

SEATTLE CLIMBING COMMITTEE CHARTER

1. ACTIVITY COMMITTEE NAME

The Activity name shall be – Seattle Climbing Committee

2. AUTHORITY

This Seattle Climbing Committee Charter is adopted by the authority of The Seattle Branch Council Charter

3. PURPOSES AND MISSION

The mission of the Seattle Climbing Committee is to promote safe and enjoyable climbing and create climbers that are stewards for the areas where we recreate. On behalf of the Seattle Branch of The Mountaineers, the Committee offers courses in climbing, oversees the Branch's climbing program, sponsors climbs and recruits, develops and supports volunteer climb leaders

Climbing 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 climbing courses and seminars. This includes establishing eligibility requirements for the courses as well as their equivalency.
- Set fees for the seminars, climbing courses, and course equivalencies. The Committee will recommend fees based upon organizational guidance.
- Approve or reject Climbing Course graduation and equivalency petitions.
- Establish leader and instructor qualifications, and maintain a current climbing Leader and Instructor list.
- Review climbing trips for compliance with Climbing Activity Standards, including regular review of feedback
- Review and monitor maintenance and replacement of climbing equipment managed by the Committee.
- Coordinate with the branch and club wide Safety Committee investigating climbing accidents and near misses originating from trips sponsored by the Seattle Climbing Committee and make recommendations or adjustments as appropriate.
- Administer Climbing awards and leader incentives.
- Annually review Seattle Branch Climbing policies and documents.

4. MEMBERSHIP

Membership in the Seattle Climbing Committee is open to all current Mountaineers members who have completed a Mountaineers climbing course as a student or instructor.

5. GOVERNANCE

The Seattle Climbing Committee shall be governed by an Executive Committee and committee members (henceforth the Committee). Governance includes but is not limited to: (1) making rules and determining policies, procedures and methods to accomplish Activity programs and courses; (2) maintaining Activity

assets & property; (3) preparing and managing Activity annual budget; (4) oversight of Activity expenditures and (5) furthering Activity efforts in support of The Mountaineers.

Additionally, the Committee may (1) elect committee Officers and appoint subcommittee Chairs; (2) create, restructure, or dissolve sub-committees to carry out specific purposes of the Activity; (3) delegate to sub-committees Committee powers and duties.

The Basic and Intermediate subcommittees appoint incoming Basic and Intermediate chair positions. If the subcommittees do not appoint these positions they may be appointed by the Chairperson with recommendation from the Committee.

5.1 The Executive Committee

The Executive Committee shall consist of nine members who are members of the Seattle Branch and members in good standing:

- Chairperson
- Vice Chairperson/Chair Elect
- Immediate Past Chair
- Secretary
- Treasurer
- Safety Officer
- Basic Subcommittee Chair
- Intermediate & Advanced Subcommittee Chair
- Leadership Chair

The Chairperson must be approved by the Seattle Branch chair. The Safety Officer, Basic Chair, Intermediate & Advanced Chair, Vice Chairperson, Secretary, Treasurer and Leadership Chair shall be appointed by the Chairperson at the recommendation of the committee and subcommittees.

5.2 Term Conditions and Stipulations

Each member of the Executive Committee (elected or appointed) shall serve for a period of one (1) year, with terms coincident with The Mountaineers fiscal 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 the 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 year, or until such time that a replacement can be found.

If a replacement cannot be found for the Chairperson, the Executive Committee may appoint any qualified individual until a replacement can be found

If 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 Officer's 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. Each member of the Executive Committee will interact with organization staff as needed. Additionally, each officer in the Executive Committee shall perform the duties as assigned.

5.3.1 Chairperson

The Committee Chairperson shall –

- Preside at all regular Committee, Executive Committee, and special meetings.
- Appoint all sub-committee Chairs.
- Be an ex-officio member of all sub-committees except the Nominating sub-committee.
- Be the spokesperson for the Committee.

5.3.2 Vice Chair/Chair Elect

The Vice Chairperson shall—

- Act in place of the Chairperson in the latter's absence
- Assist the Chairperson with duties of the office

5.3.3 Immediate Past Chair

The Previous Chairperson shall—

- Act in place of the Chairperson or Vice Chairperson in their absence
Advise and assist the Chairperson with duties of the office
- Serve as chair of the Nominating sub-committee

5.3.4 Secretary

The Secretary shall—

- Be the recording officer for The Committee
- Take, transcribe, archive and make available the minutes of the Committee Meetings and any executive committee meetings
- Support Leadership Subcommittee in ensuring climbing committee roster is maintained and climb leaders are satisfying requirements outlined in club-wide standards.

5.3.5 Treasurer

The Treasurer shall—

- Oversee the financial affairs of the Activity.
- Periodically report to the Committee on the state of the finances of the Activity.
- Assist in the preparation of the annual budget.
- Interface with the Seattle Branch Treasurer and Program Center Staff as necessary.

5.3.6 Safety Officer

The Safety Officer shall—

- Take the lead on all safety-related issues pertaining to the Activity.
- Interface with the Seattle Branch Safety Committee, the Seattle Branch Safety Officer, and the Safety Officers of other Activities, as necessary.
- Provide periodic reports to the Committee.

5.3.7 Basic Chair

The Basic Chair shall—

- Oversee the basic alpine climbing program including equivalency requests.
- Recruit, train and support presenters and assistants for courses and seminars, schedule such programs, and coordinate instructor training programs, as may be appropriate
- Interface with Mountaineers Staff on course-related issues, as necessary
- Provide periodic reports to the Committee

5.3.8 Intermediate & Advanced Subcommittee Chair

The Intermediate & Advanced Subcommittee Chair shall--

- Oversee the intermediate climbing course including equivalency requests.
- Recruit, train and support presenters and assistants for courses and seminars, schedule such programs, and coordinate instructor training programs, as may be appropriate.
- Interface with Mountaineers Staff on course-related issues, as necessary.
- Provide periodic reports to the Committee.

5.3.9 The Leadership Chair

The Leadership chair shall—

- Oversee & respond to inquiries about becoming a climb leader for the branch. This includes a variety of levels of climb leadership.
- Process and approve climb leader applications with input from current climb leaders, references, mentors, participants on their previous climbs, and committee members
- Support committee or branch wide climbing mentoring programs
- Work with the Secretary to maintain a current climb leader roster

5.4 Order of Succession

If 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
- Previous Chair
- Treasurer
- Secretary

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

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6. ELECTIONS

For the election of Officers, a Nominating sub-committee shall convene. The Nominating sub-committee shall consist of the Immediate Past Chairperson, Secretary, and two non-executive Committee members. The Immediate Past Chair shall chair the Nominating sub-committee. The Secretary shall maintain the official

list of nominees for each office up for election. At the end of the nomination period, the Nominating sub-committee shall dissolve.

By July 1, the Nominating sub-committee shall nominate one or more qualified Activity 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 Chairperson may nominate Officers, subject to Committee ratification, for the coming term(s)

Members of the Committee will elect the Officers from those nominated.

6.1 Eligibility

Any qualified activity member in good standing, willing and able to serve, may be nominated for any position by petition submitted to the Nominating sub-committee or the Secretary by August 1. The Climbing chairperson must be an active leader in good standing.

6.2 Schedule Election

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

7. VOTING

A motion to bring business before the Committee for vote may be made by Officers or sub-committee Chairs, but not by the Committee Chairperson

Any business that comes before the Committee for a vote must receive a simple majority of the eligible voting members present, including voted proxies, to be adopted. Votes concerning changes in club-wide climbing activity standards and committee budget items greater than \$5000 must be made with all executive committee members (or proxies) present and members must be given 1 week notice.

7.1 Eligibility

If you are a regular member of the Seattle climbing committee (attend at least 2 meetings a year) you are eligible to cast votes for all elected officials and any other business that comes before the committee.

Executive Committee members and the sub-committee Chairs shall be eligible to cast votes for all elected positions and any other business before the Committee. Each Executive committee member and each Committee member may cast a single vote

The Chairperson shall only cast their vote in the event of a tie of all the other votes. The chairperson is free to vote for any and all proxies that have been delegated to him/her.

7.2 Proxy

If Executive Committee members (excluding the Chairperson) and/or subcommittee chairs 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.

7.3 Remote Voting

Voting on a motion or other business before the Committee normally occurs at a meeting. This allows for a full debate of the issue at hand. In extraordinary cases voting can occur remotely using a variety of means (email, online surveys, etc).

8. BUDGET SIGNATURE AUTHORITY

The Chairperson shall have the authority to commit/disburse budgeted funds. All reimbursement requests must be approved by the committee Treasurer and Chairperson. Budget development includes following guidance on the contribution to margin for operation of the club.

Once the budget limit has been reached then any and all additional requests must be brought before the Committee treasurer, Branch Treasurer and Program Center Accountant to ensure accountability and visibility.

9. SEATTLE BRANCH COUNCIL LIAISON

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

10. MEETINGS

Regular meetings of the Committee shall be held quarterly, or more frequently.

The Chairperson or any two other Executive Committee members may call for a special meeting in advance of the next regularly scheduled meeting with five (5) days' notice to Committee members.

Regular meetings, a proposed agenda, and prior meeting minutes shall be announced and made available in advance.

10.1 Quorum

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

Three (3) Executive Committee members, plus three (3) non-officer Committee members shall constitute a quorum for a regular meeting.

Any four (4) members of the Executive Committee shall constitute a quorum.

Please reference the voting section for quorum rules with regard to votes concerning changes in branch-wide climbing standards and committee budget items.

11. 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 Committee, 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 Committee members and to the Branch Chair.

12. AMENDING THE ACTIVITY CHARTER

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

Governing Document of the Seattle Climbing Committee enacted via ballot on May 5, 2020