

Bellingham Branch Policies

In accordance with the Bylaws of The Mountaineers, and pursuant to the motion of the Board of Trustees of The Mountaineers passed on February 3, 1983, creating this branch, Bellingham Branch Bylaws were adopted on 3 March 1983.

In 2011, The Mountaineers became a 501 - (c) (3) organization, necessitating a revision and update of these newly named Bellingham Branch Policies.

Article I: Name

This Branch shall be named The Mountaineers, Bellingham Branch, or Bellingham Branch of The Mountaineers; which may also be referred to as the Bellingham Mountaineers.

Article II : Purpose

The purpose of this branch is to enable current and future members of The Mountaineers residing in Whatcom County, and surrounding areas to organize and engage in a variety of activities that promote the general purposes of The Mountaineers. Local nonmembers, who are qualified to do so, are also encouraged to participate in learning opportunities, social events, and activities sponsored by the branch to the extent allowed by The Mountaineers.

Article III: Membership

Members of The Mountaineers who are interested in being members of Bellingham Branch shall become members of the Bellingham Branch upon application to The Mountaineers. Privileges of members and non-members shall be in accordance with the Bylaws and Policies of The Mountaineers.

Article IV: The Bellingham Branch Committee

The Bellingham Branch Committee will consist of Bellingham branch officers, Bellingham branch permanent committee members, and members of permanent Mountaineers club-wide committees. Meetings of the Branch Committee are open to all interested members of the Branch.

Article V: Officers

The officers of the branch shall be : a Chair, a Chair-elect, a Secretary, a Treasurer, a Director, and the chairs of each Bellingham Branch permanent committee.

Article VI: Duties and Powers of Officers

Section 1. The Chair shall preside at all general meetings of the Branch, coordinate and facilitate branch administration, serve as the public voice of the branch, and ensure compliance with the provisions of these Policies. The Chair, or Chair-elect, or the Chair's designee will attend all meetings of the Managing Committee of The Mountaineers.

Section 2. The Chair-elect shall have all the powers and duties of the Chair in the temporary absence or incapacity of the Chair, and when so requested by the Chair. Though there is no guarantee, it is expected that the Chair-elect will succeed as Chair.

Section 3. The Secretary shall be the recording office of the branch, and shall be the official custodian of all records and correspondence, other than Treasurers records, shall determine the methods of record keeping, and may delegate responsibility for the custody of records which relate to any branch activity. The Secretary shall also act as the Branch Resource for Branch officer training and selection. In the absence of a Chair-elect, the Secretary shall act as Chair-elect, as needed.

Section 4. The Treasurer shall receive locally paid Branch monies and shall promptly convey those monies to The Mountaineers Program Center. The Treasurer shall direct the handling of funds by any committee that receives funds for any purpose. The Treasurer shall be encouraged, though not required, to attend meetings of the Finance Committee of The Mountaineers. The Treasurer shall make available, on request, a current report on the financial condition of the Branch, and on a periodic basis shall prepare a written record to be submitted to the Treasurer of The Mountaineers. The Branch fiscal year shall correspond to the fiscal year of The Mountaineers.

Section 5. The Branch Director, in addition to the duties set forth in the Bylaws and Policies of The Mountaineers, shall represent the Branch at all meetings of the Board of Directors of The Mountaineers and shall be the primary representative of The Mountaineers to the Branch. The Branch Director shall report to the Branch upon request of the Chair, or of the Branch Committee.

Article VII: Elections

Section 1. Officers shall be elected for two year terms at the September Branch Committee meeting. Nominations shall have been submitted to the Secretary and seconded from the floor at any regular or Branch Committee meeting, including September, prior to the start of any balloting. If more than one candidate has been nominated for any position, the Secretary shall determine and execute a reasonable balloting procedure. The Secretary shall then tabulate and announce the results as promptly as possible. For any position where there is only one nominee, that person shall be declared elected by acclamation.

Section 2. New Branch Chairs and Directors shall assume office on the first day of October of even numbered years, and shall serve through the end of September, two years later.

Section 3. New Branch Chairs-elect, Secretaries and Treasurers shall assume office on the first day of October of odd numbered years, and shall serve through the end of September, two years later.

Section 4. Branch Committee Chairs serve at the pleasure of the Branch Committee. Permanent committee chairs shall be appointed and may be reappointed by the Branch Committee.

Section 5. Temporary elected officer vacancies shall be filled by appointment by the Branch Committee. In the event that an elected officer leaves office early, the vacancy will be filled until the next odd or even year election date.

Article VIII: Meetings

Section 1. The Branch shall hold general meetings in at least six months of the calendar year, including May, and September. The meetings should include, as a minimum, a brief discussion of the business and affairs of the Branch and a program of interest to the membership. General meetings are the responsibility of the Branch Chair. They are open to the public.

Section 2. The Branch Committee will meet in at least six months of the year, including September. Branch Committee meetings are normally open to all members of the branch. They may be closed for discussion of sensitive topics. No voting (other than to re-open a closed session) will occur during a closed session. The responsibility for conducting Branch Committee meetings will rotate among the Branch permanent committee chairs.

Section 3. Special branch meetings may be called for at the discretion of the Chair, or a majority of the Branch Committee.

Section 4. The Chair will fix all times and places for general and special meetings and shall provide for reasonable advance notice to all concerned members.

Article IX: Order

Section 1. Robert's Rules of Order, revised edition, shall govern the meetings of the branch to the extent applicable and consistent with Branch Customs, these Policies, and the Bylaws and Policies of The Mountaineers.

Article X: Policies

The Branch Committee may establish guidelines from time to time as deemed appropriate and necessary to carry out the function of the Branch. Guidelines shall be in written form, dated, and signed by the Chair, and made readily available to all members on request.

Article XI: Committees

Section 1. The Branch Committee shall appoint the chair for each of the various permanent committees of the Branch. The committee chair is responsible for appointing as many members as are needed for the committee to properly and efficiently function.

Section 2. Each permanent committee shall establish its own rules, policies, and procedures, with the consent of the Branch Committee. Such rules, policies and

procedures shall be consistent with these Branch Policies and the underlying Bylaws and Policies of The Mountaineers.

Section 4. Temporary committees may be appointed by the Branch Committee at any time to carry out tasks not otherwise provided for. Such committees shall not exist longer than ninety days in any twelve month period.

Section 5. The Branch Committee may require at any time a report from a committee chairperson concerning the activities of the committee.

Section 6. Each permanent committee shall be responsive to the needs of the membership in areas of education, instruction, safety, planning, and other concerns. Where appropriate, basic or advanced instruction opportunities may be made available to members, prospective members, or qualified non-members by the respective branch committee. reasonable safety standards and leadership criteria shall be the responsibility of the committee overseeing the activity.

These Policies, having been voted on and approved this twenty-fifth day of September, 2012, become effective immediately.