

# **TACOMA CONSERVATION AND STEWARDSHIP COMMITTEE CHARTER**

## **1. AUTHORITY**

This Tacoma Conservation and Stewardship Committee Charter is adopted by authority of the Tacoma Branch Charter.

## **2. PURPOSES AND MISSION**

The mission of the Tacoma Conservation and Stewardship Committee is to administer conservation, advocacy, restoration, and educational programs and to promote safe and enjoyable stewardship activities that comply with the Mountaineers Stewardship Standards. All stand alone Tacoma stewardship activities will be sponsored by the Tacoma Conservation and Stewardship Committee and led by a Tacoma Stewardship Leader. On behalf of the Tacoma Branch of The Mountaineers, the Committee will oversee the Branch's conservation and stewardship program, and recruit, develop and support volunteer leaders.

## **3. ACTIVITY COMMITTEE RESPONSIBILITIES**

- Work to achieve the mission and goals of the Tacoma Branch and The Mountaineers organization.
- Develop a diverse, open and inclusive population of members, students, instructors and leaders.
- Strive to present a program of activities and events that are welcoming and inclusive to people from diverse backgrounds and fitness levels.
- Conduct activities, courses and seminars. This includes establishing eligibility requirements for courses as well as their equivalency.
- Set fees for seminars, activity courses, and course equivalencies. The committee will recommend fees based on organizational guidance.
- Establish leader qualifications, and maintain a current Stewardship Leader list.
- Ensure Stewardship trips are led according to Stewardship Activity Standards, including regular review of feedback provided through the Mountaineers website.
- Coordinate with the Safety Committee investigating Stewardship accidents originating from trips sponsored by the Tacoma Conservation and Stewardship Committee and make recommendations or adjustments as appropriate.
- Annually review Tacoma Branch Conservation and Stewardship policies and documents.

## **4. MEMBERSHIP**

Membership on the Tacoma Conservation and Stewardship Committee is open to all current Mountaineers members in good standing of the Tacoma Branch who hold a Stewardship badge and are familiar with the standards and policies laid out in the Stewardship standards.

## **5. GOVERNANCE**

The Tacoma Conservation and Stewardship Committee is composed of an Executive Committee and a maximum of three 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. All committee members are elected and a committee member may hold more than one position.

#### **5.1 Executive Committee:**

- Conservation Chair
- Stewardship Chair
- Record Keeper

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 as the need arises.

If an 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 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 in the same position, with terms ending on September 30th of the second year. Officers may serve multiple terms, but not more than two (2) consecutive terms in the same position. In the event that a replacement cannot be found for any position, except for chairs, for any reason, the Chairs 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 a Chair, the Tacoma Branch Council may extend the incumbent's term for up to two (2) additional years. If the incumbent does not agree to an extension then the Tacoma Branch Council may appoint any qualified individual until a replacement can be found.

#### **5.3. Officers' Duties**

Each Officer in the Executive Committee shall attend meetings and respond to communications pertinent to the position and shall serve as the liaison to counterparts in other branches as needed.

##### **5.3.1. Chairs**

The Chairs shall:

- Preside at all regular Committee, Executive Committee, and special meetings.
- Confirm all sub-committee 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.

- Oversee the financial affairs of the Activity.
- Assist in the preparation of the annual budget.
- Interface with the Tacoma Branch Treasurer and Program Center Staff, as necessary.
- Provide periodic reports to the Committee.
- Recruit and develop new At-Large Members'
- Are voting members.

#### **5.3.2. Record Keeper**

The Record Keeper shall:

- Be a voting member
- Attend all (or most) regular Committee, Executive Committee, and special meetings
- Maintain the meeting minutes and archive them on the Committee website
- Oversee elections and voting

#### **5.4 At Large Members**

At-large committee members are voting members and have the same meeting attendance expectations as officers. They may volunteer for tasks as opportunities arise.

#### **5.5 Conservation and Stewardship Members**

The term "Conservation and Stewardship Members" includes all persons belonging to the Tacoma branch of The Mountaineers and holding a stewardship badge.

### **6. ELECTIONS**

#### **6.1. Eligibility and Nomination**

Any Tacoma Conservation and Stewardship Member in good standing, willing and able to serve, may serve in any officer or at-large position of the Tacoma Conservation and Stewardship Committee. Current stewardship leader status is desirable but not required.

To be nominated for a committee position, an eligible person must submit their name to the Conservation and Stewardship Chairpersons or be nominated before the election takes place during the June committee meeting.

#### **6.2. Election Schedule and Process**

Election of officers and at-large members shall take place during the regular June meeting or the final meeting of the committee before a summer break, or as designated by the Chairs with the officer term starting in October of that year. Any Tacoma Conservation and Stewardship Member in attendance may vote for committee members. For purposes of committee member election, the Tacoma Conservation and Stewardship Members present for this election shall constitute a quorum. Winners will be determined by a simple majority of those voting. The Stewardship Committee Chairs shall decide such Officers in the event of a tie.

## **7. MEETINGS**

The Committee shall meet under the discretion of the chairs or as called for by members and/or subcommittees. Motions may be forwarded by any committee member, and the required quorum for approval of a motion shall consist of a Chair or designee and a majority of the other committee at large members.

## **8. VOTES**

Meeting attendees who are not at large members are not eligible to vote except in elections. The Committee may forward motions and conduct votes by email between meetings to speed up the decision-making process; however, if two or more committee members vote NO or have a reservation, then the vote should go to the next scheduled committee meeting or may be used as justification to call a special meeting to discuss the vote. For a special meeting a quorum is required.

## **9. REMOVAL OF MEMBERS**

No committee member shall be removed from the Committee except for good cause. The process of removal shall be consistent with the Board Policy on Committees.

Committee members are expected to actively participate in at least two-thirds of scheduled committee meetings or discussions, either in person or through electronic means. Engagement in key discussions and decisions, whether during meetings or through electronic communication, is essential to maintaining an effective and collaborative committee.

### **9.1. Removal of Officers**

No Officer 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 Tacoma Branch Chair.

An Officer may be removed in accordance with the policies and procedures then in place for the removal of volunteers by The Mountaineers and/or the Tacoma Branch Council. Standards of behavior and member participation policies are established by current Mountaineers Board of Directors policy.

- Member Code of Ethics (2018).
- Prohibited Behavior Policy (2018).
- Mountaineers Standards of Participant Conduct (2019).
- Interim Sex Offense Policy (2025)

### **9.2. Removal of At Large Members**

At Large Members participation will be reviewed by the Committee at the conclusion of each fiscal year. Any At Large Member who has not met the requirements to remain an At Large Member will be given notice that the requirements have not been met and allowed the

following fiscal year to meet the requirements. At the end of the second fiscal year, if requirements are not met, the At Large Members will be removed from the activity roster.

Additionally, an Activity Member may be removed in accordance with the policies and procedures then in place for the removal of volunteers by The Mountaineers and/or the Tacoma Branch Council. Standards of behavior and member participation policies are established by current Mountaineers Board of Directors policy.

- Member Code of Ethics (2018).
- Prohibited Behavior Policy (2018).
- Mountaineers Standards of Participant Conduct (2019).
- Interim Sex Offense Policy (2025)

#### **10. AMENDING THE CONSERVATION AND STEWARDSHIP CHARTER**

Amendments to this Conservation and Stewardship Committee Charter may be proposed via petition by any Committee Member. A two-thirds vote of the Committee is required to enact an amendment. The amended charter will become adopted after a vote by the Tacoma Branch Council and Branch Leadership Council

#### **11. TACOMA CONSERVATION AND STEWARDSHIP LEADER REQUIREMENTS**

- Provide the Tacoma Stewardship Chair letter of interest, relevant background, and qualifications.
- Have a current stewardship badge.
- Successfully complete the Low Impact Recreation, Protecting Public Lands, and Advocacy 101 Mountaineers e-learning courses (if available).
- Request membership into the Tacoma Conservation and Stewardship Committee.
- Meet with the Tacoma Stewardship Chair to provide documentation of meeting Tacoma Stewardship Leader Requirements and to review The Mountaineers Stewardship Standards to ensure competence and compliance of proposed activities.
- Request stewardship leader award. The Tacoma Conservation and Stewardship committee is the governing body responsible for ensuring compliance and awarding Stewardship Leaders for the Tacoma Branch. Other activity committees that have candidates who are qualified via their work, can make a recommendation to the Stewardship committee chair who will review leader recommendations and issue a leader badge.
- Stewardship leaders must remain current by leading a minimum of one approved stewardship activity per two years on an October 1 to September 30th cycle.
- Activities listed by the Tacoma Conservation and Stewardship Committee must comply with The Mountaineers Stewardship Standards.

#### Amendment History:

The Tacoma Conservation and Stewardship Charter was first approved following review and consent of the Tacoma Branch Council in June 2025.