of the Pack shall attempt to resolve problems within the Pack at the lowest possible level. Members should communicate personally and directly to individuals with whom they have an issue, be that a personal matter or a matter of policy or program. Members should utilize the chain of command established in paragraphs 3.6, 3.6.1, and 3.6.2 above.

12.2 BSA Organization Echelons. The BSA organization has established additional levels above the Pack to facilitate its franchised program and policies. See paragraph 3.5 above. These echelons are staffed with both volunteers and paid staff. Anyone seeking questions on BSA policies are encouraged to first, research and go to the specific source BSA policy document at www.Scouting.org, and then seek counsel or clarification from volunteers or staff. Where BSA policy and volunteer or paid staff guidance differs, BSA national policy is used. BSA volunteers and BSA Council professional paid staff may not make decisions on behalf of, or the exclusive duty and role of, the charter organization.

12.3 Charter Organization has Final Determination. The charter organization, through its appointed COR-the Cub Scout Pack Commander for the American Legion Post, has the final say in all matters related the Legion’s youth program that it chooses to operate as a Cub Scout Pack.

12.4 COR is the Representative to BSA. If a member of the Pack has a problem or desires change within the BSA District or Council, they should speak with the COR. The COR is the only authorized voting representative on the district and council committees on behalf of the Pack. The American Legion District or Area BSA Chair may also assist with matters.

ARTICLE 13: APPROVAL AND REVISION OF PACK BYLAWS

13.1 Approval. As these bylaws are created by the American Legion for its subordinate youth service organization, the Pack, only the Charter Organization Executive/American Legion Alafia Post 148 Scouting Chair or COR may approve bylaws.

13.2 Review. These bylaws shall be reviewed at least once each year by the charter organization at an announced meeting open to all Pack members. This meeting shall take place at the American Legion Alafia Post 148 at a regularly schedule business meeting.

13.3 Changes. Changes to the bylaws are at the sole discretion of the charter organization, not the Pack.

13.4 Contradictions. These bylaws are not meant to contradict or supersede any official bylaws, rules, regulations, or policies of the BSA, the American Legion national organization, American Legion Department of Florida, or the American Legion Alafia Post 148. In the event of a conflict, the official BSA national or the official American Legion national policy will overrule and the Pack bylaws will be modified to comply.
CUB SCOUT PACK 1481 BYLAWS

APPROVED BY:
The American Legion
Alafia Post 148
Charter Organization Executive (COE)/
Post Commander
or
Charter Organization Representative (COR)/
Post Scouting Chair

____________________________  (Print, Sign)  ____________  (Date)
CUB SCOUT PACK 1481 BYLAWS

ANNEX A

CUB SCOUT PACK 1481 BEHAVIOR POLICIES AND DISCIPLINE

BEHAVIORS

- A Cub Scout is expected to behave himself at all meetings and outings. Disruptive behavior, fighting, and use of bad language are some examples of behavior which will not be tolerated at Den meetings, Pack meetings or outings.
- The Pack’s meeting place is lent for the night and worthy of 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.
- All Scouts and adults shall be respectful of guest speakers and leaders addressing the Pack.
- Observe the Cub Scout sign (right hand up with two fingers in a “Wolf Ears/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.
- Scouts and family should attempt to arrive 10 minutes before the starting time so that meetings can begin promptly.
- A parent or designated adult must accompany a Scout to the Pack meetings. Scouts will not be dropped off at Pack meetings.
- Scouts and siblings are not allowed to run within the building.
- Scouts and siblings shall not cause distractions for the remainder of the Pack.

DISCIPLINE: On those rare occasions when intervention is necessary, the following incremental actions will be taken:

- **Verbal Reprimand**: The Den Leader or Assistant will take the boy out of the activity and talk with boy about what he did wrong. The boy will then rejoin the activity.
- **Time Out**: The boy will again be taken out of the activity and spoken to but he will not be allowed to rejoin the group or complete the particular project or activity. He can rejoin when they move on to the next activity.
- **Leader Conference with Parent**: If the boy does not correct the behavior, leaders shall meet with his parents. The leader shall explain the behavior rules to the parent and ask the parent to make their son comply with the behavior rules per the bylaw acknowledgement the parent signed.
- **Elevate the Issue**: If the boy does not correct the behavior, and the parent fails to make the boy comply with the behavior rules, leaders shall elevate the matter to the Cubmaster or EXCOM Chair. The Cubmaster or EXCOM Chair shall attempt to resolve the matter.
- **Remove Child from Outing**: If the boy does not correct the behavior, and the parent fails to make the boy comply with the behavior rules, the Cubmaster or Committee Chair shall ask the parent to leave the activity with their boy.
- **ARTICLE 12**: If a matter cannot be resolved, or continues to be repeated for an unreasonable amount of time, refer to ARTICLE 12 in the bylaws.
CUB SCOUT PACK 1481 BYLAWS

ANNEX B

PARENT/GUARDIAN/VOLUNTEER BYLAW PACK OBLIGATION, BYLAWS AND SOPS
ACKNOWLEDGEMENT STATEMENT

Cub Scout/Individual Name: ______________________________________________________

Den/Rank/Position: ________________________________________________________________

I have received, read, and understand the bylaws and standard operations procedures (SOPs) for Pack 1481 and agree to abide by them. This includes all parent obligations and collection and usage of personal identification information (PII) of minors under the age of 13 for BSA program purposes.

I agree to be an active member of the Pack as a volunteer, realizing that if each adult takes on a small part of the program responsibility, the program can be that much more fun for all.

_____________________________________________________________________________

Cub Scout Parent/Guardian/Volunteer    Print, Sign, & Date

_____________________________________________________________________________

_____________________________________________________________________________

List the volunteer positions/committees or other activities the parent/volunteer is interested in supporting while their son is a member of Pack 1481.

_____________________________________________________________________________

Pack 1481 Cubmaster/EXCOM Member    Print, Sign, & Date
ANNEX C

THE AMERICAN LEGION AND BOY SCOUTS OF AMERICA ORGANIZATIONAL STRUCTURE

Relationship Between the Legion & BSA
(boundaries do not overlap perfectly)
CUB SCOUT PACK 1481 BYLAWS

ANNEX D

PARENT AND VOLUNTEER ROLES WITHIN THE PACK

- Committee Chair
- Treasurer
- Secretary
- Judge Advocate (BSA and American Legion bylaws, updates, etc.)
- Den Leader or Assistant Den Leader (may be more than one ADL)
- ScoutBook Trainer
- Grubmasters (help plan Pack meals on outings, budget, purchase food, and potentially prepare meals if applicable—does not mean you have to do it all if you volunteer to help)
- Camping and Outdoor Activity Planning
- Fundraising Activities Planners, Coordinators, and Participants
- Popcorn Kernel (Show & Sale Leaders, Cash Custodians, Inventory Manager)
- Community Service Project Coordinators (conservation, Veteran, others)
- Pack Tee Shirt Sales Representative
- Quartermasters (storage, maintenance, handreceipts management)
- Budgeting and Accounting Committee Co-Chairs
- Public Relations, Monthly Newsletters, Bulletin Boards, Communications
- Facebook Page Administrators
- Website Administrators
- Pack Photographer/Historian
- Friends of Scouting Chair
- ScoutParent Unit Coordinator
- Pack Chaplain
- Baloo’s Trading Post Storekeeper
- Health & Safety Committee
- Monthly District Roundtable Representation
- BSA Journey to Excellence (JTE) Monitor
- The Legion Consolidated Post Report (CPR) Monitor
- American Flag Retirement Ceremony Coordinators
- Adventure/Award subject matter experts, teachers, and assistants
- Scouting for Food Drive Coordinators
- Pinewood Derby Committee (Pit Crew, Judges, Control Tower, Track Ops, Announcer)
- Religious Emblems Coordinators and Teachers
- Blue and Gold Banquet Committee (location, decorations, food, activities)
- Crossover Ceremony Committee
- Family Picnic Committee
- Rain Gutter Regatta Committee
- Graduation Ceremony Committee
• Arrow of Light Ceremony Committee
• Leave No Trace Trainer
• Cub Scout Day Camp Volunteers
• Summertime Activities Coordinators
• Color Guard Team Trainers
• Adult Recognition and Awards Coordinators
• Unit Librarian
• Other volunteer positions as the need arises