

Rules, The Mountaineers, Olympia Branch

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Introduction

Objectives

Summary

The Rules and Policy Manual provides an organized method of stating, disseminating and preserving policies, procedures and information related to the conduct of The Olympia Branch of The Mountaineers business and activities.

Policies

The manual is intended as an aid to officers, and other volunteers to facilitate communication of Mountaineers policies, assist in implementing Mountaineers procedures and to provide a

single reference source of officers guidelines.

Policies stated in the Officers Policy Manual apply to all members of the Olympia Branch. All official branch policies are included in this policy manual.

Branch policies shall not conflict with The Mountaineers policies. In cases of possible conflict, the Mountaineers policies shall govern. Report any conflicts to the branch chair for resolution.

Objectives

- Communicate policies and provide a source of reference for the branch
- Establish accountability for implementing officer's policies
- Implement policies and procedures consistently and uniformly throughout the branch.

Organization and Use of Manual

Summary

The following descriptions outline how the Olympia Branch Rules and Policy Manual are organized and how to use it to locate information.

Approval

The Officers' Council will review all changes to the policy manual before printing and distribution. These approvals shall be part of the minutes maintained by the secretary.

Organization of the Manual

Sections. The Olympia Branch Officers' Policy Manual is organized into five sections. Each section groups a number of related items called "subjects." All sections are:

- Titled
- Numbered in increments of 100 beginning with 100
- Provided with an individual table of contents
- Summarized by the first subject in each section, e.g., 101, 201, 301, etc.

Subjects. Each section is divided into subjects, information items of relatively small scope. Subjects usually describe specific Mountaineers policies, procedures, and guidelines. They are:

- Titled
- Numbered consecutively within each section.

Location of Information

Table of Contents

For entire manual: The Table of Contents lists the names and numbers of sections and subjects in the order they appear in the manual.

For individual sections: The first page of each section is an individual Table of Contents. All individual section Tables of Contents are numbered with the appropriate section number, for

example, 100, 200, 300, 400. The contents list names, numbers, and main topics for the subjects appearing in that section.

Updating of Manual

Summary

The following procedures are outlined to assist in updating and maintaining the Olympia Branch Officers Policy Manual.

Approval of Changes

Review and approval by the Officers' Council of all changes is required before printing and distribution. Changes are to be made in the same manner as actions taken by the Officers' Council in other matters. The approvals are part of the Officers' Council minutes maintained by the Secretary-Communications Chair.

Identifying Revised Material

A revised document is identified by a notation in the upper left margin of the revised pages as follows: Supersedes 312 (3/92)

Maintaining the Policy Manual

Remove the superseded document and insert the new document.

Approved: March 1, 1994

100 Governing Documents

Subject Index

101 The Bylaws of the Mountaineers are maintained on the organization's website:
<https://mountaineers.org/about/board-of-directors/board-policies/bylaws>.

102 Rules Governing the Olympia Branch of The Mountaineers

102 Rules Governing The Mountaineers, Olympia Branch

General Authority

Pursuant to Article XI of the Bylaws of The Mountaineers, which in 1963 provided:

Sec.1. The Board of Directors shall have the authority to create a branch in any locality in which twenty-five members or more reside.

Sec. 2. Each branch shall annually elect a chair and secretary and such other officers as it may see fit, and may adopt such local rules and regulations as are not inconsistent with the general rules and regulations of the association.

And pursuant to the motion of the Board Of Directors of The Mountaineers passed on September 5,1963, which provided in part:

That a branch to be known as The Mountaineers, Olympia Branch, be created effective

September 5, 1963. Its headquarters shall be Olympia; and .., “The Olympia Branch is requested to adopt and submit for approval within 90 days local rules and regulations in keeping with the Articles of Incorporation, Bylaws, and the general rules and regulations of The Mountaineers: ...”

Rules were adopted and subsequently amended. Pursuant to The Mountaineers Bylaws the following rules are revised and adopted:

Article I: NAME

The name of this branch shall be: The Mountaineers, Olympia Branch

Article II: OBJECT

The object of this branch is to enable members of The Mountaineers in the Olympia and Southwestern Washington area to carry out in this area the purposes of The Mountaineers as established by the Board of Directors.

Article III: MEMBERSHIP

Membership requirements, membership categories, privileges of members including voting, and other membership rules shall be in accordance with the Bylaws of The Mountaineers.

Article IV: OFFICERS

Sec. 1. Positions: The officers shall be chair, chair-elect, community relations-social chair, secretary-communications chair, treasurer, director and past chair.

Sec. 2. Terms: Except as provided below, officers will assume office on October 1st and will serve a two-year term, through September 30th of the second year or until a successor(s) is elected.

a. Chair-elect – annual election. Serves the first of a three year term as chair-elect, the second year as chair, and the third year as past chair.

b. Community relations-social chair and treasurer – numerically odd year elections.

c. Secretary-communications chair – numerically even year elections.

Director to The Mountaineers board – every third year.

Sec. 3. No officer may serve more than two full terms consecutively in any one office unless a qualified successor is not found.

Sec. 4. No person may hold two officer positions at the same time.

Sec. 5. Any officer may be removed from office for good cause at any time by a two-thirds vote of the entire Officers' Council.

Article V: DUTIES AND POWERS OF OFFICERS

Sec. 1. The chair shall preside at all branch meetings and meetings of the Officers' Council

provided for in Article VIII, and shall appoint all other committee members.

Sec. 2. The chair-elect shall have all the powers and duties of the chair in the temporary absence or incapacity of the chair and shall study and learn the organization and branch governing documents and prepare to serve as chair, and shall have such other duties as are prescribed in Article VI below.

Sec. 3. The secretary-communications chair shall be the recording officer of the branch and shall be the official custodian of all branch records and reports (which shall include an inventory of branch properties), other than treasurer's records. The secretary may delegate responsibility for the custody of, and may prescribe rules for the custody of, branch records which relate to the work of any branch committee.

Sec. 4. The treasurer shall

- a. Preside over preparations of the branch's draft budget
- b. Ensure proper accounts are kept
- c. Ensure the reimbursement process is implemented
- d. Regularly report the branch's financial condition.

Sec. 5. The director, in addition to the duties set forth in Article III of the Bylaws of The Mountaineers, shall represent the Olympia Branch at the meetings of the Board of Directors of The Mountaineers and shall report to the Officers' Council on the proceedings of the Board of Directors when requested by the chair.

Sec. 6. The community relations-social chair shall be responsible for implementing branch, social and outreach activities.

Sec. 7. The past chair acts as the representative of Olympia Branch members. Any member of the Olympia Branch Mountaineers may bring issues to the attention of the Officers' Council through the past chair.

Article VI: ELECTIONS

Sec. 1. In accord with the officer election schedule:

- A nominating committee of at least three members shall be appointed by the chair and announced to the branch membership. Members of the committee shall not be officers and shall not be eligible as candidates.
- The nominating committee shall present a list of nominees for each office at a branch meeting. The branch membership shall be notified that nominations will be accepted from the floor. The members of the branch may submit up to two additional candidates for each office at this meeting. No person shall be nominated for more than one office. If nominations from the floor exceed two names for any office, the members present shall immediately ballot on the names presented and only the two receiving the highest total of the votes cast shall be nominated. Any conflict shall be resolved by the nominating committee.

Sec. 2. In accord with the current election schedule officers shall be elected by eligible branch members except when vacancies must be filled. In accord with the current election schedule,

the chair-elect shall ensure that procedures are established for making ballots available to members. The candidate receiving the highest number of votes shall be elected. In the event of a tie vote for any office, the nominating committee shall choose the officer by lot. The chair-elect shall notify the Officers' Council, all candidates, and the branch membership of the election results. The chair shall notify the Program Center staff of the election results.

Sec. 3. A vacancy in any office shall be filled through election by the Officers' Council. A vacancy means resignation, death, or three months' failure to perform required duties or attend branch and Officers' Council meetings, unless such lack of attendance shall have been previously excused by the chair. Any person so elected shall serve only until the next election for the officer position.

Article VII: BRANCH AND SPECIAL MEETINGS

Sec. 1. The branch shall hold at least one branch meeting in each calendar quarter. A branch meeting is where Mountaineers' business is presented, discussed and/or transacted, e.g., reports by officers, committees, questions by members, or voting on an item relative to the branch. The chair shall fix the time and place for such meetings and shall provide notice to branch members.

Sec. 2. Special meetings may be called at the discretion of the chair; the chair shall fix the time and place for such meetings, and shall provide notice to branch members.

Sec. 3. Ten voting members shall constitute a quorum at branch and special meetings.

Sec. 4. Any meeting notice required under these Rules shall be delivered in accordance with the Bylaws of The Mountaineers under "Notice of Meetings." Notices shall be sent at least 10 days before the meeting.

Article VIII: OFFICERS' COUNCIL

Sec. 1. The Officers' Council shall be composed of all the offices of the branch. The chair shall preside at the meetings of the Committee and shall call meetings at least monthly, September through June. Regular meetings of the Officers' Council shall be announced and be open to all members.

Sec. 2. *Quorum, votes, and powers:* A majority of all officers constitutes a quorum. The council, in addition to powers and duties heretofore set forth, shall determine branch policy, authorize disbursements of branch monies, and exercise general supervisory powers over all branch activities and properties. Each member of the Officers' Council has one vote and action shall be by majority vote of the entire Officers' Council.

Sec. 3. At the first branch meeting following the end of a term, each immediate past officer shall present a written report on activities during the term of office. The purpose of such reports is both to assist successors in office and to provide a history of the branch's activities. Such reports shall become a part of the permanent records of the branch. The retiring branch chair may require similar reports from such committee chairs as deemed appropriate.

Article IX: COMMITTEES

Sec. 1. The Officers' Council may create and dissolve such standing committees as are desired

for carrying out the purposes of The Mountaineers and the activities and objectives of the branch and may delegate such powers and duties as appropriate.

Sec. 2. The branch chair shall appoint the chair and members of all committees. Each committee shall consist of not less than three persons. Each committee shall serve during the annual term of office of the branch chair appointing it.

Sec. 3. At any time the branch chair may require a report from the chair of any committee on that committee's activities. As instructed by the branch chair, the report will be submitted to the branch membership or to the Officers' Council.

Article X: RULES OF ORDER

The current edition of Roberts' Rules of Order, Newly Revised, shall be used as guidance at the meetings of this branch and the Officers' Council to the extent to which they are applicable and are consistent with the Rules, Bylaws, and special rules of order of The Mountaineers and this branch.

Article XI: AMENDMENTS

Sec. 1. Any member may propose an amendment to these Rules. The amendment shall be presented to the Officers' Council, which may approve the proposed amendment, or may attempt to reach an agreement with the sponsor as to the content of the amendment.

Sec. 2. A committee, of which the sponsor shall be a member, shall be appointed to study the proposed amendment.

Sec. 3. With committee approval, the sponsor may then circulate the proposed amendment among the members of the branch, and if endorsed by the signatures of 20 members with voting privileges, it shall be eligible to be voted upon by the branch membership at a branch meeting.

Sec. 4. A branch meeting to consider the proposed amendment shall be announced. If the proposed amendment is approved by a majority of the voting members present, a ballot shall be submitted to the voting membership.

Sec. 5. Any proposed amendment to the Rules shall be submitted for approval by the branch membership at the next regularly scheduled officers' election or by a special ballot. The chair-elect shall ensure that procedures are established and properly operating so that members will have sufficient time to vote.

Sec. 6. Arguments for and against each amendment shall be prepared by a committee appointed for this purpose. Existing and proposed articles, the arguments for and against, and the date by which the vote must be received shall be included with the ballot. Each article proposed for amendment will be voted upon separately.

Sec. 7. Approval by the branch membership shall be defined as a simple majority of votes received. An amendment shall be effective the first day of the month following approval, unless it states otherwise. A report of the election results complete with vote counts shall be reported to the branch membership shortly after the voting is complete.

Creation and Revision History

Rules Governing the Olympia branch, The Mountaineers created September 5, 1963.

Rules adopted November 4, 1963 Amended June 24, 1970 and after

Revised effective May 1, 1990

Revised effective April, 1994

Deemed current by membership April 11, 2001

Revised effective October 1, 2005

Revised effective March 31, 2016