

TUCSON CACTUS & SUCCULENT SOCIETY

Special Rules of Order

Revised March 14, 2023

Membership Categories & Dues

Life members are individuals **or a Family membership (Limit of 2 persons) who at any time pay the designated amount. They would receive all benefits for life and they would not pay any additional dues.**

Honorary Life member are members recognized by the Board of Directors for distinguished service. They would not be required to pay additional dues. They would be given a Certificate of Merit and a special membership badge (see duties of Membership Committee).

General members are those who pay individual membership dues.

Student members are individuals **under 22 year of age who are pursuing a full time course of study in a recognized public or private school.**

Family membership includes two adults (named on the application form) and their children under the age of 18 who all must live at one residence.

Dues Amounts:

	Newsletter	(Web Based)	(Mailed)
Life (one time dues)	\$ 500.00		\$500.00
Individual	\$ 15.00		\$ 35.00
Family	\$ 20.00		\$ 40.00
Student	\$ 10.00		\$ 30.00

Dues may be paid on a one-year or multiple year bases.

Office and Library:

The president will establish an official address and, if possible, make concrete arrangements for a place for Board of Directors meetings, a place to keep records and Library materials, and a place for an answering service.

Special Duties:

PRESIDENT: (see By-Laws)

VICE-PRESIDENT: In addition to duties assigned in the By-Laws, the Vice-President shall be the program chairman and arrange program" for general membership meetings held **on the first Thursday of January to November and in December, the Annual Meeting and Holiday party.** Two weeks in advance of meetings, to send program details in writing to the Secretary (for the announcements), to the Public Relations Officer (for Publicity), **to the Newsletter Editor** and to the President (for information). To arrange for plant door prizes and manage drawings; to arrange for **the distribution** of free plants at membership meetings in accord with Board of Directors decisions.

SECRETARY: In addition to duties assigned in the By-Laws, the secretary will keep the Special Rules of Order current by appending action decisions by the Board of Directors, and keep the President informed of necessary action decisions reached by the Board during the current year or at any time in previous years.

TREASURER: In addition to the duties set forth in the By-Laws, the treasurer will receive dues from the Membership Chairman, keep the Secretary and Chairman of the Membership Committee informed of the membership status, establish a standardized **system of record keeping** expected to be useful and applicable for several years, at each **Board** meeting, report the financial status of the Corporation, and submit to the Secretary a copy of the financial status statement for file as an addendum to the Secretary's regular report. The Treasurer's annual report shall contain a financial statement for the year, a copy of the Auditor's report, a copy of the current Certificate of Incorporation, a copy of current fire and liability insurance policies, a copy of the year's Federal Income Tax report, and other documents or correspondence having to do with the financial affairs of the Corporation. It is also his responsibility to be familiar with sales tax laws.

AFFILIATE REPRESENTATIVE: In addition to the duties set forth in the By-Laws, the Affiliate Representative will prepare an Annual Report, including copies of all official correspondence.

EDITOR: The Editor will be responsible for the publication of The Desert Breeze, **a monthly newsletter of the Society.**

STANDING COMMITTEES:

Membership: To collect dues and give receipts; to contact or send reminder notice to delinquent members; to promote activities aimed at obtaining new members; to design and present in draft form to the Board of Directors for approval, attractive application sheets, name cards, information brochures and circulars regarded as useful and desirable in connection with membership and promotional development, and when approval is given, to be responsible for its printing and distribution; and to design and present to the Board of Directors for approval the Certificate of Merit and special name cards needed in connection with Honorary Life Memberships.

Rescue Program

(To be implemented if there is sufficient interest.)

SEEDS AND SEEDLINGS: To develop and foster a program centered about interest in the seeds and Seedlings of desert plants, including displays, demonstrations and sales. The latter to be carried out in collaboration with the Sales Committee and in accord with the rules adopted to guide and bind it.

CACTUS CLASSES AND STUDY GROUPS: To foster classes designed to provide instruction on how to germinate, grow, maintain and identify cactus and other desert plants.

EVENING PROGRAMS: To plan and promote three or more evening programs each year, designed to tell the Desert Story - especially in relation to plant species, history, adaptation, influence, beauty and sustaining power.

PUBLICATIONS: To arrange for and manage, subject to Board of Directors approval, publication of books and documents.

LEGISLATIVE: To seek ways of improving present legislation pertaining to the preservation of native plants in the southwest; to develop, propose and promote acceptance of more adequate legislation; to cooperate with people in neighboring states of the United States and Mexico on these matters; to serve as a central TABS surveillance group on desert plant abuses; with Board of Directors approval, to speak and act for the TCSS on surveillance and legislative matters; and to prepare and file reports thereby to provide a careful record of action steps taken.

REFORESTATION: To take an active interest in reforestation of endangered species of unique desert plants, and promote a program pertaining to reforestation as found to be appropriate.

SPEAKERS BUREAU: To maintain a roster of speakers available to talk about desert plant life, also to accumulate and maintain a file of slides useful in this connection.

HOME LANDSCAPING. WINDOW BOXES AND TERRARIA: To foster a program designed to encourage high standards in desert landscaping in and around homes; and to encourage the development of unique window box and terrarium displays.

HIGHWAY, STREETS AND PARKS LANDSCAPING:: To foster a program designed to encourage high standards of desert landscaping in public places.