

Subject: EVERETT BRANCH RULES OF GOVERNANCE  
Section: General  
Revised: August 15, 2016  
Approval: Membership

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## **RULES OF THE EVERETT BRANCH OF THE MOUNTAINEERS**

*Pursuant to the By Laws of the Mountaineers, the following are adopted:*

### **ARTICLE I. NAME**

The name of the organization shall be: Everett Branch of the Mountaineers

### **ARTICLE II. PURPOSE**

The goal of the branch is to enable Mountaineer members in the Everett and Snohomish County, Washington, areas to advance the purposes and activities of the Mountaineers.

### **ARTICLE III. MEMBERSHIP**

Membership in the Everett Branch is open to all Mountaineers upon application or request. Membership categories are the same as those established by the Mountaineers.

### **ARTICLE IV. OFFICERS**

The elected officers shall be a Branch Chair, a Vice Branch Chair, a Director, a Secretary and a Treasurer. The officers shall perform the duties prescribed by these rules. New officers shall assume office on November 1<sup>st</sup> of the year they are elected. The Branch Chair, Vice Branch Chair, Secretary and Treasurer will serve for two years. The Director will serve a three year term in accordance with the By Laws of the Mountaineers. Officers must be members in good standing in the Everett Branch.

### **ARTICLE V. DUTIES OF THE OFFICERS**

1. The Branch Chair's duties include, but are not limited to the following: presiding at Executive Committee and special meetings, appointing committee chairs, facilitating Branch elections and Rules of Governance amendments, coordinating budget preparation, resolving issues, conflicts and concerns which rise to the Executive Committee level, providing guidance on Branch and Mountaineer policies, representing the Branch at the Branch Leadership Committee meetings and assigning tasks to other officers. The Branch Chair shall be an *ex-officio* member of all committees except the Nominating Committee. The Branch Chair shall be the spokesperson for the Branch.

2. The Vice Branch Chair shall act in place of the Branch Chair in her/his absence and, during the Branch Chair's absence, shall have all of her/his powers and duties. The Vice Chair shall carry out duties assigned to her/him by the Branch Chair.

3. The Director, in addition to the duties set forth in the By Laws of the Mountaineers, shall represent the Everett Branch at the Mountaineer Board of Directors meetings and report to the membership on the proceedings of the Board.

4. The Secretary shall be the recording officer of the organization and will post the minutes of the Executive Committee meetings and other meetings as directed by the Branch Chair on the Branch's section of the Mountaineer web-site in a timely fashion. The Secretary shall also maintain a roster of key personnel, officer histories, and award recipients and carry out additional duties assigned by the Branch Chair. The Secretary shall, in the absence of both the Chair and the Vice Chair, have all the powers and duties of the presiding officer.

5. The Treasurer shall oversee the receipt and disbursement of all Branch moneys and the preparation of the Branch budget and shall distribute quarterly and annual reports to the Branch Officers and Committee Chairs.

## **ARTICLE VI. ELECTIONS**

1. A nominating committee of not less than three (3) members appointed by the Branch Chair shall present a list of branch officer candidates to the Executive Committee by August 15 of each election year. The list shall indicate the positions they are candidates for and include a photo and a brief bio for each candidate. Candidates may submit a brief statement regarding why they want to serve as a Branch Officer. The Executive Committee will review and approve the list of candidates.

2. The Branch Chair shall forward the list of candidates to the Mountaineer full-time staff by September 10. The Mountaineer staff shall create and distribute an election ballot to all Branch members by October 1 and establish a deadline for their receipt.

3. Nominated and write-in candidates shall be afforded an opportunity to introduce themselves to the membership through Mountaineer email and/or on the Branch web-site.

4. The Mountaineer staff will announce the election results and the Branch officers will assume their offices on November 1.

5. If there is a vacancy, the Branch Chair shall appoint an Acting Officer until the next election. A special election shall be held if the vacancy will last more than six months.

## **ARTICLE VII. MEETINGS**

1. The Branch annual membership meeting will be held in September. The annual meeting will cover updates and changes which affect the membership.

2. Special meetings may be called at the discretion of the Branch Chair. The members shall be notified in least 15 days in advance by electronic or other means.

## **ARTICLE VIII. EXECUTIVE COMMITTEE**

1. There shall be an Executive Committee composed of the Branch officers and the chairs of all standing committees. For one year after her/his term has ended, the retiring Branch Chair shall serve as an *ex-officio* member of the Committee.

2. Executive Committee meetings shall be held quarterly or more often at the discretion

of the Branch Chair.

3. The Executive Committee shall direct the Branch in a manner consistent with these rules and the By Laws of the Mountaineers.

4. Responsibilities shall include, but not be limited to, controlling the expenditures of the Branch-approved budget, recommending Branch policy, and establishing Branch operating procedures.

5. The fiscal year shall extend from October 1 to September 30 of the following calendar year. The Executive Committee shall prepare an annual budget prior to the beginning of the fiscal year. The Branch officers shall review and approve the Branch's annual budget.

6. Executive Committee meetings shall be open on a non-voting basis to all Branch members.

#### **ARTICLE IX. COMMITTEES.**

1. The Executive Committee is empowered to create, restructure, inactivate and/or dissolve standing committees for conducting the ongoing activities of the Branch.

2. The Executive Committee and/or the Branch Chair are empowered to form special committees for temporary assignments.

3. Each committee shall have its own purposes, powers, duties and reporting relationships defined and documented in the records of the Branch.

#### **ARTICLE X. RULES OF ORDER.**

The rules contained in the current edition of the "Roberts Rules of Order" shall govern this organization in all cases to which they are applicable and consistent with these Rules of Governance.

#### **ARTICLE XI. AMENDMENTS**

1. Any member of the Everett Branch may submit a proposed amendment to these Rules of Governance to the Branch Chair. The Branch Chair shall appoint a Rules Committee to consider the form of the proposed amendment. The Rules Committee will consult with the sponsor and Branch Chair and attempt to reach an agreement with the sponsor as the form of the amendment.

2. The Rules Committee shall submit the proposed amendment to the Executive Committee. If a majority of the members of the Executive Committee endorses the proposed amendment, it will be posted on the Branch web-site for 30 days along with statements supporting and/or opposing it by interested members. The posting will set a deadline for members to submit comments to the Rules Committee who will post them as they are received.

3. Within 30 days after the posting ends, the Branch Chair will request the Mountaineer staff to submit the proposed amendment to the membership. The Mountaineer staff shall submit the proposed amendment to the membership by email. The email and written ballots must be received on 30<sup>th</sup> day after the proposed amendment was submitted to the membership.

4. In order for the amendment to pass, it must receive an affirmative vote by a majority (51%) of the total votes cast.

5. The Mountaineer staff shall tabulate the result within 7 days and publish the results to the membership by email and posting on the Branch Web-site. The amendment will be effective as soon as the vote totals are published.

#### Rules of the Everett Branch of the Mountaineers

Organized 1910

Amended 1987

Amended 1990

Amended 2016