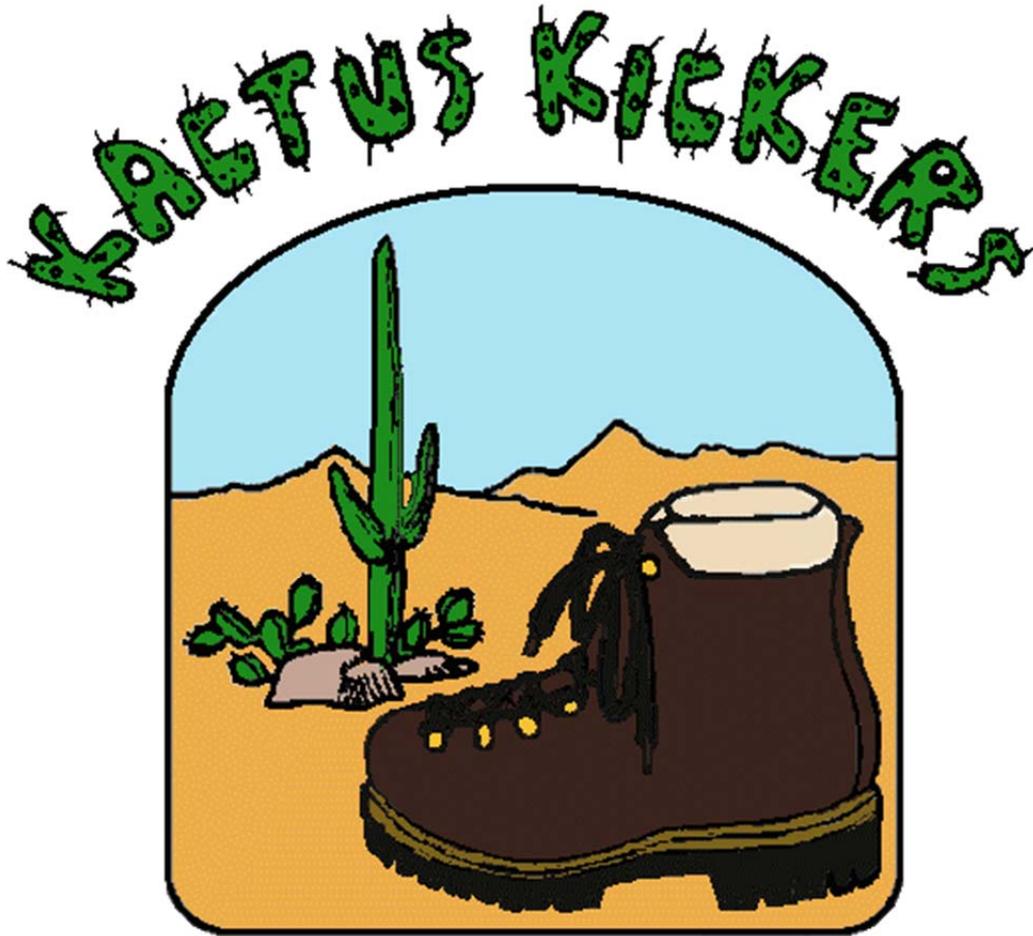


KACTUS KICKERS HANDBOOK



Hiking Club

PREFACE

The Kactus Kickers Handbook consists of the following 5 documents:

- CHARTER AND BYLAWS
- MEMBER RESPONSIBILITIES AND CODE OF CONDUCT
- SUMMARY OF BACKCOUNTRY ETHICS
- GUIDELINES FOR ACTIVITY COORDINATORS
- AWARDS POINT SYSTEM

Initiation and approval of changes to each document

Each document may be revised independently of the others.

- CHARTER AND BYLAWS

Changes to the Charter and Bylaws require a vote of the Membership. Changes to the Bylaws may be proposed by any Voting Member of the Club by submitting the proposal in writing to all Voting Members.

In practice, changes have typically been proposed in concept to the Board. The Board has then developed the concept in detail and presented a final proposal to the Membership with the Board's recommendation for approval.

A copy of the current Bylaws is maintained on the Website (kactuskickers.org) and will be distributed electronically upon request.

- MEMBER RESPONSIBILITIES AND CODE OF CONDUCT
- SUMMARY OF BACKCOUNTRY ETHICS
- GUIDELINES FOR ACTIVITY COORDINATORS
- AWARDS POINT SYSTEM

Any of the above four documents may be modified by Board action, without a Membership vote. Changes to any of the above four documents may be requested by any Voting Member of the Club. If the Board determines that the requested change is appropriate, it will revise the affected document, approve it, post it on the Website and distribute it electronically upon request. If the board does not agree with the requested change, it will provide a response to the submitter detailing its decision.

**The documents in this handbook are all
Current as of
June 15, 2014**

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CHARTER AND BYLAWS

Preamble

The Kactus Kickers Hiking Club, previously 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, were approved on February 12, 1969, and 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, September 19, 2005, September 20, 2011. and September 17, 2013. APS disassociated itself from the Club effective March 1, 2014. The Charter and Bylaws are hereby revised on June 15, 2014 to more clearly and completely state the various provisions under which the Kactus Kickers Hiking Club shall operate.

This 17th revision of the Charter and Bylaws, herein after referred to as the Bylaws, includes all amendments as adopted by the Voting Members and became effective June 15, 2014.

Article 1

Section 1.1 Name

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

Section 1.2 Purpose

The purpose of this Club shall be to promote interest in hiking, camping, backpacking, and other outdoor activities including volunteer projects; 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 by the Membership Responsibilities and Code of Conduct attached hereto or latest revisions thereof. Except as provided in Section 2.9, all Voting and Minor 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 and have submitted a complete and signed Membership Data Form.

Section 2.2 Membership Classifications

Club members shall be classified as "Voting Members," "Minor Members" and "Honorary Members" as set forth in Sections 2.3 through 2.5. In collective reference to all members of the Club, the terms "Members," "Membership," "Kactus Kickers," and "Club" are equivalent.

Section 2.3 Voting Member

Any person 18 years of age or older who meets the requirements of Section 2.1 is eligible to enroll as a Voting Member of the Kactus Kickers by honoring all dues and fee requirements established pursuant to Article 3 of the Bylaws.

All Voting Members shall hold full and equal membership privileges including voting rights regarding organizational actions, acting as an activity coordinator, eligibility to hold office as an Officer or Director of the Club and shall be included on the "Kickersweekly" electronic mailing list.

Section 2.4 Minor Member

Any person under 18 years of age who meets the requirements of Section 2.1 is eligible to enroll as a Minor Member of the Kactus Kickers by honoring all dues and fee requirements established pursuant to Article 3 of the Bylaws.

Minor Members have no voting rights, may not hold office, may not act as an activity coordinator and may not attend Club activities unless accompanied by a Voting or Honorary Member who will assume responsibility for the Minor Member.

Minor Members shall be eligible for any and all prizes or awards under the same criteria or standard as Voting Members.

Any Minor Member upon turning 18 and notifying the Club President will be enrolled as a Voting Member with the rights and privileges of a Voting Member providing that all dues and fee requirements established pursuant to Article 3 of the Bylaws are honored.

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.

A 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 be included on the "Kickersweekly" electronic mailing list, shall be eligible to coordinate activities, shall not be subject to dues, shall not have voting privileges, shall not be eligible to hold office and shall not be eligible for awards.

Section 2.6 Membership Enrollment

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

Section 2.7 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 Voting Members and Minor Members shall terminate on December 31 of the year for which dues have been paid.
- c) The membership of Honorary Members shall terminate upon death or resignation.
- d) The Board may suspend an Honorary Member upon failure to respond to a request for an updated Membership Data Form. Active membership shall be reinstated upon receipt of an updated Membership Data Form.
- e) 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 2.8 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 reasonably believe is not able to safely participate in their activity.

Section 2.9 Participation

All Members shall be entitled to participate in all activities of the Club recognizing, however, the limitations set forth in Sections 2.4 and 2.8. No child under the age of 18 may participate in an activity of the Club unless accompanied by at least one adult who will assume responsibility for the child. Limitations may be placed on the number of participants in a given activity as described in the Guidelines for Activity Coordinators.

Section 2.10 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 2.11 Awards

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

All Voting Members and Minor Members shall be eligible for awards, if the Board approves awards.

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 at the Fall Board & Budget Meeting for approval by the Voting Members at the Fall Membership & Election 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) Minor Member: Shall be subject to annual dues.
- c) Honorary Member: Shall not be subject to annual dues, unless electing Voting Member status.
- d) Dues for the next year are waived for the recipient of the "Most Miles Hiked" Award and the recipient shall have all rights and privileges as if the dues had been paid.

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, Vice President, Secretary, and Treasurer. The President shall serve as Chair of the Board of Directors.

Section 4.2 Board of Directors

The Board of Directors ("Board") shall consist of the four (4) 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 any duly called Membership Meeting at which a Recall Election is held.

Section 4.6 Vacancies

In case of a vacancy in the office of President, the Vice President shall succeed to the office. Any vacancies which occur in any other Officer or Director position shall be filled for the remaining unexpired term by appointment of the Board of Directors at a 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. Only Voting Members shall be counted to determine a quorum.
- 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

Membership Meetings shall be held in the Spring (or Summer), Fall and Winter. 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 or Vice President shall conduct Membership Meetings. In the absence of these Officers, any Voting Member selected by those Voting Members in attendance may conduct a Membership Meeting.

Election of Officers and Directors shall take place at the Fall Membership Meeting. The agenda for the Winter Membership Meeting shall include the presentation of reports and awards and the installation of Officers and Directors for the following calendar year. The presiding Officer shall administer the following Oath of Office to incoming Officers and Directors: "On my honor, I will do my best to perform the duties of my office in the Kactus Kickers Hiking Club, to the best of my ability, so help me God."

Copies of the Activity Schedule and Membership Directory, and a listing of the new Board of Directors should be distributed electronically at the time of the Winter Membership Meeting.

Section 5.3 Board of Directors Meetings

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 nonmembers 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 or 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 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. The preferred method for recording and distributing Club data and information and notification is via electronic means.

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.

Absentee Ballots shall be provided upon request for Annual Elections, voting upon amendments to the Bylaws, and such other important matters as approved by the Board of Directors. Any Voting Member in good standing who is unable to vote in person may request an Absentee Ballot from the 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. 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 Fall Membership Meeting 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 lottery.
- c) Recall Election: A Recall Election shall occur only after Proper Notification to the membership as to time, place and purpose of any 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 (30) days before any 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) Preside over all Club meetings with the exception of Committee Meetings.
- c) Call Special Meetings, if necessary.
- d) Approve schedule changes and additions and ensure that revisions are made as necessary to the Activity Schedule through the current calendar year.
- e) Coordinate the annual Activity Planning Meeting and ensure that the Activity Schedule for the following calendar year is published and kept updated.
- f) Assume ultimate responsibility to ensure that duties assigned to Officers are performed properly.
- g) Evaluate and approve, if appropriate, any proposals for the temporary exchange or transfer of duties among Officers as may be volunteered from time to time.
- h) Delegate additional duties to other Officers and Directors as mutually agreed.
- i) Appoint committees and Chairs thereof as needed.
- j) Perform duties as specified in Section 5.4 and paragraph two (2) of Section 6.1.
- k) Ensure maintenance of current and historical membership data, including member profiles and participation records.
- l) Prepare ballots as directed by the Board and arrange for distribution of Absentee Ballots to Voting Members upon request.
- m) Maintain the Club archives of completed liability waivers. Original paper copies of the liability waivers shall be retained for three (3) years.
- n) Be listed on the “WebMaster” mailing list.
- o) Be listed as a “Kickersweekly” sender.
- p) Perform such other duties as may be mutually agreed upon with the Board of Directors.

Section 7.2 Duties of the Vice President

- a) Assume the duties of the President in the President's absence.
- b) Provide Club information in a timely manner to all prospective and new members, including the Membership Data Form, Activity Schedule and the Kactus Kickers Handbook which includes the Member Responsibilities and Code of Conduct, Bylaws and Guidelines for Activity Coordinators, as appropriate.
- c) Maintain the Club’s standard forms, including the Membership Data Form, Sign-in Sheet and Liability Waiver, Activity Notice, Activity Completion Report, Planning Meeting Activity Request, and Ballots.

- d) Be listed on the “WebMaster” mailing list.
- e) Be listed as a “Kickersweekly” sender.
- 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 Secretary

- a) Record the minutes of all Membership Meetings and Board of Directors Meetings. Present said minutes at the next Meeting of the Membership or Board, respectively.
- b) Maintain the Club archives including Club correspondence, completed Activity Completion Report forms, minutes, officer reports, and a copy (both paper and electronic) of the currently approved Bylaws.
- c) Maintain a current inventory list showing the location of all Club property.
- d) Perform other duties as may be mutually agreed upon with the President or the Board of Directors.

Section 7.4 Duties of the Treasurer

- a) Receive payments and, if requested, issue receipts for all dues, fees, or monies paid to the Club, and keep accurate records of all transactions.
- b) Forward Membership Data Forms received from members to the Database Manager in a timely manner.
- c) Maintain checking account as directed by the Board of Directors in the name of "Kactus Kickers Hiking Club." All checks or withdrawal slips for funds disbursed from said accounts shall require the signature of two authorized board members.
- d) Maintain a statement of the current financial condition of the Club. Said statement shall be presented at all Board and Membership meetings (with the exception of any duly called Special Meetings) 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 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 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 7.5 Duties of the Board of Directors

- a) Conduct all proper business of the Club under the provisions of the Bylaws.
- b) Hold four Board 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) Determine the amount of annual dues at the Fall Board & Budget Meeting to be approved by the Membership at the Fall Membership & Election Meeting.
- e) Determine the prorated dues 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) Develop a list of candidates 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, Guidelines for Activity Coordinators and Awards System as appropriate.
- j) Approve all hikes and other activities identified in the proposed Activity Schedule that are developed at the Annual Planning Meeting for the following year. Specifically approve the route selection and Coordinator for each hike or other activity involving cross-country or exploratory 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 postage, printing, camping fees, group meals for volunteer activities and other appropriate expenses, to members participating in a Club activity or conducting Club business.
- m) Determine the awards points for each Club Activity.
- n) Recommend programs for Membership Meetings and solicit coordinators for Membership Meeting presentations.
- o) All Board Members shall be listed as "senders" and "addressees" of the "Boardlist" mailing list.
- p) Perform duties as specified identified in Section 8.1.
- q) Perform such other duties as may be mutually agreed upon with the President.

Article 8

Section 8.1 Appointed Positions

The Club shall maintain an electronic database (Database) to maintain participation and membership records, maintain a website for the posting of information on the Club and its activities, and arrange for periodic electronic notices concerning upcoming Club activities. The Board shall appoint individuals from among the Board Members to perform the day-to-day activities relating to these duties.

Section 8.2 Duties of the Database Manager

- a) Maintain the Kactus Kickers Hiking Club Access Database.

- b) Receive Membership Data Forms and dues-payment information from the Treasurer and enter this information in the Database.
- c) Receive Activity Attendance and Completion Report from activity coordinators and enter the attendance information in the Database.
- d) Maintain the original Reports and Membership Data Forms for at least one year after the end of the year to which they relate.
- e) Generate Attendance Reports from the Database and forward those reports promptly to the WebMaster for posting.
- f) Promptly generate an Activity Schedule after the Board approves the Annual Planning Meeting results and forward to the WebMaster for posting.
- g) Provide copies of the Activity Schedule for the upcoming year at the Winter Membership Meeting.
- h) Promptly generate an updated Activity Schedule during the hiking year to include changes approved by the President and forward to the WebMaster for posting.
- i) Generate the Membership Directory for electronic distribution at the time of the Winter Membership Meeting and upon the request of any Member.
- j) Generate other reports as appropriate, including the calculations for the Awards and Membership and Participation Report for Board and Membership Meetings.
- k) Maintain the Club's electronic mailing lists.
- l) Report membership and participation statistics at Board Meetings and Membership Meetings.
- m) Be listed on the "WebMaster" mailing list.
- n) Be listed as a "Kickersweekly" sender.
- o) Perform such other duties as may be mutually agreed upon with the Board.

Section 8.3 Duties of the WebMaster

- a) Maintain the Kactus Kickers Hiking Club Website.
- b) Promptly post the Activity Schedule for the upcoming year after the Annual Planning Meeting.
- c) Prepare and post the calendar pages for the upcoming year after the Annual Planning Meeting results are approved by the Board.
- d) Update calendar pages as applicable when updated Activity Schedules are received.
- e) Promptly post Activity Notices, Attendance and Activity Completion Reports, Maps and Picture links as received.
- f) Promptly post updated Activity Schedules, Participant Reports and revisions to the items in d) above as received.
- g) Be listed on the "WebMaster" mailing list.

- h) Be listed as a “Kickersweekly” sender.
- i) Perform such other duties as may be mutually agreed upon with the Board.

Section 8.4 Duties of the Corresponding Secretary

- a) Prepare and distribute, via the Club’s electronic mailing list, periodic notices concerning upcoming activities.
- b) Based upon applicable Activity Notices, include a brief summary of upcoming activities.
- c) Include in the notice links to the Activity Notices posted on the Website for the next two activities.
- d) Distribute a notice as an attachment, if requested, for an activity not yet on the Website.
- e) Distribute, via the electronic mailing list, other notices or information as may be requested by the Board.
- f) Be listed as a “Kickersweekly” sender.
- g) Perform such other duties as may be mutually agreed upon with 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 May 13, 2014)

1. Notification of Intent to Participate

Those intending to participate in a Kactus Kickers hike or other activity should notify the Coordinator of that activity in advance. Such notification should include a telephone number, or other point of contact, and the total number and 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. Cancellations

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. Notifying the Activity Coordinator as soon as your plans change is particularly important for a limited reservation or permit activity. 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 a) to determine whether pets are allowed on the hike route, b) for the control of their pets, c) for cleaning up after their pets and d) 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. It is recommended that each person or group carry a two-way radio or mobile phone.

8. Participant Responsibilities

Participants must report to the Coordinator sometime during the activity and sign the "Kactus Kickers Hiking Club Sign-In Sheet and Liability Waiver" 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 be considered to be on their own and 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. Upon completion of an "Individual Effort" activity, participants should notify 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 carpoolers 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 this 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 May 13, 2014)

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; and being prepared (including maps, survival gear, emergency and First Aid equipment and supplies, extra food, extra water or water purification equipment or supplies and communication equipment).

"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 downed 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 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).

GUIDELINES FOR ACTIVITY COORDINATORS

(Last Updated May 13, 2014)

1. Coordinator Eligibility

Any Voting or Honorary 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 Voting or Honorary Member should attend the annual Activity Planning Meeting usually held in October (advance notice will be issued). Alternately, the Voting or Honorary Member may transmit information regarding the proposed activity to the President if the Voting or Honorary 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. day hike, 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 above information can be provided on the Annual Planning Form available on the Website.

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 day hike 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 Voting or Honorary 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 Voting or Honorary Member meets the notice requirements of Sections 4 and 5 herein and, for any activities proposed to be concurrent with a previously

scheduled activity, the Voting or Honorary Member must also have the consent of the Coordinator of the previously scheduled activity.

2. Activity Notice

The Activity Notice should include all pertinent details, such as the time, date, and directions to the 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 may be provided. The Coordinator is responsible for determining the final mileage awarded, provided that any mileage awarded may not exceed the published length by more than two (2) miles or 25% of the published length, whichever is greater.

3. Notice Responsibility

The Activity Coordinator is responsible for the creation of the Activity Notice and its submission to webmaster@kactuskickers.org. The Activity Notice form is available on the Website.

4. Notice Timing

In order for points and mileage to be awarded for a scheduled activity or a new, previously unscheduled activity approved by the President, an Activity Notice, should be provided to the WebMaster and the Corresponding Secretary for distribution by email and/or web posting at least five (5) calendar days before the activity. Committee meetings are exempt from Proper Notice requirements.

The Coordinator should notify the Kactus Kickers President of any change regarding information published on the Activity Schedule as soon as possible. The President should then notify the Database Manager, WebMaster and Corresponding Secretary as soon as possible.

5. Minimum Number of Participants

The 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, Minor or Honorary Members must be in attendance for an activity to qualify as an official Club function. In the event a Coordinator has three or more qualified notifications 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.

Any exception to this policy must be approved by the Board on an individual Activity basis.

6. Activities with Limited Number of Participants

Coordinators may schedule Club Activities that limit the number of participants due to group size restrictions and/or availability of permits or reservations.

In order for such activities to qualify as an official Club activity, at least 50% of the participants must be Club Members or groups consisting of Club Members selected by the following lottery system. On large groups, 50% minimum Membership participation may be reduced at the discretion of the Club President.

Notification shall be made to the Membership using an Activity Notice, which should be provided to webmaster@kactuskickers.org and the Corresponding Secretary for distribution by email and/or web posting. The notice must identify the total number of available and/or permitted participants and the number that are open to the Membership through the lottery system.

Members wishing to participate will have 4 weeks from the initial date of notification to submit their name individually or as a group to the Club President.

At the 4 week deadline, if the number of submitted requests is less than the number of slots available, all applicants will be notified that they may attend. Remaining open slots, if any, will be filled on a first come basis.

At the 4 week deadline, if the number of submitted requests is greater than the number of slots available, a lottery drawing will be conducted as follows:

Each individual Member or group will be assigned a number.

Using the assigned numbers, a lottery will be conducted by two Board Members as determined by the Club President.

All numbers will be drawn and placed in the sequence drawn.

Slots will be allocated beginning with the first number drawn. The remainder will be held in the drawn sequence as a waiting list.

If a group size exceeds the number of remaining slots, the group leader will be contacted and given two choices.

1. Reduce the group size to match the number of available slots or;
2. Pass and move to the waiting list in the same sequence as drawn.

If the activity is the same as a previous activity, the numbers will be sorted into two sets. The first set of numbers will consist of individuals or groups consisting of individuals that did not participate at the last activity. The second set will be comprised of individuals or groups which include one or more individuals that had attended previously.

The lottery will be conducted separately for each set. The second set will be placed in sequence at the end of the first set.

The allocation of slots will be accomplished using the combined list.

Individuals and group requests submitted after the 4 week date will be allocated slots when and if any become available after the lottery or placed on the waiting list as applicable in the order that the requests are received.

Variances from the above system for allocating reservations should be approved in advance by the Board of Directors.

This process will become effective at the 2015 hiking year Activity Planning Meeting.

7. Scouting

Advance scouting of the entire route within six months prior to the activity is strongly recommended. The 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 Activity Notice as "Exploratory."

Any new activity proposed during the hiking year that includes a cross-country portion must be specifically approved by the Club President 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 WebMaster 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.

8. 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.

9. Safety

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, by two-way radio, or by mobile phone. With the exception of "Individual Effort" activities, 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, and is using the designated two-way radio channel.

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 and 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.

10. Sign-In Sheet and Liability Waiver

The Coordinator should obtain a copy of the Club's Sign-In Sheet and Liability Waiver Form from the Website or Secretary and should require participants to sign in prior to each activity. The original completed form should be forwarded to the President and a copy to the Database Manager. A copy may be used in lieu of the Activity Completion Report Form described below.

11. Attendance/Activity Completion Report

Within ten (10) days after an activity, an Attendance/Activity Completion Report may be submitted by the Coordinator to the Secretary and Database Manager. 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.

The Coordinator should report the points and mileage for all participants, regardless of their membership status.

The Attendance/Activity Completion Report should include an explanation of any differences in the mileage awarded and that stated in the Activity Schedule and Activity Notice. The Attendance/Activity Completion Report Form is available on the Website.

Awards Point System

(Last Updated May 13, 2014)

Only Voting Members and Minor 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, Membership, and Special Committee 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 coordinate 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/Past President	2	
Members/Guests	1	
Hikes and Volunteer Projects (per day of Activity)		
Hike/Activity Participants	1	
Hike/Activity Coordinator	3	
Major Hike Participants	1	2
Major Hike Coordinator	3	4
Volunteer Project Participant	4	
Volunteer Project Coordinator	6	
Other Activities		
Membership Meetings	1	
Special Board Meetings	1	
Special Committee Meetings	1	