

SEXUAL HARASSMENT AND SEXUAL ASSAULT PREVENTION COMMITTEE CHARTER



1. ACTIVITY COMMITTEE NAME

The name shall be the Sexual Harassment and Sexual Assault Prevention (SHSAP) Committee.

2. AUTHORITY

This SHSAP Committee Charter is adopted by authority of the Board of Directors ("Board"), and is a standing advisory committee.

3. PURPOSES AND MISSION

The mission of the SHSAP Committee is to foster a physically and emotionally safe environment for all people in The Mountaineers; specifically an environment where sexual harassment and sexual assault are never tolerated under any circumstances, and where all people can participate without fear of sexual harassment or sexual assault.

SHSAP Committee Responsibilities:

- Implement the recommendations from the October 2024 SHSAP Advisory Committee Report.
- Review of the phased work plan annually, make recommendations for modifications, and submit revisions to the Board of Directors each January.
- Provide progress reports to the Board of Directors each January and May.
- Review of all policies related to behavioral expectations, and complaint investigation & resolution.
- Draft and recommend to the Board, as needed, policies to address high-risk programs or to fill gaps in our policies related to interpersonal behavior.
- Draft and recommend to the Board policies related to individuals who have a history of harmful behavior.
- Develop a communications and training plan for all behavior-related policies.
- Develop and work with staff and volunteers to implement organization-wide systems that support a culture of reporting and trustworthy response.
- Provide SHSA-related training and orientation resources for course and committee chairs.
- Work with committees to ensure they have charters that include a process for suspension and reinstatement of activity leaders and committee members.
- Facilitate cross-functional collaboration on SHSA-related projects, specifically aiding in pilot projects at committee levels and facilitating the adoption of good practices across all programs.
- Provide support for committees to develop affinity spaces.
- Work with staff to implement a comprehensive communications plan that conveys updates on this committee's work on a regular basis and that ensures that all members of our community have ongoing visibility to our policies and expectations through a variety of delivery methods.

4. MEMBERSHIP

Membership on the SHSAP Committee is open to all current Mountaineers members in good standing

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who have no history of prohibited behavior. Members will be selected by the SHSAP Executive Committee to fill specific vacancies as described below. Individuals with any of the following personal or professional experience will be prioritized to fill open roles: Women, Non-Binary or BIPOC identities; professional experience in human resources, law, justice, equity & inclusion, organizational development, psychology, sexual harassment & sexual assault prevention; volunteer experience in multiple areas of The Mountaineers or doing nonprofit governance work,

5. GOVERNANCE

The SHSAP Committee is composed of an SHSAP Executive Committee and an Implementation Team.

5.1. SHSAP Executive Committee

The SHSAP Executive Committee shall consist of eight officers:

- Chairperson
- Vice Chairperson
- Communications Chair
- Safety Committee Liaison
- Equity & Inclusion Liaison
- Branch Leadership Liaison
- CEO (ex-officio, non-voting)
- Director of Programs & Operations (ex-officio, non-voting)

The SHSAP Executive Committee may create, restructure, or dissolve sub-committees to carry out the purposes of the SHSAP Committee, appoint sub-committee officers and members, and delegate certain powers and duties to sub-committees.

The Chairperson and Vice Chairperson shall be appointed by the Board President. The Communications Chair, Safety Chair, Equity & Inclusion Liaison, and Branch Leadership Liaison shall be appointed by the Chairperson for the first partial year of the SHSAP Committee's establishment, after which they will be elected by a committee vote for the term beginning October 1, 2025 and thenceforth.

5.2. Term Conditions and Stipulations

Each Officer shall serve for a period of two (2) years, with terms ending on September 30th of the odd year. Elected officers may serve multiple terms. In the event that a replacement cannot be found for any elected positions, except for Chairperson, for any reason, the Chairperson may either temporarily extend the term of the incumbent, or appoint an interim officer for a period of up to one (1) year or until such time that a replacement can be found. In the event that a replacement cannot be found for the Chairperson, the SHSAP Executive Committee may extend the incumbent's term for up to two (2) additional years. In the event that the incumbent does not agree to an extension then the SHSAP Executive Committee may appoint any qualified individual until a replacement can be found.

5.3. Officers' Duties

Each officer shall serve as the liaison to other relevant committees in the organization, and attend meetings pertinent to the position, as well as executing any additional tasks assigned by the Chairperson. Additionally, each officer in the SHSAP Executive Committee shall perform the duties as assigned.

5.3.1. Chairperson

The Chairperson must be a Director on the Board, and shall:

- Preside at all full Committee, SHSAP Executive Committee, and special meetings of either.
- Confirm all sub-committee chairs.
- Act as the spokesperson for the Committee, including providing Board reports twice annually.
- Oversee the operations, activities, programs, and budget of the Committee.
- Recruit and develop new SHSAP Executive Committee candidates.

5.3.2. Vice Chairperson

The Vice Chairperson must be a Director on the Board, and shall:

- Act in place of the Chairperson in their absence.
- Assist the Chairperson with duties of the office.
- Recruit and develop candidates for the Implementation Team.

5.3.3. Communications Chair

The Communications Chair shall:

- Be the recording officer for the Committee.
- Take, transcribe, and archive the minutes of the full Committee, SHSAP Executive Committee, and special meetings of either.
- Maintain a regular member-facing communications plan that includes at a minimum monthly updates on the work of the SHSAP committee, and that requires coordination with staff to ensure communication is disseminated among all relevant constituent groups

5.3.4. Safety Committee Liaison

The Safety Committee Liaison, who must be the Chair of the Safety Committee or their delegate, shall:

- Represent the perspective of the Safety Committee on all matters addressed by the SHSAP Committee.
- Implement relevant policies and programs through the Safety Committee.

5.3.5. Equity & Inclusion Liaison

The Equity & Inclusion Liaison shall:

- Represent the interests of the Equity & Inclusion Committee in all actions and decisions made by the SHSAP Committee.
- Maintain a line of communication with the Equity & Inclusion Committee.

5.3.6. Branch Leadership Committee Liaison

The Branch Leadership Committee Liaison shall:

- Represent the interests of the Branches in all actions and decisions made by the SHSAP Committee.
- Maintain a line of communication with the Branch Leadership Committee
- Ensure that Branch Leaders have the tools to implement policies and programs established by the SHSAP Committee.

5.4. Order of Succession

In the event that the Chairperson is unable to attend any meeting of the full or, SHSAP Executive Committee, or special meeting of either, then any of the other attending Officers may chair the meeting, given the following order of succession:

- Vice Chairperson
- Communications Chair
- Safety Committee Liaison
- Equity and Inclusion Liaison
- Branch Leadership Committee Liaison

Whenever an Officer other than the Chairperson chairs a meeting, they assume the duties and authorities of the Chairperson for the duration of the meeting.

5.5. Implementation Team

The Implementation Team comprises all non-officer committee members, who represent the wide variety of programs and locations that serve The Mountaineers community. Each member of the Implementation Team will fill a specific role. The following roles are part of the Implementation Team:

- [Branch] Community Safety Committee Representative (maximum one per Branch)
- Climbing Council Representative
- Scrambling Council Representative
- Hiking Council Representative
- Sea Kayaking Council Representative
- Snowshoe Council Representative
- Global Adventures Representative
- Meany Lodge Representative
- Stevens Lodge Representative
- Baker Lodge Representative
- Kitsap Forest Theater Representative

Each Implementation Team member shall have a genuine interest in furthering the work of the SHSAP Committee, and shall demonstrate support from the program they represent to serve on the Implementation Team. The SHSAP Executive Committee shall elect each Implementation Team member, and shall prioritize individuals with skills and experience listed in Section 4 of this

Charter.

6. ELECTIONS

For the election of Officers, the Chair will solicit nominations for upcoming vacancies in July of each year. In September, the SHSAP Committee will review nominations and vote to elect a slate of Officers whose term will commence October 1 of the same year.

For election of Implementation Team Members, the Vice-Chair will solicit nominations for upcoming vacancies from the relevant representative groups in July of each year, or on an as-needed basis. Nominations will remain open for a minimum of 30 days, after which the SHSAP Executive Committee will vote on representatives to join the Implementation Team.

6.1. Eligibility

Any qualified member in good standing, who meets the role qualifications as outlined in this Charter, who has no history of prohibited behavior, and who is willing and able to serve, may be nominated for any position by petition submitted to the Communications Chair during the nomination period.

6.2. Scheduled Election

Election of Officers shall be held during a full committee September meeting, or as designated by the Chairperson. The Vice Chairperson shall preside over the election. The members shall elect the Communications Chair, Safety Committee Liaison, Equity & Inclusion Liaison, and Branch Leadership Committee Liaison from those nominated, by simple majority vote.

6.3. Commencement of Term

Each Committee Member's two-year term shall commence on the first day of The Mountaineers' fiscal year, currently October 1.

7. VOTING

A motion to bring business before the Committee for vote may be made by any two Committee Members, not including the Chairperson. Additionally, any Mountaineers member is welcome to address the Committee in writing to discuss proposed business. The Committee Chair must bring forward any proposed business to the subsequent meeting. They may choose to invite the member who proposed the business to join the meeting as a guest to present the topic. The topic must receive a motion and a second by any two members of the committee in order for it to be addressed as business by the Committee. Any business that comes before the Committee for a vote must receive a simple majority vote of the eligible Committee Members present, including voted proxies, in order to be adopted.

7.1. Eligibility

Each Committee Member other than the Chairperson shall be eligible to cast votes for all motions and other Committee business. Each Committee Member may cast a single vote. The Chairperson shall only cast their vote in the event of a tie, but they are free to vote any and all proxies that have been delegated to them.

7.2. Proxy

In the event that a Committee Member other than the Chairperson is unable to attend a meeting, they may delegate their proxy to another individual in attendance. A verifiable proxy may be in, but not necessarily limited to, the following formats: written, email, text message, or voicemail.

7.3. Electronic Voting

Voting on motions and other business before the Committee normally occurs at a full committee meeting. This allows for a full debate of the issue at hand. In extraordinary cases voting may occur via email.

7.4. Quorum

A quorum of >50% of the Committee members, not including the Chair, must be present for a vote on any matter.

8. BUDGET SIGNATURE AUTHORITY

The Chairperson and Vice-Chairperson shall have the authority to commit/disburse budgeted funds.

9. MEETINGS

Full meetings of the Committee shall be held bi-monthly, or more frequently. Full committee meetings and a proposed agenda shall be announced in advance. Meetings are only open to Committee Members and guests invited by the Chair.

The Chairperson or any two other members of the SHSAP Executive Committee may, upon five days' advance notice to all committee members, call for a special meeting in advance of the next regularly-scheduled full meeting of the Committee. The notice of special meeting shall be accompanied by a proposed agenda.

10. REMOVAL OF MEMBERS

No Committee Member shall be removed from the Committee except for good cause. The process of removal shall be consistent with the Board Policy on Committees.

11. AMENDING THE ACTIVITY CHARTER

Amendments to this Activity Charter may be proposed by petition by any Committee Member. A two-thirds vote of the Committee is required to enact an amendment.

Amendment History:

This Charter was first approved by the Board of Directors on January 16, 2025