Seattle Photography COMMITTEE CHARTER

**1. ACTIVITY COMMITTEE NAME**  
The name shall be the Seattle Photography Committee.  
   
**2. AUTHORITY**  
This Seattle Photography Committee Charter is adopted by authority of the Seattle Branch Council Charter.  
   
**3. PURPOSES AND MISSION**  
The mission of the Seattle Photography Committee is to promote safe and enjoyable photography activities and programs which promote enjoyment, exploration, understanding and that conserves the natural world. On behalf of the Seattle Branch of The Mountaineers, the Committee offers courses in photography, oversees the Branch’s photography program, and recruits, develops and supports volunteer photography leaders.

Seattle Photography 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 photography courses and seminars.
* Set fees for photography seminars and courses. The Committee will recommend fees based upon organizational guidance.
* Approve or reject photography Course graduation and equivalency petitions.
* Establish leader and instructor qualifications, and maintain a current photography Leader and Instructor list.
* Ensure that photography trip leaders have completed the **hike leader seminar** and awarded the hike leader badge for all day trips not considered an urban activity; trip leaders leading urban photography activities should be knowledgeable of club policies and emergency procedures.
* Coordinate with the clubwide Safety Committee investigating accidents originating from trips sponsored by the Seattle Photography Committee and make recommendations or adjustments as appropriate.
* Administer photography awards and leader incentives.
* Annually review Seattle Branch photography policies and documents.

**4. MEMBERSHIP**  
Membership on the Seattle Photography Committee is open to all current Mountaineers members in good standing, regardless of branch affiliation.   
   
**5. GOVERNANCE**  
The Seattle Photography Committee is composed of an Executive Committee and a minimum of three (3) At-Large Members. 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. Executive Committee**  
The Executive Committee shall consist of six Officers:

* Chairperson
* Co-Chairperson
* Secretary
* Treasurer

The Executive Committee 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.

The Chairperson, Secretary, and Treasurer shall be elected. The Co-Chairperson shall be appointed by the Chairperson.

Informally, following an election, the incoming Co-Chairperson shall function as the Chairperson-Elect, tasked with learning the role and responsibilities of the Chairperson, and serving in place of the Chairperson in their absence. If the outgoing Chairperson is willing to continue to serve on the Committee in any capacity, they shall function as the Immediate Past Chairperson, tasked with assisting the current Chairperson and Co-Chairperson in matters of governance, procedure, and best practices, as needed.

**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, except the Nominating Committee.
* 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. Co-Chairperson  
​**The Co-Chairperson shall:

* Act in place of the Chairperson in their absence.
* Assist the Chairperson with duties of the office.
* Coordinate the operations of the Nominating Committee.
* 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 Seattle Branch Treasurer and Program Center Staff, 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:

* Co-Chairperson
* Treasurer
* Secretary

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**  
For the election of Officers, a Nominating Committee shall convene consisting of the Co-Chairperson, Secretary, and two volunteer At-Large Members. The Co-Chairperson shall chair the Nominating Committee. The Secretary shall maintain the official list of nominees for each office up for election. By July 31st of each odd-numbered year, the Nominating Committee shall nominate up to two qualified Committee Members (including incumbents) and/or Activity Members for each position up for election. At the end of the nomination period, the Nominating Committee shall dissolve.

**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 during the nomination period.

**6.2. Scheduled Election**  
Election of Officers shall be held during a regular September meeting, or as designated by the Chairperson. The Co-Chairperson shall preside over the election. The At-Large Members shall elect the Chairperson, Treasurer, and Secretary from those nominated by the Nominating Committee, by simple majority vote. The Seattle 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 Co-Chairperson from those 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 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. Additionally, Activity Members are welcome to address the Committee in writing or in person at any regular Committee meeting to discuss proposed business. 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 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.** Seattle **BRANCH COUNCIL LIAISON**  
The Chairperson may appoint a delegate to act for the Chairperson at regular meetings of the 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**  
No Committee Member shall be removed from the Committee except for good cause. The process of removal may be initiated upon a two-thirds vote of the Committee, with the affected Committee Member 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. An Activity Member may be removed from the Activity roster in accordance with the policies and procedures then in place for the removal of volunteers by The Mountaineers and/or the Seattle Branch Council.  
   
**12. AMENDING THE ACTIVITY CHARTER**  
Amendments to this Activity Charter may be proposed by petition by any Committee Member or Activity Member. A two-thirds vote of the Committee is required to enact an amendment.

Amendment History:

Governing Document Seattle Photography Committee enacted by Ballot April 25, 2019.