# ACTIVITY COMMITTEE NAME

The Activity name shall be Seattle Sea Kayaking Committee.

# AUTHORITY

This Seattle Sea Kayaking Committee Charter is adopted by authority of The Seattle Branch Council Charter. The Committee is responsible for carrying out the Seattle Branch kayaking program within The Mountaineers policies, guidelines and directives as established by the Mountaineer Board of Directors and the Seattle Branch. Within these policies, guidelines and directives, the Committee shall have full authority to discharge the responsibilities of this charter.

# PURPOSE AND MISSION

The purpose of the Seattle Sea Kayaking Committee is to deliver an active and safe sea kayak program to the Seattle Mountaineers community built on a foundation of training opportunities and leadership development. This program will be based on the Basic Sea Kayak Course providing a fundamental level of training for safely participating in activities of the committee. Additional training courses and seminars will support development of more advanced knowledge and skills. The committee will conduct an active program of trips and outings appropriate for a variety of skill and experience levels. The training and activity functions of the committee will necessarily be supported by trained, high-quality leaders and instructors. To develop and maintain these leaders and instructors, the committee will provide leadership development and instructor training opportunities.

# MEMBERSHIP

Membership in the Seattle Kayaking Committee is open to all current Mountaineers members who have completed the Basic Kayaking Course.

# GOVERNANCE

The Seattle Kayaking Committee shall be governed by an Executive Committee and committee members (henceforth the Committee). Governance includes but is not limited to: (1) making rules and determining policies, procedures and methods to accomplish Activity programs and courses (2) maintaining Activity assets and property; (3) preparing and managing Activity annual budget; (4) oversight of Activity expenditures; and (5) furthering Activity efforts in support of The Mountaineers.

Additionally, the Committee may (1) elect committee Officers and appoint sub-committee Chairs; (2) create, restructure, or dissolve sub-committees to carry out specific purposes of the Activity; (3) delegate to sub-committees Committee powers and duties.

# The Executive Committee

The Executive Committee shall consist of four members who are members of the Seattle Branch and in good standing:

* + - Chairperson
		- Vice Chairperson
		- Secretary
		- Treasurer

The Chairperson, Vice Chairperson, Secretary, and Treasurer shall be elected. The Seattle Branch Chair must approve the Chairperson’s nomination.

# Term Conditions and Stipulations

Each member of the Executive Committee (elected or appointed) shall serve for a period of two (2) years, with terms coincident with The Mountaineers fiscal year.

Elected officers 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 the 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 is found.

# 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. Each member of the Executive Committee will interact with organization staff as needed. Additionally, each officer in the Executive Committee shall perform the duties described below.

# Chairperson

The Committee Chairperson shall –

* + - * Preside at all regular Committee, Executive Committee, and special meetings.
			* Confirm all sub-committee Chairs.
			* Be an ex-officio member of all sub-committees except the Nominating sub-committee.
			* Be the spokesperson for the Committee.

# Vice Chairperson

# The Vice Chairperson shall –

# Act in place of the Chairperson in the latter’s absence.

# Assist the Chairperson with duties of the office.

# Serve as chair of the Nominating sub-committee.

# Secretary

The Secretary shall –

* + - * Be the recording officer for the Committee.
			* Solicit agenda items for upcoming meetings, preferably two weeks prior to the meeting.
			* Provide to the Committee the agenda, date, time and location of the upcoming meeting, preferably one week prior to the meeting,
			* Take, transcribe, archive and make available the minutes of the Committee meetings, and any Executive Committee meetings, preferably within two weeks of the meeting.

# Treasurer

The Treasurer shall –

* + - * Oversee the financial affairs of the Activity.
			* Periodically report to the Committee on the state of the finances of the Activity.
			* Assist in the preparation of the annual budget.
			* Interface with The Seattle Branch Treasurer and Program Center Staff as necessary.

# Order of Succession

If the Chairperson is unable to attend a regular, Executive Committee, or special meeting then any of the other attending Officers may chair the meeting, given the following order of succession –

* + - Vice Chairperson
		- Treasurer
		- Secretary

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

# Activity Coordinators/Subcommittees

The Committee may create sub-committees and appoint sub-committee chairs.

Activity Coordinators/Sub-committees must include –

* + - Safety / First Aid – evaluates safety concerns associated with the program expressed by participants, leaders, or committee members, and makes available water-related first aid training
		- Equivalency – sets minimum standards to participate on trips without taking the course, and confirms equivalency applicants meet those standards
		- Basic Class Coordinator-organizes and runs the annual Basic Sea Kayaking Course
		- Trip Leadership Development– maintains a list of trip leaders, identifies potential new trip leaders, provides opportunities for training and ensures they meet all requirements

Other Activity coordinators or sub-committees presently include:

* + - Paddler Development Workshop (PDW) Coordinator- organizes the annual Paddler Development Workshop
		- Roll Class Coordinator -organizes the annual roll class
		- Trip Planning – facilitates development of an active and varied annual trip schedule
		- Paddler Development – organizes opportunities for additional paddler training
		- Instructor Training – organizes pathways for trip leaders and other members to develop instructional skills and certifications
		- Special Events- organizes community social events, special seminars, field trips

Others Activity Coordinators/Subcommittees as needed. In the past have included Outreach, Natural World and Conservation, Policy Coordinator.

# ELECTIONS

For the election of Officers, a Nominating sub-committee shall convene. The Nominating sub-committee shall consist of the Vice Chairperson, Secretary, and two non-officer members of the Committee. The Vice Chairperson shall chair the Nominating sub-committee. The Secretary shall maintain the official list of nominees for each office up for election. At the end of the nomination period, the Nominating sub-committee shall dissolve.

By June 1, the Nominating sub-committee shall nominate at least one qualified Activity member who is 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 Chairperson may nominate Officers, subject to Committee ratification, for the coming term(s).

Members of the Committee will elect the Officers from those nominated.

# Eligibility

Any qualified Activity member in good standing, willing and able to serve, may be nominated for any position by petition submitted to the Nominating sub-committee or the Secretary by August 1.

# Scheduled Election

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

# VOTING

A motion to bring business before the Committee for vote may be made by Officers or sub-committee Chairs, but not by the Committee Chairperson.

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

# Eligibility

Executive Committee members and the sub-committee Chairs shall be eligible to cast votes for all elected positions and any other business before the Committee. Each Executive Committee member and each Committee member may cast a single vote.

The Chairperson shall only cast their vote in the event of a tie of all the other votes. The Chairperson is free to vote any and all proxies that have been delegated to him/her.

# Proxy

If Executive Committee members (excluding the Chairperson) and/or sub-committee Chairs 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.

# Voting by Email

Voting on a motion or other business before the Committee normally occurs at a meeting. This allows for a full debate of the issue at hand. In extraordinary cases voting may occur via email.

#  Budget Signature Authority

The Chairperson shall have the authority to commit/disburse budgeted funds. Once the budget limit has been reached then any and all additional requests must be brought before the Branch Treasurer. All disbursements must be submitted for approval by the Branch Treasurer or Branch Chair.

#  Seattle Branch Council Liaison

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

# Meetings

Regular meetings of the Committee shall be held quarterly, or more frequently.

The Chairperson or any two other Executive Committee members may call for a special meeting in advance of the next regularly scheduled meeting with five (5) days notice to Committee members.

Regular meetings, a proposed agenda, and prior meeting minutes shall be announced and made available in advance.

# Quorum

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

Two (2) Executive Committee members, plus three (3) non-officer Committee members shall constitute a quorum for a regular meeting.

Any three (3) members of the Executive Committee shall constitute a quorum.

# REMOVAL OF OFFICERS

No Officer shall be removed before expiration of the term of office except for good cause.

The process of removal may be initiated upon a two-thirds vote of the Committee, with the affected Officers counting only toward the quorum.

Removal may only be voted for good cause shown at a meeting called for that purpose, with notice of that purpose sent to all Committee members and to the Branch Chair.

# Amending the Activity Charter

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

# Amendment History

Governing Document of the Seattle Kayaking Committee enacted via Ballot on 6/1/2020.