

# Seattle Canyoning Committee Charter

## ACTIVITY COMMITTEE NAME

Seattle Canyoning Committee

## AUTHORITY

This Seattle Canyoning Activity Charter is adopted by authority of The Seattle Branch Council Charter.

## PURPOSE AND MISSION

The Canyoning Committee (a standing committee of the Mountaineers - Seattle Branch) is responsible for conducting the canyoning activities as described in Branch Operations Manual. The primary function of the Seattle Branch Canyoning Committee is to offer Canyoning courses and seminars, and to facilitate canyoning activity within the Seattle Branch.

### Canyoning Committee Responsibilities

- Work to achieve the mission and goals of the Seattle Branch and The Mountaineers organization.
- Develop a diverse, open and inclusive population of members, students, instructors and leaders.
- Conduct Canyoning courses and seminars. This includes establishing eligibility requirements for the courses as well as their equivalency.
- Set fees for the seminars, Canyoning courses, and course equivalencies. The Committee will recommend fees based upon organizational guidance.
- Approve or reject Canyoning Course graduation and equivalency petitions.
- Establish leader and instructor qualifications, and maintain a current Canyon Leader and Instructor list.
- Ensure Canyon trips are led according to Canyoning Activity Standards, including regular review of feedback
- Ensure proper maintenance and replacement of ropes and other Canyoning equipment managed by the Committee.
- Coordinate with the clubwide Safety Committee investigating Canyoning accidents originating from trips sponsored by the Seattle Canyoning Committee and make recommendations or adjustments as appropriate.
- Administer Canyoning awards and leader incentives.
- Annually review Seattle Branch Canyoning policies and documents.

## MEMBERSHIP

Participation in the Seattle Canyoning Committee is open to all current Mountaineers members. Canyon Leaders, Canyon Instructors, members of the Executive Committee and all Voting Positions are members of the Canyoning Committee. Any Mountaineers member may request to be added to the committee roster.

## GOVERNANCE

The Seattle Canyoning Committee shall be governed by the Activity Council, consisting of an Executive Committee and all members in Voting Positions. The Activity Council shall be responsible for the governance of the Activity, including but not limited to making rules and determining policy for the Activity programs and property, managing the budget, and furthering Committee interests.

The Activity Council may create, restructure, or dissolve sub-committees to carry out purposes of the Activity, appoint committee officers and members, and delegate to sub-committees powers and duties.

## **EXECUTIVE COMMITTEE**

The Canyoning Committee shall consist of an Executive Committee, which shall be elected by majority vote of the Canyoning Committee's voting members:

**Chairperson**

**Vice Chairperson**

**Secretary**

**Treasurer**

## **VOTING POSITIONS**

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

**Leadership Chair**

**Basic Waterfall Course Chair**

**Intermediate Chair**

**Practice Session Chair**

**Gear Manager**

**Events Chair**

**Equivalency Chair**

**Curriculum Chair**

**At-Large members** (up to 5)

\*Note that subcommittees may have two Co-Chairs, but only one may be the voting subcommittee Chair. A Co-Chair may vote on Committee matters in the absence of the voting Chair.

## **TERM CONDITIONS AND STIPULATIONS**

Members of the Executive Committee and At-Large Members are elected by a majority vote of the Activity Council (voting members of the committee).

Each member of the Executive Committee and At Large members shall serve for a period of two (2) years, with terms coincident with The Mountaineers fiscal year.

Elected officers and At Large members may serve multiple terms, but not more than two (2) consecutive terms.

In the event that a replacement cannot be found for any elected positions, except for Chairperson, for any reason, the Chairperson may:

- 1) temporarily extend the term of the incumbent or
- 2) appoint an interim officer for a period of up to one (1) year, or until such time that a replacement can be found.

In the event that a replacement cannot be found for the Chairperson, the Executive Committee may extend the incumbent's term for up to two (2) additional years.

In the event that the incumbent does not agree to an extension then the Executive Committee may appoint any qualified individual until a replacement can be found.

In the event that any At-Large Member or Officer resigns mid-term, the Chair may appoint a person to serve until the end of the regular term. That person may step down at the end of the term, or they can be elected for a full term.

All other positions listed in this charter may be filled by appointment of the Committee Chairperson. New positions must be approved by majority vote and added to this charter, after which the Chairperson may appoint an individual to fill that position.

## **OFFICERS' DUTIES**

Each member of the Executive Committee shall serve as the liaison to counterparts in other Branches, and attend meetings pertinent to the position, as well as executing any additional tasks assigned by the Chairperson. Additionally, each officer in the Executive Committee shall perform the duties as assigned.

### **Chairperson**

The Canyoning Committee Chairperson shall –

- Preside at all regular Committee, Executive Committee, and special meetings.
- Confirm all Sub Activity Committee chairs.
- Serve as an ex-officio member of all sub-committees except a nominating committee.
- Serve as the spokesperson for the Canyoning Committee, including attending Seattle Branch Council or sending a designee.
- Oversee the operations, activities, programs, safety and budget of the Committee.
- The Chairperson is a non-voting position unless the Chairperson's vote is needed to break a tie.

### **Vice Chairperson**

The Vice Chairperson shall

- Act in place of the Chairperson in the latter's absence.
- Oversee volunteer development, recognition, and succession planning

- This is a voting position unless acting in the Chairperson's place.

### **Secretary**

The Secretary shall

- Serve as the recording officer for the Activity Council
- Record, distribute and archive minutes from all Canyoning Committee meetings
- Compile meeting agendas
- Manage Canyoning Committee homepage on mountaineers.org
- Act in the place of the Committee Chairperson in the event that both the Chairperson and Vice Chairperson are absent
- This is a voting position unless acting in the place of the Chairperson

### **Treasurer**

The Treasurer shall:

- Receive reports from the Branch Treasurer & verify against expectations
- Approve reimbursement requests (Except chair approves Treasurer's reimbursement requests)
- Provide quarterly budget reports to the committee
- Act in the place of the Committee Chairperson in the event that the Chairperson, Vice Chairperson and Secretary are all absent.
- This is a voting position unless acting in the place of the Chairperson

### **MEETINGS**

Seattle Canyoning Committee meetings shall be held on a regular basis, as determined by its members, but not less than four times per year.

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 the Activity Council members.

Regular meetings and a proposed agenda shall be announced a minimum of 2 weeks in advance.

### **Quorum**

A quorum of appropriate members must be present for a vote on any matter.

50% of the voting members plus one Executive Committee member shall constitute a quorum for a regular meeting.

Whenever a Committee Officer other than the Committee Chairperson chairs a Committee meeting they assume the duties and authorities of the Committee Chairperson, for the duration of the meeting.

### **Decisions of Consequence**

While committee members make hundreds of decisions as delegated by the Chairperson, the following decisions must be brought before the committee for a vote:

- New course or clinic proposals
- Major changes to an existing structure (eg. splitting course curriculum into two courses, restructuring leader vetting process)
- Curriculum changes to established courses
- Procedural exceptions (eg. making an exception to a written minimum requirement for equivalency)
- Granting, suspending, and removing Leader status
- Unbudgeted expenses over \$100 (even if the proposal is to reallocate from another line)
- Operational changes that will negatively impact revenue relative to the budget

## VOTING

A motion to bring business before the Activity Council for vote may be made by any voting member of the Committee.

Any business that comes before the Activity Council for a vote must receive a simple majority of the eligible voting members present, including voted proxies, to be adopted.

### **Eligibility**

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

### **Proxy**

In the event that Committee Executive Committee (excluding the Chairperson) and/or Voting Positions 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 voice-mail.

### **Electronic Voting**

Voting on a motion or other business before the Activity Council normally occurs at a meeting. However, for issues that are either urgent or inconsequential, the Activity Council may vote between meetings to speed up the decision making process using electronic communications. Voting Members must be given one week to vote. After one week, if at least 50% of the Voting Members have voted, the remaining Voting Members will be considered to have abstained. However, if one committee member votes NO or has a reservation, then the vote shall be tabled until the next meeting. The vote can be taken at the next scheduled committee meeting or at a special meeting called just to discuss the vote. For a special meeting a quorum is required. Subcommittees may also use electronic voting per this policy. An online live meeting or conference call could be considered a special meeting for the purpose of this paragraph.

## ELECTIONS

For the election of Executive Committee officers, a Nominating Committee shall convene each February. The committee shall consist of Vice Chair, Secretary, and two non-officer Voting

Position members of the Activity Council. The Vice Chair shall chair the Nominating Committee. The Secretary shall maintain the official list of open positions and nominees for each office up for election. At the end of the nomination period, the Nominating Committee shall dissolve.

By July 31st, the Nominating Committee shall nominate two qualified Committee members who are willing and able to serve for each position up for election at the next annual election.

In the event that no nominees are found, the Chair may nominate officers, subject to Activity Council ratification, for the coming term(s).

The non-officer Voting Positions will elect the Activity Officers from those nominated.

### **Eligibility**

Any qualified Canyoning Committee member in good standing, willing and able to serve, may be nominated for any position by petition submitted to the Nominating Committee or the Secretary by June 1.

### **Scheduled Election**

Elections for Activity Officers shall be held during a September meeting, or as designated by the Chair.

### **BUDGET SIGNATURE AUTHORITY**

The Canyoning Committee Treasurer shall have the authority to commit/disburse budgeted funds. Such authority is given to the Chairperson in the Treasurer's absence. Reimbursement requests made by the Chairperson must be approved by the Treasurer or another member of the Executive Committee in the Treasurer's absence. All disbursements must be submitted for approval by the Branch Treasurer or Branch Chair.

### **SEATTLE BRANCH COUNCIL LIAISON**

The Chair may appoint a delegate to act for the Chair as a member of the Seattle Branch Council.

### **REMOVAL OF VOTING MEMBERS**

Members of the Canyoning 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.

Members of the Canyoning Committee are expected to actively engage in the work they've committed to doing, including attending at least 1/3 of meetings.

A Voting Member may be removed before expiration of the term of office for good cause, including violating the above expectations.

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.

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.

At a separate meeting called for that purpose, with notice of that purpose sent to all Activity Committee members and to the Branch Chair, 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.

### REMOVAL OF LEADERS

Canyon Leaders and Assistant Leaders 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.

Leaders and Assistant Leaders are expected to actively engage in canyoning, completing a minimum average of 3 canyon descents a year.

A Canyon Leader or Assistant Leader may be removed from the committee's Leader List for good cause, including violating the above expectations.

A proposal to remove a Leader or Assistant Leader 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.

At the following meeting, a process of removal may be initiated upon a two-thirds vote of those present.

At a separate meeting called for that purpose, with notice of that purpose sent to all Activity Committee members and to the Branch Chair, a motion to remove the Leader 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 Leader or Assistant Leader.

### AMENDING THE ACTIVITY CHARTER

Amendments to this Seattle Canyoning Committee Charter may be proposed by petition by any member of the Canyoning Committee. A two-thirds vote of the Council is required to enact an amendment.

### Amendment History

Governing Document Seattle Canyoning Committee enacted October 2018.

Amended November 2019.

Amended October 2020.

Amended October 2021

Amended May 2024

Amended December 2024