South Coast Cactus & Succulent Society

Operating Procedures

Revised: September 24, 2026

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1. Definition & Revisions

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 document that clearly indicates which paragraphs are to be changed, added, or deleted. Board members have the responsibility of approving revisions whenever needed.

2. Member & Board Member Responsibilities

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 through March 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.

2.2. Board Meetings and Board 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) 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.

(F) Officers and Standing Committee Chairs shall maintain a record, which may be electronic, of information pertaining to their committee. It shall contain:

(i) Bylaws pertaining to their committee

(ii) Operating Procedures pertaining to their committee

(iii) Society roster and listing of committee members

(iv) Other documents relating to the position that would be useful, especially to the next incumbent (i.e. minutes, inventories, reports, and checklists, etc.)

3. President

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) Ensure that tables and chairs are set up for members, vendors, Mini-Show and Membership. Ensure door prize plants are available.

(B) Ensure microphones are hooked up and functioning (the *Communications Committee Chair* is in charge of mikes).

(C) Welcome speaker, ask about A/V needs, ask speaker to judge the Mini-Show after the presentation. Write a "Thank-you" note and give to *Treasurer* to add check and provide to speaker.

(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.

(F) Invite those celebrating a birthday during the month of the meeting to pick a free plant. April birthdays are celebrated at the May meeting and December birthdays are celebrated at the January meeting.

(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 at least one week 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. Ensure 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. Ensure that venues are obtained for meetings at least four months in advance. The Annual Show & Sale venue should be obtained one year in advance. Update 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 $250.

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 by the *Treasurer.*

3.9. Monitor the Society's forms, Website and publications to ensure currency and usefulness.

4. Vice President

The Vice President shall:

4.1. Conduct scheduled General Membership and/or Board meetings when the *President*

4.2. is absent.

4.3. With the *President*, review and make corrections to Minutes, that are submitted for approval.

4.4. Be responsible for the Holiday Party and will assume other duties as assigned by the Board.

4.5. Assist with obtaining meeting venues.

5. Treasurer

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 files, 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. The Treasurer will ensure that whatever device is used is functional and associated with an appropriate bank account.

5.2. Reports & Budget

(A) The Treasurer shall prepare a ***Monthly Report*** to be presented at the Society's 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. Consult with committee chairs regarding expected expenses for the upcoming 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 by the *President* 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. An online quarterly report is required by the California Department of Tax and Fee Administration; a confirmation 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. An IRS online form is to be 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 establish the amount for dues. Dues are collected by the *Membership Chair* via mail and by both *Membership Chair* and Treasurer at meetings. Members will receive a receipt for cash payments. All membership applications will be retained by the *Membership Chair.* When membership applications are sent to the *Membership Chair*, all checks will be recorded on the application form and checks will be given to the Treasurer.

For donations, the Treasurer will offer to issue a letter detailing non-profit status to donors.

(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) Ensure set up of the bar code reader and payment method are functional.

(iv) Obtain a completed W-9 (IRS form) from each vendor for tax reporting purposes.

(B) *During the Show & Sale*

(i) Total the sales for each vendor after sales end. The Treasurer (or other appointed agent) must take all cash in the registers home after sales end on the first day.

(C) *After the Show & Sale*

(i) After sales end, the Treasurer will compute the total sales of each vendor. After subtracting the Society's percentage and any charges for barcode labels or other expenses, will send a check for the vendor's "Net" sales. The percentage will be determined by the Board.

(ii) The checks will be mailed 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 at the end of the sale. 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.

(v) Prepare and send IRS form 1099 to the vendors when required. [1099 forms can 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.]

6. Secretary

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. Minutes will be sent to Board members for review and approved members will be stored in electronic form by the Secretary and at least one other member, currently the *President*.

(ii) Minutes of General meetings will be published on the Website without financial information and archived as computer files with financial information by the Secretary and the *President*. Printed minutes and associated reports will be maintained in the Secretary files.

6.2. Bylaws and Operating Procedures

(A) The Secretary or designated Board member 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.

7. Show & Sale Committee Chair

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 vendor's percentage of gross sales, currently at 70%.

(iii) The *Treasurer* will account for and have control over all funds, including credit card and Zelle set-up including all payment methods.

(iv) The Show Chair and the *President* will invite vendors and have control over the number of tables they are allocated, their placement, etc.

(v) The *Membership Chair* will ensure 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 distributing the Show flyer.

7.2. Before the Show the 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 and a vendor coordinator will be named.

(D) In January, start recruiting members for Show tasks. With Board approval, determine space allocated to sales and other functions. The Show Chair shall be provided with a list of vendors.

(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) Before the Show & Sale

(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 labeled, 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) 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) Ensure an article on the sale is written 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
- Cashier Assistants
- Society Show Table Coordinator
- Society Sales Table Coordinator
- Hospitality Table Coordinator
- Welcome Greeter
- Vendor Coordinator
- Photographer
- Security and 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* or designated Board member who is in control of the cash registers and credit card machines. Two cash registers are set up 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: The Sales Checkout Coordinator stores the registers, Square machine and any necessary equipment. The *Treasurer* will instruct and supervise the cashiers, and the Show Coordinator will instruct and supervise the cashier assistants. Usually six volunteers will be needed to help when the sale starts, then as volume dictates.

The Sales Checkout Coordinator shall:

(i) Obtain list of vendors participating from the Vendor Coordinator.

(ii) Obtain from the CSSA current vendor and price codes.

(iii) Assign vendor codes to Society vendors (those not in the CSSA system).

(iv) Supply barcoded price labels to Society vendors.

(v) Enter all relevant vendor and price codes in our Square system.

(vi) Obtain backup checkout hardware on loan from the CSSA.

(vii) Ensure that checkout systems are operating correctly at the beginning of and during the Sale.

(viii) As vendors who use the CSSA system arrive at the sale check that a sample of their barcodes scan correctly.

(ix) Ensure that reports are available for the *Treasurer* to be able to distribute funds.

(x) Be responsible for the security of checkout hardware during nights between sale days.

(xi) Supply the *Treasurer* with a list of charges due to the Society for barcode labels supplied to vendors by the Society.

(C) CASHIERS

Cashiers operate the cash registers and credit card devices. The *Treasurer* will bring change for the cash registers and put it in the registers and will be responsible to replenish change as needed. During the sale, cashiers will scan the sale items presented by the cashier assistants or enter them manually if they cannot be scanned. After all items are entered, the cashier will charge the total and obtain payment. If payment is by credit card, the customer will be invited to tap or insert their card. Once payment is complete the customer will be handed a printed receipt.

(D) CASHIER ASSISTANTS

Assistants will remove the plants in the purchaser's box and assist the cashier as necessary with plant purchases. Check the purchaser's box for pots and other non-plant items.

(E) SOCIETY SHOW TABLE COORDINATOR

The Society Member's Show Tables are specifically for Society members to display their plants.

(i) *Before the Show*

Print about 50 Entry Slips to add the plant's name, and the displayer' 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) *Before the Show*

Coordinate with the *Show & Sale Chair* on the number and placement of the Society Tables. The tables must be covered 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*

The *Mini-Show Coordinator* collects the Entry Slips. A member who shows plants on the Society Table will be awarded to up to 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.

(F) SOCIETY SALES TABLE VOLUNTEERS

The Society will have three to four tables to sell plants donated by members for the sale. Ideally, identify two people to help with pricing and identifying plants before the Show.

(i) *Before the Show*

(a) Cover the tables using the blue tablecloth.

(b) Designate an area for members to place the plants for pricing and identifying plants if necessary.

(c) Plants will have a tag with the name of the plant and the container will have the Society's ID and the bar code with the price of the plant.

(d) The Table Coordinator will decide on placement of the plants and organize the plants.

(e) Plants will be accepted up to the day of the sale.

(ii) *During the Show,* table volunteer will

(a) Monitor the table, answer questions about plants, and help to sell the plants.

(b) Replace plants from reserves usually kept under the table.

(c) Have authority to change pricing if, by the end of the sale, plants haven't sold

(G) HOSPITALITY TABLE VOLUNTEER / WELCOME GREETER

The Hospitality table staff needs two tables. The *Membership Chair* will do this. The Show & Sale Committee Chair decides the location.

(i) Cover the tables using the blue tablecloths.

(ii) Two tables should have Membership Applications. There should be a 3rd table available for flyers advertising other events in the future. Optional items may include a plant display, and a few reference books to answer questions.

(iii) Welcome greeter 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. Visitors will be asked how they heard about the event and a tally will be kept for future reference.

(iv) Staffing the Hospitality Table.

(a) The Show & Sale Committee Chair will recruit one member for each shift to staff the table during the Show.

(b) The *Membership Committee Chair* will either staff the table in order to process visitors desiring to join the Society and/or train the Show & Sale volunteers.

(v) Coffee and water are supplied by the Society for members and vendors at the Hospitality Table.

(H) VENDOR COORDINATOR

(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 Vendor Coordinator will provide a list of proposed vendors to be invited and be prepared to state the selection criteria.

(iii) In January, 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 Sales Checkout Coordinator which vendors will participate.

(I) PHOTOGRAPHER

During the Show, take photos of Society members volunteering at the Show and vendors. Take photos before and during the Show for the Facebook and Instagram volunteers to post on social media.

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. Files should identify the exhibitor.

After the Show, edit the photos and provide names of people and plants and send photos to the Webmaster and Newsletter editor. Image files posted on the website are in AVIF format, please supply files in that format although the webmaster can convert JPEGs if required.

(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 one hour before close of Show 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. Assist with loading cars with Society plants and equipment.

(L) SUPPORT EQUIPMENT

All supplies and equipment owned by the Society is kept in two plastic bins. Mike Short keeps the checkout equipment. See the Appendix for details.

8. Programs Coordinator

8.1. General Chair Coordinator Responsibilities

(A) Schedule presentations for all regular General Membership meetings. Successfully scheduling speakers depends on a coordinator who can be pro-active and network with people.

(B) The Chair will provide input to the annual budget, primarily estimated speaker’s fees. Currently, fees for speakers will be set each year by the Board. Any amount above that set by the Board needs Board approval. We need 10 programs per year.

(C) Based on the availability of personal time and finances, the Coordinator networks primarily at the following venues.

(i) CSSA conventions (good place to hear quality content and identify new speakers)

(ii) CSSA and Cactus & Succulent societies and clubs events in the area

(iii) Huntington Symposia (usually repeats many of the CSSA speakers)

(D) 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.

(vi) Determine their fee and advise the *Treasurer.*

(E) If the person seems knowledgeable and has programs, get their contact info;

(F) 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 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, sends it to the Publicist and the Newsletter Editor for publication.

9. Mini-Show Coordinator

9.1. 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

(a) Inspect the plants and have any diseased or infected plants removed.

(b) 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.

(c) Any container may be used, including plastic.

(iii) *At each General Membership meeting*, provide entry slips that include or provide space for the:

(a) Class: Novice, Intermediate and Open

(b) Plant Category: Cactus or Succulent

(c) Exhibitor's name

(d) 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*

(a) Collect the entry slips and compute individual point totals.

(b) Create a table listing of the three entry classes, member's names, and their point total for the current calendar year.

(c) Send the table to the Newsletter Editor and the Webmaster.

(vii) *After the Annual Show & Sale*

(a) 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 five points or whatever number has been approved by the Board.

(viii) *After the November meeting*

(a) 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*.

(b) 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 and intermediate entries must have been grown for a minimum of six months; and one year for 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.

(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 will assist.

(ii) The Mini-Show Coordinator will advise the judge on Mini-Show rules and 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.

9.2. Plant of the Year

(A) The *Plant Supplier* will 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 in conjunction with the *President* or designee Information about the plant will be printed for distribution at the Holiday Pot Luck and for the Website and Newsletter.

(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 *Plant Supplier* will judge the entries using a "Best Grown" criteria. "Best Grown" may mean largest, tallest, etc., depending on the species. A prize may be awarded.

(E) Members will be asked NOT to bring in Plant of the Year plants from previous years.

9.3. 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.

10. Membership Coordinator

10.1. General Membership Committee Chair (MCC) Responsibilities

(A) Create and maintain digital Membership data bases, files and lists. Send a copy to the *Communications Committee Chair* when the list changes.

(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.

10.2. New Memberships and Renewals

(A) The Membership year begins on January 1 and ends on December 31. Dues are $25 per year per person and are not prorated. There is no charge for Honorary memberships that are awarded by the Board.

(B) Renewal forms will be published in the December through March 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 submitted to the *Membership Chair* with payment who will then forward payment to the *Treasurer*. These

application 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.

10.3. Documents

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

(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.*

(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.

10.4. 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 current members may participate in drawings.

11. Communications Coordinator

11.1. 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.

(D) The Communications Chair is in charge of microphones at meetings.

11.2. 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. The postcard should also be sent to editors of all Cactus & Succulent Societies and Garden Clubs in the area.

(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.

11.3. 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 a year in advance will be published in the monthly 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 Cactus & Succulent 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 Cactus & Succulent 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*.

(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, February and March Newsletters.

(F) Monthly Mini-Show. The Editor will work with the Communications Committee Chair to obtain material including Plant of the Month descriptions and photos, Mini-Show results, and Mini-Show standings.

11.4. 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) There is an annual domain registration fee to be paid and 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*.

(C) 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 minutes, notices, other event listings, Mini-Show results and current standings, 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. There

should be a section describing the benefits and cost of membership along with a membership form that can be filled in online or after printing.

(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.

12. Plant Supplier

12.1. The Plant Supplier is authorized to purchase and bring a tray of 25 plants in 2-4" pots for each regular meeting, except for the December Holiday Potluck and April Show & Sale.

(A) Purchase of plants is authorized when the Annual Budget is discussed and approved.

(B) The Plant Supplier will submit invoices for reimbursement to the *Treasurer*. The budget for costs will be set each year.

(C) 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.

(D) The Plant Supplier will also provide sufficient plants for members attending meetings for the Plant of the Year. These will be small plants, alternating between a cactus and some other succulent each year. The budget will be set each year.

13. Annual Holiday Potluck

13.1. Refreshments for the Annual Holiday Potluck

(A) A member designated by the *President* organizes the event. This is usually assigned to the *Vice President*. 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 potluck 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) Decorations for the tables will be arranged and approved by the Board. Setup will be performed by volunteers one hour before the event takes place.

(D) Clean-up will be a group effort. All utensils and supplies will be packed and stored at a member's home.

14. Cactus and Succulent Society of America (CSSA) Liaison

14.1. Responsibilities include the following:

(A) Keep the CSSA up to date with the club's pertinent information.

(B) Notify CSSA affiliate committee representative of news items, events. and articles for possible inclusion in *To The Point* and CSSA social media.

(C) Ensure that the CSSA affiliate dues are current.

(D) Poll membership and submit affiliate election ballot reflecting club's candidate decisions by deadline.

(E) Promote the CSSA by having CSSA membership and publicity materials available at club meetings and events.

(F) Attend or assign a representative to attend meetings and at the biennial convention's affiliate meeting.

(G) Promptly complete and return CSSA surveys and requests for information.

(H) Ensure the affiliate copy of the *CSSA Journal* is made available to membership.

15. California Garden Clubs Inc. (CGCI) Liaison

15.1. The CGCI Liaison should keep members informed of opportunities made available by the CGCI; and ensure Society events are sent to the various CGCI publications and its member Clubs. The Liaison shall ensure information about the Society is correct on the CGCI website.

16. Audit Committee

16.1. 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, Treasurer* and the *Secretary* maintain the Audit form.

17. Plant Rescue

17.1. The Society supports a plant rescue that takes the lead on coordinating donated plant offers. Usually offers from the community go to the *President*. The *President* will ask for volunteers and provide information. The volunteer 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.

18. At-Large Board Members

18.1. At-large Board members will be elected members of the Board and will represent general membership at Board meetings. They should attend Board and General Membership meetings. They will receive all Board communications including General Membership and Board minutes and financial reports. They may be expected to volunteer for Society tasks as needed.

19. Social Media

19.1. Meeting notices and special events will be posted on the Society FaceBook and Instagram pages by assigned volunteers. The *President* shall be provided with all sign-in names and passwords.

20. APPENDIX

20.1. Forms & Publications

Membership Application & Renewal form. The Master copy and stock is maintained by the *Membership Committee Chair* and publish on the Website and in the Newsletter.

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

Membership Directory. The *Membership 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 *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 Cactus & Succulent 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 *Show & Sale Chair.*

20.2. Supplies and Equipment Inventory

Description	Date Acquired	Cost	Storage Location
2 Cash Registers	Mar 2011	$225	Capaldo-Johnson residence
Show & Sale Banners (2)	Feb 2014	?	Capaldo-Johnson residence
3 Coffee Makers (12 cup)	~ 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)	Feb 2012	$12.50	Terri Straub's home
Plastic storage bin (Membership meeting)	Feb 2012	$12.50	Sally Fasteau's home

3 Table covers (5'X10" red w/black stripe)	2/12/2012	Free	Mini-Show storage bin
Society plaque, wood	Unk	Unk	Membership meeting 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
Epson TM-T20III Monochrome receipt printer, Zebra DS4308 corded price scanner, Square stand, Square reader, printer-driven cash drawer	Oct 2025	$524.77	Mike Short's home
Show & Sale banner (for Rolling Hills Estates) and plywood backing	Apr 2026	$211.76	Sally Fasteau's home

21. Document History

Approved by the Board of Directors on September 13, 2026.

Edited by: Debra Galliani on September 21, 2026 @ 3:30pm.

Edited by: Mike Short on September 24, 2026 @ 12:17am.