

**Central Coast Cactus and Succulent Society**  
**Bylaws Supplement – Standing Rules**  
**Version 2024-4**

**Section 1**     CCCSS Officers for the 2023/24 Year

- President: Harry Harlow
- Past-President: vacant
- Vice President: Bill Findley
- Secretary: Mary Harlow
- Treasurer: Kathy Goss
- Hospitality: Pat Gilson
- Membership: Laura Oliver
- Publicity: Peggy Heaney
- Member at Large: Natasha Erickson
- Member at Large: Karen Kolba
- Member at Large: Mary Peracca

The officers voted at the July, 2020 on-line BOD meeting, that during extraordinary times, when in-person meetings can't be held (such as during the coronavirus pandemic), on-line BOD meetings are acceptable, as long as they are held at the regularly scheduled time.

At least 7 officers must be in attendance to constitute a quorum (2/3 of the board of directors, rounded up)

**Section 2**     COVID Masking Guidelines

It is the club's policy to follow the local Public Health Department guidelines for indoor gatherings, as they pertain to mask wearing.

**Section 3**     Publicity Officer

At the August 14, 2022 Board of Directors meeting, the officers voted to interpret Section 8 of Article V of the Bylaws to include the following duties for the Publicity Officer:

- Manage Social Media accounts, such as moderating the Society's Facebook account.
- Manage the information on, and appearance of, the Society's website, and be the sole contact with the Webmaster.
- Manage publicity for the Society's annual Show & Sale.

**Section 4**     Plant Exchange

Members bringing plants for the Exchange will receive a ticket at the beginning of each Monthly Membership Meeting. Towards the meeting's end, a drawing of tickets will determine the order in which plants are chosen by those who have brought plants.

**Section 5**     Membership

Annual membership dues are established as set forth herein

Single Membership	\$20.00
Family Membership	\$25.00
Business Membership	\$40.00

A Family Membership includes only those members of a family living at the same address (separate emails for these family members are OK)

Membership dues are payable in July of each year, and run through June of the following year.

## **Section 6**     Vendors

### 6.1 Annual Show and Sale

- Vendors will contribute 25% of their pre-tax sales to the society
- Vendors are required to be Business Members of the society
- Each vendor's minimum expected sales per table is \$1000
- Vendors will be charged a fee of \$15 per table

The BOD will periodically review and adjust the above amounts.

### 6.2 Monthly Membership Meetings

The program presenter at the monthly membership meetings shall have the right to be the only vendor, and will not be required to contribute a portion of their sales to the society.

### 6.3 Member Sales

Any members wishing to sell plants/pottery at club events must have a current CA state seller's permit.

A copy of this permit is to be sent to the club's Treasurer prior to the sale date.

All monies collected and sales tax liabilities are the responsibility of the seller.

Following the sale, the seller will donate 25% of his/her proceeds to the club.

### 6.4 CCCSS Policy on the Sale of Collected Plants

The CCCSS will not allow the sale or auction of any field collected plants (whether collected legally or illegally) at any of its sponsored events.

The CCCSS reserves the right to remove any such plant from an event which, at its sole discretion, is potentially in violation of this policy.

The authority to determine if any plant at the annual Sale is potentially in violation of this policy lies solely with the Sales Chair, and at club membership meetings lies solely with the club President.

Any vendor or person who violates this policy, or is currently suspended by the CSSA for trading in plants recently collected from habitat, may, at the sole

discretion of the Board of Directors of the CCCSS, be rejected from participating in sales at current or future CCCSS events.

## **Section 7**     Standing Committees and Defined Jobs

- 7.1 Annual Show and Sale, Harry Harlow chairman
- 7.2 Field Trips, Terry Skillin
- 7.3 CSSA Representative, Rob Skillin
- 7.4 Librarian, Ken Byrne
- 7.5 Refreshment Coordinator, Claudette Rettig
- 7.6 Newsletter Editor, Carol Mortensen
- 7.7 California Garden Clubs Representative, Harry Harlow
- 7.8 Garden Gatherings Coordinator, Kathie Matsuyama
- 7.9 Plant Exchange, Wayne Mills
- 7.10 Opportunity Drawing, Rob Skillin
- 7.11 Botanical Garden Subcommittee, Mary Peracca

## **Section 8**     Affiliates

- 8.1 The Society is a CSSA Affiliate Club
- 8.2 The society is an affiliate of the California Garden Clubs

## **Section 9**     Financial Document Retention Schedule

- Bank statements: 8 yrs
- Profit/loss statements: 8 yrs
- Check registers: 8 yrs
- Individual receipts: 8 yrs
- Balance sheets: current year only
- Deposit slip carbons: current year only
- All tax documents: permanent

## **Section 10**    Workshop Guidelines

Small workshops are a great way for others to learn more about cacti and succulents in a smaller hands-on environment. We want to encourage members to propose and present workshops that are beneficial to our club members. These workshops should be presented as follows to the board:

1. The workshops need to support our club's mission and meet the needs of the members:  
*Club By-Laws; Article III - Objectives and Purpose, Section 3 Purpose:*  
“ (1) to serve as a medium of exchange of ideas and knowledge of cacti and other succulent plants; (2) to promote the gathering of members for social and charitable reasons; (3) to promote the protection of endangered and threatened species of cacti and other succulent plants.”
2. All workshops with the exception of the Garden Gatherings will be proposed to the board prior to being presented to the general club members. This proposal should include the purpose (objective), simple outline, location, proposed costs and hosts names all in writing.

3. All workshop costs need to be presented to the board at time of proposal to receive financial support. The amount of financial support will be determined by the board at the time of submission. Receipts need to be received by the treasurer within a timely manner. (By the following meeting)
4. Workshop participants must be current CCCSS members to attend due to insurance purposes. Workshop leaders will confirm that those attending are members.

## **Section 11**    Guidelines for Garden Gatherings

Our club (CCCSS) has grown very large and it is sometimes a challenge to connect with other cactophiles at the monthly meetings. The “Garden Gatherings” are an opportunity for members to get to know others in the club in a casual garden setting. These gatherings potentially will have food, displays, demonstrations, and of course tours of the various member gardens. This event will either be bi-monthly or maybe monthly depending on demand and hosts that are available.

All participants must be members of the club. A sign-up sheet will be available at the monthly club meetings. The host determines the appropriate number of guests and if we have too many sign-ups the participants will be chosen via lottery (possibly first come first served) and notified by email by a coordinator.

The hosts will be guided through the process of setting up the event by a Garden Gathering Coordinator. The Garden Gathering Coordinator will be at the event to help with the details as well as greet the guests.

Guidelines as follows:

1. The Garden Gatherings need to support our club’s mission and meet the needs of the members:  
*Club By-Laws; Article III - Objectives and Purpose, Section 3 Purpose:*  
“ (1) to serve as a medium of exchange of ideas and knowledge of cacti and other succulent plants; (2) to promote the gathering of members for social and charitable reasons; (3) to promote the protection of endangered and threatened species of cacti and other succulent plants.”
2. The event is only open to CCCSS members due to insurance purposes. Coordinators will confirm that those attending are members.
3. The event will be publicized in the newsletter the month prior to the date of each event.
4. A sign-up sheet should be available the month before, as well as the month of the event.
5. The total number of attendees will be determined by the host.
6. The Garden Gathering Coordinator (at least one) will help the host with setup and help greet at the event.
7. The board will reimburse the cost of food to the maximum of \$5 per person with total not to exceed \$150 per event unless prior approval is given by the board. No alcohol will be paid for by the club. All receipts need to be turned into the Garden Gathering Coordinator for submission to the treasurer at the monthly meeting.
8. The events are intended to be either monthly or bi-monthly.
9. Hosts may sell plants, pottery, and items related to cacti and succulents only.

The Garden Gatherings are an on-going club activity and do not require prior board approval as long as the guidelines are followed.

**Section 12**    Botanical Garden Subcommittee

Committee Purpose: To collaborate with the San Luis Botanical Garden staff and director on events, activities, plant propagation and plantings which involve cacti and succulents. To promote interest and membership in the CCCSS.

For example: provide a club information table at the Spring and Fall Botanical Garden Plant Sales.

The chairperson will be a CCCSS club member. Other members can participate in planning and activities.

There is no impact on the budget.