

Pack 163 By-Laws

VISION:

Unit Leaders, Parents, Chartering Organization and Scouts, will see Cub Scout Pack 163 as a strong support and service provider to help them meet their goals and purposes of Cub Scouting.

MISSION:

Cub Scout Pack 163 will effectively serve the Scouts and Clarkston Community with dynamic personal service, exciting youth programs and a financial function that regularly meets pre-determined goals. To increase communication and understanding between the Pack Committee, the General Membership of Cub Scout Pack 163 and families and supporters by addressing policies and concerns of the pack.

ARTICLE 1 – PURPOSE:

Every effort of Cub Scout Pack 163 will be directed towards developing the boys into Cub Scouts, and Cub Scouts into Boy Scouts. Keeping in mind, that the Boy Scouts of America is an organization for the boys, with supervision and guidance by adults.

ARTICLE 2 – PACK COMMITTEE MEMBERSHIP:

- **Section 1:** The pack committee will be derived from parents of Cub Scouts, members of the sponsoring organization, and persons interested in youth, as long as they are willing to devote the time and effort necessary to work as a pack committee member and have obtained the permission of the Pack Committee Chairperson, the Charter Organization Representative, and the District Executive as required by Boy Scouts of America Policy.
- **Section 2:** Pack committee members will be nominated and serve, based on recommendations of the pack committee chairperson and the chartering organization.
- **Section 3:** Membership of the pack committee is contingent upon (1) approval of adult application for membership in the Boy Scouts of America, (2) approval by the members of the pack committee chairperson, and (3) They also must meet the requisite leadership qualifications and responsibilities as stated in the current Cub Scout Leader Book.
- **Section 4:** Each Den is required to have one registered representative, either the Den Leader, Assistant Den Leader or a parent of a Cub Scout, at all regular committee meetings. If a Den Leader is unable to attend a meeting it is expected they will send their alternate representative
- **Section 5:** Only registered committee members shall have a vote on any issue brought to the Committee for approval. On approval by the committee, Den Leaders or their representatives will have one vote per Den on any issue brought to the Committee for approval.
- **Section 6:** Any interested person from the Pack may attend any of the Pack Committee meetings, but may not have voting privileges.
- **Section 7:** It will be the Pack Committee's job to support the Den Leaders and their ideas, as long as those ideas are in accordance with the intentions, methods, and purposes of Cub Scouting.
- **Section 8:** If a Pack or Den Leader misses 3 meetings in a row without a legitimate excuse, he/she may be asked to relinquish their duties.
- **Section 9:** No personal business promotions are permitted at any event pertaining to Cub Scouts.

ARTICLE 3 – COMMITTEE MEETINGS:

- **Section 1:** At all Committee meetings the Committee Chairperson will be responsible for calling the meeting, leading meetings according to established rules of Parliamentary Procedure, possessing voting privileges in the need of a tie

breaker, and address needs of subcommittees, and required Committee reports. The Committee Chairperson shall not serve as a representative for any Den.

- **Section 2:** Meetings of the Pack Committee will be held on the 2nd Monday of each month, one week prior to the Pack meeting, except when a holiday falls on that day or in the months of June and July. At minimum, Committee meetings will be held one week prior to the established Pack meeting as determined by the Committee. The Committee reserves the right to adjust the meeting time to meet at a different time, place or date if and when it is determined to be in the best interests of the Pack community. Meeting will take place from 7:00pm until conclusion of business, not to exceed two (2) hours in duration. Meetings typically will be held within the Independence Elementary School conference room.
- **Section 3:** Special meetings may be called by the Committee Chairperson. The purpose of the special meeting shall be stated in the proposed agenda. When feasible, one calendar week's notice shall be given.

Section 4: Minutes with a list of attendance shall be taken at each meeting; they shall be distributed within one week of the meeting. Minutes shall be taken by the Pack, and in the absence of the Pack Secretary, a person appointed to do so by the Committee Chairperson.

ARTICLE 4—ONGOING LEADERSHIP:

The duties of the officers shall consist of the usual duties pertaining to these offices.

A. COMMITTEE CHAIR RESPONSIBILITIES includes, but not limited to: recruiting adult leadership to run the Pack with the Cubmaster; developing the Pack program plan for presentation to unit leadership for approval and distributing plans to all parents upon approval; chairing the Pack Committee meetings on a monthly basis; assisting the Cubmaster whenever needed; presenting the Pack Charter to the Charter Organization annually, preparing the annual Pack re-charter documents and obtaining the necessary fees, signatures, and information to achieve first time processing. Additionally, the Committee Chairperson is responsible for ensuring Pack compliance with any applicable Boy Scouts of America guidelines.

B. CUBMASTER AND ASSISTANT CUBMASTER RESPONSIBILITIES includes, but not limited to: attending the monthly District Roundtable and reporting back to the Den Representatives meeting; attending the Pack Committee meeting; planning the monthly Pack Meetings; conducting the monthly Pack Meetings and developing the Pack program plan for presentation to pack leadership and chairing the monthly Committee meetings in the absence of the Committee Chair. The Cubmaster is also responsible for ensuring that all advancement, achievement and recognition items are properly signed.

C. PACK SECRETARY RESPONSIBILITIES includes, but not limited to: attending Committee Meetings and presenting written minutes of the previous meeting; taking minutes to present at the next meeting; sending out mailings requested by the Cubmaster or Committee Chairman; and may be requested, by an event chairperson, to create and/or supply permission slips.

D. PACK TREASURER RESPONSIBILITIES includes but not limited to: attending the Pack Committee meeting; reporting monthly to the Pack Committee on the fiscal health of the Pack in a report describing income and expenses for the committee's review and approval; keeping signature cards (authorized signers) on the checking account up to date; and completing all money earning applications for Pack fundraisers and submitting them to the District Scout Executive. The Pack Treasurer is also responsible for all deposits to the Pack checking account, reconciling the checking accounts to the monthly bank statement; coordinating all cash payments, and obtaining receipts for the Pack records prior to reimbursement or payment when approved. All reimbursements less than \$50.00 may be approved by the Committee Chair. Reimbursements greater than \$50.00 shall be approved by the majority vote of the Pack Committee in attendance. The Pack Treasurer also helps the Committee Chair and the Membership and Registration Chair collect annual fees in a timely and orderly fashion. The Pack Treasurer will present a draft of the Pack's Annual Budget at the Annual Planning Meeting for approval. The Pack Treasurer is responsible for ensuring all financial activities are conducted in compliance with any Boy Scouts of America guidelines.

E. PACK ADVANCEMENT CHAIR RESPONSIBILITIES includes, but not limited to: attending the Pack Committee meeting; submitting to the Council the Den advancements for the month from reports from the Advancement Co-Chair (Membership and Registration Chair) or directly from the Den Leader or representative in the absence of the Membership and Registration Chair. Awards not obtained at this meeting will be carried over to the next Pack meeting. Prior to the Pack meeting, the Advancement Chair compiles the Pack advancement report, goes to the Council Office and purchases patches and awards, or arranges for someone else to do so, and turns all receipts over to the Pack Treasurer and prepares a list of awards for each Pack meeting. Then fills out a recognition card for each award, prepares a package for this card and the award for each boy, ensures that the Cubmaster has sufficient time to sign all recognition, award, and achievement cards, and sorts the awards by Den to speed the recognition process for the Den Leaders.

F. PACK MEMBERSHIP AND REGISTRATION CHAIR RESPONSIBILITIES include: attending the Pack Committee meeting; maintaining the Pack's electronic database of registered Scouts; accepting applications and registration fees for new Cub Scouts and Leaders and submitting them to the Council; attending Pack recruiting events in the Spring and Fall. Also serves as primary assistant to the Committee Chair for annual Pack Re-Chartering and Quality Unit submission.

H. DEN LEADER AND ASSISTANT DEN LEADER RESPONSIBILITIES include: being a registered leader of Pack 163 and working directly with other Den and Pack Leaders to ensure their Den is an active and successful part of the pack; planning, preparing for, and conducting Den meetings with the Assistant Den Leader; leading the Den at the monthly Pack activity; attending basic leader and position specific training. They are also required to arrange for a representative to attend monthly Committee meetings.

• TIGER CUB DEN LEADER

Coordinates shared leadership among the Tiger Cub adult partners. Ensures Den meetings and outings are planned, prepared for, and conducted by all adult partners on a rotating basis and Den activities provide advancement opportunities for the boys in the den. Attends monthly Pack leaders' meeting.

• DEN (BEAR AND WOLF) LEADER and ASSISTANT DEN LEADER

Meets as scheduled for about one hour with a den of 8-10 boys. Arranges location for Den meeting, (after consultation with Pack Committee). Determines time, day, and location of Den meeting that is most convenient for him or her. Attends monthly Pack leaders' meeting.

• WEBELOS DEN LEADER and ASSISTANT WEBELOS LEADER

Same as Den leader and Assistant Den Leader except works with older Webelos Scouts. Encourages periodic parent/son overnight campouts. Attends monthly Pack leaders' meeting.

ARTICLE 5 – GRIEVANCES AND/OR CONCERNS:

- **Section 1:** Grievances by a Cub Scout, his parents or guardian, will be addressed to the pack committee chairperson. An effort will be made to resolve the difference by the Committee Chairperson. If the Committee Chairperson is unable to resolve the grievance, then a full review of this concern shall be conducted by the Pack committee. In the event the Pack committee is unable to resolve the issue to the satisfaction of the plaintiff, then a meeting shall be called involving those who have raised the concern, 2/3 of the Pack committee, the Chartered Organization representative, Unit Commissioner, District Commissioner, the District Executive, and all other involved parties will be in attendance if possible. All concerns will be reviewed within a 14-day period.
- **Section 2:** Any grievances pertaining to an issue that was voted upon at a Committee meeting where no representation from the respective Den submitting the concern will be reviewed solely at the Committee's discretion.

ARTICLE 6 – PACK MEETINGS, OUTINGS & ACTIVITIES:

- **Section 1:** The Cubmaster will be in charge of all Pack meetings, outings and activities, unless he/she appoints the Assistant Cubmaster or a Committee member to take these responsibilities. The following items will be in the possession of the Cubmaster or the Committee Chairperson (if applicable) prior to and during the event: tour permit, pack code of conduct, class 1 medical and as needed permission slips and short term camping applications. The Guide to Safe Scouting will have been read and be readily available. Any problems arising during these events will be the responsibility of, and handled by, the Cub Scout Pack representative in charge of the event.
- **Section 2:** All regular Pack meetings will begin at 7:00pm, and will be held at Independence Elementary School, in accordance with Pack 163's published Calendar of Events. Summer Pack meetings will be in the form of a Pack activity i.e. Mini-Golf, Potluck Picnic, Swim Party, in June, July or August. The schedule for these events may vary from the aforementioned schedule and will be set at the Annual Planning meeting.
- **Section 3:** Monthly Pack activities will include but not limited to a Pinewood Derby, a Blue and Gold Banquet, an advancement ceremony and graduation, a Scout Summer Program, Scout Recruitment Night in September, and Scouting for Food.

- **Section 4:** Pinewood Derby rules will be conducted in accordance with National, District and Pack regulations.
- **Section 5:** The changing of any date or time of Pack meeting, outing or activity must be approved by the Pack Committee.
- **Section 6:** All Pack activities must be conducted in accordance with established Boy Scouts of America guidelines.

ARTICLE 7 – DEN MEETINGS, OUTING & ACTIVITIES:

- **Section 1:** Cub Scout Dens should meet at least twice a month. One of the two meetings may be a Den outing. In addition, once a month they will attend the Pack Meeting. Additional meetings are authorized.
- **Section 2:** Each Den will have a maximum of ten (10) active Scouts with up to a total role of fifteen (15) Scouts, and will have at least one (1) registered Den leader, and one (1) Assistant Den Leader for two-deep leadership. All special circumstances to the above will be reviewed and voted upon by the Pack Committee.
- **Section 3:** Dens may operate with up to twelve (12) active Cub Scouts for a maximum period of six (6) months. During this period, the Den Leader, Assistant Den Leader, Cubmaster and Committee Chairperson will meet to resolve the problem. If after five (5) months, no resolution to the problem can be discerned, the Cubmaster and Committee Chairperson shall call a meeting of all parents and Den Leaders of Cub Scouts of that age group. The Cubmaster and Committee Chairperson will explain the problem and re-assign the Cub Scouts to smaller Dens or ask for volunteers to start a new Den.
- **Section 3:** A record of place, day and time of each den meeting must be on file with the Pack committee.
- **Section 4:** Plans for Den outings or trips must be approved in advance by the Pack Committee. Plans will include one (1) adult for every five (5) boys, with a minimum of two (2) adults, in attendance. The following items(if applicable) will be in the possession of the Den leader or Assistant Den Leader prior and during the event: tour permit, pack code of conduct, class 1 medical and as needed permission slips and short term camping applications. The Guide to Safe Scouting will have been read and be readily available. Any problems arising during these events will be the responsibility of, and handled by, the Cub Scout Pack representative in charge of the event.
- **Section 5:** Should a Cub Scout miss three (3) regularly scheduled Den meetings in a row without a legitimate excuse, the Cub Scout will not be allowed to attend any pack activities until regular attendance is maintained. Final approval of all excused absences is at the discretion of the Den Leader.
- **Section 6:** Den meetings, outings and activities should not conflict with any Pack meetings, outings or activities.
- **Section 7:** All Den activities must be conducted in accordance with established Boy Scouts of America guidelines and directives.

ARTICLE 8 – PACK FUNDS:

- **Section 1:** The signatures of at least two (2) of the following: Committee Chairperson, Treasurer, or Cubmaster are required on all checks for monies duly authorized for disbursement by the Pack Committee. In the event of unfilled Pack positions, the Advancement Chair or Secretary may also be added to the account in order to maintain three (3) individuals with signing rights. Proper approval from the Committee Chairperson and Treasurer are still required for expenditure approval. Receipts of all transactions are mandatory and in compliance with normal accounting procedures.
- **Section 2:** All Pack fund raising projects will be subject to authorization by the Pack Committee and application made to the Scout Service Center as required. Additionally all fundraising activities shall be in compliance with pre-established local policies.
- **Section 3:** All fundraising activities are required to meet guidelines as defined in the Guide to Safe Scouting and/or rules set forth by District or Council. Additionally, fundraising activities are required to be in compliance with all applicable Boy Scouts of America guidelines. All fund raising activities must have prior approval of the Pack Committee. All fund raising activities must be presented to the Pack Committee for approval at least one month in

advance.

- **Section 4:** Each Cub Scout shall be required to pay annual Pack dues in addition to Boy Scout of America registration fees.
- **Section 5:** The Dens will forward monthly dues to the Pack Treasurer. Allocation to the Dens will be made monthly based pro rata.
- **Section 6:** The Pack Treasurer will prepare an itemized financial statement monthly showing income and expenses, which have incurred since the last report. This statement will be presented and approved at every Pack Committee meeting.
- **Section 7:** An account will be maintained at the Council Office for supplies and advancements. Detail of the expenditure from this fund shall be included in the annual financial statement.

ARTICLE 9 – “CUB CASH”

- **Section 1:** To minimize out of pocket expenses, each Cub Scout will have an opportunity to earn “Cub Cash”. “Cub Cash” will be earned through the Pack’s annual popcorn sale. Cub Cash will be deposited into a designated Pack account for use by the individual Cub Scout at a later date to pay for scouting related items.
- **Section 2:** “Cub Cash” may only be used for the approved items listed below. Items not listed below must be approved by the Pack Committee prior to the purchase being made.
 - Official Pack/Den Summer Camp sessions
 - Field Uniforms (old class “A”)
- **Section 3:** A balance will be maintained for each Cub Scout’s “Cub Cash” account. The amount that is credited to each Cub Scout’s account is calculated as 10% of the Pack’s proceeds from that scout’s popcorn sales. The Pack Committee reserves the right to change this percentage prior to the beginning of popcorn sales each year.
- **Section 4:** Earned “Cub Cash” is not transferable directly to the Cub Scout and must be used while still active in scouting. Money will stay in the Cub Scout’s account as long as they stay active in Pack 163. If a scout transfers to another pack or crosses over to an active Boy Scout Troop, their funds may be transferred to that unit’s account in the name of the Cub Scout. For a transfer of “Cub Cash” funds to take place, the Cub Scout must remain active during the transition. If the Cub Scout chooses to leave the pack, is dismissed from the pack for any reason, or does not cross over to an active Boy Scout Troop, all “Cub Cash” funds will be transferred back to the pack’s account and will be utilized by the pack.
- **Section 5:** Cub Scouts transferring money to an active Boy Scout Troop after crossing over must show active registration in that Boy Scout Troop prior to the funds being transferred.
- **Section 6:** No interest is earned on “Cub Cash” accounts.

ARTICLE 10 – DEN LEADERS MEETING:

Each month a Den Leaders' meeting will be held immediately following the scheduled Pack Committee meeting at the same location. Each den is required to have at least one (1) representative at this meeting. Each Den will have one vote on all matters brought up during this meeting and these votes will be presented at the next Pack Committee meeting.

ARTICLE 11 – PROSPECTIVE MEMBERS:

- **Section 1:** A boy and his family interested in joining the Pack may attend as a visitor one meeting prior to filling out registration paperwork and paying registration fees. After attending as a visitor, no further participation will be allowed until registration has been completed. A copy of the bylaws will be given to the new family.
- **Section 2:** A Scout Night will be provided for Fall recruitment. Cubmaster, Committee Chairperson, Den Leaders representing each rank, and Pack Membership and Registration Chairperson will attend.

ARTICLE 12 – NEW MEMBERS:

- **Section 1:** Any boy qualified by the registration requirements of the Boy Scouts of America for membership in the Cub Scout program is eligible for membership in this Pack and will be placed in a Den within two (2) weeks of registration.
- **Section 2:** One family member of each boy is strongly encouraged to participate as an adult volunteer and actively participate in some function in the Pack. This requirement may be waived on request by the Pack Committee for special circumstances.

ARTICLE 13 – REGISTRATION:

- **Section 1:** The initial registration fee charged to all new members should be sufficient to cover the cost of the following: National registration, badges and awards for 1 year, and Pack insurance. This cost shall be reviewed and approved annually by the Pack Committee to ensure its fairness.
- **Section 2:** No boy shall be denied membership due to his lack of ability to pay the initial registration fees. Upon notification that such a situation exists, the Pack Committee will decide one or a combination of the following actions:
 - A. Set up payment arrangements that are manageable for the family.
 - B. Waive all charges in excess of BSA annual registration fees.
 - C. Waive all or part of the fees and have the Pack sponsor the boy and his family.
 - D. Waive all fees and ask the Chartered Organization to sponsor the boy and his family, including payment of Pack dues.

ARTICLE 14 – ADULT MEMBERSHIP:

- **Section 1:** All new adult members must complete Youth Protection Training annually as required by Boy Scout of America.
- **Section 2:** All new adult members must complete Fast Start Training before meeting with scouts and within 2 weeks of assuming a committee position.
- **Section 3:** All new adult members will participate in New Leader Essentials Training within 2 months of their registration with the pack.
- **Section 4:** All adult members should be position trained No Later than November 30th of each calendar year.
- **Section 5:** All registered adult members of the pack should make every effort to attend all training that they have not previously attended that is offered for Cub Scouters by the district or council.
- **Section 6:** All registered adult members will comply with CPR, First Aid, and BALOO training as required by Boy Scouts of America.

ARTICLE 15 – ANNUAL PLANNING:

- **Section 1:** Prior to the Annual Planning meeting, the Den Leaders, with the assistance of the Cubmaster, should plan monthly themes and schedule each Den's part at each Pack meeting. These plans should incorporate the monthly themes established by BSA and are subject to approval by the Pack committee at the Annual Planning meeting.
- **Section 2:** The Annual Planning meeting will be held no later than August 31st each year to plan the yearly activities for the pack. Those in attendance shall be the Pack Committee members, the Cubmaster, Den Leaders and interested parents.

ARTICLE 16 – AWARDS:

- **Section 1:** All awards and advancements must be turned into the Awards Chair at the committee meeting prior to the Pack meeting. All awards not turned in by that time will wait until the following month, with an explanation to the boy and his parents as to why he had to wait, given by the Den Leader.
- **Section 2:** All awards and advancements must be turned in on the appropriate awards/advancement report forms for the awards to be processed by the Awards Chair.
- **Section 3:** All members must be members in good standing, to receive any awards or advancements.
- **Section 4:** Awards will only be received at the Pack meeting. Rank Advancement will only be awarded at Pack meetings with a parent or guardian present. No achievement awards will be presented at the Holiday Pack meeting in December. Exceptions will be made under special circumstances.
- **Section 5:** Cub Scouts should advance in rank each year. Parents are advised that it is their responsibility to work with sons to attain rank. The boys cannot do it without their parent's support and help.
- **Section 6:** In order to earn the Perfect Attendance Award, the Cub Scout must attend all Den and Pack meetings for one-year. He will be allowed 3 excused absences only. (An excused absence is defined as-an illness or prior family commitment and has notified the Den Leader prior to the start of the meeting.)

ARTICLE 17 – CONDUCT/DISCIPLINE

- **Section 1:** All Cub Scouts, adult Scouts, and parents must have a current code of conduct on file with Pack 163 prior to attending any Den or Pack meeting, outing or activity. The Code of Conduct will be renewed each year at time of re-charter.
- **Section 2:** Definition of misbehavior
 - **Serious misbehavior or breach of conduct** is defined as, but not limited to, the following: theft, lying, profanity, fighting, vandalism, and/or willful refusal to follow a Scout Leaders' directions.
 - **General misbehavior** is defined as, but not limited to, bad sportsmanship and disrespect to others.
- **Section 3:** Investigation of misbehavior and determination of punishment
 - Any observed or reported misbehavior shall be investigated by at least two trained adult Cub Scout Leaders. The investigating Cub Scout Leaders shall not be related to the Cub Scouts involved.
 - At the conclusion of the investigation, the investigating Cub Scout Leaders and the Cubmaster shall determine if punishment is warranted.
 - In the event that the punishment is dismissal from the pack, the Pack Committee and Charter Representative shall be notified as soon as possible.
 - The parents of the Scout may be present for all parts of the investigation and determination of punishment.
 - The Scout may appeal the determination of punishment at the next Pack Committee meeting.
 - (a) The Pack Committee Chairperson shall appoint a Disciplinary Appeals Committee to hear the appeal.
 - (b) The Disciplinary Appeals Committee shall be composed of three Cub Scout Leaders or parents who did not investigate or determine punishment for the misbehavior and who are unrelated to the Cub Scouts involved.
 - (c) The decision of the Disciplinary Appeals Committee is final

- **Section 4:** Administration of Punishment

- **Serious Misbehavior** – Any Cub Scout found to be misbehaving in a serious manner will be sent home from the meeting or even. The parents will be notified by telephone as soon as possible, requesting they pick up their Cub Scout. If the parent is unable to pick up the Cub Scout, two trained adult Cub Scout Leaders may accompany the Cub Scout home and discuss the matter with his parents. At this point, the Cub Scout will be barred from participating in Den or Pack events for two months. Written notification detailing the incident and punishment and a copy of the Pack 163 Bylaws shall be forwarded to the Cub Scout’s parents as soon as possible.

Any Cub Scout found to be misbehaving in a serious manner for a second time will be dismissed from the Pack. Written notification detailing the incident and a copy of the Pack 163 Bylaws will be forwarded to the Cub Scout’s parents as soon as possible. Written notification will be kept on file by the Pack for a minimum of two years.

General Misbehavior – Any Cub Scout found to be misbehaving in a general manner will be taken aside by two trained adult Cub Scout Leaders, given a verbal warning and explanation of the Pack Bylaws

Any Cub Scout found to be misbehaving in a general manner for a second time will be sent home from the meeting or event. The parents will be notified by telephone as soon as possible, requesting they pick up their Cub Scout. If the parent is unable to pick up the Cub Scout, two trained adult Cub Scout Leaders may accompany the Cub Scout home and discuss the matter with his parents. At this point, the Cub Scout will be barred from participating in Den or Pack events for two months. Written notification detailing the incident and punishment and a copy of the Pack 163 Bylaws shall be forwarded to the Cub Scout’s parents as soon as possible.

Any Cub Scout found to be misbehaving in a general manner for a third time will be dismissed from the pack. Written notification detailing the incident and a copy of the Pack 163 Bylaws shall be forwarded to the Scout’s parents as soon as possible. Written notification will be kept on file by the Pack for a minimum of two years.

- **Section 5:** All adults attending Scouting functions will be subject to the same rules as the Cub Scouts and Cub Scout Leaders.
- **Section 7:** Parents are responsible for their children’s behavior at the Den/Pack meeting, outings and activities. Disruptive and/or disrespectful behavior is not allowed and will not be tolerated.
- **Section 8:** Any Cub Scout using foul or filthy language in uniform will be reported to his parents and the Cubmaster.
- **Section 9:** All Pack 163 related activities shall be held in an alcohol and drug free environment. This includes the use of tobacco and tobacco related products.

ARTICLE 18 – UNIFORMING

- **Section 1:** Because the uniform is an important part of the Scouting program, all Cub Scouts and registered leaders will be required to wear the uniform to all Scout meetings, outings and activities unless advised otherwise by the person in charge of the activity.
- **Section 2:** The uniform parts required by Pack 163 are:
 - **A.** An official uniform shirt with all appropriate and properly placed insignia
 - **B.** An appropriate neckerchief and slide
 - **C.** Neat dark trousers, shorts or jeans (Clean, no holes, etc.)
 - **D.** Cub Scout belt

- **E.** Adults would wear the green scout belt, unless a female is wearing the yellow and blue uniform, in which case, she would wear the blue Cub Scout belt. Further uniform compliance is listed in the Cub Scout Leader's Handbook.
- **Section 3:** In cases where a Cub Scout's family is financially unable to secure a uniform, the Pack Committee will consider procurement of the uniform for the Cub Scout, using Article 13, Section 2 of these bylaws as guidelines.
- **Section 4:** Uniforms will be properly worn as stated on the uniform inspection sheet by all Cub Scouts and Adults. A Cub Scout and his uniform should be neat and clean at all times.
- **Section 5:** To participate in a flag ceremony the Scout must be in the pack specified uniform.

ARTICLE 19 – CHANGES OR AMENDMENTS IN THE BYLAWS:

- **Section 1:** These Bylaws may be changed or amended at the Annual Planning meeting with the approval of 2/3 of the Pack's registered adult members who are still actively participating with the Pack, and/or the Chartered Organization representatives in attendance.
- **Section 2:** Special circumstances deviating from these bylaws may be considered by the Pack Committee on a case-by-case basis. Any deviation must have the approval of 2/3 of all registered adult members of the pack in attendance at the Pack Committee meeting.
- **Section 3:** Any changes or amendments must be submitted in writing at a Pack Committee meeting. These written changes or amendments will be voted on at the following Pack Committee meeting
- **Section 4:** Adoption and Amendments to the By Laws are subject to a final review by the Chartering Organization.

ARTICLE 20 – DISTRIBUTION OF PACK INFORMATION:

- **Section 1:** Copies of the Pack Bylaws, Yearly Schedule of Events, Yearly Budget, and Organizational Structure shall be made available for all parents and Cub Scouts in the Pack in order that they will be aware of the desire the committee has to assure safe and orderly operation of Pack 163 for all Cub Scouts. Distribution of these documents shall be made annually, in September, and on an as needed basis throughout the year.

ARTICLE 21 - INSURANCE:

- **Section 1:** Liability insurance is acquired through the local Boy Scout Council during the annual re-chartering process each December. Each registered individual is covered by a Mutual of Omaha Insurance Policy. This policy also covers any individuals participating who are prospective members.
- **Section 2:** Additional insurance coverage for high risk activities will be obtained as appropriate through the Tour Permits Office at the Clinton Valley Council Office.

ARTICLE 22– DISSOLUTION:

In case of dissolution of the organization, funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of the assets will be disposed of as determined by the membership and in accordance with any applicable Boy Scouts of America guidelines. Any remaining liability will be resolved by the chartering organization and the local Council.