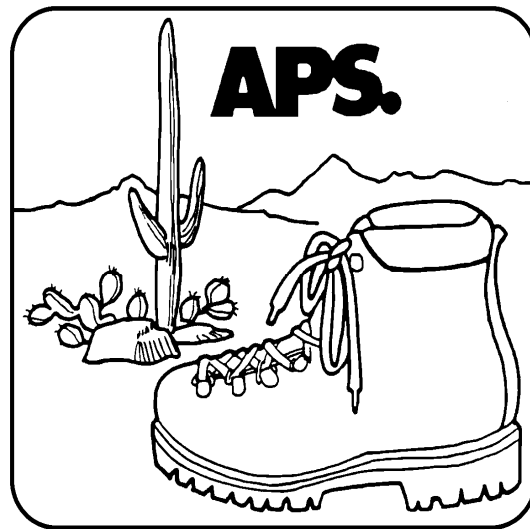


KACTUS KICKERS HANDBOOK



Kactus Kickers

APS Hiking Club



**The documents in this handbook are all
current as of
September 20, 2011**

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CHARTER AND BYLAWS

Preamble

The Kactus Kickers, also known as the APS Hiking Club, is an organization founded on February 12, 1969, to function pursuant to Arizona Public Service Company (APS) recreational activity program guidelines. The original Charter and Bylaws of the Kactus Kickers, as approved on February 12, 1969, and as amended on May 6, 1970, December 6, 1970, December 12, 1971, September 29, 1982, December 9, 1984, September 18, 1985, September 15, 1988, June 20, 1992, September 15, 1993, December 12, 1993, November 5, 1996, September 24, 2001, September 23, 2002 and September 19, 2005 is hereby revised on September 20, 2011, to more clearly and completely state the various provisions under which the Kactus Kickers shall operate.

This fifteenth revision of the Charter and Bylaws, herein after referred to as the Bylaws, includes all amendments as adopted by the membership and became effective September 20, 2011.

Article 1

Section 1.1 Name

The official name of this organization shall be "Kactus Kickers." For convenience, it may also be referred to as "APS Hiking Club."

Section 1.2 Purpose

The purpose of this Club shall be to promote interest in hiking, camping, backpacking, and other outdoor activities; to provide the opportunity for participation in these activities by members and guests; to foster a greater appreciation of nature and the outdoors; and to enhance the members' understanding of their own physical capabilities in order to derive greater enjoyment from outdoor recreational activities.

Article 2

Section 2.1 Membership Requirements

All members shall be willing to support the stated purpose of the Club and to be governed by the Bylaws and the Membership Responsibilities and Code of Conduct attached hereto or, latest revisions thereof. Except as provided in Section 2.9, all members shall be considered to be in good standing if they are current in the payment of any dues and fees that may be required pursuant to Article 3 of the Bylaws.

Section 2.2 Membership Classifications

Club members shall be classified as "Voting Members," "Associate Members," "Honorary Members" and "Family Members," as set forth in Sections 2.3 through 2.6. In collective reference to all members of the Club, the terms "members," "membership," "Kactus Kickers," "APS Hiking Club," and "Club" are equivalent.

Section 2.3 Voting Member

The following persons are eligible to enroll as Voting Members of the Kactus Kickers by honoring all dues and fee requirements established pursuant to Article 3 of the Bylaws.

- a) Any current employee, retiree or former employee, who was terminated without cause or left employment voluntarily, of APS, Pinnacle West Capital Corporation (PWCC) or any subsidiary of either
- b) Any adult who has been an Associate Member as described in Section 2.5 for two or more years, provided such adult is approved for Voting Membership by the Board of Directors.
- c) Any Honorary Member as described in Section 2.6.
- d) The spouse, widow or widower of any person described in a) , b). or c) of this Section 2.3.
- e) Any current "contract employee" or spouse of a current "contract employee" of any company described in a) of this Section 2.3.

All Voting Members hold full and equal membership privileges including voting rights regarding organizational actions, eligibility to hold office as an Officer or Director of the Club, and Club mailings when intended for general distribution.

Section 2.4 Associate Member

The following persons shall be eligible to enroll as Associate Members by honoring all dues and fee requirements established in accordance with Article 3 of the Bylaws.

- a) Any relative of a Voting or Honorary Member, such as a parent, grandparent, son, daughter, grandchild, brother, sister, aunt, uncle, cousin or in-law.
- b) Any other person if such other person has demonstrated active participation in club activities and is approved for Associate Membership by the Board of Directors.

Once enrolled, all Associate Members shall remain eligible for Associate Membership, except that an Associate Member related to a "Contract Employee" shall remain eligible to enroll only so long as the "Contract Employee" remains a member, unless continued Associate Membership is approved by the Board pursuant to b) above.

Adult Associate Members shall receive Club mailings when intended for general distribution, shall not have voting privileges and shall not be eligible to hold office.

Section 2.5 Honorary Member

Honorary Membership may be bestowed as a form of recognition upon anyone who has provided a major contribution to the Club or to the ideals set forth in Section 1.2 of the Bylaws.

Any Voting Member may nominate a person for Honorary Membership. Such nomination shall be made in writing to the President of the Board of Directors. If approved by the Board of Directors, said nomination shall be submitted to the Voting Members for action by vote at the next Membership Meeting held in accordance with Section 5.2.

On an annual basis, any Honorary Member may elect to enroll as a Voting Member, without renouncing their eligibility for Honorary Membership, by honoring all dues and fee requirements for Voting Members. Those Honorary Members who do not elect to be Voting Members shall receive limited Club mailings, as determined by the Board of Directors, shall not be subject to dues, shall not have voting privileges and shall not be eligible to hold office.

Section 2.6 Family Member

A Voting, Associate or Honorary Member's minor dependents and spouse, if the spouse is not a Voting, Honorary or Associate Member, shall be enrolled as Family Members. A minor dependent's Family Membership shall be maintained until the end of the calendar year in which the dependent turns 18 years of age. A dependent who is a full time student may remain enrolled as a Family Member until the end of the calendar year in which the dependent turns 22 years of age. Upon the written request of a Voting, Associate or Honorary Member to the First Vice President, that member's minor relatives shall also be enrolled as Family Members.

Family Members shall not be subject to dues, shall not have voting privileges, shall not be eligible to hold office, and shall not receive Club mailings.

Section 2.7 Minor Children

No child under the age of 18 may participate in an activity of the Club unless accompanied by at least one adult member who will assume responsibility for the child.

Section 2.8 Membership Enrollment

Enrollment in Club membership shall be accomplished by forwarding both a completed Membership Information Form, which shall be provided upon request by the Second Vice President, and the applicable Club dues, pursuant to Section 3.1 of the Bylaws, to the Treasurer.

Section 2.9 Termination of Membership

Membership status shall terminate as follows:

- a) The membership of any member shall terminate upon the written resignation of that member.
- b) The membership of dues paying Members shall terminate on December 31 of the year for which dues have been paid.
- c) The membership of Family Members shall terminate at the time their "sponsoring" member's membership terminates or as described in Section 2.4, whichever occurs first.
- d) The membership of Honorary Members shall terminate upon death. However the Board, by simple majority vote of those Board Members present at any Board meeting, may remove an Honorary Member from active membership and from the Membership Mailing Lists if that Honorary member has not participated in any club activities for three (3) years and has also failed to respond to a request for updated member information. Active membership shall be reinstated upon receipt of updated member information.

- e) The membership of any member who's employment or "contract employment" with a company described in Section 2.3 a) is terminated for cause may be terminated by action of the Board of Directors when approved by a minimum of seven (7) Board members present at any Board Meeting.
- f) The membership of any Associate Member who is associated with a person whose membership is terminated pursuant to e) may be terminated by action of the Board of Directors when approved by a minimum of seven (7) Board members present at any Board Meeting.
- g) The membership of any member who willfully breaches the Member Responsibilities and Code of Conduct, attached hereto or latest revision thereof, may be terminated by the Board of Directors when approved by a minimum of seven (7) Board members present at any Board Meeting.

Section 2.10 Medical Clearance

Members with any mental or physical impairment should limit participation to activities commensurate with their capabilities. Any member or guest who has a chronic disease or who is receiving medical care should first seek the advice or approval of a physician before participating in an activity.

Any activity coordinator may deny participation to anyone they believe is not able to safely participate in their activity.

Section 2.11 Participation

All members shall be entitled to participate in all activities of the Club recognizing, however, the limitations set forth in Sections 2.7 and 2.10. Limitations may be placed on the number of participants in a given activity as described in the Guidelines for Activity Coordinators.

Section 2.12 Coordinators

A Coordinator shall be approved by the Board of Directors or, after the Annual Activity Schedule is approved, by the President for each hike or other activity of the Club. The Coordinator shall be governed by the Guidelines for Activity Coordinators attached hereto or the latest revision thereof.

Section 2.13 Awards

The Board of Directors may approve awards based on participation in hiking, volunteer projects and other club activities. The Board shall determine the criteria for any such awards and approve the budgeted amount for those awards.

All dues paying members shall be eligible for awards, if the Board approves awards. The Board may authorize an eligibility standard for awards that also includes members who do not pay dues or that includes all active participants.

Once an eligibility standard for awards is established the standard shall remain in effect until specifically changed by the Board. Any change in the eligibility standard that will affect a given year should be made no later than the Spring Board meeting of that year and proper notice of any change should be made promptly. The Board, after taking into consideration the number of eligible participants and the budgeted amount available, may change the criteria for awards at any time.

Article 3

Section 3.1 Dues

The Board shall recommend annual dues for approval by the Voting Members at the Fall Membership Meeting. The Board may determine a prorated schedule of the annual dues that shall be applicable only to new members. The prorated schedule, if any, shall remain in effect until changed by the Board. In no event shall any dues be refundable. Dues shall be applied as follows:

- a) Voting Member: Shall be subject to annual dues.
- b) Associate Member: Shall be subject to annual dues.
- c) Honorary Member: Shall not be subject to annual dues, unless electing Voting Membership.
- d) Family Member: Shall not be subject to annual dues.

Section 3.2 Fees

Fees may be required for some activities.

Article 4

Section 4.1 Officers

The Officers of this Club shall be the President, First Vice President, Second Vice President, Corresponding Secretary, Recording Secretary, and Treasurer. The President shall serve as Chair of the Board of Directors.

Section 4.2 Board of Directors

The Board of Directors shall consist of the six Officers, as set forth in Section 4.1 of the Bylaws, six (6) Directors and the immediate Past President. All members of the Board of Directors shall have equal voting rights on Board actions with the exception of the President, who shall vote only when necessary to resolve a tied vote.

Section 4.3 Term of Office

All Officers and Directors shall be elected for a term of one year, commencing January 1 of the year following election. Any member of the Board of Directors may be re-elected to the same office.

Section 4.4 Qualifications

All members of the Board of Directors shall be Voting Members in good standing as set forth in Sections 2.1 and 2.3 of the Bylaws.

Section 4.5 Removal from Office

Any Officer or Director who does not fulfill the duties as described in Article 7 of the Bylaws may be removed from office by the Board of Directors when approved by a minimum of seven (7) Board members present at any Board Meeting.

Any Officer or Director who does not fulfill the duties as described in Article 7 of the Bylaws shall be subject to removal from office by a Recall Election. Removal shall require the affirmative vote of 2/3 of those Voting Members voting in person or by absentee ballot at a duly called Regular or Special Membership Meeting at which a Recall Election is held.

Section 4.6 Vacancies

In case of a vacancy in the office of President, the First Vice President shall succeed to the office. Any vacancies which occur in any other Office or Director position shall be filled for the remaining unexpired term by appointment of the Board of Directors at a Regular Board Meeting or at a Special Meeting of the Board of Directors as soon as practical after the vacancy occurs.

Article 5

Section 5.1 Quorum

A quorum must be present at any meeting conducted for the purpose of voting in regard to all Club business, organization actions, and general resolutions. Except as otherwise provided, such as in Sections 2.9, 4.5, and 6.3, a simple majority vote of the Voting Members present at a Membership Meeting or Board Members present at a Board Meeting, provided a quorum is maintained, is necessary for the passage of any Membership or Board action, respectively. Quorum requirements are as follows:

- a) Membership Quorum: During January, February and March of each year a Quorum of Members shall be ten percent (10%) of the number of Voting Members in good standing as of December 31 of the prior year. At all other times a Quorum of Members shall be ten percent (10%) of the current number of Voting Members in good standing.
- b) Board of Directors Quorum: Five (5) Members of the Board of Directors shall constitute a Quorum of the Board of Directors.

Section 5.2 Membership Meetings

Regular Membership Meetings shall be held quarterly. Special Membership Meetings may be scheduled at any time by the President, the majority vote of a quorum of the Board of Directors, or upon the written request of at least ten percent (10%) of the Voting Members in good standing.

Membership Meetings shall occur only after proper notification to all members of the Club as to time and place. Membership Meetings shall be open to all members and their guests. Members or non-members may only be expelled or barred from a Membership Meeting by a simple majority vote of those Voting Members in attendance.

In accordance with Article 7, the President, First Vice President, or Second Vice President shall conduct Membership Meetings. In the absence of these Officers, any Member selected by those Members in attendance may conduct a Membership Meeting.

Election of Officers and Directors shall take place at the third quarter Regular Membership Meeting. The agenda for the Regular Membership Meeting of the fourth quarter shall include the presentation of reports and awards and the installation of new Officers and Directors for the following calendar year. Additionally, copies of a preliminary Activity Schedule, a listing of the club's officers and the budget for the following calendar year should be distributed at the fourth quarter Regular Membership Meeting.

Section 5.3 Board of Directors Meetings

Regular Board of Directors Meetings shall be held quarterly. Special Meetings of the Board may be scheduled at any time by the President or by a quorum of the Board of Directors.

Board of Directors Meetings shall occur only after proper notification to all members of the Club as to time and place. Board of Directors Meetings shall be open to all members and their guests. Members or non-members may only be expelled or barred from a Board of Directors Meeting by a simple majority vote of those Board Members in attendance.

In accordance with Article 7, the President, First Vice President, or Second Vice President shall conduct Board of Directors Meetings. In the absence of these Officers, any Member of the Board selected by the Board Members in attendance may conduct a Meeting of the Board of Directors.

Section 5.4 Rules of Order

The rules in the current edition of Robert's Rules of Order Newly Revised shall govern the conduct of all meetings of this Club. The President may appoint a parliamentarian to interpret Robert's Rules of Order Newly Revised.

Section 5.5 Proper Notification

Notification to all Voting Members, adult Associate Members and Honorary Members shall be considered proper notification to all members of the Club. Notice to one member of a household shall be considered notice to all members of that household.

Article 6

Section 6.1 Voting Eligibility

As set forth in Article 2 of the Bylaws, only Voting Members in good standing are eligible to vote at Membership Meetings. As set forth in Article 5 of the Bylaws only Officers and Directors are eligible to vote at Board of Directors meetings.

For Annual Elections, voting upon amendments to the Bylaws, and such other important matters as approved by the Board of Directors, Absentee Ballots shall be provided upon request. Any Voting Member in good standing who is unable to vote in person may request an Absentee Ballot from the Corresponding Secretary. To qualify to be counted, the duly executed Absentee Ballot must be received by the President or designated appointee prior to the start of the Membership Meeting scheduled for voting.

Section 6.2 Elections

All elections shall be conducted by secret ballot, including Absentee Ballots. All ballots shall be tallied by a committee of more than one member. Election candidates and their family members shall not serve on the committee. Unless specified otherwise in the Bylaws, all elections shall be decided by a simple majority of all votes cast, observing the requirements for a quorum as set forth in Section 5.1 of the Bylaws.

- a) Annual Election: All Officers and Directors shall be elected at the Regular Membership Meeting of the third quarter each year, after proper notification to the membership as to time and place. The six (6) Directors shall be those six (6) candidates receiving the greatest number of votes cast for the position of Director.
- b) Run-Off Election: In the event of a tie in voting for any Officer position(s) or for the final Director position(s), a Run-Off Election shall be immediately conducted. Candidates for the Run-Off Election shall be only those tied for the position(s) in question. Absentee Ballots shall not be permitted for Run-Off Elections. In the event a tie cannot be broken by a Run-Off election, the winner shall be determined by lot.
- c) Recall Election: A Recall Election shall occur only after proper notification to the membership as to time, place and purpose of a Regular or Special Membership Meeting at which the Recall Election is to be held. The Board shall schedule a Recall Election if approved by a majority of the Board members present at any Board meeting or upon the written request to the Board of 10% of the Voting Members.

Section 6.3 Amendments

Any Voting Member may submit a proposal to amend or repeal any provision(s) of the Bylaws. Such proposal shall be submitted in writing to all Voting Members a minimum of thirty days before a Regular or Special Membership Meeting at which a vote on the proposal is to be held, and shall contain the actual language proposed for inclusion in the Bylaws.

The Bylaws may be amended or repealed by a two-thirds majority of all votes cast by Voting Members, observing the requirements for a quorum as set forth in Section 5.1 of the Bylaws.

Amendments shall become effective immediately upon approval, unless otherwise provided in the proposal.

Article 7

Section 7.1 Duties of the President

- a) Administer the provisions of the Bylaws
- b) Serve as primary liaison with the administrator of the PWCC.
- c) Prepare the upcoming calendar year Club budget for approval by the Board of Directors at the Regular Board Meeting of the third quarter of the year. Submit the approved budget to PWCC.
- d) Preside at all Club meetings with the exception of Committee Meetings, but including Board of Directors Meetings, Membership Meetings, and the annual Activity Planning Meeting.
- e) Call Special Meetings, if necessary.

- f) Approve schedule changes and additions and ensure that revisions are made as necessary to the Activity Schedule through the current calendar year.
- g) Coordinate the annual Activity Planning Meeting and ensure that the Activity Schedule for the following calendar year is published.
- h) Assume ultimate responsibility to ensure that duties assigned to Officers are performed properly. Evaluate any proposals for the temporary exchange or transfer of duties among Officers as may be volunteered from time to time. Delegate additional duties to other Officers and Directors as mutually agreed.
- i) Appoint committees as needed and appoint the Chairs thereof.
- j) Appoint the Mileage Records Coordinator, who shall maintain records of the number of miles hiked by participants in Club activities and such other participation statistics as may be directed by the Board.
- k) Perform such other duties as may be mutually agreed upon with the Board of Directors.

Section 7.2 Duties of the First Vice President

- a) Assume the duties of the President in the President's absence.
- b) Arrange programs for Regular Membership Meetings.
- c) Cooperate with the Treasurer to enroll new members in a timely manner and provide them with the current Bylaws, Member Responsibilities and Code of Conduct, and Guidelines for Activity Coordinators.
- d) Maintain the Current Membership List, the Historical Membership List, Membership Information Form and the Activity Completion Report Form.
- e) Maintain membership records and report membership statistics at Regular Board Meetings and Regular Membership Meetings.
- f) Perform such other duties as may be mutually agreed upon with the President or the Board of Directors.

Section 7.3 Duties of the Second Vice President

- a) Assume the duties of the President in the absence of both the President and First Vice President.
- b) Distribute Club information in a timely manner to all prospective members, including the Membership Information Form, Membership List, Activity Schedule, and Member Responsibilities and Code of Conduct.
- c) Maintain a current inventory listing showing the location of all Club property.
- d) Perform such other duties as may be mutually agreed upon with the President or the Board of Directors.

Section 7.4 Duties of the Corresponding Secretary

- a) Ensure that all notices are prepared, duplicated, and distributed promptly to all Voting Members, adult Associate Members, and Honorary Members.

- b) Distribute Absentee Ballots to Voting Members upon request.
- c) Maintain the Membership Mailing List.
- d) Maintain the Club archives including Club correspondence, notices, minutes, reports, and a copy (both paper and electronic) of the currently approved Bylaws.
- e) Perform other duties as may be mutually agreed upon with the President or the Board of Directors.

Section 7.5 Duties of the Recording Secretary

- a) Record the minutes of all Regular Membership Meetings and Regular Board of Directors Meetings. Record the minutes of any Special Meetings of the membership or of the Board of Directors. Present said minutes at the next Regular Meeting of the Membership or Board, respectively.
- b) Perform such other duties as may be mutually agreed upon with the President or the Board of Directors.

Section 7.6 Duties of the Treasurer

- a) Receive payments and issue receipts for all dues, fees, or monies paid to the Club, and keep accurate records of all transactions.
- b) Forward Membership Information Forms received from members to the First Vice President in a timely manner.
- c) Maintain checking and savings accounts as directed by the Board of Directors in the name of "Kactus Kickers, APS Hiking Club." All checks or withdrawal slips for funds disbursed from said accounts shall require the signature of two Officers including the Treasurer, President, or another authorized Officer.
- d) Maintain a statement of the current financial condition of the Club. Said statement shall be presented at each Regular Board and Regular Membership meeting and shall be available to any dues paying member upon request.
- e) Prepare an annual financial report at the conclusion of the calendar year for presentation at the next Regular Board of Directors Meeting.
- f) In cooperation with the incoming Treasurer, arrange for an audit of Club financial accounts by a qualified party when so requested. Present the audit at the next Regular Board of Directors Meeting.
- g) Determine whether Members are in good standing.
- h) Perform such other duties as may be mutually agreed upon with the President or the Board of Directors.

Section 7.7 Duties of the Board of Directors

- a) Conduct all proper business of the Club under the provisions of the Bylaws.
- b) Hold four Regular Meetings each year and hold Special Meetings as needed.
- c) Evaluate any nominations for Honorary Membership at the next Board Meeting. Determine whether to recommend such nomination to Voting Members at the next Membership Meeting.

- d) Recommend the amount of annual dues for action by Voting Members at the third quarter Regular Membership Meeting.
- e) Determine the prorated schedule, if any, to be applied to new members who enroll after the beginning of a calendar year.
- f) Determine extraordinary fees as necessary.
- g) Prepare and distribute ballots for the Annual Election of Officers and Directors.
- h) Determine the Club budget for the upcoming calendar year.
- i) Amend the Member Responsibilities and Code of Conduct and Guidelines for Activity Coordinators as necessary.
- j) Approve all hikes and other activities identified in the proposed Activity Schedule for the following calendar year. Specifically approve the route selection and Coordinator for each hike or other activity involving cross-country travel.
- k) Set standards for the designation of the most difficult hikes as "Major Hike." Approve any request for variance from the standards on a case by case basis.
- l) Determine the amount of reimbursement, if any, for certain expenses, such as expenses for camping fees, group meals for volunteer activities and other appropriate expenses, to members participating in a Club activity.
- m) Determine the date that the Membership Mailing List shall be purged of members who have not paid their renewal dues. Once established, the date shall remain unchanged unless specifically changed by the Board.

MEMBER RESPONSIBILITIES AND CODE OF CONDUCT

As prescribed in the Kactus Kickers Bylaws, Kactus Kickers membership may be revoked and further participation prohibited as the result of the violation of the standards set forth in this document. (last updated September 24, 2001)

1. Reservations

Those intending to participate in a Kactus Kickers hike or other activity should make advance reservations with the Coordinator of that activity. When making your reservation, provide a home telephone number, or other point of contact, and the total number or names of any family or guests who are expected, so that the Coordinator can notify you or one of your party in case of cancellation or any changes in the status of the activity.

2. Canceling Reservations

When attending an activity, be at the meeting place at the designated time. If you are unable to attend or if your plans change, call or send word to the Coordinator via another participant. Canceling reservations as soon as your plans change is particularly important for a limited reservation activity because your cancellation may enable another person to attend.

3. Carpooling

Carpooling is recommended for all participants in Club activities. The Driver and rider(s) are expected to make equitable arrangements in advance.

4. Guests and Children

Non-members, children and adults, are welcome when accompanied by an adult member and approved by the Coordinator. Parents or adult participants are responsible for the conduct and safety of any children in their party.

5. Pets

At the discretion of the Coordinator, pets are welcome unless otherwise prohibited. Pets are not allowed on most trails in National Parks or Monuments. Pet owners are responsible i) to determine whether pets are allowed on the hike route, ii) for the control of their pets, and iii) for any liability arising from the presence or behavior of their pets.

6. Personal Limitations

Participants are responsible for knowing and acting in accordance with their physical limitations. All Major Hikes require an advanced level of physical fitness. Most hikes and activities have no such requirement, but "to thine own self be true." Although at times this may be very difficult, especially when one wants to attend an activity which

may be beyond one's conditioning or physical capabilities due to illness, injury, inexperience, or other causes, each participant is responsible for determining their ability to participate in a given activity.

7. Safety and Equipment Adequacy

Participants in Kactus Kickers activities are individually responsible for their personal safety, conditioning, alertness, and equipment adequacy; should be aware of surroundings and conditions as if alone; and should know what will be needed in emergencies, carry their own First Aid Kit, and (where appropriate) water purification equipment or supplies. Equipment, supplies, and conditioning as specified in the activity notice may be checked by the Coordinator, preferably in advance of activity, and those who do not have required equipment and supplies may be refused continued participation.

8. Participant Responsibilities

Participants must report to the Coordinator sometime during the activity unless other arrangements have been made in advance. Participants who fail to report to the Coordinator, who fail to make other arrangements, or whose attendance cannot be verified by the Coordinator will not be credited with attendance or mileage, or be eligible for an award based on that activity. Participants are expected to pay attention to the briefing prior to the start of an activity and to follow the Coordinator's instructions both before and during the activity to support the goal of group safety.

To support the goal of group safety, participants are also encouraged to stay with the Coordinator during the activity. Participants who leave the group are considered to be on their own until rejoining the group. An exception is any activity that is designated as an "individual effort." During such activities it is not expected that participants will stay with the Coordinator.

Participants should avoid unnecessary delays if the Coordinator is waiting to account for all attendees at the end of an activity. Additionally, participants should make every effort to stay with fellow car-poolers on the trail.

9. Backcountry Conduct

Participants in Kactus Kickers activities should practice "No Trace" backcountry ethics and techniques encompassing planning, travel, camping, respect for natural and cultural resources, and courtesy.

The Summary of Backcountry Ethics, attached hereto or the latest revision thereof, contains both requirements and guidelines regarding backcountry behavior.

10. Liability

Nothing in the Member Responsibilities and Code of Conduct relieves any individual of responsibility for personal safety, conditioning, alertness, well-being, equipment adequacy, or required skills when attending or participating in Kactus Kickers activities.

SUMMARY OF BACKCOUNTRY ETHICS

(Last updated September 24, 2001)

Participants in Kactus Kickers activities should practice "No Trace" backcountry ethics and techniques encompassing planning, travel, camping, respect for natural and cultural resources, and courtesy.

"No Trace" planning includes control of group size (tailored to the carrying capacity of the area to be visited and addressed at the time of the planning meeting); the scheduling of activities to avoid high use, crowded periods (a concern that should also be addressed at the time of the planning meeting); appropriate equipment and clothing (earth tone colors to reduce visual impact); and being prepared (including maps, survival gear, emergency and First Aid equipment and supplies, extra food, and extra water or water purification equipment or supplies).

"No Trace" travel entails staying on established trails (no switchback or trail cutting) and, when traveling cross-country, spreading out to avoid making a trail where one did not and should not exist. Trails are constructed to limit travel (and attendant impact) to one narrow corridor through the backcountry. Trails are designed, using proper gradient, water bars, and natural features, to minimize erosion and are frequently routed to avoid sensitive ecological areas. Stepping off the trail increases potential damage to animal habitat and plant communities, and increases the potential for damaging erosion. Cross-country routes should not be marked with ribbons, signs, tree blazes, or cairns. Littering is always to be avoided and is prohibited on all Club activities (if someone ahead of you accidentally drops something - pick it up).

"No Trace" camping requires that camps be established away from lakes, streams, meadows, trails, and historic and archaeological sites. Sometimes less impact results from using an existing campsite rather than establishing a new camp. Designated campsites should be used if available. A campsite should be selected in an area not likely to flood. The campsite should be arranged around trees, rocks, and shrubs to hide it from view. Ditches or trenches should never be placed around tents. The number of nights at a site should be minimized to lessen the impact. Stoves should be used in preference to campfires in remote campsites. In designated or established campsites, campfire rings should be used where provided. If a campfire is built, it should be situated away from trees and shrubs to avoid scorching large vegetation. Fire scars on sandy or hard ground are more easily hidden. Campfires should not be built next to rocks (as the smoke will blacken them) or in a meadow (where the fire can easily be seen from a distance). To prepare a campfire site, remove the organic layer and set it aside for later replacement. Do not encircle the campfire with rocks as they will be blackened by the smoke (making them more difficult to conceal later) and may explode from the heat. Burn only down and dead wood, preferably small sticks that will be completely reduced to ash. Never leave a live fire unattended. When you leave camp, no matter for how long, be sure the fire is dead out. When breaking camp, scatter ashes widely and some distance from the camp. Naturalize the area by replacing the organic layer to conceal the fire site. "No Trace" sanitation includes washing self and equipment away from any water sources, placing food scraps in a small, properly dug latrine (or better yet, packaging them in a plastic bag and packing them out), and broadcasting wash water on the ground a safe distance from water sources and camp. A latrine should be small and dug into the organic layer (the top six to eight inches) of soil and at least 200 feet from camp, trails, and water sources (a small, plastic trowel is recommended for this chore and should always be carried when hiking or backpacking). Either burn (if allowed) or package and pack out used toilet paper to avoid later disturbance by animals or erosion. The latrine should be closed by replacing the removed organic soil and covering with rock(s) and natural material to obliterate its existence. All trash should be packed out (not buried to be later dug up by animals), remembering the phrase "pack it in - pack it out." Trash can be minimized by repackaging food and other supplies in advance of the trip. "No Trace" camping requires that all materials be collected and the area be naturalized when breaking camp so that the next people to visit the area may enjoy a pristine backcountry experience.

Rock throwing during Club activities is prohibited. There may be hikers below or out of sight who could be struck by a thrown rock. Disturbing or collecting historic or prehistoric cultural resources, cruelty to or killing of any animals, the unnecessary disturbance of nature, vandalism, or any other unbecoming or illegal conduct is prohibited on Club activities. Impacting prehistoric or historic sites in any way such as leaning against, climbing on, or sleeping in can cause irreparable damage, and collecting potsherds, arrowheads, historic remains more than 75 years

old, or other artifacts located on public property (or on private property without permission of the property owner) is an illegal activity. Rock art (petroglyphs and pictographs) can be damaged by oils from the skin - avoid touching them. Common safety practices should always be followed. To further our enjoyment of the natural setting, noise (including radios and tape players audible to adjacent hikers) should be minimized. Feeding animals in the wild is discouraged (this is illegal in some areas) due to the effect on the animals - both to their health and their loss of fear of humans. Moving materials in the natural world changes the view for future visitors. Defacing, removing, or destroying backcountry features such as rocks, wildflowers, or vegetation can detract from the primitive atmosphere - leave them for others to enjoy. Remember always, "Take nothing but pictures (and memories) - leave nothing more than footprints."

Trail courtesy dictates that uphill hikers have the right-of-way, but smaller groups should defer to larger groups to lessen the impact of stepping off the trail. Trail courtesy also dictates that cyclists are expected to yield to hikers, and both are expected to yield to equestrians and stock animals (but this should never generate an argument on the trail).

Finally, as members of the greater hiking community, knocking twigs and rocks off the trail tread (being careful that they do not fall onto lower trail segments) and cleaning leaves and debris from behind water bars are encouraged activities. Rebuilding cairns that have fallen or been knocked down, as well as erecting cairns on established trails where they are needed, is also encouraged. Moving limbs or entire trees (when possible) that obstruct passage on the trail or encourage new trail segments is recommended. Collecting litter is likewise a recommended activity. Actions such as these are frequently observed on Club hikes and backpacks, and make the outdoor experience more rewarding for all.

These and other thoughts on "No-Trace" ethics and minimum impact hiking and backpacking are contained (in part) in a pamphlet titled "Leave 'No Trace' Land Ethics" (produced jointly by the National Forest Service, The National Park Service, and the Bureau of Land Management), and in two books. One book, by Bruce Hampton and David Cole, produced by the National Outdoor Leadership School and published by Stackpole Books (1988) is titled *Soft Paths*. The second book, by John Hart and published by Sierra Club Books (1977) is titled *Walking Softly in the Wilderness: The Sierra Club Guide to Backpacking*.

GUIDELINES FOR ACTIVITY COORDINATORS

(Last Updated August 25, 2003)

1. Coordinator Eligibility

Any adult member of the Kactus Kickers is eligible to be a Coordinator of a Club hike or other activity, subject to approval by the Board of Directors. To volunteer as a Coordinator of a Club activity (hereinafter the word "activity" pertains to both hiking and non-hiking activities), the adult member should attend the annual Activity Planning Meeting usually held in November (advance notice will be issued). Alternately, the adult member may transmit information regarding the proposed activity to the President if the member is unable to attend the Planning Meeting. Whether presented at the Activity Planning Meeting or transmitted to the President, information for proposed activities should include sufficient data to form a complete entry on the annual Activity Schedule. The information for the proposed activity should include all the following that apply:

- a) Activity name
- b) Type of activity (e.g. dayhike, backpack, volunteer project, meeting, etc.)
- c) Location
- d) Proposed date(s)
- e) Maximum number of participants
- f) Total mileage
- g) Identification of any possible "side hikes" or other options
- h) Identification as a "cross-country" activity
- i) Identification as an "exploratory" activity
- j) Identification as an "individual effort" activity
- k) Identification as a "Major Hike"
- l) Rating, as defined below, of the most difficult day

The rating for hikes in the Activity Schedule is determined as follows:

- 1 = No more than 3 miles per day and no more than 500' in elevation change per day
- 2 = No more than 6 miles per day and no more than 1,000' in elevation change per day
- 3 = No more than 10 miles per day and no more than 2,000' in elevation change per day
- 4 = No more than 16 miles per day and no more than 3,000' in elevation change per day
- 5 = More than 16 miles per day or more than 3,000' elevation change per day
- 6 = More than 16 miles per day and more than 3,000' elevation change per day

The elevation change used to determine the rating should be based on the absolute value of the cumulative sum of all elevation changes in the ascending or descending direction, whichever is greater. If the elevation change used is based on the highest elevation minus lowest elevation, this should be noted as net elevation in the information provided for the activity.

A "Major Hike" will be a dayhike having a rating of "6" or a backpack with any day having a rating of "5" or, other activity with Board of Directors' approval, after considering combined distance, elevation change, overall altitude and environmental conditions.

After the Activity Schedule resulting from the annual Activity Planning Meeting has been approved by the Board of Directors, any adult member of the Kactus Kickers may add a hike or other activity to the Activity Schedule with the consent of the Kactus Kickers President, provided that the member meets the notice requirements of paragraphs 4 and 5 and, for any activities proposed to be concurrent with a previously scheduled activity, the member must also have the consent of the Coordinator of the previously scheduled activity.

2. Bimonthly Notification

The Corresponding Secretary will provide the Coordinator with a Detailed Activity Notice form which should be completed and returned to the Corresponding Secretary by the deadline established for publication of the Kactus Kickers Bimonthly Notification. The deadlines for the Bimonthly Notification are as follows:

| Deadline | Period Covered |
|-----------------|-----------------------|
| February 10 | March and April |
| April 10 | May and June |
| June 10 | July and August |
| August 10 | September and October |
| October 10 | November and December |
| December 10 | January and February |

3. Detailed Activity Notice

The Detailed Activity Notice should include all pertinent details, such as the time, date, and location of the activity; anticipated temperature and weather conditions; specific gear or preparation considered necessary; as well as other information that may help a prospective participant form an opinion as to the degree of difficulty. If the activity is a hike, the length in miles, or an estimate if the exact mileage is not known, the elevation change, the rating, and any available options should be included. Maps should be provided when appropriate. The Coordinator is responsible for determining the final mileage awarded, provided that any mileage awarded may not exceed the published length by more than 2 miles or 25% of the published length, whichever is greater.

4. Notice Responsibility

The Activity Coordinator is responsible for the creation and distribution of any Detailed Activity Notice not included in the appropriate Bimonthly Notification, although the Corresponding Secretary may assist upon request. The Corresponding Secretary will supply a mailing list upon request.

5. Notice Timing

In order for points and mileage to be awarded, a Detailed Activity Notice must be mailed at least two (2) weeks before the event or distributed by email at least ten (10) calendar days before the event. Members who do not have email access may request that their names be placed on a "call list" which will be maintained by the Corresponding Secretary and provided to the Activity Coordinator upon request. Any Activity Coordinator who uses email as the distribution method for the Detailed Activity Notice, must also call those individuals on the "call list".

6. Schedule Change

The Detailed Activity Notice should request prospective participants to inform the Coordinator of their intention to attend in order that they may be notified of changes, postponements, cancellations, etc. At the Coordinator's discretion, an activity may be canceled due to an insufficient number of participants. A minimum of three Voting, Associate, or Honorary Members must be in attendance for an activity to qualify as an official Club function.

The Coordinator should notify the Kactus Kickers President of any change regarding information published on the Activity Schedule as soon as possible. In the event a Coordinator has three or more qualified reservations for an activity and less than three show up to participate, the Coordinator may petition the Board of Directors for the activity to qualify as an official Club function.

7. Reservation System

For activities with a limited number of participants (e.g. National Park backpacks, river rafting), no reservations from members should be accepted before a notice (preferably the Detailed Activity Notice) is distributed. The Coordinator may compensate for mailing delays by staggering distribution of the notice. A requirement for advance payment of any reservation deposits is recommended.

The coordinator may schedule activities with a limited number of participants for which only a portion of the reservations are available to members, provided at least 50% of the reservations are made available to members. In such cases the Coordinator must identify in the Detailed Activity Notice the total number of reservations and how many reservations are available to members.

On limited participant activities, reservation priority for reservations open to members should be assigned in the following order: 1) Voting Members, 2) Associate Members, 3) Honorary Members, 4) Family Members, and 5) guests. Within these categories of membership, reservations should be granted on a first-come, first-served basis. In case of conflict, first consideration should be given to those who have not previously participated in the same activity in a previous year. A waiting list should be maintained in case of cancellations.

Variances from the above reservation system should be approved in advance by the Board of Directors.

8. Scouting

Advance scouting of the entire route within six months prior to the activity is strongly recommended. The Detailed Activity Notice should include the latest date the entire route was or will be scouted. Activities that cross areas that the Coordinator is unfamiliar with should be identified in the Detailed Activity Notice as "exploratory."

Any activity that includes a cross-country portion must be specifically approved by the Board of Directors with regard to the routing and the Coordinator. This is especially true of cross-country hikes that fail to use existing trails located in near proximity. Approved cross-country activities will be described on the Activity Schedule as "cross-country."

When needed, the Coordinator may contact the Second Vice President to obtain maps from the Club's inventory. As a safety measure, the Coordinator should provide maps to participants with the trail or approximate route highlighted, especially if the trail route is not well defined.

The Coordinator is expected to inform all participants of any land management agency regulations pertaining to the activity. The Coordinator will discuss approved cross-country routes in detail with all participants to minimize the impacts of cross-country travel. Refer to Summary of Backcountry Ethics attached to the Member Responsibilities and Code of Conduct for guidance.

9. Carpooling

The Club encourages carpooling. Participants in a carpool should agree in advance on the terms of participation in the carpool. The Coordinator is expected to facilitate carpooling for those who request it.

10. Safety Warnings

Out of concern for the safety of those attending any activity, the Coordinator should remind participants that staying together as a group is encouraged. If a participant leaves the group, then the Coordinator should be informed either directly, by message, or by pre-arranged emergency signal (e.g. whistle, mirror, or flare). This is very important

since the Coordinator must make every effort to account for all participants at the end of the activity and at other places (such as vague trail junctions) as deemed appropriate by the Coordinator. If the activity has a large number of participants or more than one starting or ending place, an Assistant Coordinator is recommended.

In addition, the Coordinator should advise participants of any known dangers at the time of the activity. The advice may reinforce warnings already in the activity notice and/or may include new conditions such as an unexpected change in weather. The Coordinator may verify that every participant has proper equipment plus sufficient food and water.

The Coordinator may invite any potential participant to demonstrate his or her physical ability, equipment adequacy, and required skills prior to the date of the hike. The Coordinator may deny a reservation for any activity only on the basis of limited reservations, physical inability, lack of proper equipment or insufficient supplies. The Coordinator may suggest that a person not participate or may turn back participants before or during an activity for any reason which could adversely impact the hike, such as inadequate physical ability or skill, improper or overweight equipment, inadequate water or food supply, threat to individual or group safety, disruptive or potentially harmful behavior, inadequate time to complete the hike with the group or inclement weather.

11. Activity Completion Report

Within ten days after an activity, an Activity Completion Report should be submitted by the Coordinator to the Mileage Records Coordinator. The report should include a brief summary, including an evaluation of the quality of the activity and any recommendations for improving the activity. The report must contain the name of each participant and the points and mileage that are to be credited to each participant.

All participants may be eligible for awards if they meet the standard set by the Board, so it is especially important that the Coordinator report the points and mileage for all participants, regardless of their membership status.

The Activity Completion Report should include an explanation of any differences in the mileage awarded and that stated in the Activity Schedule and Detailed Activity Notice.

Awards Point System

Only dues paying (i.e. Voting and Associate) Members are eligible for Awards. A minimum of ten (10) Points will be required to receive an Award. The Board will determine annually the total amount to be awarded and may set a higher point requirement to receive an award.

1. All persons attending any club activity, including all board and membership meetings, will receive a minimum of one (1) point.
2. Persons who complete a Major Hike will receive two (2) points.
3. Persons who participate in a Volunteer Project will receive four (4) points.
4. Persons who serve as an Officer will receive four (4) points for each Regular Board Meeting they attend.
5. Persons who serve as Directors will receive two (2) points for each Regular Board Meeting they attend.
6. Persons who lead a Hike or Volunteer Project activity will receive two (2) points in addition to the points awarded above for participation/completion for each day of the activity

Summary Table

| Activity | Participation | Completion (if different) |
|---|---------------|---------------------------|
| Regular Board Meetings | | |
| Officers | 4 | |
| Directors | 2 | |
| Members/Guests | 1 | |
| Hikes and Volunteer Projects (per day of Activity) | | |
| Regular Hike Participants | 1 | |
| Regular Hike Leader | 3 | |
| Major Hike Participants | 1 | 2 |
| Major Hike Leader | 3 | 4 |
| Volunteer Project Participant | 4 | |
| Volunteer Project Leader | 6 | |
| Other Events | | |
| Membership Meetings | 1 | |
| Special Board Meetings | 1 | |