

Seattle Packrafting Committee Charter

ACTIVITY COMMITTEE NAME

Seattle Packrafting Committee

AUTHORITY

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

PURPOSE AND MISSION

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

Packrafting 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 packrafting courses and seminars. This includes establishing eligibility requirements for the courses as well as their equivalency.
- Set fees for the seminars, packrafting courses, and course equivalencies. The Committee will recommend fees based upon organizational guidance.
- Approve or reject Packrafting Course graduation and equivalency petitions.
- Establish leader and instructor qualifications, and maintain a current Packrafting Leader and Instructor list.
- Ensure Packraft trips are led according to Packrafting Activity Standards, including regular review of feedback.
- Ensure proper maintenance and replacement of boats and other Packrafting equipment managed by the Committee.
- Coordinate with the clubwide Safety Committee investigating Packrafting accidents originating from trips sponsored by the Seattle Packrafting Committee and make recommendations or adjustments as appropriate.
- Administer Packrafting awards and leader incentives.
- Annually review Seattle Branch Packrafting policies and documents.

MEMBERSHIP

Participation in the Seattle Packrafting Committee is open to all current Mountaineers members. Packrafting Leaders, Packrafting Instructors, members of the Executive Committee and all Voting Positions are members of the Packrafting Committee. Any Mountaineers member may request to be added to the committee roster and attend meetings as a non-voting member.

GOVERNANCE

The Seattle Packrafting 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 Packrafting Committee shall consist of an **Executive Committee**, which consists of the following **Officers**:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer

SUB-COMMITTEES

There shall be the following standing sub-committees

- Leadership
- Training
- Equivalency
- Safety

In addition, the **Activity Council** can create sub-committees as needed

- New sub-committees are created and dissolved by majority vote of the **Activity Council**
- The sub-committee chair is appointed by the vice chair and approved by the chair

AT LARGE MEMBERS

There shall be 4 at-large members, appointed by the Vice Chairperson and approved by the Chairperson.

VOTING POSITIONS

The **voting positions** are:

- Vice Chairperson
- Secretary
- Treasurer
- All sub-committee chairs
- All at-large members

Members holding a **voting position** are **voting members**.

The Committee Chairperson does not vote, unless their vote is needed to break a tie. Vice Chairperson, Secretary, and Treasurer, when acting in the role of chairperson, do not vote unless their vote is needed to break a tie and are not **voting members** for the duration of that meeting.

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 Packrafting Committee Chairperson shall:

- Preside at all regular Committee and Special meetings.
- Confirm all Sub Activity Committee chairs and At-Large members.
- Serve as an ex-officio member of all sub-committees except a nominating committee.
- Serve as the spokesperson for the Packrafting Committee, including attending Seattle Branch Council meetings or sending a designee.
- Oversee the operations, activities, programs, safety and budget of the Committee.

Vice Chairperson

The Vice Chairperson shall:

- Act in place of the Chairperson in the latter's absence.

- Appoint all Sub Committee chairs and at-large members.
- Oversee volunteer development, recognition, and succession planning.

Secretary

The Secretary shall:

- Serve as the recording officer for the Activity Council
- Record, distribute and archive minutes from all Packrafting Committee meetings
- Compile meeting agendas
- Manage the Packrafting 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

Treasurer

The Treasurer shall:

- Receive reports from the Branch Treasurer & verify against expectations.
- Approve reimbursement requests, as described below.
- Provide quarterly budget reports to the committee.
- Act in the place of the Committee Chairperson in the event that the Chairperson, Vice Chairperson and Secretary are all absent.

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.

In the event that any At-Large Member or Officer resigns mid-term, the Chair may appoint a person to serve until the end of the regular term. That person may step down at the end of the term, or they can be elected for a full term.

All other positions listed in this charter may be filled by appointment of the Committee Chairperson. New positions must be approved by majority vote and added to this charter, after which the Chairperson may appoint an individual to fill that position.

MEETINGS

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

Regular meetings and a proposed agenda shall be announced a minimum of 1 weeks in advance.

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.

Quorum

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

For a regular meeting or a special meeting, 50% of the voting positions, which must include one Executive Committee member, shall constitute a quorum.

Whenever an 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.

Decisions of Consequence

While Committee Members make hundreds of decisions as delegated by the Chairperson, the following decisions must be brought before the Committee for a vote:

- New course or clinic proposals.
- Major changes to an existing structure (eg. splitting course curriculum into two courses, restructuring leader vetting process).
- Procedural exceptions (eg. making an exception to a written minimum requirement for equivalency).
- Granting, suspending, and removing Leader status.
- Unbudgeted expenses over \$100 (even if the proposal is to reallocate from another line).
- Operational changes that will negatively impact revenue relative to the budget.

VOTING

A motion to bring business before the Activity Council for a 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 any **voting member** 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 voice-mail.

Electronic Voting

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 electronic communications. **Voting Members** must be given one week to vote. After one week, if at least 50% of the **Voting Members** have voted, the remaining **Voting Members** will be considered to have abstained. 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. Subcommittees may also use electronic 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 Chairperson, Secretary, and two non-officer **Voting Position** members of the **Activity Council**. The Vice Chairperson 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 Chairperson may nominate officers, subject to Activity Council ratification, for the coming term(s).

The non-officer Voting Positions will elect members of the **Executive Committee** from those nominated.

Eligibility

Any qualified Packrafting 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 **Executive Committee** positions shall be held during a September meeting, or as designated by the Chair.

BUDGET SIGNATURE AUTHORITY

The Packrafting 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. Reimbursement requests made by the Treasurer must be approved by the Chairperson or another member of the Executive Committee in the Chairperson's absence.

SEATTLE BRANCH COUNCIL LIAISON

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

REMOVAL OF VOTING MEMBERS

No Voting Member 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 Member(s) 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 Packrafting Committee Charter may be proposed by petition by any member of the Packrafting Committee. A two-thirds vote of the Council is required to enact an amendment.

Amendment History

Date	Change
	Charter adopted