

**Bylaws of**  
**ONE STEP AT A TIME (OSAT)**  
**A Washington State Nonprofit Corporation**  
**(As Revised and Adopted January 8, 2020)**

**Article I - Name**

**Section 1.** The organization shall be known as One Step At A Time, and by the acronym OSAT.

**Article II - Board of Trusted Servants (BOTS)**

**Section 1.**

- A. OSAT shall be overseen by a Board of Trusted Servants (BOTS) consisting of five (5) members.
- B. The BOTS shall assure that the mission, traditions, by-laws and general well-being of OSAT be perpetuated.

**Section 2.**

- A. The BOTS shall be elected from the general membership for terms of two (2) calendar years. Three members shall be elected for terms beginning in odd numbered years and two members shall be elected for terms beginning in even numbered years. The BOTS shall consist of a minimum of three members in a recovery program and if necessary, the remaining two members may be friends or family of a club member in recovery.
- B. A Chairperson shall be elected by the BOTS, from within the BOTS, and will serve for a term of 1 calendar year.
- C. The Chairperson shall preside at all club and special meetings, or may appoint another BOTS member to preside in their stead.
- D. Subsequent to their term expiration, the prior Chairperson shall serve one (1) year as a non-voting member of the BOTS, known as the Chairperson Emeritus. In the event of a vacancy on the BOTS, the Chairperson Emeritus shall fill the vacancy until such a time that the vacancy can be filled by election.
- E. The Chairperson shall call special meetings as needed.
- F. The BOTS shall review and approve an annual budget for OSAT.

**Section 3.** The BOTS shall meet once a month, unless through the majority agreement to less or more.

**Article III - Meetings**

**Section 1.** Club meetings shall be held on a regularly scheduled basis every month unless through majority agreement of the BOTS to less or more.

**Section 2.** Special meetings shall be called as provided for in Article II, Sec. 2, E.

**Section 3.** All meetings shall be governed by the OSAT meeting protocol as provided for in Article VIII, Sec. 1.

**Article IV - Standing Committees**

All committee chairs are voluntary. The climbing courses (glacier and intermediate), activities, club-wide events, safety, and treasury committee chairs shall be subject to approval by the BOTS and, in the case of the treasury, approved by the general membership. The ethics committee members are subject to approval by the BOTS; the members of the ethics committee may select their committee chair from within their members.

**Section 1 - Membership**

- A. The membership committee shall maintain a current list of all OSAT Members.

## **Section 2 - Treasury**

- A. The Treasurer will be appointed by the BOTS Chair and approved by the BOTS and the general membership for a two-year term.
- B. The Treasurer shall maintain club bank account(s) and financial records. The BOTS shall independently validate account balances at least once per calendar year.
- C. The Treasurer shall collect and distribute club funds as necessary.
- D. The Treasurer will have authority for disbursement of up to \$1000.00 (one thousand). Any expenditure exceeding \$1000.00 shall require BOTS approval.
- E. The Treasurer shall provide a monthly accounting of balances in all accounts, a list of all expenditures over \$200, and a running tally of climbing course (glacier and intermediate) expenditures to keep the respective course leadership apprised of its balances for the budgeted course year.
- F. The Treasurer will be responsible for maintaining up to date documentation for OSAT 501 (c) 3 status and Washington State business licensure.
- G. The Treasurer shall work with the BOTS in formulating the annual OSAT budget.

## **Section 3 – Glacier Climbing Course (GCC)**

- A. The GCC committee chair shall be approved by the BOTS.
- B. The GCC committee will work within an annual budget not to exceed pre-approved limits set by the BOTS.
- C. The GCC committee shall be responsible for development of the GCC curriculum. The curriculum is to abide by the OSAT Code of Conduct.
- D. The GCC committee shall schedule field trips and seminars necessary for climbing course completion.
- E. The GCC committee shall provide instruction and instructors to complete the glacier climbing course.
- F. The GCC committee shall set the determined prerequisites for participation in the OSAT GCC.
- G. The GCC committee shall maintain custodial care and accountability of any equipment deemed essential for the aid of instructing the GCC.
- H. The GCC committee shall oversee the disbursement of any of the equipment described in paragraph "G" in an equitable and fair manner solely for the aid of the students and instructors in the climbing course.
- I. The GCC shall purchase equipment as necessary, as approved by the BOTS per GCC budgets.

## **Section 4 – Intermediate Climbing Course (ICC)**

- A. The ICC chair shall be approved by the BOTS.
- B. The ICC committee will work within an annual budget not to exceed pre-approved limits set by the BOTS.
- C. The ICC committee shall be responsible for development of the ICC curriculum. The curriculum is to abide by the OSAT Code of Conduct.
- D. The ICC committee shall schedule field trips and seminars necessary for climbing course completion.
- E. The ICC committee shall provide instruction and instructors to complete the climbing course.
- F. The ICC committee shall set the determined prerequisites for participation in the OSAT ICC.
- G. The ICC committee shall maintain custodial care and accountability of any equipment deemed essential for the aid of instructing the ICC.
- H. The ICC committee shall oversee the disbursement of any of the equipment described in paragraph "G" in an equitable and fair manner solely for the aid of the students and instructors in the climbing course.
- I. The ICC shall purchase equipment as necessary, as approved by the BOTS per ICC budgets.

## **Section 5 – Activities**

- A. The Activities committee chair shall be approved by the BOTS.
- B. Within the Activities committee, there shall be two Club-Wide Events Chairs who are approved by the BOTS and will have alternating 2-year terms. The CW Event Chairs shall be responsible for Club-Wide events; examples of events may include, but are not limited to Car Camp weekends, Gratitude Dinner, Holiday Party and entertainment potlucks. They will maintain supplies and keep bins for events.
- C. C. The Activities committee should consist at a minimum of a Chair, Vice Chair and two Events Chairs. With BOTS approval, the Vice Chair will become the Chair and thus serve for two overlapping years for continuity.
- D. D. The Activities committee will solicit specific activities chairs to develop and promote a wide range of activities.
- E. E. The Activities committee will work within an annual budget not to exceed pre-approved limits set by the BOTS.

- F. F. The Activities committee will develop guidelines for participants and trip leaders consistent within the Code of Conduct, Safety guidelines and are focused on activities outside of GCC/ICC.
- G.

#### **Section 6 - Communications**

- A. The communications committee will be responsible for maintaining the OSAT.org website and email communications directories.
- B. The communications committee shall be responsible for maintaining communications with all committee chairs for the purpose of updates to the OSAT.org website.

#### **Section 7 – Safety**

- A. The BOTS will appoint the safety committee chair.
- B. The safety committee shall consist of no less than three (3) members in good standing.
- C. The safety committee shall provide and maintain guidance documents for all safety protocols within the GCC and throughout the club.
- D. The safety committee shall track safety related issues within the club and make that information available to all members.
- E. The safety committee shall provide information about Wilderness First Aid (WFA) training to all members and provide recommendations as to what constitutes appropriate training for leading OSAT outings.

#### **Section 8 Outreach**

- A. The outreach committee shall be responsible for carrying the OSAT message to interested individuals or groups.
- B. The outreach committee shall maintain a current supply of OSAT flyers and business cards

#### **Section 9 – Stewardship**

- A. The stewardship Committee will organize efforts to give back through volunteering opportunities for trail renewal and maintenance in conjunction with federal, state and or local trail development and maintenance organizations.
- B. The stewardship committee will consist of no less than two members. One representative from the GCC and one from the general membership
- C. The stewardship Committee will coordinate all efforts for the stewardship requirement for GCC graduation and club participation

#### **Section 10 - Gear Sales**

- A. Gear sales committee will be responsible for promoting and ordering product (shirts, hats, stickers, etc), maintaining and storing inventory.
- B. Gear sales committee will make inventory available at OSAT events and functions
- C. Gear sales committee will collect payments and deliver payments to the OSAT treasurer

#### **Section 11 – Ethics**

- A. The ethics committee shall be comprised of a minimum of two male identifying members and two female identifying members and have a maximum of five (5) members in good standing overall. Diversity and inclusivity are encouraged in the selection of committee members.
- B. The ethics committee members are subject to approval by the BOTS; the members of the ethics committee may select their committee chair from within their members.
- C. The ethics committee members shall serve staggered two-year terms to maintain continuity.
- D. The purpose of the ethics committee is to facilitate neutral investigation and resolution of reported Code of Conduct violations in a confidential manner. The Code of Conduct is contained in Article VIII Section 2 (Club Standards) and Section 3 (Outdoor Activity Standards). The committee shall follow the Disciplinary Guidelines approved by the BOTS.
- E. The committee is responsible for reporting to the BOTS. The BOTS shall approve any discipline resulting from Code of Conduct violations.
- F. The Ethics Committee will be responsible for confidentially maintaining a tracking system of reports.

### **Article V – Membership**

**Section 1.** Membership in OSAT shall be open to members of twelve step recovery groups and their families and friends without regard to race, creed, sex, sexual orientation, color, age, or dysfunction.

**Section 2.** Dues shall be determined by the BOTS. The standard membership fee will cover one year, beginning on the day the fee is recorded on membership records. Membership privileges will be revoked for members who do not renew their membership within 90 days after their membership lapses.

**Section 3.**

- A. Persons who are eligible for membership, but have not paid dues will be considered guests for OSAT for up to three activities.
- B. An OSAT club indemnity and liability release form must be completed for membership.

**Article VI – Elections**

**Section 1.** The positions on the BOTS shall be filled by election from the general membership.

**Section 2.** Nominations for the BOTS shall be made from the general membership.

**Section 3.** To be eligible for the BOTS, or to vote in an election, a person must be a member in good standing of OSAT.

**Section 4.** All elections shall be by secret ballot and counted by volunteers from the general membership.

**Section 5.** All general elections shall take place in November. Special elections shall be called by the BOTS as necessary.

**Article VII – Amendments**

**Section 1.** An amendment to the by-laws may be proposed by any member in good standing.

**Section 2.** Written notice of a proposed amendment shall be submitted to the BOTS and published on the club web site and announced through the club email system.

**Section 3.** A proposed amendment to these by-laws shall pass by a single majority vote at a general meeting, at least 2 weeks subsequent to publication of said proposed amendment on the club web site and announcement through the club email system.

**Article VIII - General Provisions**

**Section 1 - Meeting Protocol**

- A. Club meetings shall be facilitated by an individual from the BOTS, who shall provide the agenda for the evening. Henceforth, the facilitator shall be referred to as the chair.
- B. All club meetings shall open with the Serenity Prayer, and the closed in the usual manner.
- C. Club meetings should proceed in a "crisp and lively manner". It is requested that any and all side talk and cross talk be eliminated.
- D. Minutes for each meeting shall be recorded by a volunteer from the general membership. The meeting minutes shall be forwarded to the communications committee for publication on the website.
- E. Standard meeting agenda is as follows:
  - Call to order
  - Serenity Prayer
  - Read & approve previous meeting minutes Old business (if any)
  - Standing committee reports
  - Ad-Hoc committee reports (if any)
  - Special announcements
  - New business
  - Entertainment/special events
  - Closing
- F. Any old business will be reported on by the committee responsible. Old business should be limited to specific proposals on items.

- G. Committee reports should be kept as brief and concise as possible. If a committee requires an extended time for a presentation, it is requested that the committee request extra time in advance.
- H. Unscheduled announcements may be made from the floor, if there is time. If someone requires extended time for a presentation, it is requested that the individual or group request the extra time in advance.
- I. If any extended time is required for discussion of a new business item, it is requested that the individual or group requests the extra time in advance.
- J. For G, H, & I, in advance means at least 24 hours, extended time to be requested from the BOTS chair.
- K. The chair has the authority and responsibility to keep order in the meeting. This means "cutting people off" who have exceeded the allotted time or quieting the room. This is a tough job, but someone has to do it. Therefore, just prior to closing, there will be a round of applause for the chair.

## **Section 2 - Code of Conduct – Club Standards**

- A. OSAT members are to exercise personal responsibility and conduct themselves during club activities in a manner that will not impair the safety (physical and psychological) of fellow participants. OSAT members are responsible for their own safety and are to be aware of the safety of others.
- B. OSAT members participate and collaborate in ways that encourage their own enjoyment and that of others.
- C. OSAT members do not engage in behavior that is unethical, exploitative, or unprofessional.
- D. OSAT members in leadership positions are not to engage in behaviors, whether deemed consensual or non-consensual, such as flirtation or sexual innuendo, that others could experience as inappropriate.
- E. OSAT leaders, chairpeople, and members are to not condone or support sexual harassment, use of derogatory terms, hostility, aggression, bigotry, sexism, bias, or bullying (any behavior that is condescending, demeaning, or diminutive); when able, OSAT members will speak up to help educate on unconscious bias.
- F. OSAT members will behave at all times in a manner that demonstrates respect for its activities, membership, and the outdoor community and reflects favorably upon OSAT.
- G. OSAT members and OSAT activity leaders will encourage an open and inviting environment.
- H. No alcohol, marijuana, or recreational drugs of any kind, legal or illegal, are allowed on any OSAT activity.
- I. Every OSAT activity has a designated leader. The leader makes decisions as to who is qualified for the activity. This decision must be based on principles and not personalities.

## **Section 3 - Code of Conduct – Outdoor Activity Standards**

- A. OSAT party members, including climb/activity leaders, are not to separate from the group without prior permission of the activity leader/party.
- B. An OSAT leader should have completed a wilderness first-aid training course or ensure that at least one participant in the activity has done so and is current in their certification.
- C. Outdoor activities begin with the Serenity Prayer while participants hold hands/shoulders in a circle. They may also close with the same.
- D. When in a wilderness area, each OSAT party member will carry the 10 essentials as defined by OSAT Activity Leader.
- E. Each OSAT outdoor activity will have at least three-member participants. For climbs that involve roped travel on glaciers, there shall be a minimum of two rope teams, and each party member shall have crevasse rescue training; the activity leader is responsible for ensuring that either formal or informal training of the climb team members has been met.
- F. Anyone can volunteer to lead an activity, even a technical climb. Leaders of an OSAT Outdoor activity should be certain that everyone participating in that activity is an OSAT member and has signed the Release and Indemnity Agreement. Participants may want to “qualify” their leader, ascertaining what level of expertise the leader possesses.
- G. OSAT hikes and climbs are designated for every skill level from "no skill at all" to "expert." Interested participants should talk to the leader about the skill level recommended for a given activity. The OSAT activity leader may refuse to allow a member to participate due to lack of any of the following: proper equipment, good physical condition, positive attitude, requisite skills, or respect for club standards.
- H. OSAT members will know and adhere to Leave No Trace principles and respect private property.

- I. Party size for OSAT activities will conform to the rules of the appropriate jurisdiction. OSAT activity leaders are responsible for appropriately limiting the party size.

#### **Section 4 - Club Equipment**

- A. Property or equipment purchased for OSAT with OSAT funds, or given to OSAT shall not be considered the property of any individual member or committee, but shall be known as club property.
- B. The care of any club property, other than that entrusted to either the GCC committee, or the ICC committee as provided for in Article IV Sections 4 and 5 respectively, shall be overseen by the BOTS or a committee designated by the BOTS.
- C. In the event that OSAT ceases to exist as an organized club, club property shall be dispersed in a manner agreed upon by the BOTS and climbing course committees (glacier and intermediate) and also in accordance with state and federal requirements for tax exempt entities.
- D. All club property and equipment checked out to a member by either climbing course committee shall be the responsibility of that member regarding loss, negligent use, destruction, etc. compensation for the foregoing shall be limited to actual replacement cost of said property. Further, no member may sub-let any equipment without the prior knowledge of the respective climbing course committee (glacier or intermediate).