

**FRESNO CACTUS & SUCCULENT SOCIETY
STANDING RULES**

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1. TERMS

“Society” refers to the Fresno Cactus & Succulent Society

“Member in Good Standing” refers to a member who is current in their dues, and who follows the By-Laws, Standing Rules, and Code of Conduct.

“Board” refers to the Executive Board of the Fresno Cactus & Succulent Society.

2. MEETING INFORMATION

General meetings shall be held monthly, except in the instance where Society-hosted events (e.g., the Fall Sale or Holiday Silent Auction). In such instances, the hosted event shall take the place of the general meeting. All general meetings are open to non-members. Meeting times, dates, locations, and the subject of the programs shall be announced in the newsletter or email on a timely basis.

The General Meeting Order of Business shall be:

- Doors open at 6:30 PM, with time allowed for refreshments, plant sales, etc.
- Call to Order at 7:00 PM
- Introduction of New Members and Guests
- Reading of the Minutes
- Reading of the Correspondence
- Treasurer Report: Written, oral, or printed in the newsletter
- Committee Reports
- Unfinished Business
- New Business
- Brag Table Presentation
- Program
- Discussion
- Opportunity Drawing
- Adjournment

Workshop meetings are open to both members and non-members and shall normally be held monthly. The date, time, location, and subject of the meeting will be announced by the Workshop Coordinator in the Society’s newsletter. Workshop meetings may be held in person or online.

Special meetings may be called by the Executive Board or the President.

3. OPPORTUNITY DRAWING

Opportunity drawing tickets are obtained with a one-dollar (\$1) donation for 1 ticket and/or a five-dollar (\$5) donation for 6 tickets. Members buying opportunity drawing tickets shall be given an additional ticket free if they are wearing their membership name badge.

4. STANDING COMMITTEES

The President shall appoint all Standing Committee Coordinators at the first meeting in January or as soon thereafter as practicable. Each appointee shall have been informed of the obligations of their position and shall have agreed to accept those responsibilities. Each of the Committee Coordinators shall

56 select, subject to the approval of the President, an appropriate number of committee members to work with
57 them and to be prepared to assume the duties of the Coordinator in the Coordinator's absence.

58

59 Duties of the Standing Committee Coordinators are outlined below:

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61 SHOW AND SALE COORDINATOR - Shall be primarily responsible for the organization, planning, and
62 conducting of the following events: Fresno Home and Garden Show, FCSS Annual Show and Sale, FCSS Fall Sale
63 and Fair Display. The coordinator may appoint a Show Coordinator when needed for an event. Each coordinator is
64 responsible for their area and will work together to run the event smoothly.

65 The coordinator may form a committee of members to help in the responsibility of the many elements of
66 preparation and execution needed to produce a smooth-running event.

67

68 The Show and Sale Coordinator has the following general abilities for each event;

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- 70 • The show and sale coordinator ensures all plant materials are disease and pest free. If disease or pests
71 are found, the coordinator can have items removed from the sale and the event grounds.
- 72 • The show and sale coordinator will plan out the floor plan for each event and has the final say on the
73 placement of tables, chairs, and other items concerning the event.
- 74 • The show and sale coordinator shall determine the amount of space and location for each vendor in
75 advance. The number of tables requested by a Vendor may be adjusted by the show and sale
76 coordinator if insufficient space is available.
- 77 • The show and sale coordinator will determine the times for setup and cleanup for each event.
- 78 • The show and sale coordinator may pick a member to be their representative when not able to be at an
79 event.

80

81 MEDIA COORDINATOR – shall take photographs at Society meetings and events for social media and send them
82 to the publication coordinator. With approval from the President, manage the Society's social media accounts by
83 posting photos, event information, and activities. Also, be the webmaster and maintain the Society's website
84 <http://www.fresnocss.com>. The webmaster will be instructed to perform the necessary functions to keep the site
85 functional and updated.

86

87 LIBRARIAN – shall maintain all the Society's reference data, books, pamphlets, etc., and shall have such materials
88 available for use by the membership, keeping an accurate inventory and record of the whereabouts of all
89 library property.

90

91 HOSPITALITY COORDINATOR – shall act as host/hostess to welcome all members and guests at all Society
92 functions and to maintain a meeting attendance record that can be supplied to verify whether a member wishing to
93 run for elective office meets the attendance requirements. All Society members are considered members of this
94 committee to make all new members and guests feel welcome.

95

96 MEMBERSHIP COORDINATOR – shall collect Society members' information to compile a membership roster
97 and keep it up to date. The membership coordinator shall provide new members with the Bylaws and Standing
98 Rules.

99

100 AFFILIATE COORDINATOR – shall maintain contact between the Society and the Cactus and Succulent Society
101 of America and shall report pertinent information to the Executive Board and the general membership.

102

103 PUBLICATION COORDINATOR – shall have charge of compiling and timely distribution of the monthly
104 newsletter of the Society, which is named *Cactus Corner News*.

105

106 OPPORTUNITY DRAWING COORDINATOR – shall be primarily responsible for the organization of and
107 conducting the opportunity drawing at each general meeting. They will be provided with plants and items for the
108 drawing at each general meeting. A full accounting of all expenditures and receipts shall be provided to the
109 Treasurer on a current/ monthly basis.

110

111 REFRESHMENTS COORDINATOR – shall arrange for service of refreshments at Society functions and may
112 assign members their turn to furnish refreshments when appropriate.

113

114 RULES COORDINATOR AND PARLIAMENTARIAN – shall advise the presiding officer on all
115 questions of order and parliamentary procedure and shall interpret the bylaws of the Society and Standing
116 Rules. A member of this committee shall attend all regular and special membership and Executive Board
117 meetings and shall act as the Parliamentarian when the coordinator cannot attend.

118

119 WORKSHOP COORDINATOR – shall oversee workshop meetings and be responsible for finding a venue or
120 running the online program each month. The program will be responsive to the educational needs of the
121 membership, with a more hands-on/discussion-based meeting.

122

123 EXPEDITION COORDINATOR – shall plan bus trips/field trips, including location to be visited, transportation,
124 fees, and break stops. They shall compile a list of members going and collect all fees, giving it to the Treasurer.

125

126 VICE PRESIDENT / PROGRAM COORDINATOR – shall set a calendar for the program portion of the
127 regular membership meetings. Programs should be designed to further the acquisition of knowledge and
128 increase interest in cacti and succulents through whatever means deemed appropriate, such as guest
129 speakers, demonstrations, plant displays, PowerPoint or slide presentations, field trips, etc. The Committee
130 must handle all logistics such as making proper reservations for special meeting places, arranging for
131 accommodations for guest speakers etc.

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134 **5. LIBRARY RULES FOR USE**

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136 Any members in good standing of the Fresno Cactus & Succulent Society may sign out books from the
137 Society’s library. A borrower must have been a member for at least two months and have attended two
138 Society meetings to be eligible.

139

140 Members may sign out no more than two (2) books at one time. Members must give a current phone number when
141 signing out a book. If an address is not listed in the membership roster, the current address must be left with the
142 librarian. Signing out more than two books – for special research, for instance – requires the permission of the
143 Librarian.

144

145 The loan period for books is two (2) months. A book may be renewed for another loan period if there are
146 no holds on it.

147

148 The fine for overdue books (books kept for more than two months) shall be \$2.00 per book per month. An
149 exception is made for months when the Society did not meet in the meeting room (July and December, for
150 instance).

151

152 Any fines collected by the Librarian shall be turned over to the Treasurer.

153

154 Members may place a hold on a book that is checked out by notifying the Librarian. The Librarian will
155 attach a Post-it note to the card of the book in question, noting the name of the member and the date of the
156 request.

157

158 Certain books that are in high demand may be signed out for one month only. This is determined at the
159 Librarian’s discretion.

160

161 All books are the property of the Fresno Cactus & Succulent Society and members are required to return
162 books to the library in the same conditions as when signed out. By signing out a book, the member takes
163 responsibility for the book. Books must be returned in the same condition as they were signed out. Borrowers will
164 reimburse the Society for the full price of the book if damaged or lost.

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167 **6. MEMBERSHIP**

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169 A membership fee for a single member shall be \$20.00 for an emailed newsletter and \$30.00 for a printed mailed
170 newsletter. A family membership shall be \$30.00 for an emailed newsletter and \$40.00 for a printed mailed
171 newsletter. Family memberships are for 2 or more family members who reside in the same household.
172 These fees include the current year's dues and the ability to participate in Society meetings and events. These rates
173 do not include the cost of the membership name badges, which may be purchased for everyone. They may be
174 purchased at the Society's current cost. Replacement badges are also available on the same basis.
175 Dues are payable on January 1 of each year. Dues will be delinquent if unpaid by the time of
176 the March membership meeting. Delinquent members will be dropped from membership but maybe
177 reinstated at any time by the full payment of the annual dues and any unpaid debts to the Society. New members
178 who join from September to December will have their membership rolled over to the following year.
179

180 Members are in Good Standing if they are current on dues and have not violated any of the Bylaws, Standing
181 Rules, and/or Code of Conduct. Only members in Good Standing may participate in elections and hold elected and
182 appointed office positions.
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185 **7. FISCAL YEAR AND ANNUAL BUDGET**

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187 The Treasurer shall be the Coordinator of the Budget Committee.
188

189 The fiscal year shall be the calendar year, January 1 through December 31. Each October, the Executive
190 Board shall meet as the Budget Committee. All officers and committee Coordinators shall submit written
191 budget requests to cover the estimated expenses for their offices and committees. The requests
192 will be reviewed as to the needs and considering the available revenue to fund them. Each request may be
193 accepted, modified, or rejected and then incorporated into the final Society's budget. The Budget Committee
194 will then submit it to the membership for ratification.
195

196 Any expenditure of Society funds expressly authorized in the adopted budget shall be reimbursed by the
197 Treasurer on the presentation of an itemized statement and appropriate receipts, if available. Any
198 expenditure not included in the budget or in an amount that exceeds the budgeted amount must be
199 submitted to the Executive Board for approval. Executive Board approval may be obtained on an expedited
200 basis if the President secures the consent of a majority of the Executive Board members and then advises
201 the Treasurer accordingly. A record of such expedited authorization shall be read into the minutes of the
202 next regular Board meeting. Any request for an unbudgeted amount that exceeds \$300.00 must be
203 submitted to the Executive Board for approval. All expenditures of any nature shall be reported by the
204 Treasurer to the membership in a summary form at the meeting following the month in which such funds
205 were paid out.
206

207 In the event there is no adopted budget in place, only expenditures for the usual office supplies,
208 photocopies, postage, and annual dues to the Cactus and Succulent Society of America may be made
209 without following the procedures above.
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212 **8. SHOW AND SALE VENDORS**

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214 All vendors must be current members and in good standing to participate in each event. Dues must be paid before
215 the event, or dues may be taken from earnings. Members not in Good Standing will not be allowed to sell at events
216 until their standing changes.
217

218 Vendors shall pay a predetermined amount set by the Board for participation. Payments may be a set amount or a
219 percentage of their gross receipt.

220 Anyone wishing to be a vendor shall notify the Show and Sale Coordinator by an established deadline and request
221 the number of tables needed. Requests after the set deadline will be denied. The Show and Sale Coordinator has the
222 sole say in how many tables a vendor will be given depending on venue space and table amounts. Vendors must

223 participate in the setup and cleanup of each event. Vendors must conduct themselves in a cordial and welcoming
224 manner for the entirety of any event hosted by the Society. Failure to participate in event logistics and/or adhere to
225 expectations of conduct will result in the offending party being barred from the following year's event/sale.
226 Vendors are solely responsible for watching and securing their items during the entire event. It is highly
227 encouraged that the vendor or vendor's representative stay with their product throughout the event.
228 Sale items are restricted to clearly labeled cacti, succulents, and related plants that are rooted in their own
229 containers or un-potted cuttings. Related items such as pottery, top dressing, planting mix, pots, tags, or printed
230 material may also be sold. All items must be clearly priced and with the vendor's identification in a manner
231 acceptable to the Show and Sale Coordinator.
232 Any member, non-member, or vendor displaying/conducting inappropriate behavior listed in the Code of Conduct
233 will be asked to leave the event. If the person does not leave willingly, security will be called. The Show and Sale
234 Coordinator will decide whether to let the vendor leave their items for sale or have items removed and not continue
235 to sell.

237 **9. SHOWS AND SALES**

239 ANNUAL SHOW AND SALE

241 The FCSS Annual Show and Sale shall take place in June of each year. The Board may change this date if issues
242 arise with the venue. The venue is voted upon by the Board. This event is by invitation only. The Coordinator of
243 Shows and Sales will determine who will be a vendor based on available space, past or potential earnings, product
244 being sold, and if the member is in Good Standing.

245 Any member denied being a vendor may appeal to the Board for a majority vote. The Coordinator of Shows and
246 Sales will provide the reason and any evidence on why the vendor was denied. If space was the only reason, then
247 no appeal may be made.

248 A certain predetermined number of show plants must be provided by each vendor. If a vendor does not present the
249 said number of show plants, a fine of \$10.00 per missing plant will be charged or taken from earnings.

251 FRESNO HOME & GARDEN SHOW

252 All members in Good Standing may participate as vendors if space allows. Vendors must fill tables with products
253 at initial setup. If the vendor can't fill the tables with products, then unused tables will be given to another vendor.

256 FALL SALE

257 All members in Good Standing may participate as vendors. At this Sale, only one table is allowed per membership.

261 **10. CODE OF CONDUCT**

262 The Fresno Cactus and Succulent Society has a zero-tolerance policy for inappropriate behavior including, but not
263 limited to;

- 264 ○ Racism
- 265 ○ Sexism
- 266 ○ Sexual harassment
- 267 ○ Verbal or physical abuse
- 268 ○ Intolerance of a person's religion,
- 269 ○ Gender identity, or sexual orientation
- 270 ○ Behaving in a way that disturbs the enjoyment of the event, meeting, or discussions of others,
- 271 ○ Any other actions deemed to be intentionally hurtful, harmful, threatening, or inappropriate.

272 We aim to enforce the right for all Fresno Cactus and Succulent Society Members to enjoy their Society in a safe
273 environment without risk to health, violence, and aggression.

274

279 FCSS puts on/ attends many events that the public attends. Therefore, we will maintain a zero-tolerance policy
280 towards offensive or vulgar language or actions at events. The event chair can remove the offending member from
281 the event.

282

283 All FCSS members must also adhere to the Code of Conduct of the venue of the event and venue security, and staff
284 must be treated with respect.

285

286 Any violation of the Code of Conduct shall be brought in front of the Board. If the Board finds a member to be in
287 violation, the offending member will have their membership terminated, membership fees will not be returned and
288 be blocked from all Society's events and activities.

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290 **11. ELIGIBILITY TO HOLD ELECTIVE OFFICE**

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292 No person may be nominated for an elective office, who has not been a member for at least one year and
293 has attended at least six (6) meetings during the twelve (12) months prior to the nominations. Those
294 meetings may have been regular membership meetings, Executive Board meetings or workshop meetings.

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296 In addition, no member may be nominated for the office of President who has not previously held another
297 elective office in the Society for at least one term.

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299 All elected officers may stand for reelection if nominated. There are no restrictions on how many consecutive terms
300 an elected officer or member at large may hold if nominated or appointed and in Good Standing.

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302 **12. AMENDING THE STANDING RULES**

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304 These Standing Rules may be amended at any regular membership meeting by a majority vote of the
305 members present and shall remain in effect on an interim basis until said rule change is published in the
306 newsletter and shall become permanent only if reaffirmed by a majority vote of the members present at the
307 next regular membership meeting. If the proposed rule is not reaffirmed, the Standing Rules will revert to the
308 language prior to the introduction of the proposed amendment.

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315 Adopted Date: _____