

TUCSON CACTUS & SUCCULENT SOCIETY
Special Rules of Order
Revised June 7, 2012

Membership Categories & Dues

Life members are individuals (or husband & wife) who at any time make gifts of \$500 or more to the Tucson Cactus & Botanical Society Inc.; they would not be expected to 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 individuals who pay regular (individual) membership dues.

Student members are individual" under 18 year" of age who are pursuing a course of study in a recognized school.

Dues Amounts (per year):

General Membership	(Newsletter Web Based)	(Newsletter Mailed)
Individual	\$15.00	\$ 25.00
Family	\$20.00	\$ 30.00
Student Membership	\$ 10.00	\$ 20.00

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

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 in January, February, April, May, June, July, August, October and November; and arrange for special meetings held in March at the Arizona Sonora Desert Museum, in September (auction), and in December (Christmas picnic). 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), and to the President (for information). At membership meetings, to introduce speakers and chair discussion periods. To arrange for plant door prizes and manage drawings; to arrange for & distribute 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 prepare and distribute announcements of regular Corporation membership, 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.

The Secretary's annual report shall consist of a file including a record of all membership and Board of Director 's meetings, a fully updated Special Rules of Order statement, a current membership list, copies of the announcements sent to the membership concerning regular meetings, copies of official correspondence and committee reports.

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 membership 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, publishing a minimum of 4 issues a year.

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 carafe needed in connection with Honorary Life Memberships.

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 assert plant a buses; pith 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.

(To be implemented if there is sufficient interest.)

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.

HAAG GARDEN: To deal with the Haag Memorial Garden at the Arizona Sonora Desert Museum, introducing change" that seem appropriate and insuring that a high standard of display is maintained.

SPEAKERS BUREAU: To maintain a roster of speakers available to talk about desert plant life, also to accumulate and maintain a file of slide" 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.