

Cub Scout Pack 507 Bylaws & Guidelines (V.2.1)



Charter Organization

**The Clarksville (Sunrise) Rotary Club
Charter Date: 30 SEP 2010**

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GENERAL:

These Policies and Procedures are not rigid rules, but provide guidelines and goals for the operation of Pack 507, sponsored and owned as a community service outreach by the Clarksville (Sunrise) Rotary Club. We must apply them using common sense and fairness. Use these bylaws to assist in the definition of roles and duties of the Pack, Dens, Leaders, Scouts, and Parents.

BSA POLICIES:

Leaders need the training, knowledge, and initiative to make sure that Pack 507 operates in full accord with the Charter and Bylaws and the Rules and Regulations of the Boy Scouts of America (BSA) and with all applicable BSA policies and procedures. This document was written to operate in accordance with the policies of its sponsoring organization and the Boy Scouts of America. This document should not supersede any BSA policy, in the event a conflict between policies occurs the prevailing authority will be those related to the terms of the Charter Agreement. Any perceived conflict between these Bylaws and BSA policy should be brought to the attention of the Pack Committee Chairperson, Cubmaster or Chartered Organization Representative (COR).

ARTICLE 1 – VISION, MISSION and PURPOSE:

· Section 1: Vision.

Unit Leaders, Parents, Chartering Organization and Scouts, will see Cub Scout Pack 507 as a strong support and service provider to help them meet their goals and purposes of Cub Scouting.

· Section 2: Mission.

The Mission of Pack 507 is to provide a positive atmosphere where the Scouts will grow and develop. Our ultimate objectives are citizenship training, character development and personal fitness. In Cub Scouting, a framework is provided with guidelines upon which we build. We build upon the framework by inserting fun and excitement into the learning process. Many times, the boys do not realize that they are learning anything; they are having too much fun to recognize it. That is when we know we are doing it right!

· Section 3: Purpose.

This Pack operates under the guidelines of Boy Scouts of America as incorporated on February 8, 1910, and chartered 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 chartered organizations work together to achieve the following objectives:

- Influence a boy's character development and spiritual growth.
- Develop habits and attitudes of good citizenship.
- Encourage good sportsmanship and pride in growing strong in mind and body.
- Improve understanding within the family.
- Strengthen a boy's ability to get along with others.
- 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.

Key factors to our success are:

- Quality leaders, well trained and dedicated to the service of youth;
- A commitment from each family towards the success of their son;
- Participation of the Scout in meetings, events and activities.

We promote those aims through the methods:

- **Cub Scouting is Home and Neighborhood Centered** Cub Scouting happens in apartment complexes, in urban areas, in rural communities, in large cities, in small towns—wherever boys live.
- **Family Involvement** Family involvement is an essential part of Cub Scouts Advancement Plan Recognition is important to boys. The advancement plan provides fun for the boys, gives them a sense of personal achievement as they earn badges, and strengthens family understanding as adult family members work with boys on advancement projects.
- **The Den** Boys like to belong to a group. The Ideals the Cub Scout Promise, the Law of the Pack, and Cub Scout sign, handshake, motto and salute all teach good citizenship and contribute to a boy's sense of belonging
- **The Uniform** The Scout uniform helps build pride, loyalty and self-respect. Wearing the uniform to all den and pack meetings and activities also encourages good behavior and a neat appearance.
- **Activities** Boys will participate in a wide variety of den and pack activities, including games, projects, skits, songs, outdoor activities and trips. There is also the Cub Scout Academics and Sports program, which includes individual achievement and family recognition.

ARTICLE 2 – ENFORCEMENT AND CHANGES OR AMENDMENTS IN THE BYLAWS:

• **Section 1:** As the pack's executive officer, the Chartered Organization Representative serves as the liaison between the Clarksville (Sunrise) Rotary Club (The Charter Organization – CO) and Pack 507 and as such is empowered by the CO to enforce and to waive all policies, whichever in their judgment is in the best interest of Pack 507 and its members. The pack committee has final authority over any question of interpretation in operation as directed by the COR guidance. The pack committee must hear, and chartered organization representative must approve, all changes to the Policies and Procedures.

• **Section 2:** These Bylaws may be changed or amended at the Annual Planning meeting, based on recommendations made by any adult leader or parent of a scout with the approval of 2/3 of the Pack's registered adult members who are still actively participating with the Pack, and then submitted to the Chartered Organization Representative for a final review and final approval. Registered adult members are those considered to be voting members of the Pack Committee.

• **Section 3:** 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 and must follow the requirements and spirit of the Scouting program.

• **Section 4:** Any recommended 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 and the results will be submitted to the Charter Organization Representative. Alternately, the COR may hear specific requests and/or suggestions and act in their capacity to expedite time sensitive changes.

• **Section 5:** Adoption and Amendments to the By Laws are subject to a final review by the Chartering Organization Representative.

ARTICLE 3 – PACK ORGANIZATION:

Section 1: Pack organization includes the following major components:

Chartered Organization (sponsor)

- Chartered Organization
 - Chartered Organization Representative
- Pack Committee
 - Chairman
 - Minimum two Committee Members (Treasurer, Advancement)
- Parents
- Cubmaster Team
 - Cubmaster
 - Assistant Cubmasters
 - Tiger Leaders
 - Den Leaders
 - Webelos Den Leaders
- Scouts (Tiger Scouts, Cub Scouts, Webelos)

• Section 2: Chartered Organization (Unit “owner”)

Pack 507 is sponsored and “owned” by the Clarksville (Sunrise) Rotary Club through the BSA charter agreement. The chartered organization is obligated by the BSA Charter agreement to provide an adequate meeting place (Christ Lutheran Church), including assisting with storage for pack equipment, and to secure and approve new pack adult leaders. The Chartered Organization is responsible for ensuring that sufficient leadership is provided for all activities. The chartered organization appoints a Chartered Organization Representative (COR) (Scouting Coordinator or Institutional Representative) to be the key liaison between the pack and the chartered organization. The Chartered Organization Representative is responsible for the certification of all leaders in the unit and prior to certifying any leader must meet with and interview each prospective candidate. The chartered organization has the ultimate responsibility to ensure that the pack operates in full accord with all BSA policies.

• Section 3: Pack Committee

The areas of responsibility covered by the pack committee are:

- Advancement
- Treasurer
- Secretary
- Training
- Outings and Event Coordination
- Fundraising Chair

Committee members must meet the guidelines set forth by the Boy Scouts of America, be selected by the charter organization after an interview, and registered as adult leaders of the BSA. One member is designated as pack committee chairman. The minimum size of the committee is three, but the suggested size is seven or more, allowing responsibilities to be distributed. A larger committee generally ensures a stronger, more stable pack, is better prepared to perform all required functions of a successful pack program, and involves more pack families in meaningful service to the pack. The committee has three primary goals:

- It is responsible to secure new adult leaders as vacancies occur;
- It approves pack programs and activities as planned by the Den Leaders, Cubmaster Team, and Committee;
- It provides pack program support as requested by the Cubmaster and Den Leaders, especially transportation and adult leadership for outings and events.

· **Section 4: Voting Guidelines**

Regular voting members of the committee are:

- Charter Organization Representative
- Advancement
- Treasurer
- Secretary
- Training
- Outings and Event Coordination
- Fundraising Chair

The Committee Chair only votes in the case of a tie. The Committee must have quorum to conduct business and voting. A quorum for the purposes of voting shall be 50% of the voting Committee Members. Voting members may proxy their vote to the Committee Chairman if unable to attend a meeting. In the event of an arising question concerning policies, procedures, or aims of Scouting, the COR must certify the findings of the vote and implement them in assent under the guidelines of the Pack organization.

· **Section 5: Parents**

Scouting is a family activity, and will require the Scout to work on some advancement outside of his den or pack. The commitment of his parents and family towards helping him achieve his goals is paramount to his success. The "Application to Join a Pack" requires that the parents read and understand the Parent Agreement, which requires them to assist their son, leaders, and pack, as necessary. Statistics show that Scouts whose parents take an active interest or leadership role are most likely to succeed in Scouting. To better guarantee the success of our Scouts, parents must participate in the program. Pack 507 expects at least one parent from every family to be actively involved with the Pack, in the case of Tiger Scouts it is required that one parent be involved in all events. It is the responsibility of the committee to determine what level of involvement is acceptable. Parents will complete the Code of Conduct and Parts A & B of the Medical Record for each Scout and turn-in no later than the second meeting.

· **Section 6: Registered Adult Leaders**

Pack 507 recognizes that quality leaders are vital to the success of its Scouting program. Their duty is to provide the basic program for and guide Scouts according to the policies and procedures of Pack 507 and the BSA. Leaders are recruited by other leaders, and appointed by pack committee with the approval of the chartered organization.

All leaders must provide a list of references and meet minimum requirements before being accepted to any position within the pack. Leaders must meet the requirements of the position as established by the BSA, be of good moral character and interested in working with boys. They must be registered as an adult leader of the BSA. In the interest of meeting the high expectations of parents, and to guarantee the best possible program is being offered to its Scouts, Pack 507 requires that all adult leaders attend Youth Protection Training, the Position Specific training appropriate to their position, and any other BSA Training courses to achieve the status as a fully trained volunteer in the position for which they are registered. All Den leaders are required to have read "The Guide to Safe Scouting" and adhere to its guidelines at ALL scouting events.

The Cubmaster and Committee Chairman will make due diligence efforts to attend the monthly District Roundtables, and a leader or representative of each den is strongly encouraged to attend as many roundtable meetings as possible.

The leaders of Pack 507 are expected to set a good example through behavior, attitude and uniform, and believe in the values and principles of Scouting.

ARTICLE 4 – 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 and the Charter Organization Representative as required by Boy Scouts of America Policy.

- **Section 2:** Pack committee members will be nominated and serve up to two-year terms, based on recommendations of the pack committee chairperson and the chartering organization this may be extended at any time.
- **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 pack committee chairperson and Chartered Organization Representative, and (3) they also must meet the requisite leadership qualifications and responsibilities as stated in the current Cub Scout Leader Book and on www.scouting.org. No membership as either a member of the Pack committee nor as a leader in the Pack shall be deemed effective until certified by the Chartered Organization Representative and an approved Adult Registration Application has been submitted.
- **Section 4:** Each Den is required to have a minimum of two adults at each Den meeting to comply with the "Two Deep Leadership" policies of Youth Protection. At least one must be a registered and certified leader. Each Den shall also have 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. Cubmaster teams provide information, perspective and recommendations for the committee's consideration in making a decision.
- **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 Cubmaster and 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 5 – COMMITTEE MEETINGS:

- **Section 1:** Attendance by the Committee Chairperson, COR, Cubmaster, and treasurer are required to ensure a successful functioning of the meeting. If any member, aside from the CC and COR, are unable to attend they may contact the COR or CC to express their vote on any upcoming matter or expected reports to be presented on their behalf.
- **Section 2:** At all Committee meetings, the Committee Chairperson will be responsible for calling the meeting, leading meeting business, 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 3:** Meetings of the Pack Committee will be held on the last Sunday of each month, one prior to the Pack meeting, except when a holiday falls on that day or in the month of June. The other exception will be when the meeting falls on the same weekend as a campout in which case the meeting will be held on the Saturday evening at the camp site. At minimum, Committee meetings will be 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 3:00pm until conclusion of business, not to exceed two (2) hours in duration.

- **Section 4:** 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 5:** 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 6 – 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: 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 and Charter Organization 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, or ensuring that information from the roundtables are presented to the Pack leaders; 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. At the beginning of each activity year, the treasurer and the Cubmaster prepare a summary of the previous year's income and expenses and prepare a proposed budget of all projected income and expenses for the coming year, for review and approval by the pack committee. The Cubmaster assists the treasurer and pack committee in conducting a simple annual audit of the previous year's income and expenses.

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 notes from committee/leader meetings via email; 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. In addition, maintains 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 Journey to Excellence (JTE) Unit Award submission.

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. At the beginning of each activity year, the treasurer and the Cubmaster prepare a summary of the previous year's income and expenses and prepare a

proposed budget of all projected income and expenses for the coming year, for review and approval by the pack committee. The treasurer guides and assists the committee in conducting a simple annual audit of the previous year's income and expenses.

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. When possible, the Treasurer will ensure that receipts are turned in for reimbursements of funds. 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. OUTINGS AND EVENTS COORDINATOR CHAIR RESPONSIBILITIES includes, but not limited to: attending Committee Meetings; filling out the Tour Plan Worksheet and submitting to the Council Office for Tour Permit; ensuring that the Pack Overnight Site Approval Form for non-approved BSA camping sites is completed and submitted to council; planning the itinerary for trips and leading in the development of the program, conducting coordination with the outing locations to ensure they comply with all BSA policies to be utilized and to act as the liaison between the Pack and the location and works with the Fundraising Chair to develop, plan and execute fundraising events for the Pack.

G. FUNDRAISING CHAIR RESPONSIBILITIES includes, but not limited to: attending Committee Meetings; filling out the Money Earning Permits and gaining approval from the Local Council office to conduct fundraising activities; coordinates all popcorn related sales including collection of all funds and orders and submitting them on time to the local council office; coordinates for Friends of Scouting (FOS) to attend the Blue and Gold Banquet and make a presentation to the Pack; and works with the Outings and Events Coordinator to develop, plan and execute fundraising events for the Pack.

H. DEN LEADER AND ASSISTANT DEN LEADER RESPONSIBILITIES include: being a registered leader of Pack 507 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.

- **LION & 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 and time for Den meeting, (after consultation with Pack Committee). Attends monthly Pack leaders' meeting.

- **WEBELOS DEN LEADER and ASSISTANT WEBELOS LEADER** Same as the Den leader and Assistant Den Leader except works with older Webelos Scouts. Encourages periodic parent/son overnight campouts. Attends monthly Pack leaders' meeting.

ARTICLE 7 – 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 8 – PACK MEETINGS, DEN 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: pack code of conduct, medical record and as needed permission slips. 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 be held in accordance with Pack 507'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 (PWD), a Blue and Gold Banquet, an advancement ceremony and graduation, a Scout Summer Program, Scout Recruitment Night in August, 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.
- **Section 7: Alcohol, Tobacco and Illicit Drugs.** As required by BSA policy, the pack will ensure a completely alcohol-free, tobacco-free, and drug-free environment for our Scouts.
 - **Alcohol** - The following statement was approved by the National Executive Board of the Boy Scouts of America: It is the policy of the Boy Scouts of America that the use of alcoholic beverages and controlled substances is not permitted at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.

- **Tobacco** - Adult leaders should support the attitude that they, as well as youths, are better off without tobacco in any form and may not allow the use of tobacco products at any BSA activity involving youth participants. All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants. (*References: Scoutmaster Handbook, No. 33009, and Boy Scout Handbook, No. 34554*)
- **Drugs** – The use of illegal drugs at any activity is strictly prohibited.
- **Medical Marijuana** - It is unacceptable for anyone to use or be under the influence of medical marijuana at or during any Scouting activity.

• **Section 8: Activities Policies.**

- **Adult Presence at Activities.** In accordance with BSA Youth Protection policies, at least two registered adults or one registered adult leader and a parent of a participant, one of whom must be 21 years of age or older, are required to be present at all pack or den activities (2 deep leadership). A minimum of one adult per Scout must be present at all overnight pack or den outings and in the case of the Tiger Den, one parent must always be present when the Den conducts an event. If the Cubmaster is not present on an overnight activity, the Cubmaster must approve the adult in charge. One adult and one boy may not tent together (unless they are parent and son). At least one adult on any overnight activity must be male. As per BSA policies adults of opposite sex sharing a tent must be legally married. The exception to one adult per Scout may be made when that Scout's parent is in the military and deployed in which case, the parent may entrust the Scout to a registered adult leader providing that the adult leader is furnished with a medical power of attorney.
- **Permission Forms.** The pack must obtain annually a Permission Form & Waiver and a Health & Medical Statement for each Scout, signed by his parents, in accordance with BSA guidelines. The pack must also obtain a permission slip for each Scout on each outing. All this information will be with the activity leader at all times.
- **Driving Safety Policies.** The pack should provide a copy of the pack driving safety policies once a year to every person who provides transportation for Pack 507 as a volunteer driver. The driving safety policies should list current BSA and Pack 507 policies, which the pack committee believes will contribute to driving safety.
- **Aquatic Activities.** All aquatic activities must function in accordance with the BSA "Safe Swim Defense Plan," BSA "Safety Afloat" plan.
- **Bicycling Activities.** All bicyclists, adult or youth, must wear a bicycling safety helmet at all times while riding.
- **Pets.** No one may bring a pet on any pack activity unless specifically approved in advance by the Cubmaster.
- **Weapons.** Pack 507 does not allow any Scout or adult to bring a gun, bow, crossbow or other weapon on any pack activity. Shooting activities must conform to current BSA policies and be conducted at an approved BSA Council camp under the direction of qualified staff. Bears and Webelos Scouts may carry folding pocketknives only if they have earned their Whittling Chip and agreed to the safety guidelines. Knives may not be carried on school grounds, or when local rules and regulations prohibit. Younger Scouts, and those that have not earned their Whittling Chip, may not carry knives at any Scout activity. No adult or Scout may carry fixed blade, switchblade or sheathed knives at any Scouting activity.

Adult law enforcement officers may carry weapons as required. While out of uniform, however, every effort should be made to do so in as safe and discrete a manner as possible, to avoid the distraction that such an item could create.

- **Section 9:** Pack dues are due to the Den Leader at the beginning of each month. Dues are used to assist in the payment of advancement badges and recognition kits, activities, supplies and other purposes as deemed necessary by the Pack Committee. Dues may also be paid annually directly to the Pack Treasurer.

- **Section 10:** Scouts whose parents cannot participate in events due to extenuating circumstances will ensure that a Medical Power of Attorney is provided for their child and that the Cubmaster know under whose custody the Scout will be under during the outing or event.

ARTICLE 9 – DEN MEETINGS, OUTING & ACTIVITIES:

- **Section 1:** Cub Scout Dens should meet at least three times a month. One of the three meetings may be a Den outing and the Pack Meeting may also count as one of the three meetings. Additional meetings are authorized as the prerogative of the Den Leaders.

- **Section 2:** The optimal size of a den is 5-8 boys, however dens will not exceed a total roll 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. Den Leaders will complete phone rosters for their Den using the attached form.

- **Section 3:** Dens may operate with up to fifteen (15) 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 and 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 (see ARTILCE 8, Section 8). Tigers will have one parent participate per scout. 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, Part A & B medical and as needed permission slips and short term camping applications. Dens will not conduct their own camping trips unless they are a Webelos Den. Dens participating in overnight trips must do so as part of a pack overnight trip.

- **Section 5:** Den meetings, outings and activities should not conflict with any Pack meetings, outings or activities.

- **Section 6:** All Den activities must be conducted in accordance with established Boy Scouts of America guidelines and directives.

ARTICLE 10 – PACK FUNDS:

- **Section 1:** The pack committee approves the annual pack budget, and it approves all expenditures in advance, except those spent by the treasurer or Cubmaster in accordance with the approved budget. The committee is responsible for conducting a simple annual audit of the previous year's income and expenses, assisted by the treasurer and the Cubmaster.

- **Section 2:** Pack funds are kept in a checking account (interest-bearing, if possible) under the name of Clarksville Sunrise Rotary Pack 507. The pack treasurer disburses pack funds and is the sole keeper of all blank checks and of all receipts. All checks require two signatures to be valid. It is recommended that the treasurer and committee chairman be co-signers, with the Cubmaster as a backup in case one of the others is unavailable. 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 3:** 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 4:** 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.
- **Section 5:** Each Cub Scout shall be required to pay Boy Scout of America registration fees, in addition scouts pay monthly Pack dues in an amount as determined by the Pack Committee at the beginning of each year. Dues will be collected SEP-JUN. Any additional Den dues will be determined by the Den Leaders to pay for materials and recognition kits pertaining to the den.
- **Section 6:** The Dens will forward any monthly paid Pack dues to the Pack Treasurer.
- **Section 7:** 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 8:** An account may be maintained at the Middle Tennessee Council Scout Shop for supplies and advancements. Detail of the expenditure from this fund shall be included in the annual financial statement.
- **Section 9:** The pack pays the BSA registration fee for all active registered adult leaders and for active pack committee members. The pack pays the cost of BSA basic training for active registered adult leaders. Registered adults are responsible for the cost of their own uniforms and outing/activity fees.

ARTICLE 11 – DEN LEADERS MEETING:

Each month a Den Leaders' meeting will be held immediately following the schedule Pack Committee meeting at the same location. Each den is required to have at least one (1) representative at this meeting or have made arrangements to receive all information discussed. 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 12 – 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.
- **Section 2:** A Scout Night will be provided for Fall recruitment as the annual "Roudup" following the in school talk scheduled by the District Executive. Cubmaster, Committee Chairperson, Den Leaders representing each rank, and Pack Membership and Registration Chairperson will attend. The Pack should also conduct a Spring Recruitment to target kindergartners graduating into 1st grade in order to take advantage of Summer activities and camp for interested youth to get a head start.

ARTICLE 13 – 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 14 – REGISTRATION:

- **Section 1:** The initial registration fee and dues 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. All boys will have an Annual Consent Form on file and will be submitted upon completion of registration form and payment.
- **Section 2:** No boy shall be denied membership solely 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.** Assist in applying to the Middle Tennessee Council for individual assistance funding for registration.

ARTICLE 15 – STANDARDS OF MEMBERSHIP:

· Section 1: General

To retain full membership in Pack 507, a Scout must be active, must wear a full uniform consisting of a uniform shirt, belt, and appropriate badges of the unit and rank, and must meet the behavior standards of the pack.

· Section 2: Advancement Standard

A Scout needs to advance regularly to learn the skills and leadership that are central to the Scout program. Pack 507 expects all Cub Scouts to earn the rank of Bobcat within six months of registering, and to continue to meet the requirements to advance at least one rank each year after that. If this cannot be met then the Cubmaster and Den Leader will work with the Cub Scout (with the parents' approval and possible involvement) until the rank is achieved.

· Section 3: Uniform Standard

While not required, all registered leaders Pack 507 are encouraged to have a uniform. Direct-contact leaders, as defined in ARTICLE 3, Section 1 (Cubmaster Team), are required to wear a complete and correct Scout uniform. Scouts and adults may have a reasonable time to acquire a complete uniform or to replace worn or outgrown components. The Cubmaster may exclude Scouts without proper or complete uniforms from uniformed activities. The committee may deny advancement to those who consistently wear less than full uniform. Monthly uniform inspections for reward or treats shall be conducted at each Pack meeting.

· Section 4: Behavior Standard

Pack 507 expects reasonable behavior in accord with the Cub Scout Promise and Law. If a Scout's

behavior is disruptive, the Cubmaster or den leader should consult the Scout and his parents. If counseling fails, the Cubmaster or den leader may dismiss the Scout from the activity and notify the parents of the problem. If the Scout continues to create behavior problems, the Cubmaster or den leader may suspend him. The pack committee has the final right of appeal. More on behavior is covered in the bylaws in ARTICLE 19. Upon the imposition of any suspension, dismissal, or counseling with families the Charter Organization must be notified.

· **Section 5: Removal of Adults**

The chartered organization may remove any adult leader, in accordance with BSA policy, upon the recommendation of the pack committee. In general, the chartered organization leaves such actions within the pack committee, stepping in only when necessary.

- ☐ **Cubmaster**--The Cubmaster serves at the pleasure of the chartered organization and pack committee. He/She may be removed only by the Chartered Organization Representative.
- ☐ **Assistant Cubmaster**--Assistant Cubmasters serve at the pleasure of the Cubmaster and pack committee. They may be removed only by joint action of the Cubmaster and pack committee with approval of the Chartered Organization. This does not preclude the Cubmaster's authority to dismiss a leader from a pack activity for cause, pending later action of the pack committee.
- ☐ **Committee Chairman**--The committee chairman serves at the pleasure of the chartered organization. He may be removed by action of the chartered organization, or by request of the pack committee to the chartered organization.
- ☐ **Committee Member**--Pack committee members serve at the pleasure of the committee chairman. They may be removed only by joint action of the committee chairman and the pack committee.
- ☐ **Den Leaders**--Den Leaders serve at the pleasure of the pack committee. They may be removed by the pack committee, or at the request of the Cubmaster to the committee.
- ☐ **Parent of Scout**--Parents of currently active Scouts are normally permitted full access to pack activities. The pack committee may restrict parent participation or remove all participation privileges in special situations (court-ordered custody restrictions, legal convictions, etc.) as necessary for the safety and well-being of the Scouts.

ARTICLE 16 – ADULT TRAINING:

· **Section 1:** All new adult members must complete Youth Protection Training bi-annually as required by Boy Scout of America and will not be certified as a leader until complete.

· **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 This is Scouting Training within 2 months of their registration with the pack.

· **Section 4:** All adult members will participate in Cub Scout Leader Position-Specific Training 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 Basic Adult Leader Outdoor Orientation (BALOO) training as required by Boy Scouts of America.

In addition, each den will have someone trained in Hazardous Weather and Safety Afloat. At a minimum, each den is required to have one BALOO trained leader to take part in any outdoor or non-meeting specific outdoor activities. This training is required for all outings and tour permits by the BSA.

- **Section 7:** All registered adult members over the age of 40 or completing Wood Badge/Staff, regardless of age will complete Parts A, B and C medical record.

ARTICLE 17 – 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 Sept 1 of each year to plan the yearly activities for the pack with a preferred target date of no later than July 31. The purpose will be to establish the planning calendar for the following year's activities to be conducted by the Pack. Those in attendance shall be the Pack Committee members, the Cubmaster, Den Leaders and interested parents.

ARTICLE 18 – AWARDS/ADVANCEMENT:

- **Section 1:** Pack 507 expects each Scout to advance regularly, and to meet the pack's minimum advancement standard. All awards and advancements must be turned into the Awards Chair no later than the Thursday 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:** Den leaders notify the advancement chairman when boys have earned a badge of rank. The advancement chairman fills out a Council advancement report and provides the badge of rank for presentation at the next pack meeting. The Pack pays for all rank badges.
- **Section 3:** All members must be members in good standing, to receive any awards or advancements. A Scout must meet the pack's active service standard to be eligible for advancement. A Scout must meet the standard for at least the minimum period of active service required for each rank.
- **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. 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 Attendance Award, the Cub Scout must attend all a minimum of 80% of all events. Events are inclusive of Den and Pack meetings and Pack outings for one-year.

ARTICLE 19 – CONDUCT/DISCIPLINE

· **Section 1:** Pack 507 does not permit corporal punishment or hazing of any kind, nor does it allow disciplining through pushups or other punitive physical means. For more serious offenses, the pack may use probation, suspension, and expulsion. All Cub Scouts, adult Scouts, and parents must have a current code of conduct on file with Pack 507 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 (September 1)

· **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 including pervasive disruptive behaviors and acts.

· **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 two Cub Scout Leaders or parents who did not investigate or determine punishment for the misbehavior and who are unrelated to the Cub Scouts involved and the Chartered Organization Representative.
 - (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 event. The parents will be notified by telephone as soon as possible, if not present requesting they pick up their Cub Scout. At this point, the Cub Scout will be suspended from participating in Den or Pack events for one to three months as determined by the Cubmaster, Den Leader and Committee Chairperson and will be under a period of probation. Written notification detailing the incident and punishment and reference to this Section of this ARTICLE of the Pack Bylaws will 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 expelled from the Pack. Written notification will be kept on file by the Pack for a minimum of two (2) 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, if not present requesting they pick up their Cub Scout. At this point, the Cub Scout will be suspended from participating in Den or Pack events for one to three months as determined by the Cubmaster, Den

Leader and Committee Chairperson, and will be under a period of probation. Written notification detailing the incident and punishment and reference to this Section of this ARTICLE of the Pack Bylaws will 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 expelled from the pack. Written notification detailing the incident and punishment and reference to this Section of this ARTICLE of the Pack 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 (2) years.

- **Section 5:** All adults attending Scouting functions will be subject to the same rules as the Cub Scouts and Cub Scout Leaders.
- **Section 6:** 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 7:** Any Cub Scout using foul or filthy language in uniform will be reported to his parents and the Cubmaster.
- **Section 8:** All Pack 507 related activities shall be held in an alcohol and drug free environment. This includes the use of tobacco and tobacco related products.

· **Section 9:**

- **Probation**

Probation is a period of evaluation both by the pack and by the Scout under probation to determine fitness or desire to remain in the pack. A Scout under probation is generally barred from certain "special" pack and den activities, at the Cubmaster's or den leader's discretion. The Cub Scout's parent is always involved in this process.

- **Suspension**

Suspension is the temporary loss of all membership privileges in the pack, typically for 1 or 3 months. A Scout is not eligible for any advancement during the suspension period. A suspended Scout may be readmitted at the conclusion of the suspension period only after he has submitted a letter to the pack committee, signed by himself and his parents, stating his pledge to meet all pack standards fully.

- **Expulsion**

Expulsion is the permanent loss of all membership privileges in the pack. The pack committee may permanently expel any member (youth or adult) for any of the following:

- Illegal conduct, in or out of Scouting;
- Illicit use of drugs or alcohol, in or out of Scouting;
- Bullying, hazing, or harassment of another Scout;
- Stealing from another Scout;
- Misbehavior or refusal to abide by pack policies which is seriously detrimental to the welfare of the pack;
- Willful disregard of the Cub Scout Law, Cub Scout Promise, or BSA Policies and Procedures, especially by an adult in a position of trust.

ARTICLE 20 – UNIFORMING

- **Section 1:** Scouting is a uniformed movement. Because the uniform is an important part of the Scouting program, all Cub Scouts and direct 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 507 are:

- A. An official uniform shirt (Field Uniform) with all appropriate and properly placed insignia
- B. An appropriate neckerchief and slide (Adult leaders have the option to wear a neckerchief)
- C. Neat dark trousers, shorts or jeans (Clean, no holes, etc.)
- D. Cub Scout belt
- E. When applicable the acceptable uniform may be the Activities Uniform (Pack t-shirt).
- F. 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 15, 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 21 – 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 507 for all Cub Scouts. Distribution of these documents shall be made annually, in September, and on an as needed basis throughout the year. These sources shall not be disseminated to the general public by the Pack.

ARTICLE 22 - 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 Middle Tennessee Council Office.

- **Section 3:** In case of any accidents the leader in charge of the outing will complete the appropriate paperwork and submit as required.

ARTICLE 23 – 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. As an arm of the Chartered Organization, and in accordance with applicable Boy Scouts of America guidelines, remaining funds, equipment, gear, and obligations shall under control of the Chartered Organization for the final dispensation and dissolution of the unit in accordance with the Charter Agreement and BSA guidelines.