

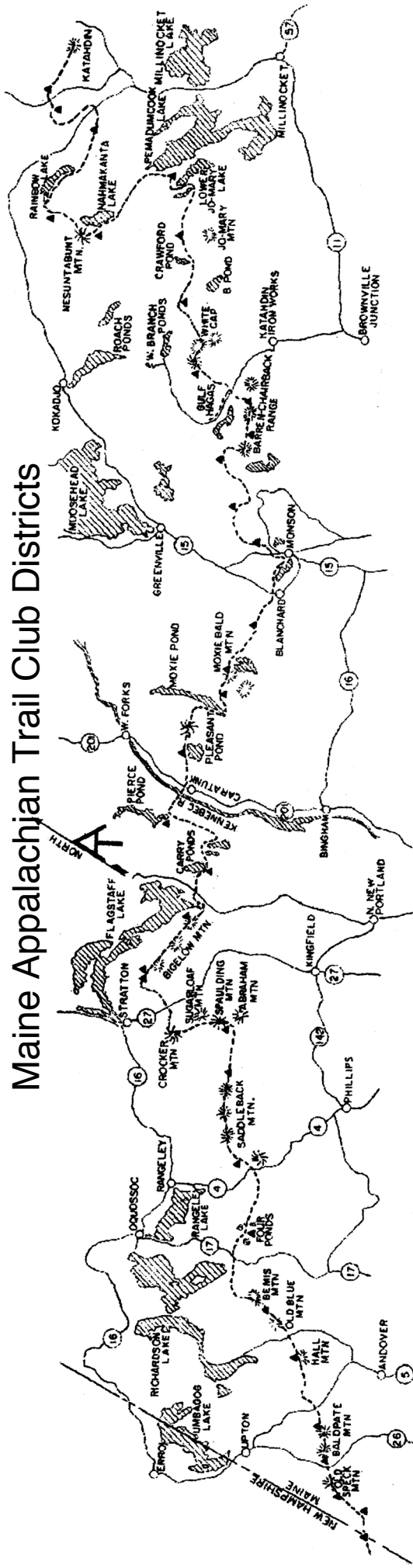
Maine Appalachian Trail Club

Membership/
Volunteer Opportunities
Handbook



Updated July, 2011

Maine Appalachian Trail Club Districts



Baldpate

Route 26
(Grafton Notch)
to
Route 4
(Rangeley)

App Trail
46.8 miles

Side Trails
24.3 miles

(includes)

Grafton Loop Trail
17.1 miles

Maintainers
35

Bigelow

Route 4
to
Long Falls
Dam Road
(Flagstaff Lake)

App Trail
51.7 miles

Side Trail
16.6 miles

Caretakers
2

Maintainers
31

Kennebec

Long Falls
Dam Road
to
Route 15
(Monson)

App Trail
52.5 miles

Side Trail
1.3 miles

Maintainers
21

Whitecap

Route 15
to
Jo Mary
Haul Road
(100mi Wilderness)

App Trail
59.9 miles

Side Trail
7.3 miles

Ridgerunner
1

Maintainers
29

Katahdin

Jo Mary
Haul Road
to
Katahdin
(Baxter State Park)

App Trail
56 miles

Side Trail
2.4 miles

Maintainers
16

Diagram - Map of the Appalachian Trail in Maine

Introduction

The purpose of this handbook is twofold:

First, to provide Maine Appalachian Trail Club (MATC) members with a brief overview of our Club: its mission, organization, work functions, and role in the partnership of organizations who manage and maintain The Appalachian National Scenic Trail.

Second, to provide members with a detailed list of volunteer opportunities, so that everyone has a chance to get involved. While most of our energies are devoted to trail work and corridor monitoring, there are myriad other administrative functions which the Club performs to support those efforts. So whether you are young or old, able to hike or not, there are plenty of ways to get involved.

For more information email the Club Coordinator at matc@gwi.net.

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What is the Maine Appalachian Trail Club?

A. Mission Statement

The mission of the Maine Appalachian Trail Club is to manage, maintain and preserve the Appalachian Trail as it traverses the State of Maine from Katahdin to Route 26 in Grafton Notch.

B. Brief History of the Appalachian Trail (AT)

The Appalachian Trail is a continuous, marked 2,172-mile footpath through mountain wild lands of 14 eastern states, a skyline route along the crest of the Appalachian Mountains.

First proposed by pioneer visionary, planner, and forester Benton MacKaye in 1921, the trail was built by volunteers, with the help of depression-era work programs. The route traversed national parks and forests, state lands and private woodlands, farm fields and pastures. Though "completed" in 1937 when crews from the Civilian Conservation Corps cut the final two miles on the mountain ridges between Spaulding and Sugarloaf in Maine, great sections of the trail disappeared over the decades as development pressures closed in on the footpath.

Rescue came in 1968, when after years of lobbying, the U.S. Congress directed that the trail corridor be purchased by the U.S. Forest Service and National Park Service. Congress asked, however, that maintenance and construction remain in the hands of volunteers.

Maine has figured prominently in the trail from the earliest days. Myron Avery, a maritime lawyer from Lubec, became one of the early chairs of the Appalachian Trail Conference, and is widely credited with recruiting the support needed for initial construction. He also cultivated the formation of numerous Clubs to assume maintenance of the trail.

C. The Appalachian Trail in Maine

After Congress decreed that a permanent trail corridor was to be established Maine volunteers relocated two-thirds of the route in Maine from old logging roads in the valleys to the high ridges. Today, the Maine trail is widely considered the wildest, most remote and beautiful section of the footpath.

From the summit of Katahdin, the trail loops past the Katahdin Stream and Daicey Pond campgrounds of Baxter State Park, and through Maine's vast forested lake country past Rainbow, Nahmakanta, Pemadumcook and Jo-Mary Lakes. The route climbs to the summit of White Cap before meeting the West Branch of the Pleasant River and the side trail to the tumbling waterfalls of the Gulf Hagas gorge.

Beyond the river, hikers traverse the five peaks of the Barren-Chairback range, circle around Monson and cross the Kennebec River via canoe ferry. An easy loop follows along Pierce Pond and the two Carry Ponds, then a traverse of the 4,000-foot summits of the Bigelow, Crocker and Saddleback Ranges.

More incredibly beautiful mountains follow: Bemis, Old Blue, Baldpate, Old Speck, and the multiple peaks of the Mahoosucs before reaching the New Hampshire border at Carlos Col.

This is truly a fragile trail. Some miles of the trail corridor in Maine are only 1,000 feet wide. This was not a big problem when the adjacent land was mostly owned by a few giant landowners and managed for the production of wood products. However, millions of acres have changed hands in recent years making vigilance against the intrusion of land speculators and industrial development critically important.

D. The Maine Appalachian Trail Club (MATC)

Since 1935, Maine Appalachian Trail Club (MATC) volunteers have managed and maintained 267 miles of the Appalachian Trail in Maine, about 1/8 of the entire 2,175 mile footpath connecting Springer Mountain in Georgia with Katahdin in Maine.

From Route 26 in Grafton Notch, a few miles from the New Hampshire border, to Katahdin in Baxter State Park, the trail is divided into segments, ranging between two and six miles each. A single Club member, called a Maintainer, is assigned to each of these sections and is responsible for the basic maintenance. Currently, there are over 100 Maintainers and 70 Corridor Monitors with assigned responsibilities. However, they can't do it alone. Many Maintainers recruit relatives, friends, and neighbors to help. From April through October, more than a thousand volunteers devote over 20,000 hours each year to working on the Maine section of the Appalachian Trail. Club members remove trees damaged by winter storms, clip brush, paint blazes, repair signs and shelters, and monitor the Trail and its corridor environment.

Each summer MATC sponsors the Maine Trail Crew, in which paid seasonal workers guide volunteers from across the nation in major trail maintenance tasks. Crews construct rock steps and water bars to lessen erosion, and span wet areas with "bog" bridges, to stabilize the footpath.

The MATC employs Ridgerunners and Caretakers at Saddleback's Piazza Rock shelter, Bigelow's Horns Pond and Gulf Hagas. These seasonal employees educate hikers in "Leave No Trace" and provide a management presence at popular AT sites.

In addition, MATC volunteers oversee maintenance, raise money, publish a newsletter, monitor 34,520 acres of corridor lands on National Park Service and Maine State lands through which the Trail passes; write and publish a guidebook and maps; and maintain a canoe ferry service for hikers crossing the Kennebec River.

The MATC's goal is to keep the Appalachian Trail in Maine an unspoiled, natural and primitive footpath through the most scenic and challenging terrain of the entire Appalachian Trail.

E. Contacting the Club

Mailing Address: Maine Appalachian Trail Club
 P.O. Box 283
 Augusta, Maine 04332-0283

Web site: www.matc.org E-mail: matc@gwi.net

Group Registration to prevent overcrowding at camp sites, for 6 or more people:
lesstraveledway@earthlink.net (Active May - October)

What are the Club's responsibilities as they relate to the Appalachian Trail?

MATC works with other agencies that manage, protect and maintain the Trail

The Appalachian National Scenic Trail is part of the National Trails System under the management of the National Park Service (NPS) Appalachian Trail Park Office. However, Congress stated that maintenance of the Trail was to remain in the hands of volunteers.

The Appalachian Trail Conservancy (ATC), based in Harpers Ferry WV, acts as a guarantor to the NPS that the Trail and corridor lands included under the agreement will be adequately managed and maintained by the Conservancy and member Clubs. ATC's New England Region Director serves as local liaison with the MATC for Trail matters.

The Maine Appalachian Trail Club is one of 31 maintaining Clubs with responsibility for a designated portion of the Trail. The Club, working with Maine State Agencies, is responsible for all Trail and Structure design construction and maintenance, for monitoring activities in the AT corridor, and for basic public information and education regarding the Trail in Maine.

Local Plan for the Management of the Appalachian Trail in Maine (LMP) (Grafton Notch to Katahdin)

Part of the Comprehensive Plan for the Management of the Appalachian Trail developed by the National Park Service, it is a key element in a cooperative management process for the protection and maintenance in Maine of both the Appalachian Trail and the Trail experience. It is a comprehensive framework, designed to help the Appalachian Trail Conservancy (ATC), the National Park Service (NPS), and agencies of the State of Maine to engage in an effective partnership for managing the Trail in Maine. The plan indicates the specific authorities and responsibilities of each party, and outlines issues, policies and procedures related to management of the Trail.

Maine Appalachian Trail Club Action Plan

Contained within the LMP, the Action Plan states the manner in which the Maine Appalachian Trail Club intends to fulfill its responsibilities for the management of the Appalachian Trail in Maine. The plan is divided into three sections: 1) a description of the fiscal years under which the MATC, ATC, NPS, and State agencies operate; 2) the MATC's Standard Operating Procedures; and 3) a Five-Year Work Plan that incorporates trail projects for the coming year. The Standard Operating Procedures remain in effect indefinitely, with the understanding that they will be revised from time to time according to need. The Five-Year Plan is reviewed annually, revised as necessary based on updated information and priorities, and extended for one year so that it always offers an overview of tasks to be accomplished during the next five years.

How is the Maine Appalachian Trail Club organized?

A. The Club has a Constitution and Bylaws - see Appendix A

B. Membership - see Appendix A for detailed discussion.

Individual - Eligible to vote.*

Family - Parent(s) and children under 18; parent(s) are eligible to vote.*

Life - Eligible to vote.*

Organizational - Leader, or designee, is eligible to vote.*

Honorary - Eligible to vote.*

* Can vote at all regular Club business meetings

C. Executive Committee (See Appendix A for detailed description of duties)

President - Chief Executive Officer of the Club.

Vice President - Acts in President's stead.

Secretary - Records minutes and maintains records of all Club business.

Treasurer - Chief Financial Officer of the Club

Corresponding Secretary - Responds to inquiries; forwards mail to officers

Directors - (8) members elected to assist Club officers and develop policies.

Overseer of Lands (1)

Overseers of the Trail (5)

D. Standing Committees:

Bigelow Preserve Committee

The Bigelow Preserve Committee, consisting of 3-7 members (including the coordinator of the Bigelow Col Caretaker Program) is charged with acting as liaison between the MATC and the Preserve managers. The Committee will assess the impacts of proposed Preserve management actions on the AT, and will keep the Preserve Manager informed regarding proposed activities within the Trail corridor.

Campsite Committee

The Campsite Committee, consisting of a Chair and 5 - 7 members, shall research and develop a long-range plan for an optimum system of campsites along the AT in Maine. This plan will be reviewed by the Executive Committee and incorporated into the Local Management Plan for the AT in Maine. The Committee will review current Club campsite designs and make recommendations on what range of features should be considered "standard" for any campsite built by the Club in the future.

Caretaker/Ridgerunner/Education (CARE) Committee

The Caretaker/Ridgerunner/Education Committee, consists of a Chair, the Training Coordinator, four Site Facilitators, representatives from Baxter State Park, the Bureau of Parks and Lands and the Appalachian Trail Conservancy, the Quartermaster, the Bigelow Col Volunteer Program Coordinator, and the District Overseers who have Caretakers or Ridgerunners in their districts. The Committee is charged to:

1) provide Caretakers and/or Ridgerunners at locations along the AT in Maine where there is high-use, environmental impact; and where a focused program of hiker education can make a positive contribution to the Trail experience; 2) inspire responsible use of the AT in Maine by youth groups; 3) provide on-trail & off-trail Leave-No-Trace training to potential AT trip leaders, MATC staff and members.

Corridor Management Committee

The Corridor Management Committee, chaired by the Overseer of Lands and including up to five members, is charged with developing and recommending policies for managing the lands in the AT corridor and for dealing with issues that arise out of that management.

Development Committee

The Development Committee shall consist of a chairperson, the MATC Treasurer and 3 - 7 additional members and has the responsibility of developing and providing steady and growing funding sources to support the planned management goals of the Club. The chairperson shall also serve on the Club's Finance Committee.

Emergencies Management Committee

The Emergencies Management Committee, chaired by the Overseer of Lands and including up to three other members, is charged with developing and recommending to the Executive Committee a plan for meeting the emergencies planning and coordination goals of the Local Management Plan. Once this plan is approved, the Committee will be responsible for its implementation and oversight.

Finance Committee

The Finance Committee, consisting of 3-5 members, including the Treasurer and the Chair of the Development Committee is charged with 1) reviewing and presenting all budgets to the Executive Committee for approval, 2) periodically evaluating Club investments and restricted funds, and recommending changes as appropriate, and 3) determining the appropriate level of annual audit, review, or inspection of Club financial records and selecting an individual or firm for completion.

Footpath Committee

The Footpath committee, which meets annually, is comprised of the 5 District Overseers and the Overseer of Lands.

Guidebook Committee

The Guidebook Committee, chaired by the Editor(s) of the Guide to the Appalachian Trail in Maine and consisting of the Chair plus 1-3 members, periodically updates and publishes an authoritative and comprehensive guide to the Trail in Maine. The Guide includes a book and a complete set of maps for the AT in Maine. The Committee is further charged with 1) maintaining the inventory, 2) collecting and archiving new Trail information between publications, and 3) recruiting qualified MATC volunteers for the regular work of Guide text revision and map corrections.

Kennebec River Crossing Committee

The Kennebec River Crossing Committee consists of a Chair, a member of the regional ATC office, the Kennebec District Overseer, and 1-2 other members. The Committee meets each November with the ferry

operator to evaluate the past season's program, suggest improvements as needed, and forward recommendations to ATC for future contract negotiations.

Member Services Committee

The Membership Services Committee consists of a Chair and 3-5 members, and cultivates and promotes membership growth and retention and provides new member orientation.

Personnel Committee

The Personnel Committee consists of the Chair and two other members. The Committee shall provide general oversight MATC employees, provide support and evaluation through the year, propose any changes to personnel policies, and prepare salary and budgetary proposals to the Executive Committee and the Finance Committee by 1 November.

Trail Crew Committee

The Trail Crew Committee consists of the 5 District Overseers and up to 12 other Club members. It provides comprehensive planning, oversight, and evaluation for the Maine Trail Crew; arranges annually for the leaders, vehicles, tools, materials, food, shelter, and other items needed by the Crew; plans Crew projects, and coordinates volunteer recruitment with the ATC; and maintains records for VIP reporting purposes. Each September the committee reports to the Executive Committee on work accomplished during the Work Crew season, and submits a program budget for the following year.

Training and Education Committee

The Training and Education Committee, consisting of 4-6 members, is charged with developing a program for the improvement of trail maintenance skills and knowledge and safe working practices; conducting workshops such as Chainsaw Safety and First-aid; preparing articles for the Club newsletter to disseminate appropriate information; and developing a work trip leader safety check list.

Wind Power Committee

The Wind Power Committee has been established as a "standing committee" to address potential impacts that wind power development will have to the Appalachian Trail in Maine (A.T.).

Ad Hoc (as required)

When does the Club meet?

- A. Annual Meeting – A one-day event held each April for all Club members. It includes annual Overseer reports and significant issues affecting the AT, financial report, and other items of interest to the membership. There is an additional meeting for new members, and Overseers meet with their Maintainers. This is an excellent opportunity for Club members to meet with Club officers and other points of contact in the Club, see what MATC volunteers accomplished while taking care of the Trail, and hear presentations on issues which pertain to or potentially impact the Trail or Club operations.
- B. Executive Committee - Meets on the 1st Saturday of January (not on Jan 1); 1st Friday of March, May and November; 2nd Friday in September. The January meeting is 9:00 am to 4:00pm; all other meetings are 7-10:00 pm. The meetings are open to all members.

- C. Specific Committees - Usually meet as needed at a site agreed upon by committee members. Call committee chairs for the meeting locations and times. Meetings are open to members.
- D. Winter Social - An evening potluck event normally on the last Saturday in February. Open to all members. Visit the MATC website, www.matc.org, for information.

What does the Club publish?

The MATC publishes several important documents:

Guide to the Appalachian Trail in Maine

The Guidebook and seven maps cover the Appalachian Trail from the Maine-New Hampshire border to the summit of Katahdin. The maps are water and tear resistant with topographic and elevation profiles on one side, and an annotated map with mileage, road access, side trails, and other important trail information on the reverse. The guidebook has background information, points of interest along the Trail in Maine, road access directions, as well as detailed Trail descriptions for travel in both directions. The guidebook is updated every 3-5 years.

Local Plan for the Management of the Appalachian Trail in Maine (LMP) (as described on page 5)

MAINEtainer

The Club newsletter is published 5 times per year and mailed to all members.

The MATC also prints and distributes several pamphlets:

- Maine Appalachian Trail Club Information and Registration
- Leave-No-Trace Guidelines/Group Registration

How can I get involved and help the Club carry out its responsibilities?

Volunteer your time, talents, money . . . or all three.

Read through the following list of volunteer opportunities, then fill out the Volunteer Opportunities Form found in Appendix E, and forward it to the Membership Chair. Please call or email to find out which of the following positions are open.

Volunteer in the field on the Appalachian Trail:

Trail/Corridor Management:

Overseer/Assistant Overseer of Trails (Approximately 50 mile sections)

Overseer/Assistant Overseer of Lands

Inspect and monitor AT Corridor Lands and Boundaries

Trail Maintenance:

Maine Trail Crew

Section/Lean-to/Campsite/Side trail Maintainers

- Trail Improvement/Relocation
- Special Work Trips (as required)
- Shelter and Campsite Construction
- Privy Construction/Relocation
- Bog Bridge Building
- Emergency situations – blow-down removal, storm damage repair
- Participate in privy mixers and bark chip haul-in's at Horn's Pond campsite
- Monitor Register Boxes
- Volunteering in the Caretaker/Ridgerunner/Education (CARE) Program:
 - Deputy Dogs help Site Facilitators pack in/out Caretakers and Ridgerunners at Gulf Hagas/Horns Pond / Piazza Rock. Make management/supply visits to the sites during summer operating months (one day trips).

Volunteer, from the comfort of your home:

- Join a Committee
- Sign-making - new & replacement signs
- Data entry for Register Box Cards
- Volunteer Registration System
- Grant writing
- Write articles for the MAINEtainer
- Build a photographic record of the AT in Maine
- Guidebook and map updating, publishing, & collating books and maps for sale.

Help plan and carry out special events:

- Winter Social (February)
- Annual Meeting (April)
- National Trails Day (June)

Represent the Club in various forums:

- Outreach public speaker
- Representative to Maine Trails Advisory Coalition or other groups
- Testify at hearings on behalf of the Club
- Attend meetings on important issues and report results to the Executive Committee
- Attend the Biennial Conferences of the Appalachian Trail Conservancy
- Attend Annual Meeting of the (ATC) New England Region Partnership Committee
- Leave-No-Trace (LNT) Instructor

Volunteer for one of the Individual Assignments:

Goup Registration Coordinator - Manage pre-trip group registration system

Guidebook Editor – Chair the Guidebook Committee

Gulf Hagas Site Facilitator - Supervise a paid Ridgerunner for the Gulf Hagas site.
Solicit volunteers for site support trips as required.

Historian - Collect and maintain the Club's archives, provide historical information of interest to the membership and others.

Horns Pond Site Facilitator - Supervises a paid Caretaker for the Horns Pond overnight site.
Solicit volunteers for site support trips as required.

L.L. Bean Discovery Days Coordinator - Arrange for MATC display and participation.

Liaison with the Maine Trails Advisory Committee - Attend meetings of the MTA.

Local Management Plan Revisions - Maintain and distribute revisions to the Club's Local Plan for the Management of the Appalachian Trail in Maine.

Land Use Regulation Commission Responder - Receive & respond to notifications.

Maine Trail Crew Coordinator - Maine Trail Crew Committee Chair.

MAINEtainer Editor - Assemble and publish the Club newsletter.

Myron Avery Collection Coordinator - Oversees Club work with the Maine State Library.

Piazza Rock Site Facilitator - Supervise a paid Caretaker for the Piazza Rock overnight site. Solicit volunteers for site support trips as required.

Privy Coordinator - Develop baseline and annual surveys of physical data for each privy site. Explore and develop methods to improved human waste disposal at overnight sites.

Publicity - Write articles about the MATC and related issues for the MAINEtainer and for other published media.

Recognition Coordinator - Manage the Volunteer Recognition activities.

Register Box Coordinator - Recommend locations of register boxes, recruit volunteers monitor, collect registration forms, and collate information for use by the Club.

Shelter Construction Supervisor (As needed, specific to each new shelter.)

Signs Coordinator - Maintain records on all Club signs, collect orders for new signs and replacements, distribute sign-making work to Club volunteers, collect and distribute signs to Maintainers. Maintain records of sign work time for VIP report.

Snowmobile Association Contact - Maintain contact with the Bureau of Parks and Lands snowmobile coordinator, and with snowmobile groups whose sections involve the AT.

Telecommunication Liaison - Monitor telecommunication development proposals, attend hearings and report results to the Executive Committee

Trails Day Organizer - Organize MATC events related to National Trails Day.

Volunteer Coordinator - Solicit requests for volunteer help for Club programs, maintain lists of persons wishing to volunteer for various kinds of work. Match people and needs.

Web Master - Design, maintain and update the MATC website.

Winter Social Coordinator - Make arrangements for the gathering and prepare publicity.

Workshop/Training Coordinator - Ex officio Chair of Training and Education Committee.

Where do I get information on Club activities and volunteer opportunities?

Check the MATC Web Page - www.matc.org

This is an up-to-date list of meetings, work trips and additional volunteer requirements along with a point of contact for more information.

Read the *MAINEtainer* (Published 5 times each year; mailed to each member)

Overseers will advertise specific openings for trail maintenance and corridor monitoring assignments.

Email the Club Coordinator at matc@gwi.ne

Volunteer Recognition

The Comprehensive Plan for the Appalachian National Scenic Trail includes a definition of the Trail which states, “The body of the Trail is provided by the land it traverses, and its soul is in the living stewardship of the volunteers and workers of the Appalachian Trail Community.”

Nowhere is that soul demonstrated more than in the MATC. The Club is extremely proud of its volunteer commitment to protect and manage the Trail since it was first founded in 1935. Each year, Club volunteers donate more than 20,000 hrs of service maintaining the Trail and performing other support activities. The Recognition is the primary means of thanking volunteers for their service and commitment to the MATC, as follows:

- 1) The MATC utilizes the Appalachian National Scenic Trail Volunteer Recognition Program operated by the National Park Service, Appalachian Trail Park Office (ATPO) as a means to thank A.T. volunteers for their contributions.
- 2) The MATC annually recognizes a Club Member for outstanding service with the Walter Green Award at the annual meeting.
- 3) The MATC features a notable volunteer in the “Volunteer Spotlight” of the *MAINEtainer*.

Financial Management

All regular MATC activities (such as correspondence, publications, tool and paint purchases, construction of signs, shelters, and privies) are financed by the Club from profits from sales of the Guide to the Appalachian Trail in Maine, earnings on investments, donations, and membership dues. Special projects are supported with grants from the Appalachian Trail Conservancy, the National Park Service, the State of Maine, the Maine Outdoor Heritage Fund, the Recreational Trails Program, Piscataquis County, private firms (notably L.L. Bean), the Quimby Family Foundation, the Davis Conservation Fund, the Waterman Stewardship Fund, the Student Conservation Association, individual donations, additional foundations, work crew support from Maine Conservation Corps, and use of National Guard and Maine Forest Service helicopters and personnel.

Annual budgets are developed by the Finance Committee in conjunction with the action planning process that begins early in each calendar year. The initial full discussion takes place at the January Executive Committee meeting. The final budget is agreed on by the Club officers at their March meeting for presentation to and approval by the Club membership at the annual business meeting in April.

The Development Committee works in support of annual funding requirements with fund raising and grant writing initiatives.

The Stewardship Fund is the MATC's long term endowment fund. The Myron Avery Society recognizes major donors who contribute to the MATC.

The Maine Appalachian Trail Land Trust is a separate entity which raises funds for, and works to make, land purchases which help protect the Trail and its wilderness environment

The Maine Appalachian Trail Club is a (501)(c)(3) nonprofit organization. Donations to the club are tax deductible to the extent permissible by law.

No officer, maintainer, monitor, or other Club member is compensated financially or reimbursed for time devoted to an AT project, or for the use of personal vehicles or tools in Trail construction and maintenance. Maintainers may, on request, be reimbursed for materials such as paint and lumber. Officers may, on request, be reimbursed for postage, stationery, and telephone expenses.

The Club Coordinator is a half time paid staff position.

The MATC operates on a fiscal year of 1 April - 31 March.

Copies of the yearly Budget are available for members at the Annual Meeting.

Constitution of the Maine Appalachian Trail Club, INC.

As amended in 1953, 1957, 1963, 1968, 1979, 1984, 1986, 1987, 1989 and 1999

ARTICLE I

NAME: The name of this organization shall be the Maine Appalachian Trail Club, Incorporated.

ARTICLE II

PURPOSE: The purpose of this organization shall be to construct, maintain and protect, in the State of Maine, a section of the Appalachian Trail extending from Katahdin to Grafton Notch at Maine Highway 26, to be supplemented with side trails and a system of shelters and campsites at proper intervals, so as to render accessible for hiking the wild region of Maine through which the Trail passes.

ARTICLE III

OFFICERS: The officers of the Club shall consist of a President, a Vice President, a Secretary, a Corresponding Secretary, a Treasurer, an Overseer of Lands, an Overseer of Structures, five Overseers of the Trail, and eight Directors. These officers shall constitute the Executive Committee.

The officers shall hold office for two years or until their successors are elected and qualified.

In the absence of any Overseers, the assistant overseer of that absent overseer shall be a voting member of the Executive Committee at any constituted meeting of that committee.

Vacancies in such office in the intervals of meetings of the Club as hereinafter provided shall be filled by majority vote of the Executive committee.

The President shall appoint such committees as may be necessary for the proper functioning of the Club.

ARTICLE IV

MEMBERSHIP: There shall be five categories of membership.

A. INDIVIDUAL MEMBER: Any person may become a member of the MATC by expressing his/her interest in the Appalachian Trail through application for membership and payment of dues. Individual members are eligible to vote at all regular business meetings of the Club.

B. FAMILY MEMBER: Any family consisting of parent(s) and children under 18 may become members of the Club as a family unit by application for membership and payment of dues. The parent (s) of the family unit are eligible to vote at all regular business meeting of the Club.

C. ORGANIZATION MEMBER: An organization may become a member of the Club by a) applying for membership in writing, b) being accepted by the Executive Committee by a majority vote, c) payment of assigned dues. The leader or his/her designee of such organization shall be eligible for one vote at all regular business meetings of the Club.

D. HONORARY MEMBERS: Upon written nomination by any ten members of the Club or by the Executive Committee, any person, whether or not he/she is a member of the Club, may be elected at any regular business meeting as an honorary member of the Club. Qualifications for such membership shall be; demonstrated exemplary service to the A.T. Project over many years, or by an important act of special significance to the purposes for which the Club was established. Honorary Members are eligible to vote at

all regular meetings of the Club. They shall be assessed no dues. All persons designated by the Club as PERMANENT MEMBERS, prior to January 1, 1984, shall become HONORARY MEMBERS, of the Club.

E. LIFE MEMBERS: Any person qualified to be an Individual Members may apply for Life Membership by paying the appropriate dues. There is only an Individual category for Life Member.

F. PAYMENT OF DUES: Dues shall be assessed only for Individual, Family, Organizational, and Life members.

ARTICLE V

CONDUCT OF BUSINESS: The affairs of the Club shall be conducted at the regular business meetings by majority vote. The Executive Committee is empowered to adopt bylaws, sign agreements with other agencies, expend monies, and conduct the business of the Club in the interim between Club wide meetings, so long as such actions are in keeping with the stated purposes of the Club.

ARTICLE VI

MEETINGS:

1. The annual meeting shall be held in the spring of each year at such time and place as may be designated by the President, provided however, that by two thirds vote of the Executive Committee, such meeting may be postponed if circumstances warrant.

2. Additional meetings maybe called from time to time by the President on his/her own initiative, or by the Secretary at the request of two thirds of the Executive Committee, or by written petition of 15 percent of the membership.

3. At the discretion of the President, matters may be submitted to the Executive Committee for voting by mail. A majority of the votes received by mail within the time for voting and in the manner designated in such proposals, will be determinative of such proposals.

ARTICLE VII

AMENDMENTS: This Constitution may be amended at any regular or special meeting of the Club, provided notice of such proposed amendment has been included in the notice of such meeting.

ARTICLE VIII

DISSOLUTION: If the Club at an official meeting should vote to dissolve the Club, any assets of said Club shall be given to a club or organization with similar purpose. This action shall be by majority vote of the members in attendance.

Maine Appalachian Trail Club

BYLAWS

The following Bylaws are adopted to guide the Executive Committee in the conduct of the Club's business.

ARTICLE I: Adoption and Amendment of Bylaws

The Executive Committee of the Club may adopt and amend bylaws from time to time by a two thirds vote of those present at any regular Executive Committee meeting. The Executive Committee may not amend the Constitution of the Club nor can it adopt any bylaw which is in conflict with the constitution.

When changes to the Bylaws are made by the Executive Committee, such changes shall be published in an appropriate Club wide publication along with an explanation of the reason for such changes.

ARTICLE II: Quorum

To conduct any business of the Club, a quorum must be in attendance. A quorum is one more than one half the total Executive Committee.

ARTICLE III: Meetings of the Executive Committee

Regular meetings of the Executive Committee shall be on the second Saturday of January, the first Friday of March and May, the second Friday of September and the first Friday of November, and at other times as as necessary, to conduct the business of the Club which is not a part of the normal duties of the individual officers.

A time and place for such meetings shall be designated by the President. Notice of special meetings shall be made to all Executive Committee members fourteen days prior to such meetings.

Meetings shall be called by the President or by the Secretary when petitioned by five or more members of the Executive Committee.

Emergency business of the Executive Committee may be conducted by mail or phone by the President provided that such action is confirmed at the next regular meeting of the Committee.

ARTICLE IV: Duties of the Officers

PRESIDENT: The President shall be the chief executive officer of the Club His/Her duties shall be to:

1. Preside at all Club wide and Executive Committee meetings.
2. Appoint standing committees, except the Nominating Committee.
3. Coordinate all the activities of the Club.
4. Prepare an annual report of all Club activities to be presented at the annual meeting.
5. Act as the prime representative of the Club with all governmental agencies, pertinent landowners and the Appalachian Trail Conference.

VICE PRESIDENT: The Vice President shall preside at Club meetings and activities in the absence of the President and shall provide leadership in areas mutually agreed upon by the President and the Vice president.

SECRETARY: The Secretary shall be responsible for recording and keeping records of all Club business. The Secretary shall also:

1. Hold in trust all official Club documents and records.
2. Record minutes of all Club or Executive Committee meetings.
3. Notify Club members of pending Club elections and meetings in the prescribed manner.
4. Keep an up-to-date list of all Club members and their addresses.
5. Accept and process all new and renewal membership applications.
6. Preside over club meetings when the President, Vice President and Corresponding Secretary are absent.

TREASURER: The Treasurer is the chief financial officer of the Club. His/Her duties shall include:

1. Receipt and deposit of all monies of the Club.
2. Oversight of all financial assets of the Club
3. Dispense monies of the Club according to the approved annual budgets or by written authorization of the President.
4. Prepare a proposed annual budget for submission at the annual meeting.
5. Prepare financial statements at least once a year or as required by the Executive Committee.
6. Keeps track of Club inventories and annually reconciles inventory with sales and/or consumption.

If the Treasurer becomes physically or mentally unable to carry out these prescribed duties, the President may assume those duties on a temporary basis until the Executive Committee designates a new Treasurer.

CORRESPONDING SECRETARY: The duties of the Corresponding Secretary shall be to answer all incoming inquiries about the Trail or Club, to forward mail to officers and members, and to oversee the official mail receipt box of the Club in Augusta, Maine.

The Corresponding Secretary shall preside over the Club or Executive Committee meetings in the absence of the President and Vice President.

OVERSEER OF LANDS: The duties of this Overseer shall be to:

1. Maintain the Club land record files for all corridor lands acquired by the National Park Service and managed by the MATC.
2. Serve as Corridor Monitor Coordinator for the MATC and organize and oversee those accountabilities in as accepted by the MATC.
3. Represent the MATC in matters involving corridor design and boundary surveying and oversee whatever activities the MATC accepts in connection with trail corridor boundary maintenance.
4. Represent the MATC in matters that involve interactions between corridor lands and lands of adjacent landowners, including the exercise of residual rights by former landowners and use of easement crossings of the corridor.

OVERSEER OF THE TRAIL: The duties of the five Overseers shall be to:

1. Monitor activities of all trail maintainers under their jurisdiction.
2. Aid and train all trail maintainers in the performance of their duties.
3. Submit annual proposed Trail work programs for review by the Executive Committee.
4. Provide written annual summaries of all work performed on the Trail under their jurisdiction.
5. Recommend new trail maintainers for trail assignments or recommend replacement of trail maintainers when circumstances warrant.
6. Inspect all of their trail at least once every two years.

DIRECTORS: The eight directors of the Club assist the officers in the administration and articulation of established Club policies. They also serve on key committees in various Club activities, act as a bridge to the membership and with the officers, help to formulate new Club policy.

ADDITIONAL DUTIES: In addition to the foregoing special duties, the duties of the officers shall be such as their titles, as custom would indicate, and such as may be assigned to them by the Executive Committee or the Club as a whole.

ARTICLE V: Nominating Committee

The President shall propose and the Executive Committee shall confirm a nominating Committee at least four months prior to the biennial election of Club officers. This committee shall be made up of three persons, one of whom shall not currently be a member of the Executive Committee. This committee shall present a slate of officers for election at the Club's annual meeting in every odd-numbered year. The slate as presented shall be published in a Club wide publication at least 30 days prior to the election of officers.

ARTICLE VI: Conduct of Meetings

Conduct of all meetings of the Executive Committee shall be by Robert's Rules of Order, unless amended by the Bylaws.

ARTICLE VII: Vacancies

Any vacancy in the Executive Committee may be filled by the Executive Committee. The appointee shall serve only until the next regular election of Club officers.

ARTICLE VIII: Gifts

The Executive Committee may vote to accept for the Club contributions of real estate, bequests, or other devices so long as such gifts are determined to enhance the purposes for which the Club was established.

ARTICLE IX: Dues

The Executive Committee shall set the dues for each category of membership. Notice of proposed dues increase shall be published in a Club wide publication at least 30 days prior to the annual Club business meeting. Dues shall be assessed on a yearly basis as of April 1 of each year. New members who join between December 1 and March 31 shall be given membership at no additional cost for the next fiscal year (April 1 to March 31).

ARTICLE X: Fiscal Year

The fiscal year of the Club shall be from April 1 to March 31.

Revised: April 1999, January 2000

Maine Appalachian Trail Club Volunteer Survey

Name: _____ Phone: _____
Address: _____ Email: _____

Please indicate the areas that interest you, and tell us a little about yourself - talents and special skills.
Mail to: Maine Appalachian Trail Club, P.O. Box 283, Augusta, ME 04332-0283

In the Field

Trail Work: Volunteer with the MATC's Maine Trail Crew in its work on special projects of a more challenging nature (rock steps, stone walls, etc.). Assist section Maintainers in their work-trip. Become a Trail Section or Campsite/Lean-To Maintainer yourself!

Caretaker/Ridgerunner: Volunteer to pack in/out or make management visits to our Caretakers/RRs at Horns Pond, Piazza Rock or Gulf Hagas/Abol Bridge. These are one-day trips.

Corridor Monitoring: Help inspect and monitor the Appalachian Trail Corridor boundaries and lands. Special work trips such as shelter construction, bridge building, emergency situations, etc.

Register Box Monitoring: Adopt a register box for routine collections.

Behind the Scenes

1. Serve on Club Committee

Bigelow Preserve
Campsite
Caretaker/Ridge Runner/Education
Corridor Management
Development
Finance
Guidebook
Kennebec River Crossing
Membership
Nominating
Maine Trail Crew
Training & Education
Wind

2. Other Activities

Sign Making
Data Entry for Register Box Cards
Assistant Overseer of Trail
Photography for articles or documentation
Liaison to Maine Trails Advisory or other groups
Attend Biennial Conference of the ATC
Testify at municipal/State hearings behalf of the Club
Writing articles for the Club Newsletter
Grant Writing
Publicity for the Club
Group Outreach
Attend Annual Conference of the ATC New England
Region Management Committee

3. Special or individual assignments

Serve on special committees
Serve as event contact person
Serve as issue contact person
An individual task assignment

4. Help plan and carry out special events

Winter Social (February)
Annual Meeting (April)
National Trails Day (June)

5. Provide Financial Support only _____

Use the reverse side to tell us about yourself

(When can you help, any special skills, tools or vehicle assets, comments, concerns)

