

# South Coast Cactus & Succulent Society

## Operating Procedures

*Revised: January 8, 2023*

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## 1. Definition & Revisions

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OPERATING PROCEDURES are detailed guidance generally applicable to a Society Officer, Committee or other function. They ensure that when responsibility is transferred to a new member that procedures and past decisions are not lost in the process.

These procedures are approved by and may be amended by the Board. A member may propose changes by giving a Board member a typed document that clearly indicates which paragraphs are to be changed, added, or deleted. Board members have the responsibility of approving revisions whenever needed.

In contrast, STANDING RULES are simple general statements that supplement the Bylaws, and are applicable to the Society as a whole. They include information about where and when the Society meets and meeting procedures.

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## 2. Member & Board Member Responsibilities

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### 2.1. Member Responsibilities

In addition to the duties and responsibilities in the Bylaws, members are expected to:

- Attend General Membership meetings and participate in Society activities.
- Read the Newsletter.
- Pay their dues on time.

Annual Society membership is from January through December, and dues are not prorated. Payment of dues will be expected each January. Members are expected to use the dues renewal form, published in the December and January Newsletters, to pay dues and confirm their personal contact information. Benefits of membership include free entry to meetings, eligibility for door prizes at meetings, attendance at annual Holiday party, voting during meetings, attendance at CSSA functions for affiliates, email notifications of meetings, monthly Newsletter, minutes of meetings, and any special announcements for the Society or other functions.

An Officer or Committee Chair who has a budget for an expense must approve requests for reimbursement. Approvals for expenditures, or reimbursement for expenditures exceeding the budget, must be approved by the Board of Directors.

### 2.2. Board Meetings and Member Responsibilities

- (A) The *President*, as Chair, will prepare meeting agendas based on input from Board Members and the General Membership. The agenda will be distributed before the meeting to Board Members and any members with meeting-related responsibilities.
- (B) Members holding more than one Board position are entitled to only one vote.
- (C) Board meetings may be attended by the General Membership.
- (D) The Board shall confirm Presidential nominations of members to Chair positions of the Standing Committees and Liaisons.
- (E) Officers and Standing Committee Chairs shall maintain a record, which may be electronic, of:
  - (i) Table of Contents
  - (ii) Bylaws

- (iii) Standing Rules
- (iv) Operating Procedures
- (v) Roster and leadership / organization listing
- (vi) Other documents relating to the position that would be useful, especially to the next incumbent (i.e. minutes, inventories, reports, and checklists, etc.)

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### **3. President**

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The President shall:

- 3.1. Prepare an agenda for all General Membership and Board meetings. Board agendas will be similar in format and must be distributed in advance of the meeting date.
- 3.2. Preside at General Membership and Board meetings. Meeting responsibilities:
  - (A) Set up tables and chairs for members, vendors, Mini-Show tables covered and entry slips available.
  - (B) Ensure microphones are hooked up and functioning (Mike Short is in charge of mikes).
  - (C) Welcome speaker, ask about A/V needs, ask speaker to judge the Mini-show after the presentation. Get speaker's check from Treasurer to include in the "Thank-you" note.
  - (D) Ask the membership person to pick names from the watering can to assist with judging the Mini-Show and one to help with picking names for door prize plants.
  - (E) Ask Membership Chair to introduce new members and offer them a plant from the door prize plant selection after they introduce themselves.
  - (F) Invite those celebrating a birthday during the month of the meeting to pick a free plant.
  - (G) Remaining plants are given away as door prizes.
  - (H) Since Minutes aren't usually read at meetings, the President will entertain a motion to approve the Minutes as posted on the website before the meeting. Once approved, they will be archived electronically.
  - (I) Invite the Treasurer to give a report.
  - (J) Invite any announcements from members.

- 3.3. Assure that the Treasurer prepares an Annual Budget and Financial Report for review and approval at the January Board meeting. The budget shall be organized such that Officers and Committee Chairs can know, by major expense, what they and their committees can spend during the year without obtaining Board approval.
- 3.4. Write a “President’s Message” article for the monthly newsletter.
- 3.5. In October, obtain General Membership meeting venues for the upcoming year, as well as the Show & Sale schedule and venue. Prepare and send the Board an annual calendar of Society events that need advance planning and/or preparation. Update the Website with all dates and venues.
- 3.6. Co-sign all Society checks. Blank checks may be signed in advance, as long as the Treasurer notifies the President when a check needs to be written. By mutual agreement with the Treasurer this notification can be for checks over \$100.
- 3.7. Appoint an Auditor each year in December to audit the Society’s finances. Results of the Audit will be reported to the Board and General Membership when completed.
- 3.8. Ensure “Thank you” cards are written and sent/given to show vendors and monthly speakers.
- 3.9. Monitor the Society’s forms and publications to ensure currency and usefulness.

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#### **4. Vice President**

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The Vice President shall;

- 4.1. Conduct scheduled General Membership and/or Board meetings when the *President* is absent.
- 4.2. With the President, review and make corrections to minutes, that are submitted for approval.
- 4.3. Be responsible for the Holiday Party and will assume other duties as assigned by the Board.

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#### **5. Treasurer**

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##### 5.1. Accounts

- (A) The Treasurer shall maintain a business checking account at a convenient bank. Details of the account will be kept in the Treasurer’s notebook, including account number, EIN, passwords, statements, etc. The ATM card associated with this business account should be deposit only, no cash withdrawal.
- (B) To facilitate credit card sales, a wireless credit card reader is used. In 2022, a Square reader with a laptop computer was used. The Treasurer will insure that whatever device is used is functional.

##### 5.2. Reports & Budget

- (A) The Treasurer shall prepare a **Monthly Report** to be presented at the monthly meetings that includes the current balance in the Society’s bank account compared to the previous year’s account balance at the same month. The report could include details of any large variation from the previous month’s report.

- (B) The Treasurer shall prepare an **Annual Budget** and present it to the Board at the January meeting. The budget shall be based on expenditures (by category) of the past fiscal year.
  - (C) The Treasurer shall prepare an **Annual Financial Report** to be presented to the Board at the January meeting for review and approval. The report shall contain details of debits and credits sorted by category, with a reconciliation between the starting and ending balances.
  - (D) **Show & Sale Financial Report** - See paragraph 5.7 Annual Show & Sale (for Treasurer).
- 5.3. Reimbursement
- (A) Requests for reimbursement must be accompanied by a receipt and be an approved expenditure in the budget, by a Board member before a check will be issued.
- 5.4. Taxes (Sales & Income)
- (A) The Treasurer will pay any State and Federal taxes and file necessary reports. A quarterly report is required by the California Franchise Tax Board; a confirmation number is issued which the Treasurer will save for the record.
  - (B) The Treasurer will file reports with the IRS to maintain its non-profit 501(c)3 status. In 2022, this is a 990-N postcard filed at the end of the tax year but no later than May 15th (the fifth month after the close of the fiscal year). The Treasurer must be familiar with IRS reporting requirements. This will require an annual (on-line) report to the IRS and may require reporting income.
- 5.5. Dues
- (A) The Board will set the amount of dues. Dues are collected by the Treasurer who will give a receipt for cash payments. The member's name will then be sent to the *Membership Committee Chair* along with the membership application.
  - (B) Annual dues are not prorated and there is no penalty for delinquency.
- 5.6. Affiliate Membership: Treasurer will pay annual membership dues to affiliates: CSSA (Cactus and Succulent Society of America) and CGCI (California Garden Club Inc.). Insurance for meetings is paid through CGCI and is based on number of paid Society members.
- 5.7. Annual Show & Sale (for Treasurer)
- (A) Before the Show & Sale
    - (i) Obtain change for the cash register(s): each register should have an adequate amount of change in twenties, tens, fives, ones, quarters, dimes, nickels, and pennies.
    - (ii) Check the cash registers to ensure proper operation and that the correct sales tax percentage is entered.
    - (iii) Set up the Credit Card reader(s) and check for proper operation.
    - (iv) Obtain a completed W-9 (IRS form) from each vendor for tax reporting purposes.
  - (B) During the Show & Sale

- (i) Total the prices on the pulled plant tags for each vendor on Saturday and Sunday after sales end. The Treasurer and another member appointed by the Show Chair are expected to do this job together. The Treasurer (or other trusted agent) must take all cash in the registers home after sales end on Saturday.
- (C) 3. After the Show & Sale
- (i) After sales end Sunday, the Treasurer will compute the tag total of each vendor and after subtracting the Society's percentage, will send a check for the vendor's "Net" sales. The percentage will be determined by the Board.
  - (ii) Tags shall be returned to the vendors after the sale, after they have been counted and totaled AND the Treasurer is confident in the totals. The tags will be mailed along with the check, as soon as possible. "Thank You" notes will be included with the vendor's checks.
  - (iii) Show proceeds must be stored in a safe location Sunday night. Monday, the Treasurer shall prepare a deposit record for checks and cash, and then deposit the show proceeds in the Bank (the Bank verifies the cash with a counting machine).
  - (iv) The Treasurer will prepare the Show & Sale Financial Report for the May Board meeting. Optimally an algorithm should be used to prevent errors and oversights.
  - (v) Prepare and send IRS form 1099 to the vendors when required. [1099 forms should be obtained from the IRS by entering: <https://irs.gov/> from the home page /forms and instructions/online ordering for information return and employer return/information employer return search. Enter (Form 1099-misc) in the search box enter the number needed and follow the instructions. The IRS will mail the requested forms when available; the forms are free.]

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## **6. Secretary**

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### 6.1. Minutes

- (A) The Secretary is responsible for recording and distributing minutes of all General Membership and Board meetings with the following guidelines:
  - (i) Minutes will list number of members attending and any business transacted. The name and topic of the speaker will be included in the General Membership meeting Minutes. Written reports from Board members will be attached to and become part of the permanent file copy. Reports will be attached to the Minutes file. Approved minutes will be stored in electronic form by the Secretary and at least one other member, currently the President, and published on the Website without financial information.
  - (ii) Minutes of General and Board meetings will be archived as computer files in the Secretary's home computer and by at least one other Society member and/or the President. It is suggested that an external backup copy be made at least once a year.

### 6.2. Bylaws and Operating Procedures

- (A) The Secretary is responsible with the President to assure that all Bylaws are followed and that they are current. All revisions will be made with the President and submitted to the Board and then membership for approval.
- (B) The Secretary is responsible with the President and Board members that Operating Procedures are being followed and are current. All revisions will be made with the responsible Committee chair and submitted to the Board for approval.

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## **7. Show & Sale Committee Chair**

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### 7.1. General

- (A) The Society sponsors an annual Show & Sale, normally the second weekend in April. The Chair may recommend that the Board change the date and/or the format as defined in these procedures. The Chair has overall authority and responsibility for all Show & Sale activities.
- (B) Officers and Committee Chairs have responsibilities as defined elsewhere in these Procedures. Specifically
  - (i) The *President* will set the date and secure the venue for specific dates.
  - (ii) The *Board* sets the Society's percentage of gross sales to be shared with the vendors, currently at 30%.
  - (iii) The *Treasurer* will account for and have control over all funds, including credit card set-up.
  - (iv) The *Finance Chair* will invite vendors and have control over the number of tables they are allocated, their placement, etc.
  - (v) The *Membership Chair* will insure the Hospitality Table Staff are able to sign up new members.
  - (vi) The *Communication Committee* (Publicist, Editor, and Webmaster) is responsible for Show & Sale publicity. This includes the show flyer, but not photographs.

### 7.2. Before the show the Show Chair should:

- (A) In May or at the first Board meeting after the Show, review the "good" and "bad" of the just ended show. Lessons learned should be incorporated into these Operating Procedures.
- (B) In November, review these Procedures and ensure the Communication Committee (Publicist or designee) completes the design of a flyer or postcard.
- (C) At the January Board Meeting, discuss the Show & Sale budget and publicity.
- (D) In February, start recruiting members for show tasks. More tag pullers will be needed Saturday mornings. With Board approval, determine space allocated to sales and other functions.
- (E) In March (or the last General meeting before the show), finalize all show positions and assignments. Coordinate responsibilities and activities with Chairs of the Standing Committees, as described below.
- (F) The day before the Show & Sale (Friday).
  - (i) Set up tables, signs, chairs, etc.

- (ii) Create a holding area for members to bring the Society Table plants they are donating for sale. They will be labelled, priced and then placed on the Society Sales Table.
- (iii) Place tables with tablecloths for Society Show Tables and have identification tags available for members to put their name and plant ID with all plants.
- (iv) With the *Treasurer*, assure functioning of all check-out equipment.
- (v) Set up a table for coffee and water for members.

7.3. During the show

- (A) Resolve issues and ensure compliance with the rules of whatever facility we are using.

7.4. After the show

- (A) Ensure the facility is cleaned. If approved by the Board in advance, this task may be hired out.
- (B) Write an article for the Newsletter, and brief the Board and General Membership at their next scheduled meetings. Lead the Board discussion on how to improve next year's show.

7.5. Coordinators

The Show Chair shall recruit and brief the following:

- Set Up Coordinator
- Sales Checkout Coordinator
- Cashiers
- Tag Pullers
- Display Tables Coordinator (if applicable)
- Society Show Table Coordinator
- Society Sales Table Coordinator
- Hospitality Table Coordinator
- Photographer
- Security & Safety Rover
- Clean Up Coordinator
- Support Equipment

(A) SET UP COORDINATOR

The Set Up Coordinator will ensure the Show & Sales areas are arranged as planned. Labor may be hired or Society volunteers used to perform set up. Usually the Show & Sale Committee Chair does this task.

(B) SALES CHECKOUT COORDINATOR

The Checkout Coordinator is usually the *Treasurer* who is in control of the cash registers and credit card machines. Two cash registers are set up on Friday with a credit card reader device at one or both of them. The machines are tested to ensure proper operation, including confirming the current sales tax rate. NOTE: Bernard Johnson stores the registers and obtains the credit card device from the bank. The Treasurer will instruct and supervise the cashiers, and the Show Coordinator will



instruct and supervise the tag pullers. Usually six volunteers will be needed to help Saturday morning then, as volume dictates, the register without the credit card reader maybe closed if sales are slow.

(C) CASHIERS

Cashiers operate the cash register and credit card device. The Society has two cash registers and the credit card devices will be used in conjunction with them. Cashiers should arrive on Saturday before 8:45 a.m. The *Treasurer* will bring change for two cash registers and put it in the registers and will be responsible to replenish change as needed. When sales begin, cashiers will take the tags from the tag-pullers, total them on the register, and calculate the sales tax. After taking payment the purchaser will be handed a receipt. If it's a credit sale, use the receipt to enter the transaction on the Credit card reader and have the customer insert the card. Then hand them a receipt.

(D) TAG PULLERS

Tag Pullers will remove the tags from the plants in the purchaser's box, being careful to pull only the tags with prices on them, not the tag with the name of the plant - although in some cases these will be identical. The number of tags and plants **must** be the same. Check the purchaser's box for pots and other non-plant items.

When the cashier is ready for the next customer ask the purchaser to come to the cashier and hand the collected tags to the cashier. NOTE: Don't interrupt the cashiers while they are entering a sale, as this will cause errors and slow things down. Wait until the cashier is done with the last transaction, then hand over the tags and point out the customer to the cashier.

This task includes managing the Plant Holding tables for people who have bought plants and want us to hold them while they look at the displays or continue to shop. Any method can be used to identify the owner, but writing the person's name on the box has worked in the past.

(E) DISPLAY TABLES COORDINATOR

This section is only applicable if there is room for display tables.

At the Show & Sale, members and vendors are invited to set up display tables. The Board will decide the basic format based on the space available. If there is space, Individual Displays may be accepted. A total of up to (4-5) points for a display table may be awarded toward the yearly Mini-Show total.

A volunteer should be assigned to watch over the Display Area. Visitors entering the display area will be stopped (politely) if carrying plants. They will be directed to the Plant Holding area/table.

(i) Individual Display Setup Rules

- (1) The Coordinator should be present when Display Tables are set up and dismantled. The Show Chair/Coordinator shall decide if there is room for individual display tables or Society tables for all.
- (2) Exhibitors may choose any table. The Coordinator will settle disputes and ensure compliance with these rules.
- (3) Exhibitors may put his/her name or business name or cards on the tables.
- (4) Exhibitors must cover the Display tables to protect the table surface.

- (5) Exhibitors must complete their Displays no later than 8:30 AM the first day of the show, and are expected to remove them between 4:00 PM and 5:00 PM the last day of the show.
- (6) Plants must be labeled, attractively displayed, in good condition and free of weeds and pests.
- (7) As a courtesy, the Coordinator will take home any plants not removed and notify the owner.

(F) SOCIETY SHOW TABLE COORDINATOR

The Society Member's Show Tables are specifically for Society members who don't wish to set up a whole display individually or if there is not room for individual Display Tables.

(i) Before the show

Print about 50 Entry Slips that will identify the plant as a Cactus or Succulent, the plant's name, and the displayer's name. The paper should be heavy enough to not blow off in a breeze and large enough to allow large print. Obtain a couple of medium point black felt tip pens. NOTE: The objective here is to allow the name to be easily read when a photograph is taken and not require visitors to stoop to read the name.

(ii) The day before the show (Friday)

Coordinate with the *Show & Sale Chair* on the number and placement of the Society Tables. The tables must be covered before noon to allow exhibitors to put their plants on the tables. When exhibitors bring plants, ensure they are suitable, clean and pest free, and that the Coordinator has the authority to limit the number of plants, reject any not deemed suitable, and arrange the plants on the tables. Make sure the Entry Slips are correct and legible.

(iii) After the show

Collect the Entry Slips and give to the current *Mini-Show Coordinator*. A member who shows plants on the Society Table will be awarded up to four-five "Mini-Show" points (one point per plant), with the amount of points to be decided by the Board. As a courtesy, the Coordinator will ensure plants left behind after the show are held for the exhibitor.

(G) SOCIETY SALES TABLE COORDINATOR

The Society will have three to four tables to sell plants donated by members for the sale.

(i) The day before the show (Friday)

- (1) Cover the tables using the blue tablecloth.
- (2) Designate an area for members to place the plants for pricing and identifying plants if necessary.
- (3) Plants will have two tags, one with the name of the plant and the other with the Society's ID and the price of the plant.
- (4) The Table Coordinator will decide on placement of the plants and organize the plants.

- (5) Plants will be accepted up to the day of the sale on Saturday.
- (ii) During the show (Saturday and Sunday) table volunteer will
  - (1) Monitor the table, answer questions about plants, and help to sell the plants.
  - (2) Replace plants from reserves usually kept under the table.
  - (3) Assure that no tags have been switched.
  - (4) Have authority to change pricing if, by the end of the sale, plants haven't sold

(H) HOSPITALITY TABLE COORDINATOR

The Hospitality table staff needs two tables. The SET UP volunteers will do this on Friday. The S&S Committee Chair decides the location.

- (i) Cover the tables using the blue tablecloths.
- (ii) Two tables should have Membership Applications, membership sign-in sheet. There should be a 3rd table available for flyers advertising other events in the future - (provided by Jim Hanna). Optional items may include a plant display, and a few reference books to answer questions.
- (iii) Hospitality Table staff will greet visitors going into the display area, be prepared to answer questions about the Society and assist in getting answers to technical questions about plants.
- (iv) Staffing the Hospitality Table.
  - (1) The Show & Sale Committee Chair will recruit one or two members to staff the table during the show.
  - (2) The *Membership Committee Chair* will either staff the table in order to process visitors desiring to join the Society and/or train the S&S volunteers.

(I) PHOTOGRAPHER

During the show, take photos of Society members volunteering at the show and vendors.

Photos of all displays should be taken and sent to the *Communications Committee Chair*, who will decide whether to have all or some posted on the Society's Website, published in the Newsletter, and/or use them for publicity. JPG files should be labeled to identify the exhibitor.

After the show, edit the photos and provide captions (names of people and plants) and send photos to the Webmaster and Newsletter editor.

(J) SECURITY AND SAFETY ROVER

The Rover(s) should be someone who can notice where help is needed and take appropriate action. Watch for misbehavior, e.g. sneaking plants out the back, changing labels on plants. Be alert for unsafe conditions and correct, for example, pick up loose paper and spilled soil.

(K) CLEAN UP COORDINATOR

Clean up starts at 4:00pm, and continues until completed, usually about two hours.

Normally Society members will remove debris and sweep the floors, take down signs, put supplies back in proper bins, and any other task required to return the facility to its original condition.

(L) SUPPORT EQUIPMENT

All supplies and equipment owned by the Society is kept in two plastic bins. The *Treasurer* keeps the Cash Registers and Credit Card Reader device. See the [Appendix](#) for details.

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**8. Programs Committee**

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8.1. General Chair Responsibilities.

- (A) Schedule programs for all regular General Membership meetings. To assist in this responsibility, additional committee members will be selected and appointed with assistance from the Board. If Speaker and Mini-Show Coordinators aren't appointed, the Program Committee Chair is responsible for completing their tasks.
- (B) The Chair will provide input to the annual budget, primarily estimated speaker's fees.

8.2. Speaker Coordinator Responsibilities

- (A) Successfully scheduling speakers depends on a coordinator who can be pro-active and network with people.
- (B) Based on the availability of personal time and finances, the PCC and Coordinator (if appointed) network primarily at the following venues.
  - (i) CSSA conventions (good place to hear quality and identify new speakers)
  - (ii) CSSA and C&S societies and clubs events in the area
  - (iii) Huntington Symposia (usually repeats many of the CSSA speakers)
- (C) If the following information is not known, potential speakers should be queried about the following before asking them to speak;
  - (i) What is their knowledge based on; they could be professors. Recent trips to study succulents in the field or botanical gardens.
  - (ii) What is their area of expertise.
  - (iii) Whether they have made presentations to other groups recently.
  - (iv) Do they have plants to sell and how many tables are needed.
  - (v) Whether they have one or more programs that are about an hour.
- (D) If the person seems knowledgeable and has programs, get their contact info;
- (E) Follow up with an email or phone call validating their availability for the month and time.
  - (i) Determine the title of their presentation and a description of the content.
  - (ii) Negotiate a fee (out of towners typically get more than local people). Board approval is needed to pay their airline or other transportation costs. Sometimes a Society member is able to provide lodging and home cooked meals to cut down on their expenses.

- (iii) Determine their transportation requirements.
  - (iv) Determine their audio-visual requirements including need for a laptop, form of presentation file, computer software compatibility, and need for a projector.
  - (v) Occasionally a speaker is scheduled for a particular month and the details are determined later as their time permits. Sometimes they are working on a presentation and they get it done, other times we may have to fall back on a talk they already have prepared.
  - (vi) Ask for a resume, digital, labelled photos for Website and publicity, and an abstract of the presentation.
  - (vii) Offer the speaker an opportunity to bring plants or literature for sale.
  - (viii) Usually the Coordinator (or PCC) will follow up with a reminder to the speaker about a week in advance, giving them contact information for the day of the presentation, parking instruction, etc.
  - (ix) When information is confirmed the Coordinator enters it on the Society's Website at least two months in advance and sends it to the Publicist.
  - (x) If there is any additional information, the Coordinator submits it to the Newsletter Editor for publication.
- (F) Annual Budget
- (i) Currently, fees for local speakers are averaging \$200. If the speaker wants more than \$250, Board approval must be obtained. We need 10 programs/year.

### 8.3. Mini-Show Rules and Responsibilities:

A Mini-Show is scheduled for all General Membership meetings (not April or December). By entering the event, Society members have the opportunity to display well-grown plants in friendly competition. In so doing, members learn about a wide diversity of genera as well as what it takes to stage an award-winning and attractive plant.

(A) The Board of Directors shall:

- (i) Review and approve a list of succulent and cacti genera that extends at least 18 months into the future. With Board approval, the *President* shall designate one or more Board members to create the lists.
- (ii) After the November meeting, the Board will review member point totals and first place awards for possible promotion to the next higher class. Members being promoted will be notified by the *President* at the December Holiday Potluck.

(B) The Mini-Show Coordinator shall:

- (i) *Each month* obtain or write background articles for the plant genera categories and send them to the Newsletter Editor and Webmaster.
- (ii) Prior to judging at the General Membership meeting;
  - (1) Inspect the plants and have any diseased or infected plants removed.
  - (2) Disqualify any plant that is not the correct genera or type for that month. Pots containing multiple plants that are not vegetatively connected are disqualified unless the category allows multiple plants, such as dish gardens.

- (3) Any container may be used, including plastic.
- (iii) *At each General Membership meeting*, provide entry slips that include or provide space for the:
  - (1) Class: Novice, Intermediate and Open
  - (2) Plant Category: Cactus or Succulent
  - (3) Exhibitor's name
  - (4) Botanical binomial name
- (iv) Ensure the written information on the entry slips is legible.
- (v) Assist the judge if another Society member has not been appointed.
- (vi) *After each meeting*
  - (1) Collect the entry slips and compute individual point totals.
    - (a) Create a table listing of the three entry classes, member's names, and their point total for the current calendar year.
    - (b) Send the table to the Newsletter Editor and the Webmaster.
- (vii) *After the Annual Show & Sale*
  - (1) Obtain the Society Table entry slips from the Society Table Coordinator or the *Show & Sale Committee Chair*. Award members one point for each entry, not to exceed four points or whatever number has been approved by the Board.
  - (2) If there are Display Tables at the Show & Sale, obtain from the Show Chair a list of members who set up Display Tables. Each entry will be allotted the Mini-Show points approved by the Board. If more than one member sets up the table, the team must decide how the points are to be allotted. If a member or team sets up more than one Display Table, no additional points will be awarded.
- (viii) *After the November meeting*
  - (1) Combine the Cactus, Succulent, and Show & Sale points and report the top four highest point winners in each of the three entry classes to the *President*.
  - (2) Ensure that once a year, a short version of the Mini-Show rules, containing information needed for members to enter, is sent to the Webmaster and published in the Newsletter.
- (C) Exhibitor Responsibilities
  - (i) Exhibitors must be Society members in good standing and be present at the meeting in order to receive points.
  - (ii) One name representing the same household may be used unless plants are grown and consistently shown separately by the members in the household. The Mini-Show coordinator will be consulted if there is any question of entry identity.
  - (iii) There are two plant Categories: "Cactus" and "Succulent." Up to three plants per individual may be entered in each category.

- (iv) There are three Classes: “Novice,” “Intermediate” and “Open.”
  - (v) All novice entries must have been grown for a minimum of six months; and one year for intermediate and open classes.
  - (vi) Only members new to the hobby are expected to enter the novice class.
  - (vii) Novice members awarded more than 64 points or winning at least six first place awards will be reviewed by the Board for potential promotion to the Intermediate class.
  - (viii) Intermediate members awarded more than 64 points or at least six first place awards, will be reviewed by the Board for potential promotion to the Open class.
  - (ix) Members will not be allowed to regress to a lower level.
- (D) Judging
- (i) The *Programs Committee Chair* or *President* will ask the program speaker to judge the plants; otherwise, a non-showing member will be appointed. A Society member acting as an assistant will advise the judge on Mini-Show rules.
  - (ii) The Mini-Show Coordinator will assist the judge if another Society member has not been appointed.
  - (iii) To encourage membership participation, Novice, Intermediate and Open class entries will be judged separately, as will the cactus and succulent classes.
  - (iv) The judge may award one first place and up to two second and third place winners in each category and class.
  - (v) The judge will be asked to comment on exceptional entries.
  - (vi) Scoring: First Place = 6 points; Second place = 4 points; and Third place = 2 points. All other entries not disqualified receive one point.
  - (vii) If entries are deemed to be of insufficient quality, no second or third places need be awarded.
- (E) Awards
- (i) The sum of the combined cactus, succulent, and Show & Sale points, calculated from January through November determines the winners.
  - (ii) The Plant Supplier will obtain and bring to the December meeting six cacti and six succulents in the \$15-20-dollar range as awards for the winners.
  - (iii) At the December meeting, the *President* will invite the top four highest point winners in each of the three entry classes; starting with the Open class, asking the member with the highest score to choose the first plant; followed by the member with the highest score from the Intermediate class, then the member with the highest points from the Novice class; then repeating the process for the second, third and fourth place winners.
  - (iv) As stated in paragraph 2b above, the *President* will then announce any promotions from Novice to Intermediate class and Intermediate to Open class.

#### 8.4. Annual Plant

- (A) The *Programs Committee Chair* will ask the Plant Supplier to bring sufficient small plants of the same species and approximate size to give each member present at the December meeting to grow for one year.
- (B) Plants will alternate between a cactus and a succulent each year.
- (C) Members not attending the December meeting may obtain a plant if they come to the January meeting. Any remaining plants may be sold or otherwise disposed of by the Plant Supplier or *President*.
- (D) At the following year's December meeting, members bring in their plants to be judged. The Program Committee Chair will judge the entries using a "Best Grown" criteria. "Best Grown: may mean largest, tallest, etc., depending on the species. No prizes will be awarded.
- (E) Members will be asked NOT to bring in "Annual Plants" from previous years.
- (F) Trips & Tours Coordinator  
If there is sufficient interest in scheduling and arranging trips and tours, the Programs Committee Chair will appoint a Coordinator. The Program Committee Chair and Coordinator will draft procedures as necessary.

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### 9. Membership Committee

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#### 9.1. General Membership Committee Chair (MCC) Responsibilities

- (A) Create and maintain digital Membership data bases, files and lists.
- (B) Integrate new members into the Society and make them feel welcome.
- (C) Recruit members to assist with membership activities during General Membership meetings and the annual Show & Sale.
- (D) Provide input to the *Treasurer* regarding the committee's yearly budget needs, track expenses, and request authorization for needed expenditures.

#### 9.2. New Memberships and Renewals

- (A) The Membership year begins on January 1 and ends on December 31. Dues are \$20 per year per person and are not prorated. There is no charge for Honorary memberships that are awarded by the Board for a one-year period.
- (B) Renewal forms will be published in the December, January, and February Newsletters. Email reminder notifications will be sent in March to members who have not renewed to inform them their membership benefits will cease.
- (C) Hard copies of the Application and Renewal form will be provided for use at the meetings and Show & Sale. A digital form will be available on the Society's website.
- (D) The completed application and renewal form will be mailed to the *Treasurer* with payment or delivered in person. Once the receipt of dues has been recorded by the Treasurer, the forms will be given to the Membership Chair. These forms will be kept in a file or binder for use at meetings and to back up the digital data base.
- (E) New members will be introduced at monthly meetings and offered a free plant.



### 9.3. Documents

All documents will be stored in digital files including an external thumb drive for back up.

#### (A) Membership Application and Renewal Form

The form will ask for contact information (address, phone, and email) which is maintained in the Membership Master Data Base. It will also ask for permission to publish this information in the Membership Directory. Members are given the option to deny inclusion of any or all contact information. Members are also given an opportunity to make a charitable contribution to the Society on the form.

#### (B) Membership Master Data Base

This data base will list all current members with all their contact information including the date they joined the Society. It will be updated monthly when new members join. This data base will be distributed to the *President, Treasurer, Secretary, and Communications Committee Chair* each month and to other Board members on request. It will not be distributed to the General Membership or to the public.

#### (C) Membership Directory

The directory will list all current members with the contact information they have agreed to have published. It will be updated monthly when new members join. It will be distributed in digital format to members on request. It will not be distributed to the public.

#### (D) Sign-in sheet

This sheet will include an alphabetical list of current members with monthly columns to collect attendance at meetings. The total number of members attending will be noted at the bottom of each month's column. The list will be available in hard copy at the sign-in table for each meeting (except the April Show & Sale). This list will be updated after each meeting and emailed to the *President and Secretary* after each meeting.

#### (E) New Member List

A list of new members will include the month they joined, the receipt of a free plant, and the distribution of a paper badge in a holder. This list will be updated and emailed to the *President and Secretary* after each meeting.

#### (F) Welcome Letter

A welcome letter will be sent via email to each new member. It will include a request for verification of the contact information they provided for the Membership Directory. The letter will specifically address the next meeting's date, time, and location while referencing the Website and Newsletter for additional information. A copy of the current Newsletter will be attached to the email.

### 9.4. Name Badges

#### (A) Paper Badges

As new members join, a paper name badge will be printed, placed in a plastic holder provide by the Society, and distributed at subsequent meetings.

#### (B) Engraved Badges

Engraved plastic badges with magnet fasteners designed for the Society may be purchased by members, if financially affordable based on supplier quotes. The order list will be maintained until a sufficient quantity of members order badges. All badges must be paid for in advance of the order.

(C) Door Prize Tickets

The Membership Chair will provide one ticket per attending member for the door prize plant drawings at each General Membership meeting. Only paid members may participate in drawings.

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**10. Communications Committee**

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10.1. General Communications Committee Chair CCC) Responsibilities

- (A) The CCC oversees and coordinates the activities of the Publicist, Webmaster, and Newsletter Editor.
- (B) The CCC also investigates other methods of advertising our society. This could mean setting up and maintaining a Facebook presence and/or other internet social sites, getting our events advertised on the websites and newsletters of CGCI, CSSA, the South Coast Botanic Garden, and other organizations.
- (C) Periodically the CCC will meet individually with committee members to discuss ways to improve the activity.

10.2. Publicist Responsibilities

- (A) Meeting Notices
  - (i) The Publicist should send meeting notices to local newspapers and other media as appropriate and within the scope of the Publicist's skills.
- (B) Show & Sale Publicity
  - (i) In November, the CCC will coordinate with the Board on the appropriate advertising budget and activities including but not limited to: designing a Show & Sale postcard. The Board or members could be asked for suggestions.
  - (ii) The Board will give approval for postcard design.
  - (iii) By December, postcards and single page design should be ready for distribution. Postcards will be ready to be sent for printing by December and a soft copy of both the postcards the single page flyer will be accessible electronically.
  - (iv) The Publicist shall email announcements of our upcoming Show & Sale to periodicals, newspapers, garden clubs, etc. Postcards will be distributed to members at the monthly meetings and CCC email and will be accessible on the website.
  - (v) The Publicist will maintain a distribution email list for the monthly meetings and Show and Sale.

10.3. Newsletter Editor Responsibilities

- (A) The Editor is a member of the Communications Committee, and has full control over the Newsletter format and content. However, articles submitted by members of the Board pertaining to Society business must be published, including the coming

month's genera and background articles. The entire Mini-Show list for the coming calendar year will be published in the November or December Newsletter.

- (B) The Editor can and should correct obvious typos and suggest changes if content providers use incorrect words or grammar. The Editor is encouraged to visit and/or subscribe to other websites (especially C&S clubs) and obtain permission to republish articles that might be of interest to Society members.
- (C) The Newsletter will be distributed on a monthly basis via email to all Society members who provide an email address. The Editor should be proactive in contacting other C&S newsletter editors and exchanging newsletters.
- (D) Show & Sale Preparations. The Editor will include the postcard in the April issue and articles contributed by the Show Chair. The postcard should also be sent to editors of all C&SS and Garden Clubs in the area.
- (E) Annual membership. The Editor will work with the Membership Chair to obtain material for inclusion. This should include a membership form to be part of the December, January and February Newsletters.
- (F) Monthly Mini-Show. The Editor will work with the Communications Chair to obtain material including Plant of the Month descriptions and photos, Mini-Show results, and Mini-Show standings.

#### 10.4. Webmaster Responsibilities

- (A) The Webmaster is a member of the Communications Committee and has full control of the content and format of the Society's Website. Information about Society activities submitted by Board member must be posted. The Webmaster should monitor the Website content and notify the person who requested it be posted if the information is incorrect, obsolete, or needs to be reviewed.
- (B) Domain and recurring costs
- (C) There is an annual domain registration fee to be paid to GoDaddy. There is a periodic hosting fee (currently every three years) to be paid to InMotion Hosting. Both of these fees are the responsibility of the Webmaster. The fees will be reimbursed by the Society upon presentation of invoices to the *Treasurer*.
- (D) Website content and maintenance
  - (i) Software updates

The Website uses the content management system WordPress. The Webmaster is notified by email of updates available for WordPress itself and the theme used (Total by WPExplorer). There are also updates to plugins that periodically need to be checked for manually. It is the Webmaster's responsibility to install all updates and verify their effectiveness, especially those that are related to security.
  - (ii) Website content

The Website should include Society General Membership meeting notices, other event listings, Mini-Show results, Plant of the Month descriptions, an archive of past Newsletters, and a news blog. In addition, there should be an "About" section containing contact information and forms along with descriptions of the Society, it's Officers, and it's Bylaws.

(iii) Website technical details

The technical details of the Website are both too complex for this document and are inappropriate for inclusion here for security reasons. A separate document has been started but will be restricted to private storage, it will obviously never be finished but may at some stage be considered adequate. In the event of a change of Webmaster it is expected of the outgoing Webmaster to either supply such a document or to supply sufficient training to the incoming Webmaster.

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## 11. Finance Committee

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### 11.1. General Responsibilities of the Finance Committee Chair (FCC)

The FCC is currently a single person, but could be expanded if the FCC doesn't have the expertise or time necessary to accomplish the required tasks.

### 11.2. Show & Sale Activities

If the Committee doesn't include a Vendor Coordinator, the FCC is responsible for tasks defined below

(A) The Vendor Coordinator shall:

- (i) Maintain a list of potential vendors with contact information and a record of their past participation. Board members may ask the Coordinator to add potential new vendors to the contact list.
- (ii) At the January Board meeting, the Finance Chair will provide a list of proposed vendors to be invited and be prepared to state the selection criteria.
- (iii) By February, potential vendors will be invited to participate using the Vendor Request form. This form contains guidance for vendors, including a required date for informing the Coordinator if they want to participate. See [Appendix](#).
- (iv) On the required date, tables and table locations will be assigned and selected vendors notified. Vendors who asked to participate, but denied because of lack of space or other reasons, must be informed of the reason they were not asked to participate.
- (v) Inform the *Show & Sale Committee Chair* (or Display Tables Coordinator) which vendors wish to participate.
- (vi) Provide vendor mailing addresses and the *Show & Sale Committee Chair* will ensure "Thank you" cards are written and given to the *Treasurer*.

### 11.3. Plant Purchases

- (A) The Plant Supplier is authorized to purchase and bring a tray of 30 plants in 2-4" pots for each regular meeting, except for the December Holiday Potluck and April Show & Sale.
- (i) Purchase of plants is authorized when the Annual Budget is discussed and approved.
  - (ii) The Plant Supplier must submit invoices for reimbursement. The current budget is \$1.50/plant, 30 plants/tray, 10 trays/year = \$450.
  - (iii) The Plant Supplier will also obtain twelve "Award" plants (six cacti and six succulents) for the twelve highest point totals for the Mini-Show participants.

These plants will be brought to the December Holiday Potluck. The current budget is \$15-20/plant = \$200.

- (iv) The Plant Supplier will also provide sufficient plants for members attending meetings for the Annual Plant. These will be small plants, alternating between a cactus and some other succulent each year. The budget is \$1.50/plant for 100 plants = \$150.
- (B) Reimbursement for all plant purchases is by submitting a request to the *Treasurer* with an invoice attached.

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## **12. Refreshments Committee**

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### 12.1. Refreshments for the Annual Show & Sale

Lunches are purchased for pick up for volunteers free of charge working the whole day. Vendors will pay the cost of their lunches if desired.

Coffee and water are supplied by the Society for members and vendors.

### 12.2. Refreshments for the Annual Holiday Potluck

- (A) A member designated by the *President* organizes the event and is usually assigned to the *Vice President*. Purchases for the kitchen must be approved by the Board. Members wishing to be reimbursed for an expense must submit a receipt to the *Treasurer*. Entrees will be approved by the Board. Members will bring pot luck dishes that do not need to be cooked or kept chilled.
- (B) Before the event, purchase beverages, dishes and utensils. Many of these items, along with utensils and supplies, are stored in members' homes. A pre-party inventory must be done to ensure supplies are sufficient.
- (C) Clean-up will be a group effort. All utensils and supplies will be packed and stored at member's home.

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## **13. CSSA Liaison**

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The CSSA Liaison will receive the monthly CSSA journal and bring it to General Membership meetings.

The CSSA Board election ballot should be reviewed and presented at the General Membership meeting for voting. Results will be mailed to CSSA Secretary.

The CSSA Liaison should know which members are CSSA members, actively encourage non-members to join the CSSA, and ensure information about the Society is correct on the CSSA website.

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## **14. CGCI Liaison**

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The CGCI Liaison should keep members informed of opportunities made available by the CGCI (availability of awards, meeting venues and conventions). Also, ensure Society events are sent to the various CGCI publications and its affiliates. The Liaison shall ensure information about the Society is correct on the CGCI website.

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**15. Audit Committee**

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Each year the *President* will appoint an Auditor and shall instruct them as to what is required. Discrepancies should be brought to the immediate attention of the *Treasurer*. The auditor will provide the completed audit to the President and identify any unresolved discrepancies. The Auditor will announce its findings at the next General Membership meeting after completion of the audit.

The *President* and the *Secretary* maintain the Audit form.

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**16. Nominating Committee**

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See Bylaws.

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**17. Plant Rescue Committee**

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The Society supports a Plant Rescue Committee that takes the lead on coordinating donated plant offers. Usually offers from the community go to the *President*. The President then contacts the Plant Rescue Committee Chair and provides all known information. The Chair will determine what needs to be done. Plants may be prepared for sale at the annual Society Sale Table or brought to meetings for door prize or giveaways.

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**18. APPENDIX**

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18.1. Forms & Publications

**Membership Application & Renewal form.** The Master copy and stock is maintained by the *Membership Committee Chair*.

**Name Cards.** Name Cards shall be created and issued to members by the Membership Chair. Name Cards shall be made when a person becomes a member or as needed.

**Membership Information brochure.** The *Membership Committee Chair* maintains the computer file this single sheet trifold brochure.

**Membership Directory.** The *Membership Committee Chair* maintains the Membership Directory.

**Entry Slips** for the Plant of the Month (POM) Mini-show at each regular meeting. It contains, the plant name, whether it's a cactus or succulent, Novice Intermediate or Open class, Judge's placement, and owner's name. Responsibility of the Programs Committee - Mini-Show Coordinator

**Society Show Table Entry Slips** for members who bring in plants to the Show Table at the Annual Show & Sale. It contains the plant and owner's name and is made of construction paper. The form is the responsibility of the Show & Sale Coordinator.

**Annual Show & Sale flyer or postcard** is designed by a Society member and reproduced for local distribution to other C&S clubs, garden clubs, nurseries, and other places deemed useful. The flyer is the responsibility of the Publicist or another member who accepts the responsibility.

**Vendor Invitation** to Participate in Show & Sale form. This form is the responsibility of the Finance Chair.

18.2. Supplies and Equipment Inventory

<b>Description</b>	<b>Date Acquired</b>	<b>Cost</b>	<b>Storage Location</b>
2 Cash Registers	3/2011	\$225	Capaldo-Johnson residence
Show & Sale Banners (2)	Feb 2014	?	Capaldo-Johnson residence
3 Coffee Makers (12 cup)	Approx 2010	~\$75	Capaldo-Johnson residence
DinoFire DG100 Wireless Presenter	Feb 2016	\$40	Capaldo-Johnson residence
Projector & HDMI cable	2018	\$1326	Capaldo-Johnson residence
Serving tray, faux crystal plastic	Unk	Unk	Capaldo-Johnson residence
Society Banner large (15' X 3')	April 2012	\$136	Capaldo-Johnson residence
Society Sign small from CGCI with stand in canvas case	2011		Capaldo-Johnson residence
Plastic Storage bin (Mini-Show)	2/2012	\$12.50	Terri Straub's home
Plastic storage bin (Membership meeting)	2/2012	\$12.50	Sally Fasteau's home
3 Table covers (5' X 10" red w/black stripe)	2/12/2012	Free	Mini-Show storage bin
Society plaque, wood	Unk	Unk	Mini-Show storage bin
6 Tablecloths 54" X 96", blue polyester	Feb 2012	\$11 ea.	Membership meeting storage bin. Purchased from Tableclothfactory.com
Sennheiser XSW 52-B wireless microphone system, with headset, body pack transmitter, and receiver unit	Aug 2013	\$400	Mike Short's home

Approved by the Board of Directors on January 8, 2023.

Last edited by: Mike Short on 2023-01-28 at 01:33 PM