

Seattle Urban Walk Committee Charter

1. ACTIVITY COMMITTEE NAME The name shall be the Seattle Urban Walk Committee.

2. AUTHORITY This Seattle Urban Walk Activity Charter is adopted by authority of the Seattle Branch Council.

3. PURPOSES AND MISSION The mission of the Seattle Urban Walk Committee is to promote safe and enjoyable urban walking that explores and conserves the natural and cultural (person made) world. The Committee offers stewardship of urban routes and places, instruction in many forms of urban walks; oversees the urban walk program; and recruits, develops, approves and supports volunteer trip and stewardship leaders.

4. MEMBERSHIP Membership on the Seattle Urban Walk Committee is open to all current Mountaineers members in good standing, regardless of branch affiliation. Current urban walk, hike, or backpack leader status is desirable but not required.

5. GOVERNANCE The Seattle Urban Walk 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 five Officers:

- Chairperson
- Vice Chairperson
- Secretary/Treasurer
- Training/New Leader Officer
- Safety/First Aid Officer

The Executive Committee may create, restructure, or dissolve subcommittees to carry out purposes of the Activity, appoint subcommittee officers and members, and delegate certain powers and duties to subcommittees.

The Chairperson, Vice Chairperson, and Secretary/Treasurer, shall be elected.

5.2. Term Conditions and Stipulations Each Officer shall serve for a period of two (2) years, with terms ending on September 30th of the odd year. Officers may serve multiple terms, but not more than two (2) consecutive terms. If 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. If a replacement cannot be found for the Chairperson, the Executive Committee may extend the incumbent's term for up

to two (2) additional years. 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. 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.
- Appoint all other officers and ad hoc chairs.
- Be an ex-officio member of all committees
- Be the spokesperson for the Committee.
- Oversee the operations, activities, programs, and budget of the Committee.
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5.3.2. Vice Chairperson The Vice Chairperson shall:

- Act in place of the Chairperson in their absence.
- Assist the Chairperson with duties of the office.
- Assist the Chairperson with recruiting and developing new At-Large Members.
- Recruit and develop new At-Large Members.

5.3.3. Secretary/Treasurer The Secretary/Treasurer shall:

- Be the recording officer for the Committee.
- Take, transcribe, distribute and archive the minutes of regular Committee, Executive Committee, and special meetings.
- Maintain accurate committee rosters.
- Assist in the preparation of the annual budget
- Forward any claims for reimbursement to the Hiking Committee Treasurer.

5.3.4. Training/New Leader Officer The Training Officer shall:

- Oversee leader training issues pertaining to the Activity.
- Recruit, train and support presenters and assistants for **leader** seminars,
- Schedule such seminars and coordinate the **urban walk leader** mentorship program, as may be appropriate.
- Interface with Program Center Staff on training-related issues, as necessary.
- Provide periodic reports to the Committee.

5.3.6. Safety / First Aid

Officer The Safety / First Aid Officer shall:

- Take the lead on all First Aid and safety-related issues pertaining to the Activity.
- Interface with the Seattle Branch Safety and First Aid Committees, the Seattle Branch Safety and First Aid Officers, and the Safety and First Aid Officers of other Activities, 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:

- Vice Chairperson
- Secretary / Treasurer
- Training Officer
- Safety / First Aid Officer

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 renewable two-year terms as long as they are active participants and contributors to the Committee's business. **At-large members shall have assigned duties as determined by the Chairperson.**

5.6. Activity Members The term Activity Members includes all persons (other than Committee Members) on the Activity's active roster of trip leaders, course instructors, and other volunteers.

6. ELECTIONS For the election of Officers, a Nominating Committee shall convene consisting of the Vice Chairperson, Secretary/Treasurer, and two volunteer At-Large Members. The Vice Chairperson shall chair the Nominating Committee. The Secretary shall maintain the official list of nominees for each office up for election. By May 1st 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 June through September meeting, or as designated by the Chairperson. The Vice Chairperson shall preside over the election. The Training / New Leader Officer, Safety / First Aid Officer and At-Large Members shall elect the Chairperson, Vice Chairperson, and Secretary / Treasurer from those nominated by the Nominating Committee, by simple majority vote.

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. 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.

8. VOTING Official business shall be conducted following simplified Robert's Rules of Order, 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 may 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.

8.1. 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.

8.2. 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.

8.3. 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.

9. BUDGET SIGNATURE AUTHORITY The Chairperson shall have the authority to commit/disburse budgeted funds. **The Chairperson may delegate this authority to the Secretary/Treasurer.** 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.

10 SEATTLE BRANCH COUNCIL LIAISON The Chairperson may appoint a delegate to act for the Chairperson at regular meetings of the Seattle Branch Council.

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 Seattle Program Center 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:

First Approval:

- verbal vote of the Committee on 12/12/2018.
- review and consent of the Seattle Branch Council Chair on 1/24/2019.

Second Approval:

- review and consent of the Seattle Branch Council Chair on 9/12/2019.

Modification/Amendments:

- The Activity Charter removed Backpacking on 07/01/2020.
- Amended by verbal vote of the Committee on 06/03/2024

Third Approval:

- Amended and voted by the Committee 09/30/2025
- Review and voted by Seattle Branch Council on 11/6/2025