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Revised: August 15th, 1996

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Subject: OPERATIONS MANUAL OVERVIEW (101)  
 Section: General  
 Revised: July 16th, 1995  
 Approval: Executive Committee

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**Purpose** This is an overview of the Branch Operations Manual, describing the reasons it was developed and the guidelines for its use.

**Objectives** This manual contains policies, procedures, and other information related to operation of the Everett Mountaineers. It consolidates important Branch documents and preserves Branch decisions in a designated reference where continuity between administrations can be sustained.

Most of the contents are oriented to Branch-level operation. It is intended to assist officers, committees, and other volunteers serving in leadership roles. It is the definitive source of the operational framework approved for the Branch.

In general, the manual does not contain documentation for committee operation.

Committees are encouraged to assemble similar references of their own.

**Distribution** The official manual is held by the Branch Secretary. Official copies are distributed to officers, committee chairs, and the Executive Director at the beginning of their first term or appointment.

Other members may obtain non-official copies or copies of parts of the manual upon request.

Updates to the official manual are distributed to holders of official copies. Update distribution does not extend to non-official copies.

**Approvals and Amendments** The contents of this manual may be approved, amended, and/or

revoked by the bodies authorized to operate the Branch. Such powers are limited by the precedences of higher-ranking bodies, as follows:

- Club Bylaws

- General Board Policy

Branch Bylaws  
Branch Membership  
Branch Executive Committee  
Other Branch Committees

Style Considerable effort has been made to use a consistent presentation style throughout this manual. Unless there are extenuating reasons, changes and additions should conform to the same style.

Subject: BRANCH BYLAWS (102)  
Section: General  
Revised: June 7th, 1990  
Approval: Membership

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## RULES OF THE MOUNTAINEERS, EVERETT BRANCH

Pursuant to the Bylaws of the Mountaineers, the following are adopted:

### ARTICLE I, NAME

The name of this organization shall be: The Mountaineers, Everett Branch.

### ARTICLE II, OBJECT

The object of this branch is to make it possible for club member's in the Everett area to carry out locally the purposes of the Mountaineers.

### ARTICLE III, MEMBERSHIP

Section 1: Membership in the Everett Branch is open to all Mountaineers upon request.

Section 2: Membership categories shall be the same as those established for the Mountaineers.

### ARTICLE IV, OFFICERS

Section 1: The elected officers shall be a Branch Chair, a Vice Branch Chair, a Secretary, a Treasurer and a Trustee. These officers shall perform the duties prescribed by these rules.

Section 2: New officers shall assume office at the end of the meeting at which they are elected and serve through the following Annual Meeting or until their successors shall be elected and qualified.

Section 3: Officers must be members in good standing of the Everett Branch.

### ARTICLE V, DUTIES OF OFFICERS

Section 1: The Branch Chair shall preside at all regular, Executive Committee, and special meetings and appoint all committee chairs who shall report all committee members to the Branch Chair. 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.

Section 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 her/his powers and duties.

Section 3: The Secretary shall be the recording officer of this organization. The Secretary shall, in the absence of both the Branch Chair and Vice Branch Chair, have all the powers and duties of the presiding officer.

Section 4: The Treasurer shall receive and disburse all moneys of the organization and make monthly and annual reports.

Section 5: The Trustee, in addition to the duties set forth in the Bylaws of the Mountaineers, shall represent the Everett Branch at the meetings of the Board of Trustees and report to the membership on the proceedings of the Board.

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#### ARTICLE VI, ELECTIONS

Section 1: A nominating committee of not less than three (3) members shall be appointed by the Branch Chair at the regular June meeting each year.

Section 2: The Nominating Committee shall present the nominations at the August regular Branch meeting. Nominations from the floor will also be accepted at the August regular Branch meeting. This committee shall also submit the election ballot with the nominations and provisions for write-in candidates to the Branch membership. Balloting may be either by mail-in or at the Annual Meeting.

Section 3: All ballots mailed-in must be received by 5 P.M. on the day of the Annual Meeting. Ballots cast at the Annual Meeting shall be accepted before the meeting and during the call for ballots which shall be announced as an item of old business. The ballots shall be turned over to a special Tellers Committee previously appointed by the Branch Chair. The committee shall count the ballots immediately and submit a written report of the results of the vote to the Branch Chair. The results shall be reported to the members by announcement at the Annual Meeting and in the Club bulletin, Branch newsletter or by other means.

Section 4: A permanent vacancy in any office shall be filled by special election with nominations from the floor. The special election shall be announced by the Acting Branch Chair during a regular meeting and shall be held during the next regular meeting. A vacancy shall be deemed permanent by reason of resignation, death, or three (3) months absence from active duty.

#### ARTICLE VII, MEETINGS

Section 1: Regular meetings shall be held every month except December.

Section 2: The September meeting shall be the Annual Meeting.

Section 3: Special meetings may be called at the discretion of the Branch Chair. Due notice of such meetings, at least 15 days in advance, shall be sent to the membership.

Section 4: The voting members present shall constitute a quorum.

Section 5: The fiscal year shall extend from October 1 to September 30 of the following calendar year.

Section 6: Executive Committee meetings shall be held quarterly, or more often, at the discretion of the Branch Chair.

#### ARTICLE VIII, EXECUTIVE COMMITTEE

Section 1: There shall be an Executive Committee composed of the officers and chairs of all standing committees. The retiring Branch Chair, for one year after her/his term as Branch Chair, shall be an ex-officio member of this committee.

Section 2: The Executive Committee shall be subject to the orders of the Branch and none of its acts shall conflict with actions taken by the Branch. The Executive Committee

shall direct the Branch in a manner consistent with these rules and the Bylaws of the Mountaineers. This responsibility shall include, but not be limited to, controlling expenditures to a Branch-approved budget, recommending Branch policy, and establishing Branch operating procedures.

Section 3: The Executive Committee shall prepare an annual budget and present it for approval at a regular meeting prior to the beginning of the fiscal year.

Section 4: Executive Committee meetings shall be open on a non-voting basis to all members.

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#### ARTICLE IX, COMMITTEES AND DUTIES

Section 1: The membership is empowered to create, restructure, and/or dissolve standing committees for conducting the ongoing activities of the Branch.

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

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

#### ARTICLE X, RULES OF ORDER

Section 1: The rules contained in the current edition of "Robert's Rules of Order, Newly Revised", shall govern this organization in all cases to which they are applicable and consistent with these Bylaws.

#### ARTICLE XI, AMENDMENTS

Section 1: Any member of the Everett Branch may submit to the Branch Chair a proposed amendment to the Rules. 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 to the form of the amendment.

Section 2: The Rules Committee shall submit the proposed amendment to the membership at the next regular Branch meeting. If the proposed amendment is endorsed by a majority of the voting Branch membership at that regular Branch meeting, the Rules Committee shall submit the proposed amendment as a written ballot to the voting Branch membership. Balloting may be either by mail-in or at the following regular Branch meeting (Balloting Meeting).

Section 3: All ballots mailed-in must be received by 5 P.M. on the day of the Balloting Meeting. Ballots cast at the Balloting Meeting shall be accepted before the meeting and during the call for ballots which shall be announced as an item of old business. The ballots shall be turned over to a special Tellers committee previously appointed by the Branch Chair. The committee shall count the ballots immediately and submit a written report of the results of the vote to the Branch Chair. The results shall be reported to the members by announcement at the Balloting Meeting and in the Club bulletin, Branch newsletter or by other means.

Section 4: In order for the amendment to pass, it must receive a two-thirds (2/3rds) affirmative vote of the total vote cast.

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Rules of the Mountaineers, Everett Branch  
Organized 1910

Amended May 1987  
Amended June 1990

Don Heck  
Larry Longley

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Branch Chair

Subject: GENERAL BOARD POLICIES (103)  
Section: General  
Revised: August 29th, 1993  
Approval: Executive Committee

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**Purpose:** General Board Policies enacted by the Mountaineers Board of Trustees are official and binding on the Everett Branch. This strives to clarify their authority and to identify the most useful ones for the attention of the Branch.

**Board Authority** In accordance with Article VII, Section 2 of the Mountaineer Bylaws, branches may not adopt local rules and regulations that are inconsistent with General Board Policies.

**Policies** The complete set and definitive source for General Board Policies is the Board Policy Manual. These are not widely distributed, but are available for reference through the Branch Chair, the Trustee, or the Clubhouse.

Branch committees must be familiar with the Club policies and strive to operate in compliance. Examples of Club policies that are relevant to committee activities are:

- 401 Club Standards
- 404 Problem Behaviors
- 405 Guest Policy
- 411 Wilderness Ethics
- 416 Transportation
- 421 Leadership Guidelines
- 424 Accident Reporting

This is construed to mean that branches must comply with Section 400 of the Board Policy Manual which is titled "General Board Policies." It is not apparent that Branches are subject to policies in other parts of the manual. Also, it is not clear if the Board may enact policies that conflict with established Branch rules.

Subject: SPECIAL FUNDS (104)  
Section: General  
Revised: June 4th, 1997  
Approval: Executive Committee

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**Purpose** Special Funds are equity balances, formally established for the management of financial resources. They are usually created for specific purposes with controls on disbursement to assure the intended purposes are served.

These Funds have both permissive and restrictive qualities. By asserting boundaries that effectively limit spending, they also reduce the amount of intrusion needed to protect Branch resources.

This describes the Special Funds established by the Everett Branch.

**Fund Oversight** The Executive Committee has authority over all Special Funds. It may establish and abolish Funds, modify their purpose, designate custodians, and may enact transfers between Funds.

Fund custodians have responsibility for individual Funds. They strive to manage Fund resources within the constraints of the approved budget and for prescribed uses.

**Net Worth** The Branch's net worth and the sum of all equity Fund balances (after net income is completely distributed) are identical. This derives from the inclusiveness of the General Fund which, by definition, assumes all equity which is not part of another Fund.

**General Fund** This Fund supports Branch administration and all programs and activities that are not explicitly supported by another equity Fund.

**Custodian:** Executive Committee

**Sources:** Dues and initiations

Interest

Income generated by supported committees

**Uses:** Branch administrative and operating costs

Supporting committees without dedicated Funds

Member benefits

Donations Promotions This Fund isolates other Branch assets from the

risks of the promotions

**Fund** "mini-business" and provides a visible indicator of financial success.

**Custodian:** Membership Committee

**Sources:** T-shirt sales and other promotions

**Uses:** Operating costs of promotions

Contributions to specific Branch purposes

**Lookout** This Fund accumulates and protects financial resources committed to

**Restoration** lookout restoration. It is conceived as a reserve for major projects and

**Fund** not for incidental repairs.

**Custodian:** Lookout and Trails Committee

**Sources:** Donations and fund raisers

Committee pledges from the General Fund

**Uses:** Lookout restoration projects

**Committee Reserves** These Funds are dedicated to the finances of certain activity committees. They preserve the wealth and autonomy of committees with a history of generating income.

**Custodians:** Climbing, Scrambling, Skiing and

First Aid Committees

**Sources:** Course fees and book sales

**Uses:** Operating costs of committee programs

The First Aid Fund was established specifically to help the First Aid Committee achieve financial independence from the Everett Parks Department.

201

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**Subject:** EXECUTIVE COMMITTEE (202)

**Section:** Committees, Operations Manual

**Revised:** October 8th, 1993

Approval: Executive Committee

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**Purpose** The Executive Committee is the governing board of the Everett Mountaineers. It directs Branch operations in accordance with Mountaineer Policy, Branch Bylaws, and the parliamentary voice of the membership assembly.

**Profile** Empowered by the Branch bylaws, the Executive Committee is the highest-level committee of the Everett Mountaineers. It comprises all elected officers, standing committee chairs, and the former Branch Chair for one year after the term expires.

**Meetings** Executive Committee meetings are held at least quarterly with the Branch Chair presiding. They are open to all members on a non-voting basis and shall be publicized accordingly.

All representatives have an equal vote, even those filling more than one position or representing multiple interests.

**Fundamental Duties** The following duties are considered fundamental since they originate in the Bylaws:

To direct operation of the Branch;

To draft and recommend Branch policy;

To establish operating procedures for the Branch;

To prepare the annual budget for approval by the Membership;

To satisfy directive motions approved by the membership assembly;

To control expenditures to the Branch-approved budget.

**Ancillary Duties** Other duties, derived from the fundamental ones and documented in this or other policies and procedures, are:

To establish guidelines for Branch donations, pre-view donation requests, and advise the Membership accordingly;

To establish Special Funds for designated purposes;

To approve unbudgeted expenditures and budget variances;

To approve charters for the Standing Committees established by the membership;

To approve job descriptions for Branch officers and Standing Committee Chairs;

To seek representative Branch positions on issues of significance.

**Finances** The Executive Committee does not have a separate budget. What is not accommodated by committee budgets is charged to general Branch administrative expense. In this way, Executive Committee overhead is spread across the budgets of all representatives.

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**Subject:** FIRST AID COMMITTEE (203)

**Section:** Committees, Operations Manual

**Revised:** July 15th, 1992

**Approval:** Executive Committee

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**Purpose** First aid and accident response are foremost concerns, bearing importance across many Mountaineer activities. This charter establishes Committee authority to support the first aid program of the Branch.

**Profile** First Aid is a standing committee of the Everett Mountaineers. It consists of a Committee Chair and two or more other members.

**Duties** The duties and responsibilities of the First Aid Committee are: To conduct first aid courses that may be offered by the Branch; To recruit first aid instructors and facilitate their training; To represent the Branch on first aid matters with the parent club, the Red Cross, Everett Parks Department, and other similarly concerned organizations; To advise other committees on developments pertinent to first aid and accident response.

**Finances** The First-Aid Program is expected to be financially self-supporting, primarily from course fees. Committee funds are held and expenses paid out of the Branch treasury. The Branch Treasurer keeps a record of the Committee's balance in a fund designated for that purpose.

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**Subject:** COMMUNICATION COMMITTEE (204)  
**Section:** Committees, Operations Manual  
**Revised:** August 20th, 1992  
**Approval:** Executive Committee

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**Purpose** Publications are essential for keeping the membership informed about Branch activities. This charter establishes committee authority to support Branch communications through the Mountaineer Bulletin, Branch Newsletter, and other publications.

**Profile** Communications is a standing committee of the Everett Mountaineers. It consists of a Chair and two or more other members who meet at least quarterly for conducting Committee business.

**Duties** The duties and responsibilities of the Communications Committee are:

To coordinate submissions to The Mountaineer Bulletin;  
To publish and distribute mail-in ballots for Branch elections and Bylaws amendments;  
To publish and distribute the Branch Newsletter when one is in publication;  
To retain a bulk mailing permit with the US Post Office for the benefit of the Branch.

**Finances** The Communications Committee and its publications are financed from the General Fund; no separate fund or account balance is maintained for the committee. The Committee is not expected to generate revenue.

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**Subject:** SCRAMBLES COMMITTEE (205)  
**Section:** Committees  
**Revised:** May 27th, 1994  
**Approval:** Executive Committee

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**Purpose** Alpine Scrambles are mountain climbs rated easy enough that ropes are not required for protection. They are sometimes characterized as filling the niche between hiking and climbing. This defines the role of the Alpine Scrambles Committee which has been authorized by the Branch to conduct a scrambles program.

**Profile** Alpine Scrambles is a standing committee of the Everett Mountaineers. It consists of a Committee Chair and two or more other members who meet at least quarterly for conducting Committee business.

**Duties** Specific duties of the Alpine Scrambles Committee are:

To conduct any Alpine Scrambles or Snowshoe Courses that may be offered by the Branch;

To schedule all scrambles and related activities sponsored by the Branch;  
To establish the qualifications for leading and participating on Branch scrambles;  
To recruit prospective leaders, assist with their training, and keep a list of members qualified to lead trips;  
To review, in cooperation with the Climbing Committee, the Explorer Post Program;  
To promote safety (above all else) and environmental awareness within the program.  
Finances The Scrambles Program is expected to be financially self-supporting, primarily from course fees.  
Committee funds are held and expenses paid out of the Branch treasury. The Branch Treasurer keeps a record of the Committee's balance in a fund designated for that purpose.

Subject: HIKING COMMITTEE (206)  
Section: Committees  
Revised: May 27th, 1994  
Approval: Executive Committee

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Purpose Hiking is a popular Branch activity, appealing to members and guests of all ages and experience levels. This defines the role of the Hiking Committee which has been authorized by the Branch to conduct a program of trail trips and other unrestricted activities.

Profile Hiking is a standing committee of the Everett Mountaineers. It consists of a Committee Chair and two or more other members who meet at least quarterly for conducting Committee business.

Activities Hiking activities are any activities organized under the auspices of the Hiking Committee. Not limited to hiking, there is some latitude in what these activities may be. Examples of typical hiking activities are: hiking, backpacking, car camps, lodge weekends, snow camping, naturalist activities, and family outings.

Duties Specific duties of the Hiking Committee are:

To schedule all hiking activities sponsored by the Branch;  
To establish the qualifications for leading and participating on Branch hiking activities;  
To conduct any hiking activity courses, seminars, or workshops that may be offered by the Branch;

To recruit prospective leaders, assist with their training, and keep a list of members qualified to lead trips;

To administer the Mileage and Lookout Peak Awards;

To represent the Branch's hiking program with Everett Parks Department, and other similarly concerned organizations;

To promote safety (above all else) and environmental awareness within the program.

Finances The Hiking Committee finances are part of the General Fund; no separate equity balance is maintained for the program.

The Committee may collect course fees, but is not expected to be entirely self-supporting.

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Subject: CLIMBING COMMITTEE (207)  
Section: Committees  
Revised: February 2nd, 1993

Approval: Executive Committee

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**Purpose** The primary function of the Everett Climbing Committee is to offer the Basic and Intermediate Climbing courses, conduct special climbing-oriented seminars, and facilitate climbing activity within the Branch.

**Profile** The Climbing Committee is a standing committee of the Everett Mountaineers. It consists of a Committee Chair and other members appointed to carry out the Committee's responsibilities. All Committee members must be Basic Course graduates or equivalents.

**Duties** Specific duties of the Climbing Committee are:

To conduct any climbing courses and seminars that may be offered by the Branch;

To set climbing course and equivalency fees based upon anticipated revenues and expenses;

To review petitions for course graduation and pass or fail students;

To review petitions for Climbing Course equivalency and advise, approve, or deny applicants;

To schedule all climbs and related activities sponsored by the Branch;

To establish the eligibility requirements for climbing courses and for participation on climbing activities;

To establish leader and instructor qualifications, maintaining a current roster including adding and deleting names as necessary;

To properly supply, store, maintain, and replace ropes and other climbing equipment owned by the committee;

To review all Everett Branch climbing accidents and make recommendations as appropriate;

**Duties (cont.)** To administer all climbing awards established for the Branch;

To review, in cooperation with the Alpine Scrambles Committee, the Explorer Post Program.

**Finances** The Climbing Program is expected to be financially self-supporting, primarily from course fees.

Committee funds are held and expenses paid out of the Branch treasury. The Branch Treasurer keeps the Committee's balance in a fund designated for that purpose.

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**Subject:** SKI COMMITTEE (208)

**Section:** Committees

**Revised:** August 12th, 1993

**Approval:** Executive Committee

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**Purpose** A wide range of skiing opportunities are available in the Northwest and are in much demand as Mountaineer activities. This defines the role of the Ski Committee which has been established to conduct a snow skiing program for the Branch.

**Profile** The Ski Committee is a standing committee of the Everett Mountaineers. It consists of a Committee Chair and other members who meet as needed to carry out the Committee's duties.

**Duties** Specific duties of the Ski Committee are:

To conduct any ski courses that may be offered by the Branch;

To conduct any avalanche awareness training that may be offered by the Branch as a separate course;

To set course fees, eligibility requirements, and graduation standards for courses sponsored by the Committee;

To schedule all ski trips and related activities sponsored by the Branch;

To establish the qualifications for leading and participating on Branch ski trips;

To recruit prospective leaders, assist with their training, and keep a list of members qualified to lead ski trips;

To promote safety (above all else) and environmental awareness within the program.

**Finances** The Skiing Program is expected to be financially self-supporting, primarily from course fees.

Committee funds are held and expenses paid out of the Branch treasury. The Branch Treasurer keeps a record of the Committee's balance in a fund designated for that purpose.

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**Subject:** LOOKOUT AND TRAILS COMMITTEE (209)

**Section:** Committees

**Revised:** August 12th, 1993

**Approval:** Executive Committee

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**Purpose** Everett has a long history of active participation in lookout restoration and trail maintenance. This defines the role of the committee which has been established to coordinate Branch efforts and provide continuity for our long-term commitments toward lookout and trail projects.

**Profile** The Lookout and Trails Committee is a standing committee of the Everett Mountaineers. It consists of a Committee Chair and other members who meet as needed for planning committee activities.

**Duties** Specific responsibilities of the Committee are:

To choose reasonable projects for which the Branch may become involved and for which the committee may sponsor work parties;

To cooperate with governing land management agencies in planning, organizing, and documenting projects;

To represent Branch interests on lookout and trail maintenance issues;

To fulfill the Branch obligation for preservation of Three-Fingers Lookout as agreed in the Memorandum of Understanding with Darrington Ranger District (5/3/89);

To fulfill the Branch obligation for preservation of Mt. Pilchuck Lookout as agreed in the Cooperative Agreement with Washington State Parks (9/29/89);

To fulfill the Branch obligation for restoration of Heybrook Lookout as agreed in the Challenge Cost-Share Agreement with the USDA Forest Service (7/22/96).

To promote awareness and encourage participation in lookout and trail maintenance projects undertaken by the Branch and/or other organizations.

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**Finances** Lookout and Trail Committee finances are part of the General Fund. The Committee is not expected to be self-supporting.

While normal upkeep to lookouts can be accommodated by the General Fund, more substantial repairs may require alternative financial support. The Lookout

Restoration Fund has been established as a reserve for that purpose. Charitable contributions, promotions, fund raisers, and transfers from the General Fund, are among the sources of endowment for that account.

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Subject: SOCIAL COMMITTEE (210)  
Section: Committees, Operations Manual  
Revised: April 7th, 1992  
Approval: Executive Committee

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**Purpose** This defines the role of the Social Committee which has been authorized to assist with monthly Branch meetings and organize other traditional events for the benefit of the general membership.

**Profile** The Social Committee is a standing committee of the Everett Mountaineers. It consists of a Chair, event coordinators, and other members, who meet, as needed, for conducting Committee business.

**Duties** The duties and responsibilities of the Social Committee are:

To host the non-business part of monthly Branch meetings, including refreshments and programs;

To sponsor special programs at Branch meetings, like the potluck and the used equipment sale;

To organize the Annual Banquet;

To organize other large-gathering events, like the Salmon Bake, that the Committee may choose to undertake;

To assist other committees, when mutually agreed upon, with refreshments and facilities.

**Finances** The Social Committee budget is granted from the General Fund; no separate equity balance is maintained for the committee.

While tickets are sold for some activities, they often cover only part of the expense.

Subsidies for social activities are a recognized benefit to members. Committee activities are not expected to be self-supporting.

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Subject: CONSERVATION COMMITTEE (211)  
Section: Committees, Operations Manual  
Revised: January 18th, 1995  
Approval: Executive Committee

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**Purpose** As embraced by The Mountaineers' mission, the Everett Branch affirms its commitment to preservation of the wilderness for present and future enjoyment. This defines the role of the Conservation Committee which is established to advocate that cause.

**Profile** Conservation is a standing committee of the Everett Mountaineers. It consists of a Chair and other members who meet as needed for conducting Committee business.

**Duties** The duties and responsibilities of the Conservation Committee are:

To keep the Branch informed about conservation issues, especially those of local importance;

To counter the impact of wilderness use by generating awareness, enthusiasm, and interest in resource conservation;

To promote wilderness ethics through education and example, assisting other committees upon mutual consent;

To represent the Branch on conservation issues, particularly those in which the Club is actively involved;

To facilitate political action consistent with Club-supported positions.

Finances The Conservation Committee finances are part of the General Fund. no separate equity balance is maintained for the committee.

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Subject: FOLK DANCE COMMITTEE (212)

Section: Committees

Revised: August 24th, 1993

Approval: Executive Committee

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Purpose The Folk Dance Committee holds dances and dance classes primarily for the benefit of Branch members and the local community. This defines the role of the Committee which has been established to conduct a folk dancing program for the Branch. Profile The Folk Dance Committee is a standing committee of the Everett Mountaineers. It consists of a Committee Chair and other members who meet as needed for overseeing the Folk Dance program.

Duties Understanding that, for activities held cooperatively with other organizations some of the duties may be shared, the responsibilities of the Folk Dance Committee are:  
To schedule and publicize dances, dance classes, and related events that may be offered;  
To arrange local facilities, supply music, and provide hosts and instructors for folk dance events;

To set course fees and recommend door donations;

To approve compensation for instructors, live music, and other hires;

To acquire, store, and maintain equipment and materials needed to and host dances and classes;

To represent the folk dancing interests of the Branch with other organizations and the public.

Finances The Folk Dance Committee finances are part of the General Fund; no separate equity balance is maintained for the program.

The Committee is expected to collect course fees and may request donations at the door to offset its operating costs.

Subject: SEA KAYAK COMMITTEE (213)

Section: Committees

Revised: January 15th, 1998

Approval: Inactive

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Purpose The Sea Kayak Committee is a functional organization within the Everett Branch of the Mountaineers, whose purpose is to organize and manage activities related to sea kayaking.

Profile The Sea Kayak Committee is a standing committee of the Everett Mountaineers. It consists of a committee chair and other members, designated to carry out the committee responsibilities. Members of the committee shall meet at least quarterly to conduct committee business.

The minimum training required for participation is graduation from the Mountaineers' sea kayaking course or the equivalent, including training in paddle strokes, tide/current dynamics, rescue techniques, and safety.

Duties The responsibilities of the Sea Kayak Committee are:

To promote the sea kayak activities, recruit leaders, and develop their potential to expand the program;

To organize the committee structure, devise policy, and shape the relationships with other committees needed to build the kayak program;

To establish the eligibility requirements for participating on kayak activities;

To establish leader qualifications, maintaining a roster of approved leaders;

To schedule any kayak activities and that may be sponsored by the Branch;

To conduct any sea kayak courses and seminars that may be offered by the Branch;

To establish the eligibility requirements for enrollment in sea kayak courses and participation on sea kayak activities;

To promote safety (above all else) and environmental awareness within the program.

Finances Sea Kayaking activities are expected to be financially self-supporting. Sea Kayaking is budgeted as part of the General Fund; no separate fund or equity balance is maintained for the program.

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Subject: MEMBERSHIP COMMITTEE (214)

Section: Committees

Revised: January 18th, 1995

Approval: Executive Committee

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Purpose Member support, including access to information about the Club, its members and activities, is an important Branch service. This describes the Membership Committee which has been established for that role.

Profile Membership is a standing committee of the Everett Mountaineers. It consists of a Chair and other members who meet as needed for conducting Committee business.

Duties The duties and responsibilities of the Membership Committee are:

To assist members with various administrative mechanics like applications for membership, changes in membership status,¥ and address changes;

To assist new and prospective members with getting information about the club;

To welcome guests and new members at Regular Meetings;

To keep a membership roster, make its contents available upon request, and assist with legitimate attempts to contact members;

To oversee Branch publicity and promotions, including the uses for surpluses in the Promotions Fund;

To guide Branch policy on member services, recruitment, and retention;

To tend the Branch phone line and answering machine.

Finances Except for Promotions, the Membership Committee is financed from the General Fund. The Committee is not expected to be self-supporting.

Promotions are financed from the Promotions Fund which is isolated from other Branch financial funds. Promotional activities are expected to operate in the black, but do not have a profit motive. Surpluses may be used for expansion or contributed to other Branch efforts.

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Subject: EXPLORER POST COMMITTEE (215)

Section: Committees

Revised: January 12th, 1997

Approval: Inactive

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**Purpose** This defines the role of the Committee which has been established to sponsor an Explorer Scout Post.

**Profile** The Explorer Post Committee is a standing committee of the Everett Mountaineers. It consists of a Committee Chair and other members who meet as needed for overseeing the Explorer Post activities.

**Duties** Responsibilities of the Committee are:

To sponsor Explorer Scout Post #16 provided there is enough youth interest and parental support;

To supervise and conduct alpine scrambling level program as the Post activity;

To recruit capable and qualified youth;

To recruit interested Mountaineers to serve as adult leaders;

To coordinate the scope and/or content of mountaineering skills practiced in the program with the Climbing and Alpine Scrambles Committees;

To represent the interests of the Everett Branch with the Boy Scouts of America and other affiliated organizations.

**Restrictions** Membership in the Everett Branch of the Mountaineers is required for participation in the program.

The scrambling activities of the program are subject to review by and coordination with the Alpine Scrambles and Climbing Committees.

**Finances** Explorer Post finances are part of the General Fund; no separate equity balance is maintained for the program.

The Committee is expected to be self-supporting and may collect fees to cover its operating costs.

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Subject: TELLERS COMMITTEE (216)

Section: Committees

Revised: July 16th, 1995

Approval: Executive Committee

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**Purpose** The Tellers Committee facilitates formal ballots conducted by the Everett Mountaineers. Its purpose is to assure that a fair and proper ballot is conducted.

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**Profile** The Tellers Committee is a temporary committee established for a specific ballot and disbanded when its duties are completed. As specified in Article VI and Article XI of the Branch Bylaws, a Tellers Committee must be formed for the annual election and for balloting meetings. In addition, the Chair may appoint a Tellers Committee for any other ballot where heightened oversight is prudent.

The committee is comprised of a limited number of Branch members appointed by the Branch Chair. There is no established size for the Committee, but the number of members should be reasonable for the anticipated duties. Tellers should be chosen for

accuracy, neutrality, and confidence of the membership. They should not have a direct personal involvement in the election or the result of the ballot they are handling.

Duties Performance of duties is under the direction of the Branch Chair. The following are considered fundamental because they are specified in the Branch Bylaws:

To help facilitate a fair and impartial ballot;

To distribute, collect, and count ballots;

To examine ballots and be on alert for errors and voting fraud;

To prepare a tellers report to convey the results of the ballot count to the Branch Chair.

Procedures The Tellers Committee is expected to adhere to the balloting procedures outlined in Robert's Rules of Order Newly Revised. Some of these are paraphrased as follows:

Tellers should cast their votes like other members; teller ballots and voting are not distinguished in any way.

Mail-in ballots should be delivered to the Tellers Committee to be counted with in-person ballots, following the procedures specified in Robert's Rules, to the fullest extent that is practical.

Any ballots suspected of error or voting fraud should be separated during the counting process and kept separate until the election or ballot results are final.

The Tellers Committee should determine the results of the ballot count and make a report of such outcome in a written tellers Report.

The tellers Report should disclose any irregularities suspected by the Tellers Committee and provide a determination on whether the outcome of the ballot is potentially affected.

One teller should be selected by the Committee to be the reporting teller.

The reporting teller does not declare the results of the ballot count. Instead, the Tellers' Report is conveyed to the Branch Chair for subsequent announcement and entry into the meeting minutes to become part of the official records of the Branch.

In the event a ballot is challenged, the Tellers Committee will perform the recount unless directed otherwise from the meeting's proceedings.

Finances The Tellers Committee is financed from the General Fund. However, there is generally little or no expense associated with the committee's activities.

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Subject: RULES COMMITTEE (217)

Section: Committees

Revised: July 16th, 1995

Approval: Executive Committee

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Purpose This describes the role of Rules Committee which is formed to facilitate the process of amending the Branch Bylaws.

Profile As specified in Article XI of the Branch Bylaws, the Rules Committee is a temporary committee, formed in response to a Bylaws proposal and disbanded when its

duties are completed. The Committee is comprised of a limited number of Branch members appointed by the Branch Chair.

Duties The following duties are specified in the Branch Bylaws:

To consider the form of proposed amendment(s) to the Branch Bylaws;

To consult with the amendment sponsor and Branch Chair, negotiating acceptable language and form for the proposed amendment;

To submit the proposed amendment for preliminary endorsement by the membership present at a regular Branch meeting;

To submit a written ballot to the entire Branch Membership, provided the proposed amendment receives a majority endorsement in the preliminary ballot taken at a regular Branch meeting.

Finances The Rules Committee is financed from the General Fund. However, since the call for a Rules Committee is difficult to anticipate, specific funds for its operation are usually not budgeted.

Most of the cost associated with the Rules Committee is publication expense. While the Rules Committee is encouraged to use planned publications to stay within the operating budget, it is improper for budget considerations to obstruct the amendment process. For this reason, the membership's endorsement to proceed with a written ballot implicitly amends the budget for all reasonable expenses incurred by the Rules Committee.

Subject: NOMINATING COMMITTEE (218)

Section: Committees

Revised: July 26th, 1995

Approval: Executive Committee

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Purpose The Nominating Committee plays an important role in the Everett Branch annual election. Its main purpose is to assure that a full and balanced slate of candidates is neutrally presented to the membership.

Profile The Nominating Committee is a temporary committee established for a specific election and disbanded when its duties are completed. As specified in the Branch Bylaws, it is comprised of at least three Branch members appointed by the Branch Chair at the regular June meeting.

Duties The duties of the Nominating Committee are:

To recruit prospective officers;

To assemble a slate of qualified candidates for the annual election;

To research the candidates and prepare brief experience profiles for publication;

To assist with preparation of the ballot and related publicity.

Procedures The Nominating Committee is encouraged to recruit more than one candidate for each position, especially when an incumbent is not involved.

The Nominating Committee may not endorse any candidate or otherwise attempt to influence the outcome of the election.

Members of the Nominating Committee are eligible to vote and to run for office.

Finances The Nominating Committee is financed from the General Fund.

Subject: BICYCLE COMMITTEE (219)  
Section: Committees  
Revised: August 6th, 1996  
Approval: Membership

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**Purpose** The Bicycle Committee exists to organize and conduct bicycle rides for Mountaineer members. The program consists of both on- and off-road and trail cycling. **Profile** The Bicycle Committee is a special committee of the Everett Mountaineers, established on August 6th, 1996 for a period of one year. It consists of a committee chair and two or more members who meet at least quarterly for conducting committee business.

**Duties** Specific duties of the Bicycle Committee Chair are:

- Liaison between the Everett Branch and the Bicycle Committee;
- To establish policies and directives that maintain Committee activities within the policies of the Everett Mountaineers Executive Committee;
- To attend Executive Committee meetings and monthly Branch meetings;
- To schedule Bicycle Committee meetings;
- To approve Bicycle Committee Coordinators;
- To prepare a Bicycle Committee budget and operate within that budget.

Specific duties of the Bicycle Committee are:

- To schedule all bicycle activities sponsored by the Everett Branch;
  - To establish the qualifications for leading Branch bicycle activities. Such qualifications shall include leadership training and specific training in legal aspects of bicycling on public roadways;
  - To conduct any bicycling activity courses, seminars, or workshops that may be offered by the Branch;
  - To recruit prospective leaders and assist with their training. To approve and keep a list of members qualified to lead trips;
  - To review, prepare, and submit information pertaining to rides for the monthly magazine;
  - To appoint coordinators responsible for areas such as: training, maintenance workshops, map facilitation; publicity, ride coordination, finance, etc.;
  - To promote safety (above all else) and environmental awareness within the program.
- Finances** The Bicycle Committee budget is granted from the General Fund; no separate equity balance is maintained for the program. The committee may collect course fees, but is not expected to be entirely self-supporting.

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Subject: SINGLES COMMITTEE (220)  
Section: Committees  
Revised: February 12th, 1997  
Approval: Executive Committee

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**Purpose** The Singles Committee encourages a spirit of group fellowship for single Branch members. The Committee is authorized to conduct a program of outdoor and social activities which support the overall mission of the Mountaineers. Singles activities have no restrictions based on marital status.

Profile The Singles Committee is a standing committee of the Everett Mountaineers. It consists of a committee chair and two or more other members who meet at least quarterly to conduct committee business

Activities The Committee supports and adheres to established leadership guidelines, participation standards, and scheduling criteria. Any activities which require participation standards and/or leader certification are scheduled through the appropriate committee prior to submittal for publication. That committee then accepts authority and responsibility for the activity, including the investigation of any non-fatal incidents.

Duties The responsibilities of the Singles Committee are:

To schedule Singles Committee activities;

To generate publicity and interest in singles activities;

To maintain relationships with other committees needed to support the Singles program;

To develop leadership and participation standards, as needed;

To encourage singles to participate and to lead in other Everett Branch activities;

To promote safety and environmental awareness at all events.

Finances Singles activities are budgeted as part of the General Fund. No separate fund or equity balance is maintained for the program. The Branch Treasurer keeps a record of the Committee's income and expenses.

Subject: ACCOUNTING ADVISORY COMMITTEE (221)

Section: Committees

Revised: March 31st, 1995

Approved: Inactive

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Purpose Growth in Branch programs, mandated tax reporting, and more rigorous budget controls have necessitated an internal review of accounting practices. This establishes a committee to perform such a review and recommend changes that would satisfy our bookkeeping requirements while simplifying the job of Branch Treasurer.

Profile The Accounting Advisory Committee is a special committee of the Everett Mountaineers. It consists of a committee chair and other members designated to carry out the committee's assignment.

The Branch Chair, Branch Treasurer, and Branch Bookkeeper may assist, but not chair the committee.

This committee was chartered on August 2nd, 1993 with a termination date of September 30th, 1994. Later the Executive Committee extended the charter through March 31st, 1995.

Duties The duties and responsibilities of the Accounting Advisory Committee are:

To perform an audit of the Branch records;

To review the accounting practices in use by the Branch;

To evaluate manual and automated alternatives for meeting Branch bookkeeping requirements;

To recommend solutions that will:

simplify the treasurer's job for non-accountants,

reduce the learning curve for new treasurers,

reduce the time required to balance the books,

increase integrity of our accounting methods,

enable budget tracking to be implemented, and produce desired reports with reasonable effort.

To convert the monthly Treasurer's report from a balance sheet to a status of the budget report;

To assist through the implementation phase of any recommendations that are adopted.

Finances Committee expenses are budgeted under Branch Administration and are expected to be minimal. This does not include the cost of implementing any recommendations.

Subject: FACILITIES RESEARCH COMMITTEE (222)

Section: Committees

Revised: March 31st, 1994

Approval: Inactive

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Purpose On the recommendation of the Clubhouse Feasibility Committee (1992), the Branch approved formation of a temporary committee to remain permanently vigilant for clubhouse opportunities. While that directive is somewhat ambiguous, this attempts to establish a committee that will fulfill the spirit of that obligation.

Profile Facilities Research is a special committee of the Everett Mountaineers. It consists of a committee chair and up to six other members designated to carry out the Committee responsibilities.

As provided by the Bylaws, special committees are created for temporary assignments. The authority of this charter will end on March 31st, 1994, or upon completion of the duties, whichever happens first.

Duties The duties of the Facilities Research Committee are\_:

To determine how much the Branch can afford for a facility:

One-time (capital investment),

Monthly (operational costs and cash flow);

To prepare a list of "target" organizations with which the Branch might pursue some sort of sharing arrangements, for example:

The church we now use and/or other churches

The community college and/or school districts

Normana Hall

Everett Parks and/or Snohomish County Parks

Community clubs, granges

To make preliminary inquiries with the most likely target organizations about the concept of sharing facilities;

To pursue funding concepts like property donations, charitable organization status, or requests from the Mountaineers capital budget;

To prepare a recommendation for what to do next with respect to facilities.

Restrictions The Committee is only authorized to research and investigate facilities, not to obtain one.

The Committee is not authorized to enter into any agreements with other organizations or to make other commitments in behalf of the Branch.

Guidelines The term "facilities" used often in this document may refer to:

an office/clubhouse (place to call "home") and/or  
a place for monthly meetings and course lectures.

There is no presumption that both types of facilities can or must be combined. There is also no direction about which is most important to the Branch.

What can be offered, however, is that opportunities involving an equity position (ownership) without a lot of headaches or financial risk appear the most attractive. A shared facility probably offers the best chance of that happening.

The thrust of this committee should be expedient and focused:

Determine what the Branch can afford

Envision workable concepts with target organizations

Approach target organizations for concept acceptance

Report results to Executive Committee.

Finances        Committee expenses fall under the budget for Branch Administration and are expected to be minimal. This does not include the cost of implementing any recommendations.

Subject:        YOUTH AND FAMILY ACTIVITIES COMMITTEE (223)

Section:        Committees, Operations Manual

Revised:        May 1, 1994

Approval:       Inactive

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Purpose        The Youth and Family Activities Committee has the task to explore the possibility of new Branch programs centered around junior members, their families, and possibly youth outreach.

Any proposals for new programs or expansion of existing programs will be reviewed by the Executive Committee. If deemed worthwhile by that body, the proposal will be considered at a Branch meeting.

Based on interest expressed thus far, the intent is to develop a permanent program from this Committee's efforts.

Profile Youth and Family Activities is a special committee of the Everett Mountaineers. It consists of a Chair and at least two other members, who meet, as needed, for conducting committee business.

As provided by the Bylaws, special committees are created for temporary assignments. The authority of this charter will end on May 1st, 1994, unless one of the following happens first:

A permanent program is implemented;

The Committee disbands on its own accord or for lack of interest;

This charter is revoked by order of a higher authority.

Specific Assignments Specific assignments for the committee are:

To assess member interest and leader availability for a permanent program;

To establish direction for a permanent program, i.e., define mission, target members, specific activities, etc.

To evaluate legal considerations and other liability concerns surrounding any proposed program;

To keep the Branch Chair and Executive Committee informed on developments;

To prepare and make a proposal for a permanent program.

To help determine how new programs will fit into the structure of the Branch and the Club;

To recruit members for this task force and for implementing the follow-up proposal(s).

Do's and Don'ts        The Committee is not authorized to conduct or sponsor Branch activities.

The Committee may appeal to other committees for their expertise and resources.

The Committee may consider youth outreach and/or affiliation with other youth organizations as part of its scope.

Finances        The Committee has no revenue sources and is financed from the General Fund. Some administrative expenses are expected, but should be minimal.

The Committee chair is authorized to reimburse expenses up to a cumulative total of \$250. Anything in excess of that amount must be approved by the Branch Chair.

Subject:        BRANCH CHAIR (301)

Section:        Job Descriptions

Revised:        June 6th, 1993

Approval:       Executive Committee

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Purpose        The Branch Bylaws establish the office of Chair, designated as the presiding officer and Branch spokesperson. This describes in more detail how the job fits into the organization and the specific duties that are involved.

Term of        Chair is an elected position with a term office that begins upon election Office and lasts through the next Annual Meeting, usually one year later.

The Chair is an officer of the Branch, member of the Branch Executive Committee, and ex-officio member of all other Branch Committees. The Chair is also an ex-officio member of Branch Executive Committee for one year after retiring from office.

Duties        The duties and responsibilities of Chair are:

To preside over regular, special, and Executive Committee meetings for the Branch;

To keep the Branch in compliance with governing regulations, bylaws, and policy;

To appoint standing committee chairs;

To appoint the Awards Committee (as described under 501 Distinguished Service Award), the Nominating Committee (as described in the Bylaws, and other special committees;

To facilitate Branch elections, Bylaws amendments, and other votes of the membership;

To assist committees and members with introducing their ideas, programs, and business to the Branch;

To coordinate preparation of the annual budget;

To coordinate preparation of the annual report;

To seek resolution of issues, conflicts, and concerns that are elevated above the committee level;

Other duties as assigned by the Mountaineers.

Subject:        BRANCH VICE CHAIR (302)

Section:        Job Descriptions

Revised:        January 3rd, 1993

Approval: Branch Chair

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**Purpose** The Branch Bylaws establish the office of Vice Chair primarily to provide a backup for the Chair in the event of absence. This describes in more detail how the job fits into the organization and the specific duties that are involved.

**Term of Office** Vice Chair is an elected position with a term of office that begins upon election and lasts through the next Annual Meeting, usually one year later.

The Vice Chair is an officer of the Branch and a member of its Executive Committee.

**Duties** The duties and responsibilities of Vice Chair are:

To assume the duties and powers of presiding officer in the absence of the Branch Chair;  
To conduct meetings or portions of meetings when that authority is yielded by the Branch Chair;

To assume the duties of any other absent officer, unless or until other arrangements have been made;

Special assignments and other duties arranged with the Branch Chair.

Since the regular duties of Vice Chair are very limited, the emphasis on "Special assignments and other duties" is important. These should be planned to suit the individuals involved, facilitate current goals, and contribute toward the operation of the Branch.

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**Subject:** BRANCH SECRETARY (303)

**Section:** Job Descriptions

**Revised:** September 30th, 1992

**Approval:** Branch Chair

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**Purpose** The Branch Bylaws establish the office of Secretary and assign the role of recording officer to that position. This describes in more detail how the job fits into the organization and the specific duties that are involved.

**Term of Office** Secretary is an elected position with a term that begins upon election and lasts through the next Annual Meeting, usually one year later.

The Secretary is an officer of the Branch and member of the Executive Committee.

**Duties** The duties and responsibilities of Secretary are:

To read and record the minutes at Branch meetings and Executive Committee meetings;

To keep a file of the records that document business proceedings, for example: minutes, treasurer's reports, business packets, and prepared motions;

To assume the powers of presiding officer in the absence of both the Chair and the Vice Chair;

To assist with preparation of the Branch annual report;

To maintain Branch lists for key personnel, officer histories, and award recipients;

To maintain a central calendar of Branch activities;

Other duties as assigned by the Branch Chair.

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**Subject:** BRANCH TREASURER (304)

**Section:** Job Descriptions

**Revised:** February 12th, 1997

Approval: Executive Committee

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**Purpose** The Branch Bylaws establish the office of Branch Treasurer and entrust the oversight of Branch moneys to that officer. This job description describes in more detail the Treasurer's role and the specific duties and responsibilities that are involved.  
**Office** As an elected position, Branch Treasurer is an officer of the Branch and a member of the Executive Committee. The term begins upon election and continues through the next Annual Meeting, usually one year later.

**Duties** The duties and responsibilities of Treasurer are:

To write checks, providing prompt settlement of bills and reimbursement requests;

To classify transactions by account number and cost center, preparing transmittals for data entry;

To receive and promptly deposit moneys of the Branch;

To maintain a positive balance in Branch checking accounts;

To present Treasurer's reports at membership meetings;

To recognize and pursue remedies to budget variances which exceed the allowances specified in the budget policy;

To monitor Branch investments and offer portfolio recommendations in accordance with Club policy;

To ensure preparation of the Annual Financial report and assist with preparation of the Annual Budget;

To keep the Branch in compliance with generally accepted accounting and financial practices;

Other duties as assigned by the Branch Chair.

305

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Subject: PAST BRANCH CHAIR (306)

Section: Job Descriptions

Revised: April 19th, 1995

Approval: Executive Committee

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**Purpose** The Branch Bylaws recognize the importance of a smooth transition between presiding officers and establish the position of Past Branch Chair to facilitate that process. This describes the role of that position and specific duties that are involved.

**Term of Office** Branch Chair assumes the position of Past Branch Chair when his/her successor commences service and retains that position until the following annual election. This position may be held concurrently with other Club or Branch positions, either elected or appointed.

By virtue of previous election to office, the Past Branch Chair is an ex-officio member of the Branch Executive Committee with full voting rights.

**Duties** The duties and responsibilities of Past Branch Chair are:

To conduct an orderly turnover of business matters;

To convey Branch records, keys, and authorized signatures to the new Branch Chair;

To brief the Branch Chair on outstanding issues, works in progress, and other Branch commitments

To provide assistance and continuity to his/her successor, the Executive Committee, Board of Trustees, and Club employees;  
Other tasks as requested or assigned and mutually agreed by the Branch Chair.

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Subject: COMMITTEE CHAIR (307)  
Section: Job Descriptions  
Revised: September 1st, 1992  
Approval: Executive Committee

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**Purpose** Standing committees are established by the membership to conduct the ongoing activities of the Branch. The lead position of each is called the committee chair, for example: Hiking Committee Chair or Membership Committee Chair. Collectively they are called "Standing Committee Chairs" and share this job description in common. **Appointments** Standing Committee Chairs are appointed by the Branch Chair and are confirmed by the Executive Committee.

Appointments become effective when they are approved by the Executive Committee. However, between the appointment and the approval, committee chairs may assume responsibility in an acting capacity.

Appointments are not limited to a fixed term. Positions may be held indefinitely or may be vacated by voluntary resignation or by action of the Branch Chair.

**Duties** The purposes and fundamental duties of specific committees are presented under Section 200-Committees.

The duties and responsibilities common to the position of Committee Chair are:  
To direct committee programs in accordance with established policy and the committee's charter;

To advise and guide the committee and Branch in the development of new or revised program direction;

To organize meetings for the purpose of conducting committee business;

To keep the membership informed about committee activities by reports at regular meetings and through club publications;

To prepare an annual budget and manage committee expenses to that budget;

To prepare an annual report on committee activities;

To represent the committee and its programs at Executive Committee meetings;

To recruit and train committee members, including grooming the replacement chair;

Other duties, as assigned by the Branch Chair.

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Subject: BRANCH BOOKKEEPER (308)  
Section: Job Descriptions  
Revised: February 12th, 1997  
Approval: Executive Committee

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**Purpose** To divide the workload and responsibility, broadening the scrutiny over Branch assets, the position of Branch Bookkeeper has been established. This documents the role within the organization and the specific duties that are involved.

**Appointment** The Branch Bookkeeper is appointed by the Branch Chair and confirmed by the Executive Committee. The appointment may be filled by a Branch Member or a paid accounting service.

**Duties** The duties and responsibilities of Bookkeeper are:

To record all financial transactions in the Branch ledgers;

To reconcile bank statements and other account statements with the records of the Branch;

To report taxable business to the Club bookkeeper;

To prepare the financial reports for the Treasurer to present at Branch meetings;

To prepare the Annual Financial Report, including an Income Statement, Balance Sheet, and other necessary reports;

To comply with generally accepted accounting and reporting practices in the conduct of these duties;

To assist with the Annual Budget preparation;

To store financial records for the current fiscal year;

Other duties as assigned by the Branch Chair.

**Subject:** PROGRAM COORDINATOR (309)

**Section:** Job Descriptions

**Revised:** February 27th, 1992

**Approval:** Branch Chair

**Purpose** Regular meetings typically have a business part, followed by a social break and a program. The Program Coordinator position was established to provide variety and quality in the programs presented to the Branch.

**Appointment** The Program Coordinator position is appointed by the Branch Chair for an indefinite term.

The position is assigned to the Social Committee.

**Duties** To schedule speakers or other activities for the programs at regular membership meetings;

To introduce guest speakers and their programs;

To assist guest speakers with travel directions, audio- visual setup, and other arrangements;

To store audio/visual equipment and deliver it as needed for programs.

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**Subject:** LEADERSHIP COORDINATOR (310)

**Section:** Job Descriptions

**Revised:** August 12th, 1993

**Approval:** Branch Chair

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**Purpose** Good leadership is one of the most effective ways to promote safe and enjoyable Branch activities. The Leadership Coordinator position was established to promote the standard of leadership within the Branch.

**Appointment** The Leadership Coordinator position exists solely by the discretion of the Branch Chair. The coordinator is appointed by the Branch Chair for an indefinite term.

The Leadership Coordinator position is not assigned to a specific committee, but has a scope that spans them all.

Duties To assist the Branch in complying with Club leadership policy;  
To coordinate the periodic review of committee leadership guidelines;  
To keep the Club's Leadership Guidelines Manual and make it available as a Branch resource;  
To direct Branch resources toward leader training and development, complementing committee efforts;  
To guide committees through the resolution of leadership problems or issues, if requested.

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Subject: DONATIONS (401)  
Section: Policies and Procedures  
Revised: January 19th, 1992  
Approval: Executive Committee

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Introduction During the January 1988 Branch Meeting, the following motion was passed:

All requests for donations must be made in writing to the Executive Committee. The Executive Committee shall review the requests according to criteria it establishes, including a provision for immediate emergency grants, and shall refer its recommendations to the members present at a regular Branch Meeting for final approval or denial.

To satisfy the January 1988 donation motion, this policy is established for Branch donations.

Criteria The following criteria have been established to help guide the recommendations of the Executive Committee for donation requests from general Branch funds:

1. Favor causes that are consistent with Mountaineer purposes and values;
2. Favor local causes which are "close to home" and affect us most directly;
3. Favor causes having the greatest need
4. Favor effective organizations
5. Favor small organizations with limited resources;
6. Favor specific purposes over general ones.

Emergency Donations An emergency donation is one such that a written request cannot be reviewed by the Executive Committee and presented to the Branch for consideration before the need is past.

Emergency donations may be approved by a majority vote of the Executive Committee. The membership shall be informed of such donations, albeit, after the fact.

Committee Donations Standing Committees may approve donations from their own budgets.

The Executive Committee and membership shall be informed of such donations, albeit, after the fact.

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Subject: EXPENSE REIMBURSEMENT(402)  
Section: Policies and Procedures  
Revised: August 5th, 1994  
Approval: Executive Committee

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**Purpose** Individuals are not expected to subsidize Branch expenses. This policy authorizes committees to reimburse members and leaders for the expenses of conducting programs and activities for the Branch.

**Allowable Expenses** The Branch reimburses allowable expenses incurred in operating its programs. Standing committees determine what expenses are allowable for their activities. The Executive Committee determines what expenses are allowable for other activities, including those of Branch Officers and Special Committees.

The following are examples of items that are generally reimbursed:

Materials and supplies  
Long distance charges  
Postage  
Copies and printing  
Branch or committee equipment  
Parking or parking permits  
Hospitality

The following are examples of items that are generally not reimbursed:

Clothing or personal equipment  
Automobile mileage  
Meals  
Citations  
Medical Expenses

**Approvals** Reimbursements must be approved by a committee chair or Branch officer. Approval may be verbal, by signature, or prearranged with the Treasurer.

Prearrangement is intended to simplify routine approvals and give committee chairs some flexibility in the procedures they want to use. For example, all requests related to a certain activity would be pre-approved for committee members. The Treasurer will reimburse any requests subject to such arrangements, provided they are reasonable and within budget. The Treasurer is not expected to know or enforce the reimbursement allowances for various committees.

**Check Request** The Check Request standardizes the form for reporting expenses and requesting payment from the Branch Treasurer. It also conveys the approvals needed by the Treasurer and the accounting information needed by the bookkeeper.

Check Requests may be used to reimburse out-of-pocket expenses, request payments to businesses or individuals, or obtain cash advances.

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**Subject:** CONSENT AGENDA (403)  
**Section:** Policies and Procedures  
**Revised:** December 2nd, 1991  
**Approval:** Executive Committee

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**Purpose** Executive Committee Meetings can be expedited by placing routine business matters on the Consent Agenda.

Examples      The following are examples of items that could appear on the Consent Agenda:

Committee appointments

Authorizing signatures on bank accounts

Agreement extensions, i.e., the church rental

Advance      The Consent Agenda and any supporting information is prepared and Notice mailed to the Executive Committee in advance.

Discussion    There is no discussion of items on the Consent Agenda.

Removal      To allow discussion, items shall be removed, upon request, any time prior to approval of the Consent Agenda. Removed items are generally placed on the regular agenda.

Approval      Consideration of all remaining items on the consent agenda is done by motion to approve. Approval of the consent agenda constitutes approval of all items.

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Subject: STATE AND LOCAL TAXES (404)

Section: Policies and Procedures

Revised: January 15th, 1998

Approval: Executive Committee

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Purpose      The Branch is subject to various state and local taxes and regulatory fees. In addition, the Branch is expected to collect retail sales tax on retail sales. This describes the procedures approved for handling taxes within the Branch.

Reporting    Committees will report all revenues to the Branch Treasurer. The total Requirements amount collected must be reported even if all or part of it is used to cover expenses and is not deposited.

It is important to report separate totals for different kinds of revenue and to identify what the amount was for. This helps identify which taxes are applicable.

The Branch periodically consolidates reports from different committees and submits a report of Branch revenues to the Club bookkeeper.

Provision    The simplest way to collect taxes is for committees to include them in For Taxes      their prices. The tax portion will be "backed out" later by our accounting procedures.

A 10% provision for taxes should be included in the price of products sold. Examples of products sold are books, T-shirts, mugs, decals, and patches.

A 3% provision for taxes should be included in the price of services. Examples of services are courses, lessons, and banquets.

Reporting    Sales tax is intended for the consumer. Even though it is collected by Practices      the final seller, it is not considered the seller's revenue or expense. Instead, it is considered a reduction to income. All other taxes and fees are considered operating expenses.

In the Annual Income Statement all money collected is included as part of revenues. The amount representing sales tax, however, appears again as an offsetting reduction, essentially canceling itself out. Other taxes and fees appear strictly as Branch or committee expenses; they influence net income without reducing revenues.

In budget reports, all taxes and fees are handled the same way. Amounts collected and paid out are simply reported in the responsible committee budget. No special treatment is needed for different kinds of taxes.

Accounting     The Branch reports all revenues that are subject to taxes to the Club  
Procedures     bookkeeper.

The Club bookkeeper assesses license fees and tax liability from reports turned in by the Branch. The Club also pays the appropriate agencies, conveying the burden with a deduction from the Branch's Interfund account. In other words, the bookkeeper makes sure our taxes get paid and then charges the Branch by keeping part of our dues.

The Branch receives transmittals from the Club bookkeeper indicating the taxes paid and the offsetting Interfund amount. Branch accounts are adjusted to reflect the tax collections: sales tax is recorded as reduction to income; other taxes and fees are recorded as expenses. The cumulative adjustment for taxes exactly equals the corresponding reduction to our Interfund Account.

To simplify the accounting, all service and sales taxes are absorbed by the administrative cost center instead of the committees' cost centers. Nevertheless, committees are advised to be diligent about including sales tax in their prices, since the intent is not to subsidize taxes of others.

Avoid Double Since sales tax is only owed by the final purchaser, we should not pay Sales Tax     sales tax when we buy inventory to resell--that would be a double tax. The Clubhouse is aware of this and will not charge sales tax when committees purchase there. But other businesses need to be told not to charge sales tax. Don't pay it when purchasing for resale! Instead, use the Club's Tax Identification Number (C178-095-421) to avoid paying sales tax.

Note that this only applies when purchasing for resale, meaning the Branch will collect sales tax later. Since courses, banquets, and other services are not subject to sales tax, the original purchaser must pay tax on the products that comprise those value-added packages.

Similarly, the tax id number cannot be used for general expenses or anything else that won't be resold.

Special Watch for situations where the same tax may be collected more than Arrangements once and contact the club Treasurer to clarify how the taxes should be handled. In general, we are not liable for tax on the portion of collections we make for another business. Examples are:

The portion of course fees remitted to Everett Parks Department;

Lodge fees collected and then remitted to the Clubhouse

405

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Subject:        BUDGETING (406)  
Section:        Policies and Procedures  
Revised:       October 16th, 1997  
Approval:      Executive Committee

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**Purpose** In accordance with Branch Bylaws, the Executive Committee is required to control expenses to a Branch-approved budget. That mandate establishes accountability for Branch finances, including committee business.

This establishes a process that is intended to achieve budget goals without unnecessarily burdening the committees nor compromising their autonomy.

**Background** The Executive Committee prepares an annual budget for the upcoming fiscal year. This budget serves three distinct purposes. First, it prescribes a financial plan to support the operating plans for the upcoming year. Second, it conveys membership approval for the operating plans and their underlying revenue and expense requirements. And finally, it serves as a control to monitor variances against the approved plans.

All committees participate in the budget preparation, contributing their plans and monetary needs. After sufficient discussion and refinement, the resulting consolidation is endorsed by the Executive Committee and then sent to the to the Branch membership for final approval.

Each committee's budget represents one or more cost centers. Within the cost center, details are expressed as line items with an associated dollar amount. Some, like "postage", correspond to general accounts; others, like "5 snow flukes" are quite specific.

The approved budget carries an authorization to charge fees and incur expenses in the course of committee business as described by this policy. While that authority is limited by the cost center budget, no additional approvals are required to exercise it.

**Financial Welfare** Committees may be advised to curtail spending in order to remedy a cash flow problem or a more serious financial condition. Such matters are serious and should be elevated to the Executive Committee as soon as possible.

#### Example

Revenues are unexpectedly low and the Branch cannot cover anticipated expenses. Committees should be notified immediately and the Executive Committee should be convened to resolve the situation.

**Scope of Charter** Committees are bound by charters which describe their assigned duties and the activities they may legitimately conduct. Each budget is understood to observe the intent of its governing charter. Expenditures unrelated to the charter are prohibited and may not be reimbursed without an action by the Executive Committee.

#### Examples

A committee submits a check request for phone calls made while organizing a snowmobile trip. The claim is not covered by the budget because snowmobile activities are not within the scope of the committee's charter. Executive Committee approval is therefore required for reimbursement.

A trip leader is fined for taking too large a party into a wilderness area. Since committees are expressly required to comply with all laws and land use regulations, the fine is not legitimately covered by the budget. Any extenuating circumstances that may suggest otherwise should be referred to the Executive Committee for evaluation.

**Special** Certain allowances are acceptable without amending the budget, but in all cases their purpose must be generally consistent with planned activities and purchases already approved by the membership:

The Executive Committee may add line items or otherwise shift resources between cost center budgets, provided the approved budget, as a whole, is not increased.

Committees may overspend some line items and underspend others, provided the cost center, as a whole, meets its budget goal.

#### Examples

Mid-year, a committee requests an increase of \$500 in its supplies budget. The Executive Committee may accommodate the request by reducing another cost center's budget by the same amount. If the increase cannot be offset, the total budget must be increased which requires an amendment by the membership.

A committee is over budget for some line items and under budget for others. No special action is required as long as the cost center, as a whole, is projected to be under budget for the fiscal year.

Budget reports show variances between year-to-date activity and the budget. These reports provide feedback to the responsible committees as well as the membership at large.

When an over-budget condition is first evident or anticipated, the Treasurer will inform the involved committee and seek a mutually acceptable recourse.

Such recourse is intended primarily to moderate discretionary spending. There is no provision to deny reimbursement for legitimate expenses already incurred.

Extreme or repetitive excesses and/or uncooperative response to such conditions will be brought to the attention of the Branch Chair.

**Capital Budget** Major purchases with a useful life longer than one year are capitalized. That means they are depreciated over several years rather than treated as expenses during the year they are purchased. Capital purchases should be presented in the budget, but are kept separate from committee cost centers because they do not represent an operating expense. However, the applicable depreciation expense should be budgeted by the purchasing cost center both during the year of acquisition and in all subsequent years, until fully depreciated.

#### Example

The Branch is planning to buy an equipment trailer which cost \$2500 and has a useful life of 10 years. Since the trailer will not be "used up" during the fiscal year, it cannot simply be treated as a one-time expense. Therefore, the full purchase price is disclosed in the capital budget and \$250 depreciation expense is budgeted for 10 consecutive years. When the trailer is purchased, no operating expense is recognized. Instead, we just exchange one kind of asset for another; in this case, cash for the trailer. Over time, we write off portions of the trailer's value as depreciation expense.

5

**Fund Transfers** Transfers between funds are equity transactions which do not influence profit and loss. While the Executive Committee may approve fund transfers without going through the budget process (see 104 Special Funds), they may also refer them to the membership in the capital section of the budget.

Subject: REGULAR MEETING RULES (407)

Section: Policies and Procedures

Revised: September 10th, 1994

Approval: Membership

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**Purpose** Special Rules may be adopted when assemblies prefer to regularly conduct their meetings in ways that are not addressed by Robert's Rules. The goal is to allow alternatives that may better-serve an organization than some provisions of the Rules. This describes Special Rules that have been adopted by a two-thirds majority for Regular Monthly Meetings.

**Starting Time** Beginning January, 1995, the usual starting time for Regular Meetings is 7:00. Exceptions may be made for special occasions like the potluck.

**Recess for Program** The usual sequence of events is a business meeting followed by a social break followed by a program or guest speaker. Given that the length of the business part is somewhat unpredictable, certain provisions have been adopted by these rules to prevent the business meeting from indiscriminately running late.

The Chair shall make every effort to conclude the business around 8:00, leaving about 1/2 hour for the social break and program setup. As a courtesy to the speaker, the program shall be started promptly at 8:30. The goal is to provide an ample break between business and the program for refreshments and social time.

In the event the business cannot be concluded on time, the Chair will call for a motion to recess no later than 8:15. The recess will be for the specific purposes of providing a marginal social break and accommodating the program on schedule. After the program, the business meeting will be resumed for those wishing to remain in attendance.

500  
**Subject:** DISTINGUISHED SERVICE AWARD (501)  
**Section:** Awards  
**Revised:** November 17th, 1992  
**Approval:** Executive Committee

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**Purpose** The Distinguished Service Award is presented annually to honor a member of the Everett Mountaineers. It symbolizes the heritage of volunteerism and leadership which is so vital to the Branch.

**History** The Branch Service Award was established in 1975, but the first award was not presented until 1984. The award was a perpetual plaque, kept by the recipient for one year, with names added in subsequent years.

Later, another plaque--one that the recipient could keep permanently--was added to the award. All former recipients were given their individual plaques when this practice was adopted.

The recipient, whose identity was kept secret until the Awards Banquet, was originally chosen by the Executive Committee. To alleviate the awkwardness of candidates often being among those making the selection, the Award Committee was instituted in 1991.

**Nominations** Executive Committee members may make nominations for the Service Award. Nominations should be presented in writing, when called for, to the Branch Chair. A statement of the nominees' contributions and/or service record is the preferred format.

Nominations are kept by the Branch Chair for several years. Those from recent years are turned over to the Award Committee for the final selection.

**Eligibility** Any member of the Everett Mountaineers except the Branch Chair is eligible for the Service Award.

**Award** The Branch Chair appoints an Award Committee, not including any of

Committee the nominees, to choose the recipient.

The Award Committee is expected to research the nominations, choose a recipient, and prepare a written summary of the recipient's history with the Branch.

Presentation The Service Award is presented at the Annual Banquet, customarily by the Branch Chair or the outgoing Branch Chair.

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Subject: KEN NELSON MEMORIAL CLIMBING AWARD (502)

Section: Awards

Revised: May 27th, 1992

Approval: Membership

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Purpose The Ken Nelson Memorial Climbing Award is presented to honor a member of the Everett Mountaineers for distinguished service to the climbing program. It symbolizes the heritage of volunteerism and leadership which is so vital to the Mountaineers.

History The award was established in 1986 in memory of Ken Nelson. Ken was a very active Everett Climbing Committee member who died in a tragic mountaineering accident on Mt. Robson. Originally, the Branch intended to dedicate a climbing rock in his name, but when the project was canceled this award was conceived instead.

The award is a perpetual plaque, kept by the recipient for one year, with names added in subsequent years. An additional, smaller plaque is also given to the recipient to keep permanently.

Selection The Climbing Committee is responsible for the selection of the recipient while adhering to the criteria within this policy. The Committee Chair shall lead the Committee through the selection process.

Written nominations for award candidates may come from the Climbing Committee or from Everett Branch members. After reviewing each nomination, if the Committee decides to make an award, they shall prepare a summary of the recipient's history for appropriate publication.

Criteria The criteria for choosing the award recipient are:

Graduation from a Mountaineers Basic Climbing Course or Basic Climbing Equivalency; Exemplary service to the Everett Branch climbing program (e.g. leads Branch climbs, instructs a Basic and Intermediate field trips, member of the Climbing Committee, etc.); Humanitarian.

Presentation The past year's Climbing Committee Chair or her/his designee shall present the award at the Annual Banquet.

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Subject: EVERETT PIN PEAKS AWARD (503)

Section: Awards

Revised: August 31st, 1992

Approval: Executive Committee

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Purpose The Everett Pin Peaks Award symbolizes proficiency in basic mountaineering, demonstrated by ascending peaks in three geographical groups within Snohomish County. Each group consists of seven peaks in the Index, Monte Cristo, and

Darrington areas. No group embraces all the good or most difficult summits in its area, but each is made up of representative climbs.

**History** Established in 1932, the award was conceived as pins of iron, silver, and gold. It is doubtful that an iron pin was ever awarded, however. For some reason--probably discretion by the designer--bronze pins were awarded as early as 1933-34. Originally, the climber was only allowed to keep one pin. The first pin was returned to the Branch when the silver was earned. Likewise, the silver was returned for the gold which finally became the climber's permanent property. This strictly economical practice of re-using pins eventually faded as climbers began keeping them all.

In another bygone provision, the original award stipulated that "records pertaining to these pins shall be kept by the woman longest a member of the club."

Mt. Higgins, an original Darrington peak, was among several peaks approved subject to further scouting. But Higgins was not a pin peak for long, as in 1933 the register intended for that summit was placed on nearby Round Mountain instead. Round Mountain lasted until 1974 when it was replaced by Mt. Chaval, a climb of considerably more substance. Overtures about replacing other peaks, particularly Persis and Stickney, have occasionally surfaced, but without consensus.

**Eligibility** Any Mountaineer who makes 6 successful climbs from any group of 7 peaks is eligible to receive a pin. The pins awarded are bronze for the first group completed, silver for the second, and gold for the third.

While the order that groups are completed does not matter, no recognition is given for climbing 6 peaks distributed over more than one group or for completing the same group multiple times.

To qualify, ascents must be made while the climber is a Mountaineer or is with a Mountaineer-sponsored trip. Private trips are acceptable provided they comply with the Mountaineer Climbing Code.

To receive the award the applicant must petition the Climbing Committee listing, for each peak climbed, the date of the trip and name of the leader. The climber's written statement shall be accepted as evidence that summits were reached successfully.

**Presentation** The Climbing Committee Chair or his/her designee present the pins at the Annual Banquet.

Attendance at the banquet is not required to receive the award, however.

**Pin Peaks** The Everett Pin Peaks listed by their groups are:

Index Monte Cristo Darrington

Mt. Stickney Columbia Peak Liberty Peak

Mt. Index Vesper Peak Whitehorse Mtn.

Gunn Peak Del Campo Peak Mt. Chaval

Mt. Baring Cadet Peak Mt. Jumbo

Mt. Persis Sloan Peak Whitechuck Mtn.

Spire Peak Silvertip Peak Mt. Pugh

Merchant Peak Big Four Mtn. Three Fingers Mtn.

(North Summit)

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Subject: MILEAGE AWARD (504)

Section: Awards

Revised: May 31st, 1993

Approval: Executive Committee

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**Purpose** The Mileage Award promotes the Everett Branch and recognizes members for sustained participation. The emblem is a sew-on design intended for the backpack to pronounce affiliation with the Branch.

**History** Established in 1985, a colorful patch featuring symbols for hiking, climbing, and skiing was chosen for the 100-mile award. Rocker stripes that nicely surround it signify 200, 400, 600, and 800 miles. Additional awards in the form of pins and patches were created for 1000 miles and every 500 miles thereafter.

The award became instantly popular, as dozens of patches were earned in the first year. The more ambitious even claimed rockers as an unspoken race for 1000 miles ensued. The first 1000-mile pin was presented in 1988.

**Eligibility** Any Everett Mountaineer who accumulates enough qualifying miles after September 1, 1985, is eligible for an award. This includes members' children under age 14 and mileage earned while a child member.

To qualify, travel must be by foot and may be on or off-trail. That includes hiking, scrambling, backpacking, climbing, back country skiing, and snowshoeing.

The mileage requirements for various awards are:

Mileage Patch 100 miles

Rocker Stripe 200, 400, 600, and 800 miles

Mileage Pin 1000 miles and every 1000 thereafter

Mileage Patch 1500 miles and every 1000 thereafter

For trips to qualify, three or more people must travel together and must carry adequate equipment, including the ten essentials. Private trips are acceptable as long as another Mountaineer member is along.

Miles traveled as part of courses, work parties, or used for other awards may also count toward the Mileage Award. It is not necessary to reach the intended destination to receive credit for miles traveled.

To receive an award the applicant must petition the Hiking Committee supplying a log of the qualifying trips. The log should show the date, destination, miles traveled, type of trip, name of leader, and names of two companions on the trip.

**Presentation** The Hiking Committee Chair or his/her designee presents the Mileage Awards at the Annual Banquet.

Attendance at the banquet is not required to receive an award, however.

**Additional Patches** Replacement or duplicate patches (possibly one for a backpack and one for a day pack) may be purchased from the Hiking Committee.

To receive additional patches a member must show proof of mileage earned and pay the associated cost.

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Subject: CLASSIC EIGHT (506)

Section: Awards

Revised: August 31st, 1992

Approval: Executive Committee

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**Purpose** The Classic Eight Award celebrates the noteworthy achievement of climbing some of the most demanding mountains in the North Cascades. Referred to by some as the "Krazy Eight", the peaks were chosen for their remoteness, difficulty, and other unique qualities.

**History** The award, established in 1977, was first presented six years later. Because of the award's significance, but also because few were anticipated, an individualized plaque was chosen--something the recipient could display with pride. It bears a distinctive face plate inscribed with the names of all eight peaks.

The Forest Service originally discouraged the award, suggesting it would promote too much impact on remote areas. They withdrew their objection with the provision that the maximum party size would be 6 and at most 3 peaks would be allowed in any year.

**Eligibility** Any Mountaineer who climbs all eight peaks, limited to 3 in a year, is eligible for the award.

To qualify, the ascents must be made while the climber is a Mountaineer. Private trips are acceptable provided they comply with the Mountaineer Climbing Code.

To receive the award, the applicant must petition the Climbing Committee, listing, for each peak, the date climbed and the leader's name. The Climbing Committee has sole discretion authenticating climbs and approving award petitions.

**Classic Eight** The Classic Eight peaks are:

Mount Redoubt	8956'	Bonanza Peak	9511'
Mount Challenger	8236'	Eldorado Peak	8868'
Mount Goode	9200'	Forbidden Peak	8815'
Mount Logan	9087'	Dome Peak	8920'

**Presentation** The Climbing Committee Chair or his/her designee presents the Classic Eight Award at the Annual Banquet. Attendance at the banquet is not required to receive the award, however.

600

601

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**Subject:** HISTORY OF AWARDS (602)

**Section:** Miscellaneous

**Revised:** December 1st, 1997

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#### DISTINGUISHED SERVICE AWARD

1984 - Bill Iffrig

1985 - Dorothy Phillip

1986 - Dolores Wagner

1987 - Steve Phillip

1988 - Henry Kral

1989 - Don Heck

1990 - Ted Case

1991 - Dianne Duffy

1992 - Jerry Thompson

1993 - Larry Longley

1994 - Gail McClary

1995 - Dennis Miller

1996 - Forrest Clark  
1997 - Connie Bennett

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**KEN NELSON MEMORIAL CLIMBING AWARD**

1986 - Steve Kiefer  
1987 - Jack Bennett  
1988 - Bill Iffrig  
1989 - Jerry Thompson  
1990 - Dick Schneider  
1991 - Art Hedstrom  
1992 - Gail McClary  
1993 - Connie Bennett  
1994 - Mike Bacon  
1995 - Andy Boos  
1996 - Arthur Wright  
1997 - Tom Borst

603