

Everett Branch Hiking and Backpacking Committee Charter

1. Name

This committee adopts the name of the Everett Hiking and Backpacking Committee.

2. Authority

This Charter derives its authority from the Everett Branch Council Charter.

3. Purposes and Mission

The mission of the Everett Hiking and Backpacking Committee is to foster a safe, inclusive, and enjoyable hiking and backpacking activities that preserve the natural environment. On behalf of the Everett Branch of The Mountaineers, the Committee will coordinate hiking and backpacking courses, trips, events, seminars, and actively recruit, develop, and support volunteer leaders.

Hiking and Backpacking Committee Responsibilities

- Work towards the mission and goals of The Mountaineers organization and the Everett Branch.
- Cultivate a diverse, open, and inclusive community of members, students, instructors, and leaders.
- Conduct hiking and backpacking courses and seminars, establishing eligibility requirements and equivalencies.
- Set fees for seminars, hiking, and backpacking courses, and course equivalencies based upon organizational guidance.
- Approve or reject backpacking course graduation and equivalency petitions.
- Establish leader and instructor qualifications, maintain a current Hiking and Backpacking Leader and Instructor list.
- Ensure hiking and backpacking activities adhere to established standards and regularly review feedback.
- Coordinate with the club wide Safety Committee to investigate incidents and make recommendations as appropriate.
- Administer awards and leader incentives.
- Annually review Everett Branch hiking and backpacking policies and documents.
- Respond promptly to inquiries about becoming a hiking or backpacking trip leader.

4. Membership

Membership on the Everett Branch Hiking and Backpacking Committee is open to all current Mountaineers members in good standing, regardless of branch affiliation. Current hiking or backpacking leader status is desirable but not required.

5. Governance

5.1 Executive Committee

The Everett Hiking and Backpacking executive committee is responsible for governance over the hiking and backpacking activities for the Everett branch, managing the budget, and other responsibilities to further the mission and purpose of the committee.

The Executive Committee shall consist of 6 officers:

- **Chairperson**
- **Vice Chairperson**
- **Secretary**
- **Treasurer**
- **Training Officer**
- **Safety Officer**

The Executive Committee has the authority to create, restructure, or dissolve sub-committees to fulfill the purposes of the Committee. Following an election, the incoming Vice Chairperson shall informally function as the Chairperson-Elect.

5.2. Term Conditions and Stipulations

Each Officer (elected or appointed) 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, but not more than two (2) consecutive 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 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 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 counterparts in other Branches, and attend meetings pertinent to the position, as well as executing any additional tasks assigned by the Chairperson. Additionally, each officer in the Executive Committee shall perform the duties as assigned.

5.3.1. Chairperson

The Chairperson shall:

- Preside at all regular Committee, Executive Committee, and special meetings.
- Confirm all sub-committee chairs.
- Be an ex-officio member of all committees.

- Be the spokesperson for the Committee.
- Oversee the operations, activities, programs, and budget of the Committee.
- Recruit and develop new At-Large Members.

5.3.2. Vice Chairperson

The Vice Chairperson shall:

- Act in place of the Chairperson in their absence.
- Assist the Chairperson with duties of the office.
- Assist the Chairperson with recruiting and developing new At-Large Members.

5.3.3. Secretary

The Secretary shall:

- Be the recording officer for the Committee.
- Take, transcribe, and archive the minutes of regular Committee, Executive Committee, and special meetings.

5.3.4. Treasurer

The Treasurer shall:

- Oversee the financial affairs of the Activity.
- Assist in the preparation of the annual budget.
- Interface with the Everett Branch Treasurer and Program Center Staff, as necessary.
- Provide periodic reports to the Committee.

5.3.5. Training Officer

The Training Officer shall:

- Oversee all new hike leader training issues pertaining to the Activity.
- Recruit, train and support presenters and assistants for new Everett hiking and backpacking leader seminars, schedule such seminars, and coordinate the hiking and backpacking leader mentorship program, as may be appropriate.
- Interface with Program Center Staff on training-related issues, as necessary.
- Provide periodic reports to the Committee.

5.3.6. Safety Officer

The Safety Officer shall:

- Take the lead on all safety-related issues pertaining to the Activity.

- Interface with the Everett Branch's Safety Officer, and the Safety Officers and Safety Committees of other Activities, as necessary.
- Provide periodic reports to the Committee.

5.4. Order of Succession

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

- Vice Chairperson
- Treasurer
- Secretary
- Training Officer
- Safety Officer

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. At-Large Members

At-Large Members of the Committee shall be appointed by the Chairperson, and may serve as long as they are active participants and contributors to the Committee's business.

5.6. Activity Members

The term Activity Members includes all persons (other than Committee Members) on the Activity's roster of trip leaders, course instructors, and other volunteers.

6. Elections

6.1 Eligibility

Any qualified Committee Member or Activity Member in good standing, willing and able to serve, may be nominated for any Officer position by petition submitted to the Secretary.

6.2 Scheduled Election

Election of Officers shall be held during a regular September meeting, or as designated by the Chairperson. The Vice Chairperson shall preside over the election. The At-Large Members shall elect the Chairperson and Secretary from those nominated, by simple majority vote. The Everett Branch Council Chairperson shall decide such Officers in the event of a tie. The At-Large Members shall accept or reject the appointment of a Vice Chairperson, Secretary, Training and Safety Officer appointed by the Committee Chairperson, by simple majority vote. The Committee Chairperson shall decide such Officers in the event of a tie.

6.3 Commencement of Term

Each Officer's two-year term shall commence on the first day of October.

7. Voting

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 Voting by Email

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

8. Budget Signature Authority

The Chairperson shall have the authority to commit/disburse budgeted funds. Once the budget limit has been reached then any and all additional requests must be brought before the Branch Treasurer. All disbursements must be submitted for approval by the Branch Treasurer or Branch Chair.

9. Everett Branch Council Liaison:

The Chairperson holds the authority to designate a delegate to represent them at the routine meetings of the Everett Branch Council.

10. Meetings

Regular meetings of the Committee shall be held bi-monthly, or more frequently. The Chairperson or any two other members of the Executive Committee may call for a special meeting in advance of the next regularly scheduled meeting with 5 days' notice to the Committee Members. Regular meetings and a proposed agenda shall be announced in advance. A quorum of appropriate members must be present for a vote on any matter. Three (3) Officers plus two (2) At-Large Members shall constitute a quorum for a regular meeting. Four (4) Officers shall constitute a quorum for an Executive Committee or special meeting.

11. Removal of Members:

The removal of any Committee Member necessitates just cause. The process commences with a two-thirds majority vote within the Committee, with the affected Committee Member contributing only to the quorum count. Removal can only be sanctioned when substantiated by good cause, established during a dedicated meeting for this purpose. Advanced notice of the meeting's intent must be communicated to all Committee Members and the Branch Chair. Removal of an Activity Member from the Activity roster aligns with the prevailing policies and procedures for volunteer removal set by the Everett Branch Council.

12. **Amending the Charter:**

Proposed amendments to this Activity Charter can be introduced through a petition by any Committee Member or Activity Member. A two-thirds majority vote within the Committee is mandatory to effectuate an amendment.

Amendment History:

The Activity Charter was first approved by verbal vote of the Committee on 1/1/2024.

The Activity Charter was first approved following review and consent of the Everett Branch Council Chair on 1/30/2024.