

OLYMPIA NAVIGATION COMMITTEE CHARTER

1. COMMITTEE NAME

The name shall be the OLYMPIA NAVIGATION Committee.

2. AUTHORITY

This OLYMPIA NAVIGATION Committee Charter is adopted by authority of the OLYMPIA Branch Council Charter.

3. PURPOSES AND MISSION

The mission of the OLYMPIA NAVIGATION Committee is to promote safe and enjoyable navigation instruction that conserves the natural world. On behalf of the OLYMPIA Branch of The Mountaineers, the Committee offers courses in NAVIGATION, oversees the Branch's NAVIGATION program, and recruits, develops and supports volunteer NAVIGATION leaders.

NAVIGATION Committee Responsibilities

- Work to achieve the mission and goals of the OLYMPIA Branch and The Mountaineers organization.
- Develop a diverse, open and inclusive population of members, students, instructors and leaders.
- Conduct NAVIGATION courses and seminars. This includes establishing eligibility requirements for the courses as well as their equivalency.
- Set fees for the seminars, NAVIGATION courses, and course equivalencies. The Committee will recommend fees based upon organizational guidance.
- Approve or reject NAVIGATION Course graduation and equivalency petitions.
- Establish instructor qualifications, and maintain a current NAVIGATION Instructor list.
- Ensure NAVIGATION courses are led according to NAVIGATION Standards, including regular review of feedback.
- Ensure proper maintenance and replacement of NAVIGATION equipment managed by the Committee.
- Coordinate with the clubwide Safety Committee investigating accidents originating from activities which occur as part of any navigation courses and make recommendations or adjustments as appropriate.
- Administer NAVIGATION awards and leader incentives.
- Annually review OLYMPIA Branch NAVIGATION policies and documents.

4. MEMBERSHIP

Membership on the OLYMPIA NAVIGATION Committee is open to all current Mountaineers members in good standing, regardless of branch affiliation. Holding a current navigation badge(s) is desirable but not required. Prospective members shall contact both Co-Chairs in writing to request consideration for appointment to the committee. The prospective member must be appointed by unanimous vote of the Co-Chairs. Members may serve as long as they are active participants and contributors to the Committee's business. After appointment to the Committee, members can take on other positions (subcommittees,

appointed offices, etc.). Members can resign from the Committee at any time by submitting a resignation request to both Co-Chairs.

5. GOVERNANCE

The OLYMPIA NAVIGATION Committee is composed of the Officers described in this Article 5 at minimum. The Committee shall be responsible for the governance of the Activity, including but not limited to making rules and determining policy for the Activity's programs and property, managing the budget, and furthering Activity interests.

5.1. Committee Officers

The Committee shall have two Officers:

- Co-Chairs (2)

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

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.

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 OLYMPIA Branch Council. Additionally, each officer shall perform the duties as assigned.

5.3.1. Co-Chairs

The Co-Chairs shall:

- Preside at all Committee meetings.
- Confirm all sub-committee chairs.
- Be an ex-officio member of all sub-committees.
- Be the spokesperson for the Committee.
- Oversee the operations, activities, programs, and budget of the Committee.
- Recruit and develop new volunteers.
- Oversee all new leader training issues pertaining to the Activity.
- Oversee the financial affairs of the Activity.
- Assist in the preparation of the annual budget.
- Interface with the OLYMPIA Branch Treasurer and Program Center Staff, as necessary.
- Provide periodic reports to the Committee.

5.4. Navigation Course Members

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

6. ELECTIONS

For the election of Officers, the Co-Chairs shall maintain and publish the official list of nominees.

6.1. Eligibility

Any qualified Committee Member in good standing, willing and able to serve, may be nominated for any Officer position by written petition (letter, email, or text) submitted to the Co-Chairs during the nomination period.

6.2. Scheduled Election

Election of Officers shall be held during a regular September meeting, or as designated by the Co-Chairs before the end of the fiscal year. The Committee shall elect the Co-Chairs from those nominated by simple majority vote. The Olympia Branch Council 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 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. 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 including the Co-Chairs shall be eligible to cast votes for all motions and other Committee business. Each Committee Member may cast a single vote. In the event of a tie, the Co-Chairs shall break the tie.

7.2. 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 Co-Chairs 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. OLYMPIA COUNCIL LIAISON

At least one (1) Co-Chair is expected to attend regular meetings of the Branch Council to represent the Committee.

10. MEETINGS

Regular meetings of the Committee shall be held semiannually, or more frequently. A Co-Chair or any two other members of the 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. Two (2) Officers shall constitute a quorum for a regular meeting.

11. REMOVAL OF MEMBERS

No Committee Member shall be removed from the Committee except for good cause. A Navigation Course Member may be removed from the Committee or a Course roster in accordance with the policies and procedures then in place for the removal of volunteers by The Mountaineers and/or the Olympia Branch Council.

12. AMENDING THE NAVIGATION CHARTER

Amendments to this Activity Charter may be proposed by written petition (letter, email, or text) by any Committee Member. The Co-Chairs must come to a group consensus to approve amendments.

Amendment History:

The Activity Charter was first approved by verbal vote of the Committee on **29 July 2025**.

The Activity Charter was first approved following review and consent of the OLYMPIA Branch Council Chair on **17 September 2025**.