



Boeing Employees Alpine Society Operating Procedures

Preamble: The Constitution & Bylaws (C&BL) is a mandatory club contract created and approved by Boeing Enterprise Recreation and BOEALPS. The C&BL establishes the minimum Boeing club requirements.

The BOEALPS Operating Procedures (OP) is a supplementary document to the BOEALPS Constitution & Bylaws to elaborate on club specific requirements, policies, and procedures not required by Boeing Enterprise Recreation.

The articles of this document will coincide with applicable BOEALPS Constitution and By-Laws articles, if appropriate.

ARTICLE II MEMBERSHIP

Section 1 Membership shall be open to the following, in addition to those noted in C&BL:

- a. Associate membership as defined by Enterprise Recreation associate membership policy.

Section 2 A BOEALPS membership is twenty five dollars (\$25) per calendar year.

Section 3 Guests of BOEALPS are not eligible for club membership.

- a. Honorary Guests
 - i. Defined as: A guest of BOEALPS that holds a BOEALPS organizational role, or deemed as such by the Executive Board.
 - ii. Are entitled the BOEALPS membership benefits as determined by the Executive Board.

ARTICLE III DUTIES OF OFFICE

Section 1 The office of President shall:

- a. Becomes the Past President, upon completion of your final term as President.
- b. Have the authority to sign checks when the Treasurer is unavailable.



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- c. Sign with the Treasurer all contracts or bonds approved by the Executive Board.
- d. Sign contracts with the appointed head instructors for each of the BOEALPS endorsed major climbing classes.

Section 2 The office of the Vice President shall:

- a. Oversee and coordinate the efforts of the Publications Committee, consisting of the Editor(s) of the monthly newsletter and the Webmaster(s).
- b. Have the authority, as the Chair of the Publications Committee, to appoint other committee members as necessary.

Section 3 The office of the Secretary shall:

- a. Oversee and coordinate the efforts of the Membership Committee, consisting of the Membership Records, Photography, Conservation, and Marketing subcommittees.
- b. Have the authority, as the Chair of the Membership Committee, to appoint other committee and subcommittee members as necessary.
- c. Provide copies of the Executive Board meeting minutes for review by the Executive Board members before the next Board meeting.
- d. Be responsible for publishing the Executive Board meeting minutes to the website and monthly newsletter for general membership information.
- e. Maintain all required documents of the club, to include Constitution and By-Laws, class contracts, membership roster, Release of Liability forms, and provide access to these documents as requested by Enterprise Recreation Representative.
- f. Provide a copy of the Constitution and By-Laws to the general membership and Enterprise Recreation representative when amended.

Section 4 The office of the Treasurer shall:

- a. Budget an annual donation to the Trust for Public Land (TPL) in the name of *BOEALPS-Agris Moruss*. Donation will be equivalent to one dollar (\$1) per member for the current calendar year.
- b. Ensure that active 501c(7) non profit status is maintained and in order at all times with the Internal Revenue Service, and that BOEALPS registration as a non profit corporation is maintained and in order at all times with the Washington Secretary of State.





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- c. Provide monthly financial statements of the organization at the Executive Board Meeting.
- d. Prepare an annual budget for approval by the Executive Board at the last Executive Board meeting of the current calendar year.

Section 5 The office of Past President shall:

- a. Agrees to remain as Past President until the expiration of the latest Presidential term.

ARTICLE III ELECTION OF OFFICERS

Section 1 The new officers shall assume their full duties at the first regular Executive Board meeting in January of the following calendar year, and shall participate actively in all Executive Board meetings immediately following their election to effectively transition into their roles.

Section 2 Nominations to the club membership may be voted upon by:

- a. Ballot cast in person at the regular General Meeting in September
- b. An absentee ballot by means approved by the Nominating Committee (paper or electronic) received by the Nominating Committee the General Meeting in September.

Section 3 Each nominee shall agree to serve in the capacity of the office for which they were nominated. If they agree, the nominee's name shall be submitted as a candidate for office.

ARTICLE IV COMMITTEES AND BOARDS

Section 1 Executive Board

- a. The Executive Board shall be the sole owner of all BOEALPS endorsed climbing classes, and as such shall be the final authority in establishing class content, purpose and organization.
- b. The Executive Board shall be responsible for appointing a head instructor for each climbing class, and shall reserve the right to nullify this appointment in the event that a head instructor breaches



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any term of the contract signed between BOEALPS and said instructor.

Section 2 Committees

- a. Chairpersons for all BOEALPS committees and subcommittees shall be nominated by the newly elected Executive Board immediately following the elections. The term of tenure for all chair positions shall be one year unless a current chairperson accepts to be nominated for an additional term by the Executive Board.

Section 3 The Membership Committee shall:

- a. Consist of a chairperson (to be the Secretary of the Executive Board) and include subcommittees for Membership Records, Photography, Conservation, and Marketing.

i. The Membership Records Subcommittee shall:

1. Consist of a chairperson and all volunteers accepted by the chairperson.
2. Maintain an up-to-date roster of the membership.
3. Collect and archive all Release of Liability forms from BOEALPS guests participating in club activities.

ii. The Photography Subcommittee shall:

1. Consist of a chairperson and all volunteers accepted by the chairperson.
2. Be responsible for organizing the annual outdoors photography contest to be held at the regular December General Meeting.
3. Be responsible for promoting outdoors photography through club activities.

iii. The Conservation Subcommittee shall:

1. Consist of a chairperson and all volunteers accepted by the chairperson.
2. Keep the club informed on conservation issues, as well as represent the club in public debates related to the conservation of the outdoors.





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- iv. The Marketing Subcommittee shall:
 - 1. Consist of a chairperson and all volunteers accepted by the chairperson.
 - 2. Be responsible for maintaining the club relationships with local outdoors equipment stores.
 - 3. Be responsible for researching opportunities potentially benefiting the membership and the club in relation to equipment purchases.

Section 4 The Activities Committee shall:

- a. Be responsible for the documentation and scheduling of the club calendar to include documentation of all club activities, recurring events, seminars and classes. For this purpose, the Activities Chair shall be responsible for hosting a planning meeting in the month of November to define the next year club calendar with the help of the Executive Board, the Education Committee, the Activities Committee, and the major climbing classes head instructors.
- b. Solicit advance information and follow-up reports from activities organizers and forward to the Publications Committee for website publication and inclusion in the monthly newsletter.
- c. Be responsible for coordinating, publicizing, and organizing the spring, summer, and fall club campouts.
- d. Be responsible for organizing the annual BOEALPS Banquet.

i. The Programs Subcommittee Shall:

- 1. Consist of a chairperson and all volunteers accepted by the chairperson.
- 2. Be responsible for organizing the monthly General Meetings to include coordination of event room, food, and program format.

ii. The Summer Climb Series Subcommittee and Winter Climb Series Subcommittee shall:

- 1. Consist of a chairperson and all volunteers accepted by the chairperson.
- 2. Be responsible for offering and publicizing club outings throughout the summer / winter seasons to benefit the membership.





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3. Each chairperson assure any person assuming the position of outing leader is a BOEALPS member as defined by the membership article, assumes responsibility for the coordination and communication of the outing, and obtains Release of Liability forms signed by guests participating in the outing.

Section 5 The Education Committee shall:

- a. The Education Committee shall consist of an Education Chair, a Class Liaison Chair, a Mountaineering First Aid Chair, and all volunteers accepted by the chairpersons.
- b. All Education Committee offerings shall be self sustaining. Participants shall be monetarily charged enough to cover equipment or professional instructor costs only.
- c. Club members who lead a seminar or class shall be considered volunteers and only receive monetary compensation for reimbursement of expenses related to the conduct of the seminar or class.

Section 6 The Class Liaison Chair shall, as required:

- a. Arrange for the promotional campaign of all BOEALPS major climbing classes.
- b. Answer all questions from prospective students.
- c. Insure that all students who meet the membership criteria (See Article II) are accepted to the class up to class application deadlines and/or the enrollment limit for the class. After the application deadline date, vacant seats may be filled by guest students, not to exceed limitations for non-members participation as specified by Enterprise Recreation guidelines.
- d. Collect and manage the application forms from students through the third session of each class. At this time, class roster shall be fully delivered to the class head instructor, and class application forms and club membership forms shall be forwarded to the BOEALPS Secretary for recording and processing.
- e. Collect Release of Liability forms from all volunteer instructors who do not qualify for BOEALPS membership and insure all instructors who do qualify for BOEALPS membership are current club members.

Section 7 The Mountaineering First Aid Chair shall:





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- a. Arrange for and coordinate delivery of Mountaineering First Aid classes for the BOEALPS membership, guests, and volunteer instructors.
- b. Promote safety and Mountaineering First Aid requirements in the conduct of all club activities.

Section 8 Equipment Committee

- a. The geographical locations are to be defined as North, Central and South within the Puget Sound.
- b. The Equipment Chair and Librarian shall provide an accurate and current list of equipment and library content to the Publications Committee on a yearly basis at the December Executive Board meeting, for publication on the website.
- c. The Equipment Chair and Librarian shall also provide at that same meeting recommendations to the Executive Board for replacement or repair of damaged equipment, suggestions for new equipment and book purchases, and rotational plan for long term replacement of equipment and library items deemed to be of value to the club.
- d. All equipment or library items checked out and assigned to members by the Equipment Committee shall be the responsibility of the member regarding loss, negligent use, willful destruction etc...
- e. Compensation for the foregoing will be subject to determination by the Executive Board. Compensation shall not exceed replacement costs of an item at issue or cost of comparable piece of equipment or book. The member will waive all legal rights whatsoever should the Executive Board determine redress or compensation by the member is appropriate after a hearing of the facts. Any equipment or book transferred without the prior approval of the Equipment Committee will remain the responsibility of the last listed member in possession of the equipment or book.

Section 9 The Publications Committee shall:

- a. Edit and publish all newsletters, web content and activity advertisements (provided by the Activities Committee) to club members.
- b. Have the option of purchasing website and publication services, with the approval of the Executive Board.



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ARTICLE V MEETINGS

Section 1 Club General Meetings shall be held on the first Thursday of each month.

Section 2 Executive Board meetings shall be held on the second Tuesday of each month; however, each year the incoming Executive Board may review and change day of the week to best fit personal schedules. The meeting however shall be held the second week of the month regardless of day.

ARTICLE VI CLIMBING CLASSES

Section 1 The term "major climbing class" is used herein to define a BOEALPS endorsed educational class consisting of six outing days or more.

Section 2 The head instructor of each major climbing class is responsible for any equipment purchased by the major climbing class funds.

Section 3 Retirement / loaning of the major climbing class equipment is under the discretion of the head instructor.

Section 4 Any reallocation of major climbing class equipment is allowed under the following guidelines:

- a. Agreement between the major climbing class head instructor and recipient.
- b. The recipient acquires full responsibility of acquired equipment and is responsible for the retirement of the equipment.

ARTICLE VII AMENDMENTS

Section 1 The Executive Board has sole responsibility of the Operating Procedures.

Section 2 The Operating Procedures document does NOT require approval or coordination with Boeing Enterprise Recreation; however, it must





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follow all applicable operating procedures set by Boeing Enterprise Recreation.

Section 3 A unanimous vote by the Executive Board is required to amend the Operation Procedures. A notice shall be sent to each member and a copy published to the BOEALPS website.

ARTICLE VIII SIGNATURES

Print Name: MATT MITCHELL Sign Name: [Signature] Date: 10/11/2011
President

Print Name: NIKI THOMPSON Sign Name: [Signature] Date: 10/18/2011
Vice President

Print Name: Dan Morales Sign Name: [Signature] Date: 10/11/11
Treasurer

Print Name: Luke Shy Sign Name: [Signature] Date: 10/11/2011
Secretary

Print Name: Joe Vlaming Sign Name: [Signature] Date: 10/14/2011
Past President