

Seattle Canyoning Committee Charter

ACTIVITY COMMITTEE NAME

Seattle Canyoning Committee

AUTHORITY

This Seattle Canyoning Activity Charter is adopted by authority of The Seattle Branch Council Charter.

PURPOSE AND MISSION

The Canyoning Committee (a standing committee of the Mountaineers - Seattle Branch) is responsible for conducting the canyoning activities as described in Branch Operations Manual. The primary function of the Seattle Branch Canyoning Committee is to offer Canyoning courses and seminars, and to facilitate canyoning activity within the Seattle Branch.

Canyoning Committee Responsibilities

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

MEMBERSHIP

Participation in the Seattle Canyoning Committee is open to all current Mountaineers members. Canyon Leaders, Canyon Instructors, members of the Executive Committee and all Voting Positions are members of the Canyoning Committee. Any Mountaineers member may request to be added to the committee roster.

GOVERNANCE

The Seattle Canyoning Committee shall be governed by the Activity Council, consisting of an Executive Committee and all members in Voting Positions. The Activity Council shall be responsible for the governance of the Activity, including but not limited to making rules and determining policy for the Activity programs and property, managing the budget, and furthering Committee interests.

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

EXECUTIVE COMMITTEE

The Canyoning Committee shall consist of an Executive Committee, which shall be elected by majority vote of the Canyoning Committee's voting members:

Chairperson

Vice Chairperson

Secretary

Treasurer

VOTING POSITIONS

The Canyoning Committee shall consist of the following voting members, to be appointed by the Vice Chair with the Chairperson's approval:

Course Chairs (up to as many as there are courses)

Key positions as determined by the Chairperson

At-Large members (up to 5)

TERM CONDITIONS AND STIPULATIONS

Each member of the Executive Committee and At Large members shall serve for a period of two (2) years, with terms coincident with The Mountaineers fiscal year.

Elected officers and At Large members 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:

- 1) temporarily extend the term of the incumbent or
- 2) 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.

OFFICERS' DUTIES

Each member of the Executive Committee 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.

Chairperson

The Canyoning Committee Chairperson shall –

- Preside at all regular Committee, Executive Committee, and special meetings.
- Confirm all Sub Activity Committee chairs.
- Serve as an ex-officio member of all sub-committees except a nominating committee.
- Serve as the spokesperson for the Canyoning Committee, including attending Seattle Branch Council or sending a designee.
- Oversee the operations, activities, programs, safety and budget of the Committee.
- The Chairperson is a non-voting position unless the Chairperson's vote is needed to break a tie.

Vice Chairperson

The Vice Chairperson shall

- Act in place of the Chairperson in the latter's absence.
- Oversee volunteer development, recognition, and succession planning
- This is a voting position unless acting in the Chairperson's place.

Secretary

The Secretary shall

- Serve as the recording officer for the Activity Council
- Record, distribute and archive minutes from all Canyoning Committee meetings
- Compile meeting agendas
- Manage Canyoning Committee homepage on mountaineers.org
- Act in the place of the Committee Chairperson in the event that both the Chairperson and Vice Chairperson are absent
- This is a voting position unless acting in the place of the Chairperson

Treasurer

The Treasurer shall:

- Receive reports from the Branch Treasurer & verify against expectations
- Approve reimbursement requests (Except chair approves Treasurer's reimbursement requests)

- Provide quarterly budget reports to the committee

MEETINGS

Seattle Canyoning Committee meetings shall be held on a regular basis, as determined by its members, but not less than four times per year.

The Chair or any two other Officers may call for a special meeting in advance of the next regularly scheduled meeting with 5 days' notice to the Activity Council members.

Regular meetings and a proposed agenda shall be announced a minimum of 2 weeks in advance.

Quorum

A quorum of appropriate members must be present for a vote on any matter.

Three (3) voting members, plus one (1) Executive Committee member of the full Activity Council shall constitute a quorum for a regular meeting.

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

VOTING

A motion to bring business before the Activity Council for vote may be made by any voting member of the Committee.

Any business that comes before the Activity Council for a vote must receive a simple majority of the eligible voting members present, including voted proxies, to be adopted.

Eligibility

The Executive Committee, except the Chairperson, and all Voting Positions shall be eligible to cast votes for all elected business before the Activity Council. Each Executive Committee member and each Voting Position may cast a single vote. The Committee Chairperson shall only cast their vote in the event of a tie.

Proxy

In the event that Committee Executive Committee (excluding the Chairperson) and/or Voting Positions are 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 voice-mail.

Voting by Email

Voting on a motion or other business before the Activity Council normally occurs at a meeting. However, for issues that are either urgent or inconsequential, the Activity Council may vote between meetings to speed up the decision making process using email. However, if one committee member votes NO or has a reservation, then the vote shall be tabled until the next

meeting. The vote can be taken at the next scheduled committee meeting or at a special meeting called just to discuss the vote. For a special meeting a quorum is required. Subcommittees may also use email voting per this policy. An online live meeting or conference call could be considered a special meeting for the purpose of this paragraph.

ELECTIONS

For the election of Executive Committee officers, a Nominating Committee shall convene each February. The committee shall consist of Vice Chair, Secretary, and two non-officer Voting Position members of the Activity Council. The Vice Chair shall chair the Nominating Committee. The Secretary shall maintain the official list of open positions and nominees for each office up for election. At the end of the nomination period, the Nominating Committee shall dissolve.

By July 31st, the Nominating Committee shall nominate two qualified Committee members who are willing and able to serve for each position up for election at the next annual election.

In the event that no nominees are found, the Chair may nominate officers, subject to Activity Council ratification, for the coming term(s).

The non-officer Voting Positions will elect the Activity Officers from those nominated.

Eligibility

Any qualified Canyoning Committee member in good standing, willing and able to serve, may be nominated for any position by petition submitted to the Nominating Committee or the Secretary by June 1.

Scheduled Election

Elections for Activity Officers shall be held during a September meeting, or as designated by the Chair.

BUDGET SIGNATURE AUTHORITY

The Canyoning Committee Treasurer shall have the authority to commit/disburse budgeted funds. Such authority is given to the Chairperson in the Treasurer's absence. Reimbursement requests made by the Chairperson must be approved by the Treasurer or another member of the Executive Committee in the Treasurer's absence. All disbursements must be submitted for approval by the Branch Treasurer or Branch Chair.

SEATTLE BRANCH COUNCIL LIAISON

The Chair may appoint a delegate to act for the Chair as a member of the Seattle Branch Council.

REMOVAL OF OFFICERS

No Officer shall be removed before expiration of the term of office except for good cause.

The process of removal may be initiated upon a two-thirds vote of the Activity Council, with the affected Officers counting only toward the quorum.

Removal may only be voted for good cause shown at a meeting called for that purpose, with notice of that purpose sent to all Activity Council members and to the Branch Chair.

AMENDING THE ACTIVITY CHARTER

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

Amendment History

Governing Document Seattle Canyoning Committee enacted October 2018.

Amended November 2019.