



## **TACOMA MOUNTAINEERS TRAIL RUNNING COMMITTEE & PROGRAM CHARTER**

### **1. AUTHORITY**

- 1.1.** This Tacoma Mountaineers Trail Running Charter is adopted under the authority of The Mountaineers Tacoma Branch Charter.
- 1.2.** The Tacoma Mountaineers Trail Running Committee, its officers, programs, and all members and participants exist under the authority of the Tacoma Mountaineers Branch Council.

### **2. PURPOSE AND MISSION**

The mission of the Tacoma Mountaineers Trail Running Program is to promote the sport of trail running by training safe and confident recreationalists, to create opportunities for members to experience the Pacific Northwest through trail, and to train leaders to participate and propagate education in the sport of trail running.

### **3. GOVERNANCE**

The Tacoma Mountaineers Trail Running Committee shall be responsible for the governance of the Tacoma Mountaineers Trail Running Program, including but not limited to: developing and determining policy for all run-specific programs sponsored by The Tacoma Mountaineers, managing allocated program funds, ongoing curriculum and course structure development, and the mentoring and development of trail running leaders.

### **4. JURISDICTION & RESPONSIBILITIES**

- 4.1.** Maintain and promote the goals and purpose of The Mountaineers Organization through trail running.
- 4.2.** Develop and operate courses, clinics, training opportunities, and recreational opportunities that contribute to the sport of trail running.
- 4.3.** Contribute to the furtherance of the sport through community development, and multidisciplinary opportunities.
- 4.4.** Determine course and clinic fees as applicable.
- 4.5.** Approve and reject all run-specific prospective program graduates.
- 4.6.** Conduct, approve, and reject all run-specific program and leader equivalency applications.
- 4.7.** Establish leader and instructor qualifications through documented pathways.
- 4.8.** Ensure comprehensive program compliance with The Mountaineers safety standards.
- 4.9.** Promote and coordinate stewardship opportunities congruent with program requirements.
- 4.10.** Proactively develop and recruit successive committee officers.
- 4.11.** Biannually review the Tacoma Mountaineers Trail Running Program & Committee Charter.
- 4.12.** Review and facilitate any breaches of standards and policy adherent to The Mountaineers Code of Conduct.

### **5. COMMITTEE MEMBERSHIP, OFFICERS, DUTIES, AND ELECTION STANDARDS**

- 5.1.** Membership and participation in the Tacoma Mountaineers Trail Running Committee is elective and at will. As part of a volunteer committee all officers are expected to conduct and maintain their duties in balance with their personal and professional lives with transparent communication amongst the committee members as appropriate, or directly to the elected Chair. Calls for expulsion or dismissal from all elected and appointed offices will be

ingested by the Committee and immediately escalated to the Tacoma Mountaineers Branch Council. The Tacoma Mountaineers Trail Running Committee shall not operate under absolute authority outside of the oversight and authority of the Tacoma Mountaineers Branch Council.

## **5.2. Officers**

### **5.2.1. Chair**

### **5.2.2. Co-Chair**

### **5.2.3. Courses Chair**

### **5.2.4. Safety/Equivalency/Critical Skills Chair**

### **5.2.5. Secretary & Communications Chair**

### **5.2.6. Treasurer**

### **5.2.7. Chair At Large (as elected by Committee consensus)**

## **5.3. Officer Duties**

Each officer shall attend meetings pertinent to the office and shall serve as the liaison to their counterparts inter-organizationally as needed. Each officer shall perform the duties detailed below *6. OFFICER DUTIES*.

## **5.4. At-Large Committee Members**

At-large Committee members are committed to the same Committee meeting attendance expectations as specified chairs. At-Large members are not voting members and may volunteer or be assigned Committee-specific tasks as they arise.

## **5.5. Tacoma Mountaineers Trail Running Members**

The term “Trail Running Members” includes all persons belonging to the Tacoma branch of The Mountaineers that holds a run-specific student or graduate badge.

# **6. OFFICER DUTIES**

## **6.1. Chair**

It shall be the duty of the Committee Chair to host and organize all committee meetings. In the event that the Chair is unable to attend the committee meeting will be rescheduled as Chair attendance is mandatory for all regular committee meetings. The Chair shall act as the primary point of contact on behalf of the Committee to the Tacoma Mountaineers branch as well as to The Mountaineers organization. All matters of escalation, voting, elections, appointments, expulsions, dismissals, action items, motions for amendments, program developments, or major changes in curriculum must be reviewed and approved by the Chair before implementation or further action to be legitimized. The Committee Chair is a voting office.

## **6.2. Co-Chair**

It shall be the duty of the Committee Co-Chair to adopt all responsibilities of office of the Committee Chair and shall exercise equal authority under the operation of dual leadership. The Committee Co-Chair is a voting office.

## **6.3. Immediate Past Chair**

It shall be the duty of the Immediate Past Chair to advise and support the elected Chair and Co-Chair offices succeeding the transference of leadership. The Immediate Past Chair is encouraged though not required to attend regular committee meetings, participate in motions of business, and offer pertinent context to open debates. The Immediate Past Chair is not a voting office.

## **6.4. Courses Chair**

It shall be the duty of the Committee Courses Chair to maintain, administer, and when necessary, develop curriculum, records, and all member-facing educational materials pertaining to the offered courses, clinics, and activities under the Tacoma Mountaineers Trail Running Committee. The Courses Chair will be the chief instructing officer by hosting and organizing classroom sessions and clinics offered within the sponsored courses of the Committee, assisted by officers and appropriately credentialed instructors at the Courses Chair's discretion. The Committee Courses Chair is a voting office.

## **6.5. Safety/Equivalency/Critical Skills Chair**

It shall be the duty of the Committee Safety Chair to ingest, review, escalate, and resolve all matters of safety both proactively and reactionary. The Safety Chair shall sit organizationally under the committee Chair and Co-Chair, but exists as a liaison of the Tacoma Mountaineers Safety Committee reporting directly to the Branch

Safety Chair. Additionally, the Safety Chair will ingest, review, and administer to all matters of equivalency for prospective leaders and course graduates. With the direct support of the Chair and Co-Chair, the Safety Chair will ensure that all critical skills are being appropriately taught and adhered to under all programs of the Tacoma Mountaineers Trail Running Committee. The Safety Chair is a voting office.

**6.6. Secretary & Communications Chair**

It shall be the duty of the Secretary to be the vocal representation on the Committee of all documentation, statutes, bylaws, and authoritative adherence under The Mountaineers organization. The Secretary will routinely but no less than biannually review the Tacoma Mountaineers Trail Running Committee & Program Charter to maintain the highest level of familiarity with this living document so as to ensure all operational integrity under the authority of this charter. Furthermore it shall be the duty of the Secretary to bridge omissions in communication both horizontally and vertically on behalf of the Committee existing within and under the Tacoma Mountaineers branch. The Secretary shall be the keeper of the minutes for all regular committee meetings. The Secretary is a voting office.

**6.7. Treasurer**

It shall be the duty of the Treasurer to oversee all matters of finance, expenditures, operational costs, as well as course pricing structure. The Treasurer will work collaboratively with the Branch Treasurer to ensure all anticipated operational costs are covered in advance of incursion on behalf of the Committee and its programs. The treasurer will prepare and administer quarterly and annual financial statements to the Committee. The Treasurer is a voting office.

**6.8. Chair At Large**

It shall be the duty of the Chair(s) At Large to attend all regular committee meetings, participate in motions of business, act as program stakeholders in important instructor roles, and offer pertinent context to open debates. All Chair At Large offices are not voting offices.

## **7. COMMITTEE ELECTIONS**

All voting Committee Chair members are elected. Non-voting Committee members may be appointed by the Chair and Co-Chair for a specified duration as needed.

**7.1. Eligibility and Nomination**

Any Tacoma Mountaineers Trail Running member in good standing, willing and able to serve, may do so in any officer or at-large position of the Tacoma Mountaineers Trail Running Committee. Current run-specific leader status is desirable but not required. Nomination for a vacant committee chair or officer position by a current committee member must be submitted to the Committee Chair and will be decided only by a unanimous vote of all voting committee members.

**7.2. Election Schedule and Process**

Elections for all vacant and provisional committee chairs are held in October. Elected and provisional chair terms conclude in November. For purposes of committee chair elections, the voting body will consist of the currently elected Committee officers until such a time where voting membership can be extended to all program members.

**7.3. Special Election**

In the event a committee chair becomes unable to serve, resigns from office, or is duly dismissed, a special election will be held to replace the vacant chair. Special elections may be conducted during routine committee meetings and by unanimous vote.

**7.4. Vacancy**

A vacancy shall be determined to exist by reason of inability to serve, resignation, expulsion or dismissal, lack of election candidates, failure to attend three (3) committee meetings outside of preapproval by the Committee Chair, or failure to perform the duties of the office required herein unless previously excused by the Committee Chair. Vacancies in any office may be filled by Special Election (*7.3 Special Election*) at the following committee meeting by unanimous vote as needed. The newly elected chair shall hold office until the next general election wherein they must run as a candidate for election by all voting members.

**7.5. Voting**

All elected committee offices will be decided by unanimous vote. Appointments to voting offices cannot be made

by any independent officer without the expressed agreement of the Committee.

## **8. VOTING**

A motion to bring business before the Tacoma Mountaineers Trail Running Committee for a vote may be made by any committee chair, an additional chair must second the motion to bring to a vote. Tacoma Mountaineers Trail Running members are welcome to address the Trail Running Committee in writing or in person at any regular committee meeting to discuss proposed business. A quorum must be present in order to hold a vote. Any business that comes before the Committee for a vote must receive a majority vote of the Committee's voting members, including proxies, in order for the motion to pass.

### **8.1. Voting Chair Eligibility**

All voting offices of the Tacoma Mountaineers Trail Running Committee chair shall be eligible to cast their vote for all motions and other business brought before the Committee. Each committee chair may cast a single vote. The Committee Chair and the Secretary shall vote all proxies that have been delegated to them.

### **8.2. Proxy Vote**

In the event that a committee chair is unable to attend a meeting, they may delegate their proxy vote to the Committee Chair or to the Secretary to deliver their absentee vote. A verifiable proxy may be made in, but not limited to, the following formats: email, text message, or other written, verifiable communications. The proxy vote must be received within one (1) hour before the scheduled meeting or election start time.

### **8.3. Voting by Email**

Voting on motions and other orders of business before the Tacoma Mountaineers Trail Running Committee normally occurs at a regular committee meeting. This allows for full debate and discussion of the motions and business at hand. In extraordinary cases voting may occur by email at the discretion and agreement of the Committee Chair and the Secretary.

### **8.4. Quorum**

For the purpose of voting matters, a quorum shall be defined as a quantified majority of the currently elected committee. A quorum must be present for a vote of any decisive methodology to take place to ensure adequate representation of elected offices. Elections (7.5), motions of business (8.6), curriculum reform (8.6), and other voting matters shall be decided either by unanimous or simple majority vote respectively. No vote may be called or held without the Chair or Co-Chair (and proxy) present.

### **8.5. Confirmation of the Chair Elect**

The name of the duly elected Committee Chair shall be confirmed by the incumbent Committee Chair and submitted to the Tacoma Mountaineers Branch Council for recognition.

### **8.6. Voting Matters**

All elected offices are required to participate in voting matters, either by verbal confirmation during regular committee meetings, or by predetermined proxy vote provided to the Secretary and the Chair (or Co-Chairs) in advance of a vote. Voting matters will include: proposed amendments to this charter, new courses to be offered by this committee, major changes to curriculum taught under existing courses, adoption of operational requirements within offered courses and general matters of business where a formal vote is necessary. These matters shall be determined by a simple majority vote of all elected offices.

## **9. COMMITTEE MEETINGS PROCEEDINGS**

Regular meetings of the Tacoma Mountaineers Trail Running Committee shall be held monthly, at the discretion of the Committee. Any voting member of the Committee may call for a special non-regular meeting in advance of the next regularly scheduled meeting within five (5) days' notice to the Committee members. Regular scheduled meetings and a proposed agenda shall be submitted in advance.

### **9.1. Proceedings**

The Committee Chair shall call the meeting to order. One committee chair will make a motion to approve the aforementioned agenda, and an additional committee chair will second the motion. Discussion of the agenda will

be conducted in an open forum with all committee chairs and officers being given an opportunity to be recognized. The Secretary will be responsible for taking down minutes to be submitted to the Committee at the conclusion of the meeting and to be archived in the Tacoma Mountaineers Trail Running Committee Google Drive. Once all voting matters, proposed motions, and businesses have been satisfactorily addressed or agreeably postponed the Committee Chair will make a motion to adjourn, and an additional chair will second the motion, concluding the committee meeting.

## **10. EXPULSION AND DISMISSAL**

No committee chair, instructor, member, or student shall be removed from the Tacoma Mountaineers Trail Running Committee or Program except for legitimate cause and under the adherence to the below mentioned causes and procedures.

### **10.1. Expulsion**

- 10.1.1. Expulsion shall here be defined as a call to action where a given chair, instructor, member, or student is to be removed from their office and/or enrolled program and their Mountaineers membership indefinitely terminated.
- 10.1.2. Cause for expulsion will include but is not limited to: breach of The Mountaineers Code of Ethics, breach of The Mountaineers Prohibited Behavior Policy, breach of The Mountaineers Standards of Participant Conduct, or breach of any statutes enacted by The Mountaineers Sexual Harassment And Sexual Assault Committee.
- 10.1.3. When a call for expulsion has been made it shall be the duty of this committee to collect and summarize the allegation or negligence, and promptly escalate the action to the Tacoma Mountaineers Branch Council.

### **10.2. Dismissal**

- 10.2.1. Dismissal shall here be defined as a call to action where a given chair, instructor, member, or student is to be removed from their office and/or enrolled program.
- 10.2.2. Cause for dismissal will include but is not limited to: breach of The Mountaineers Code of Ethics, breach of The Mountaineers Prohibited Behavior Policy, breach of The Mountaineers Standards of Participant Conduct, breach of any statutes enacted by The Mountaineers Sexual Harassment And Sexual Assault Committee, failure to satisfactorily carry out the chair's designated duties (6.), abuse or manipulation of the chair's designated purview, or absence from three (3) regular committee meetings without prior excused absence from the Committee Chair.
- 10.2.3. When a call for dismissal has been made it shall be the duty of this committee to collect and summarize the allegation or negligence, and call for a special non-regular committee meeting for this purpose, with notice of that purpose sent to all committee members and to the Tacoma Mountaineers Branch Council.

## **11. TACOMA MOUNTAINEERS TRAIL RUNNING MEMBER GUIDELINES**

- 11.1.** Trail running activities shall be led in accordance with The Mountaineers Trail Running Activity Standards.
- 11.2.** Trail running activities shall include a minimum of two (2) participants.
- 11.3.** Tacoma Mountaineers Trail Running committee chairs, instructors, members, and students shall conduct themselves at all times in a manner which reflects positively on the program and on The Mountaineers organization.
- 11.4.** The consumption of alcohol is permitted only succeeding the occurrence of official activities and may not interfere with the adherence to the above statutes.

## **12. AMENDMENTS TO THIS CHARTER**

- 12.1.** Amendments may be proposed by voting chairs only. Proposed amendments should identify the charter article to which the proposal pertains, be in written form, and submitted to the Tacoma Mountaineers Trail Running

Committee no less than five (5) days prior to any regular meeting. Proposed amendments should include the existing article, the proposed amendment to the existing article, and written justification for the proposal.

- 12.2. Amendments cannot be reviewed or voted on outside of a quorum, or the provisional statute of the collective committee until the Tacoma Mountaineers Trail Running Committee has exceeded the minimum of five (5) committee chairs.
- 12.3. Amendments can only be voted on during regular committee meetings.
- 12.4. For an amendment to pass a committee vote the proposal must attain a majority vote from a quorum, or must attain a unanimous vote from the provisional statute of the collective committee providing a quorum does not yet exist or the Committee has been reduced due to resignations, expulsions, or dismissals.
- 12.5. Amendments that have passed a committee vote must be submitted to the Tacoma Mountaineers Branch Council and ratified by a Council majority vote.
- 12.6. Once a proposal has passed both a Committee and a Council vote the proposal shall be considered a certified amendment.

Chartered: This 8th day, the month of April, in the year 2025.

Founded by here the undersigned:

Shannon Rolbiecki

Jonathan Foster



Amended: MM/DD/YYYY