

# The Mountaineers

## Stevens Lodge Committee Charter

### 1. **COMMITTEE NAME**

The name shall be the Stevens Lodge Committee.

### 2. **AUTHORITY**

This Stevens Lodge Committee Charter is adopted by authority of The Mountaineers.

This Charter establishes the Stevens Lodge Committee as the primary decision-making body for Stevens Lodge. It sets forth the structure and processes used to guide lodge operations, maintenance, programming, and volunteer governance.

### 3. **PURPOSE AND MISSION**

Stevens Lodge provides a welcoming educational environment for members of The Mountaineers and guests to explore and enjoy outdoor recreation in the Stevens Pass area. The mission of the Stevens Lodge Committee is to promote safe and enjoyable lodge stays and visits.

#### **Stevens Lodge Committee Responsibilities include:**

- Supporting the mission and values of The Mountaineers.
- Providing safe and inclusive lodging for volunteers, members, students, and guests.
- Maintaining lodge facilities and equipment in good working order.
- Recruiting and training volunteers to support lodge operations.
- Developing and maintaining Standard Operating Procedures (SOPs) for key areas of lodge management.
- Coordinating with Mountaineers staff for alignment with club-wide programs and policies.
- Reviewing lodge feedback, finances, and planning annually.

## **4. MEMBERSHIP**

Membership on the Stevens Lodge Committee is open to all current Mountaineers members in good standing, regardless of branch affiliation.

## **5. GOVERNANCE**

The Stevens Lodge Committee shall be governed by an Executive Committee and Voting Members.

The Stevens Lodge Committee shall be solely responsible for the governance of the Lodge, including but not limited to making rules and determining policy for the Lodge and its programs and property, managing the budget and controlling the expenditures of the Lodge, and acting to further the interests, mission, and purposes of the Lodge for the well-being and fulfillment of its membership.

### **5.1. Executive Committee and Voting Members**

#### **5.1.1. EXECUTIVE COMMITTEE (Officers)**

The Stevens Lodge Committee shall include an Executive Committee, which shall be elected by majority vote of Stevens Lodge's Voting Members:

- Chair
- Vice Chair
- Immediate Past Chair
- Secretary
- Treasurer

#### **5.1.2. VOTING MEMBERS**

In addition to the Executive Committee, the Steven's Lodge Committee shall consist of the following voting members, to be appointed by the Vice Chair with the Chair's approval:

- Operations Chair
- Facilities Chair
- Marketing Chair
- Safety Chair
- Bookings Chair
- At-Large Members (up to five)

- 5.1.3. The Committee may create, restructure, or dissolve sub-committees to carry out purposes of the Lodge, appoint sub-committee officers and members, and delegate certain powers and duties.
- 5.1.4. Selection of Roles:
  - 5.1.4.1. Elected Officers: The Chair, Vice Chair, Secretary, and Treasurer are elected by the Committee's Voting Members (see Section 7 for election process).
  - 5.1.4.2. Appointed Voting Members: Functional Leads (Operations, Facilities, Marketing, Bookings, Safety) are appointed by the Vice Chair with the approval of the Chair.
  - 5.1.4.3. At-Large Members: Appointed by the Chair to support Committee work and provide additional perspectives.
- 5.1.5. Following an election, the incoming Vice Chair shall function as the Chair-Elect, tasked with learning the role and responsibilities of the Chair, and serving in place of the Chair in their absence.
- 5.1.6. If the outgoing Chair is willing to continue to serve on the Committee in any capacity, they shall function as the Immediate Past Chair, tasked with assisting the current Chair and Vice Chair in matters of governance, procedure, and best practices, as needed.

## **5.2. Term Conditions and Stipulations**

- 5.2.1. Each Officer and Voting Member shall serve for a period of two (2) years, with terms ending on August 31.
- 5.2.2. Officers and Voting Members may serve multiple terms but not more than two (2) consecutive terms.
- 5.2.3. If a replacement cannot be found for any elected position (except Chair), the Chair may temporarily extend the incumbent's term or appoint an interim officer for up to one year.
- 5.2.4. If a replacement cannot be found for the Chair, the Executive Committee may extend the incumbent's term for up to two additional years, or appoint a qualified interim until a replacement can be found.
- 5.2.5. Mid-term vacancies may be filled by appointment of the Chair for the remainder of the term.

## **5.3. Officers' and Voting Members' Duties**

Each Functional Lead shall attend meetings pertinent to the position, as well as executing any additional tasks assigned by the Chair. Additionally, each Lead in the Committee shall perform the duties as assigned.

#### 5.3.1. Chair

The Chair 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
- Provide oversight and guidance to ensure Committee members fulfill their responsibilities
- Recruit and develop new At-Large Members

#### 5.3.2. Vice Chair

The Vice Chair shall:

- Act in place of the Chair in their absence
- Assist the Chair with duties of the office
- Coordinate the operations of the Nominating Committee
- Assist the Chair with recruiting and developing new At-Large Members

#### 5.3.3. Secretary

The Secretary shall:

- Serve as the recording officer for the Stevens Lodge Committee
- Record, distribute and archive minutes from all Stevens Lodge Committee meetings
- Compile meeting agendas

- Act in the place of the Committee Chair in the event that both the Chair and Vice Chair are absent
- This is a voting position unless acting in the place of the Chair

#### 5.3.4. Treasurer

The Treasurer shall:

- Oversee annual operating and capital budget
- Approve volunteer reimbursement requests
- Accounts payable signor
- Provide quarterly budget reports to the committee
- Act in place of the Committee Chair in the event that the Chair, Vice Chair, and Secretary are all absent.
- Reconcile revenue

#### 5.3.5. Operations Chair

The Operations Chair shall:

- Executes all operations of the lodge
- Manage lodge schedule
- Coordinate volunteer resources
- Manage volunteer commitment, schedules, and expectations
- Represent Stevens Lodge to both internal and external groups
- Act as an escalation for staff on guest relations
- Support and assist with bookings, finance, and marketing as needed

#### 5.3.6. Facilities Chair

The Facilities Chair shall:

- Sustain physical structure of lodge
- Provide work party direction and oversight

- Assist with capital improvement plan
- Document maintenance procedures
- Train and sign off on open and close volunteers
- Ensure that lodge has appropriate equipment
- Manage functions of the Facilities Committee

#### 5.3.7. Marketing Chair

The Marketing Chair shall:

- Manage all social network channels
- Work with The Mountaineers to provide exposure via the Mountaineers magazine and emails
- Liaison with the marketing team at Stevens Pass to determine areas of collaboration
- Manage Steven's Lodge page on [mountaineers.org](http://mountaineers.org)
- Promote lodge themes and/or events to drive participation
- Work with Bookings Chair to advocate group lodging opportunities

#### 5.3.8. Safety Chair

The Safety Chair shall:

- Take the lead on all safety-related issues pertaining to the Lodge.
- Interface with the Safety Committee and the Safety Officers of Activities, as necessary.
- Provide periodic reports to the Committee.
- Lead annual/periodic safety training to volunteers
- Ensure safety equipment is properly stocked and maintained

#### 5.3.9. Bookings Chair

The Bookings Chair shall:

- Collect all details around lodge openings

- Create all online lodge stay dates on Mountaineers.org website
- Manage group bookings calendar
- Adjust lodge availability based on group counts
- Track deposits and final payments for groups

#### **5.4. Order of Succession**

5.4.1. In the event that the Chair is unable to attend a regular, Executive Committee, or special meeting, any of the other attending Officers may chair the meeting, given the following order of succession:

- Vice Chair
- Secretary
- Treasurer
- Operations Chair
- Facilities Chair

5.4.2. Whenever an Officer other than the Chair oversees a meeting, they assume the duties and authorities of the Chair for the duration of the meeting.

#### **5.5. *At-Large Members***

At-Large Members of the Committee shall be appointed by the Chair. At-Large Members may serve on the Committee as long as they actively contribute to the Lodge, both through Committee participation and broader Lodge involvement.

## **6. MEETINGS**

- 6.1. Committee meetings are open to any Mountaineers member.
- 6.2. Stevens Lodge Committee meetings shall be held on a regular basis, as determined by its members, but not less than four times per year.
- 6.3. In general, the Committee follows parliamentary procedure as outlined by the most recent edition of Roberts Rules of Order.
- 6.4. 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 Committee members. Regular meetings and a proposed agenda shall be announced a minimum of 2 weeks in advance.

## **7. ELECTIONS**

### **7.1. Nominating Committee**

- 7.1.1. Elections are held every two years in July. Officers are elected by a simple majority of voting committee members.
- 7.1.2. For the election of Officers, a Nominating Committee shall convene consisting of the Vice Chair and two At-Large Members. The Vice Chair shall chair the Nominating Committee.
- 7.1.3. By May 30 of each even-numbered year, the Nominating Committee shall nominate at least two and up to four qualified Mountaineers members (including incumbents) for each position up for election.
- 7.1.4. The Nominating Committee shall solicit nominations from voting committee members.
- 7.1.5. In the case that committee members do not nominate at least two qualified people per position, the Nominating Committee shall select remaining nominees.
- 7.1.6. At the end of the nomination period, the Nominating Committee shall dissolve.

### **7.2. Eligibility**

Any qualified Committee member in good standing, willing and able to serve, may be nominated for any Officer position.

### **7.3. Scheduled Election**

- 7.3.1. Election of Officers shall be held electronically, during the month of July, or as designated by the Chair. The Vice Chair shall preside over the election, with staff support as needed.
- 7.3.2. Voting Members shall elect the Chair, Vice-Chair, Secretary, and Treasurer by simple majority vote. The Vice President of Outdoor Centers shall decide such Officers in the event of a tie.

### **7.4. Commencement of Term**

Each Officer's two-year term shall commence on September 1.

## **8. DECISION-MAKING (Voting)**

### **8.1. Decisions of Consequence**

While committee members will make many decisions within the scope and expertise of their roles, the following decisions should be brought before the committee for a vote:

- Adding or removing Lodge programming or services.



- Budget reallocations or unbudgeted expenses over \$500.
- Major facility or safety changes.
- Approval of new or substantially revised SOPs.
- Operational changes that may negatively impact revenue relative to the budget

**8.2.** A motion to bring business before the Stevens Lodge Committee for vote may be made by any Voting Member of the Committee. Any business that comes before the Committee for a vote must receive a simple majority vote of the eligible Committee members present, including delegated proxies, to be adopted.

**8.2.1. Quorum**

Two-thirds of voting members, including delegated proxies, must be present to make a decision.

**8.2.2. Eligibility**

The Executive Committee, except the Chair, and all Voting Members shall be eligible to cast votes for all elected business before the Committee. Each Executive Committee member and each Voting Position may cast a single vote. The Committee Chair shall only cast their vote in the event of a tie.

**8.2.3. Proxy**

In the event that the Executive Committee (excluding the Chair) and/or Voting Members are 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.

**8.2.4. Table**

In support of transparency and allowing time for Committee members to confer with their committee, any Committee member may make a motion to table the vote until a specific future date. The Committee is obligated to honor a motion to table a topic for up to four weeks. If the motion is to table the vote for an extended period of time, or if the topic has already been tabled, the Committee will vote on whether and for how long to table the decision.

**8.2.5. Electronic Voting**

The Stevens Lodge Committee may vote between meetings to speed up the decision-making process using email, Basecamp, or other electronic means. The process is as follows:

- After sufficient discussion, a member poses the question: “Is there anyone who would like to have a special meeting before putting this to vote?”
- If a member wishes to have a special meeting, the Chair schedules and publishes a meeting with at least 4-weeks’ notice (this can be online, but must be open to the entire Committee). Those present at the meeting will conduct a vote on whether to put the issue to vote during the special meeting or to conduct the vote on the issue at a later date.
- If, after 7 days, no member requests a special meeting, the Chair can put the issue to vote.
- An electronic vote must allow members 7 calendar days to cast their vote.

## **9. Budget Signature Authority**

- 9.1.** The Chair or Treasurer shall have the authority to commit/disburse budgeted funds. Such authority is given to the Vice Chair in the absence of the Chair and Treasurer.
- 9.2.** No member may self approve expenses. Reimbursement requests made by the Chair must be approved by the Treasurer or another member of the Executive Committee in the Treasurer’s absence. Reimbursement requests made by the Treasurer must be approved by the Chair or another member of the Executive Committee in the Chair’s absence.

## **10. CONFLICT RESOLUTION AND MEMBER REMOVAL**

- 10.1.** Members may be removed for good cause by majority vote. Conflicts are expected to be addressed directly or via Committee mediation.
- 10.2.** Members of the Stevens Lodge Committee are expected to model behavior that supports [The Mountaineers Code of Ethics](#). This includes abiding by the code of ethics as well as supporting all volunteers, participants, and students to be accountable to it.
- 10.3.** Members of the Stevens Lodge Committee are expected to actively engage in the work they've committed to doing, including attending at least 1/3 of meetings.

- 10.4. A committee member may be removed before expiration of the term of office for good cause, including violating the above expectations.
- 10.5. A proposal to remove a member may be brought to the Committee Chair, who can make a recommendation based on their evaluation of the cause and the opportunities the member has been given to respond to feedback about their behavior. Regardless of the recommendation, this proposal must be added to the subsequent meeting agenda.
- 10.6. At the following meeting, a process of removal may be initiated upon a two-thirds vote of those present, with the affected Member(s) counting only toward the quorum.
- 10.7. At a separate meeting called for that purpose, with notice of that purpose sent to all Committee members, a motion to remove the member must include the date and process by which they can apply to rejoin the committee. A majority vote of those present will pass the motion to remove the member.

## **11. AMENDING THE CHARTER**

Amendments must be submitted to the Committee and approved by a two-thirds majority vote.