

The Constitution of the South Coast Cactus and Succulent Society

Article I Name

This association will be known as The South Coast Cactus and Succulent Society. The Society is a non-profit affiliate of the Cactus and Succulent Society of America. Hereafter, referred to as the "Club". The official mailing address for the Club is 20300 Crenshaw Blvd., Palos Verdes Peninsula, CA 90274.

Article II Purpose

- A** The Club will promote an interest in and appreciation of cacti and other succulent plants through community outreach activities.
- B** The Club will sponsor educational programs that teach members how to propagate, cultivate, identify, and exhibit their plants.
- C** The Club will provide an opportunity for members to interact socially to their mutual benefit and enjoyment.

Article III Membership

- A** There are two membership classes.
 - 1** Individual memberships are defined as any persons over 12 years of age.
 - a** Eligible members must be listed on the Membership application. The primary person at the residence of record pays the full dues, other family members at the same address will pay a reduced surcharge as defined in the By-laws.
 - b** Each member is responsible for notifying the Membership Chair of changes to the information on the Membership Roster.
 - c** Individual membership entitles the member to attend Club meetings and sponsored events, voting privileges, and Club mailings.
 - 2** Honorary memberships may be awarded by the Board and renewed annually at the January Board meeting to deserving individuals or organizations who have benefited the Club. These are non-voting and dues exempt memberships, but include all other General membership benefits.

Article IV Financial

- A** The Club' fiscal year coincides with the calendar year.
- B** The Treasurer will establish an Bank checking account and maintain financial records.
- C** Budget
 - 1** The President will prepare and submit a proposed budget to the Board at the January Board meeting. The proposed budget will contain proposed expenditures for programs, the newsletter, plant purchases, and other major categories.
 - 2** The Board will amend if necessary and approve the final budget.
 - 3** The President will notify Officers and Chairs of budget items that apply to them.
 - 4** The President will have the budget included in the February newsletter.

Article V Board of Directors

- A** A Board of Directors, hereafter called the “Board”, will include the immediate past President, Officers, Show Chair, Membership Chair, Mini-show Chair, and two At-large members.
 - 1** The Officers will select the two at-large members from the membership.
 - 2** The term of office for Board members is the calendar year.
- B** *If still an active member and willing to serve, the previous past President shall be Chairman of the Board, otherwise the current president will be Chairman.*
- C** The Board will meet before the January General meeting, after the Annual Show, and additionally as determined by the Chairman. The January meeting will be used to discuss Officer responsibilities and approve Committee Chairs for the year. The post show meeting will be primarily devoted to the Annual Show and Sale. All meetings must have an agenda.
- D** Board meetings may be open or closed to the membership at the Chairman’s discretion.
- E** The Board may adopt changes to the By-laws or other proposals by a simple majority. The Chairman will vote only to break ties. Proposed constitutional issues will be reviewed and if acceptable by a majority of the Board, posted in the Newsletter, and voted on by the Membership.

Article VI Officers

- A** The elected officers of the Club include the President, 1st Vice President for Publicity, 2nd Vice President for Programs, Secretary, and Treasurer.
- B** The term of office for all Officers is the calendar year.
- C** Election of Officers
 - 1** A Nominating Committee (see By-laws) will select one or more active members for each office and announce them at the October meeting. Members may nominate additional candidates from the floor as long as the nomination is seconded. The Nominating committee will prepare a ballot if more than one candidate is nominated.
 - 2** Election of officers will be held at the November general meeting by a show of hands if there is only one candidate for each position or by ballot, if more than one nominee for a position. If a quorum is present, a majority vote of the active members present elects the officer(s); otherwise the vote will be delayed until the next General meeting.
 - 3** Officers will be installed at the December general meeting as the last item of business.
- D** Officers who cannot complete the term of office should notify the President who will schedule a Board of Directors meeting to choose a replacement. The Board will select a nominee for a vacating President who will be subject to a vote by the General membership.
- E** Officers failing to complete assigned duties or attend scheduled meetings for an extended period will be notified by the President, with Board approval, that their resignation will be accepted.

Article VII Duties of the Elected Officers

- A** President
 - 1** Promote the general welfare of the Club.
 - 2** Convene and preside at Board of Directors and General membership meetings.
 - 3** Appoint all committee chairs in January and advise each of their duties. This means next year’s Chairs must be contacted and accept the appoint to the Chair before the end of the year
 - 4** Authorize payment of approved bills and co-sign checks with the Treasurer.
 - 5** Ensure that Club publications are maintained, revised, and distributed as necessary.

- 6 Coordinate with the S.C.B.G. Foundation on club activities, including contract renewal for use of facilities.
- 7 Select an Audit Committee in January.
- 8 Appoint a Nominating Committee in September.

B First Vice-President for Publicity

- 1 Assume duties of the President in his/her temporary absence.
- 2 Promote the Club through publicity and public relations efforts. This will include placing meeting notices in local newspapers.
- 3 May form a Publicity Committee to assist in these duties

C Second Vice-President for Programs

- 1 Plan and arrange programs for General membership meetings.
- 2 Assist invited speakers, as necessary.
- 3 Maintain a Speaker's list.
- 4 May form a Programs Committee to assist in these duties.

D Secretary

- 1 Record minutes of Board of Directors and General membership meetings.
- 2 Send a draft copy of the minutes to each Board member for review, comment and approval.
- 3 When minutes are approved, put a copy in the permanent file or if a Historian is appointed, provide a copy to the Historian for the Club's permanent records. These may be computer file records, however, a printed copy of the past twelve-month's minutes should be brought to each General membership and Board of Directors' meeting.
- 4 Maintain the master copy of Club documents as directed by the Board. See Addendum for a list.
- 5 Be prepared to turn over all records to the next Secretary.

E Treasurer

- 1 Establish a checking account at a convenient F.D.I.C. or F.S.D.I.C. bank.
- 2 Deposit all Club income in that account at earliest convenience.
- 3 Co-sign checks with the President and mail or deliver checks to the Payee.
- 4 Ensure a new President visits the bank to sign a signature card and direct the bank to remove old signature cards.
- 5 Keep a record of income and expenditures that is separate from the bank monthly statement.
- 6 After the January meeting, compare dues paid to the current Membership roster. Annotate which members have paid, which have not, and add any new members. Send the annotated list to the Membership Chair.
- 7 Cooperate with the Audit Committee by meeting with them at a mutually agreeable date and time and allowing them access to fiscal records.
- 8 Pay State Sales Taxes, as required.
- 9 Reports
 - a Be prepared to state the last balance in the account at each General Membership meeting.
 - b Prepare a written annual report as defined by the President, but usually showing the initial balance, receipts and disbursements by major category, and the final balance for the President covering the preceding year and deliver to the President at the February General Membership meeting.
 - c Assist the President, and Show Chair to prepare a show/sale financial report.
 - d Prepare a brief oral report on the "Annual Show and Sales" report for the members at the first meeting following the Annual Show.

- 10 Be prepared to turn over all records to the next Treasurer. Assist in transferring bank accounts.

Article VIII General Membership Meetings and Voting

- A** General membership meetings are held the second Sunday of each month, starting at 1:30 PM, at the South Coast Botanical Garden (S.C.B.G.), 26300 Crenshaw Blvd. Advance notice of these meetings and any changes will be published in the Newsletter.
- B** A voting quorum is **twenty- five** percent of the active members. **NOTE: As of July 2009, the club had 72 members, so the quorum is 18 for all non-constitutional votes.**
- C** A majority vote of active members present, so long as it constitutes a quorum, is sufficient to approve an item of business, unless it is to change the Constitution. See Article IX.
- D** The President votes only to break ties.
- E** The President shall determine the order of business.
- F** Robert's Rules of Order shall be used as a reference for proper procedure when not covered by the Club's Constitution or By-laws.

Article IX Amending or changing the Constitution

- A** Any proposal to amend or change this Constitution must start with the submission of the proposed change in writing, signed by any two active members, to the President.
- B** The proposal will be reviewed by the Board to ensure it doesn't conflict with existing articles and returned to the submitter if changes are required.
- C** Following Board approval, the proposed amendment or change shall be published in the Newsletter. A ballot will also be published for members to mail their proxy ballots to any Officer if they won't be attending the next meeting.
- D** At the next regularly scheduled general meeting following publication, members will be given a ballot. Ballots will be collected and votes tallied including proxy votes mailed in to officers. If the total votes equals or exceeds two-thirds of the membership, the change will pass if a simple majority approve. **Note: With a membership of 75, 2/3s is 50 and thus 26 yea votes would pass the proposal.**
- E** If passed, the President will direct the Secretary to revise the existing Constitution and distribute.

Article X Dissolution

- A** The decision to dissolve the Club must be made by majority vote of the Board. The Chairman will vote only to break a tie. If the Board votes to dissolve, the President will draft a written motion that provides a reason for dissolution, a Treasurer's report, a proposed plan to dispose of any remaining assets, a specific dissolution date, and a date for mailed in ballots that is at least a week before the next regularly scheduled meeting. The President will direct the Secretary to mail the motion to all current members within seven days. Members may turn in their ballots at the next meeting or mail them to the President before the next meeting.
- B** At the next meeting, the President will appoint two members to count and total the ballots. It requires a two-thirds majority of those members who return their ballots to dissolve the club.
- C** In the event of dissolution, any Club debt shall be paid by assessment of the members. Upon the dissolution all remaining assets after payment or provision for payment of all debts and liabilities

shall be distributed to any other non-profit entity as proposed at-the final meeting and approved by a majority vote of those present.

- D** In the event the motion is NOT approved, the President will appoint a nominating committee for a new slate of Officers.

*By-Laws of the
South Coast Cactus and Succulent Society*

Article I Approving and Amending By-Laws

- A** These By-Laws are approved by and may be amended by a majority vote of the Board.
- B** Any active member may propose changes.
- C** Proposed changes and amendments must be presented to any member of the Board of Directors in typed format and clearly indicate which paragraphs are to be changed, added, or deleted.
- D** Approved changes will become a part of the Membership Pamphlet and if the Board approves, posted on the Club's website.
- E** The Secretary will;
 - 1** make necessary changes to the master copy.
 - 2** Provide a copy of the corrected articles to each Board member. Note this includes the Membership Chair, who will ensure future printings of the Pamphlet are up to date.
 - 3** Send a "Change" notice to the Editor for the next Newsletter.

Article II Membership Dues

- A** Membership dues are \$10 per year per; payable in advance, beginning with the November meeting, but not later than the January General membership meeting. New membership dues are not prorated. Dues are set by the Board, but must be approved by the members. Each additional family member (living at the same residence) is an additional \$2.00/year.
- B** Vendors, who have no interest in participating in club affairs, but wish to be invited to sell their products at club events, must join the club, but their dues may be deducted from their sales proceeds at the club sales event in which they participate.

Article III Memberships In Other Organizations

- A** The Club, in order to meet and use the meeting rooms and facilities at the South Coast Botanic Garden (SCBG), is required to be a member of the SCBG Foundation, and pay annual dues an amount set by Los Angeles County. These dues allow the club to meet and host show/sales in SCBG facilities. The President is responsible for renewing the annual contract and discussing changes with the Board.
- B** The Club, as an affiliate of the Cactus and Succulent Society of America (CSSA), will renew it's affiliation each year. The President or designee is responsible for ensuring the CSSA Affiliate person is advised of any changes to Club information.

Article IV Committees

- A** At the first Board meeting after the Annual show the Board will decide which of the Committee Chairs listed below will be filled for the following year, except the Show Chair, which is mandatory. The President is responsible for locating members who are qualified and willing to serve as Chairs. Chairs must be a members in good standing.
- B** The President will appoint and announce new Chair positions at the January meeting.
- C** Chairs will serve for one year beginning in January. Vacancies will be filled by the President.

D Chairs are encouraged to recruit members to assist them when the tasks are complex and/or to train a replacement..

E Committee Chairs and their responsibilities;

1 The Show Chair

- a** Will be a member of the Board.
- b** Will make all necessary “Annual Show and Sale” arrangements consistent with these By-laws and with the Board’s assistance, seek volunteers to function as Coordinators for the Club’s Annual Show and Sale. *See the Annual Show Rules for a description of these coordinators*
- c** Will prepare a written report for the first Board meeting after the annual Show/Sale. The Board will specify the Report format and content.

2 The Refreshments Chair may create and maintain a sign-up list to provide refreshments that will be circulated at General membership meetings, as necessary. The Chair purchases coffee, filters, napkins, paper plates, etc, which are stored in the club’s cabinet. The Chair coordinates the Holiday dinner and lunches for the Annual Show and Sale. Reimbursement will require receipts be given or sent to the Treasurer with a brief note explaining the purchase.

3 The Newsletter Editor (Approved by Vera 1/30/07)

- a** Assembles articles and announcements sent in by members, official communications from the CSSA, and, after obtaining permission, articles from other publications and newsletters.
- b** Mails the newsletter to all members, using the membership list prepared by the Membership Chair. May also send courtesy copies to editors of other C&S clubs in the area, and the Editor of the CSSA Journal.
- c** If the Editor has the capability, a computer file copy of the newsletter should be sent to the Webmaster for posting on the Club’s website and may be offered to members in lieu of hard copy, using either download from the Club’s website or as an email attachment.
- d** To obtain reimbursement for expenses receipts with a brief explanation of the expense must sent to the Treasurer. Expenses may include printer ink cartridges for computer printers in addition to commercial printing and postage.

4 The Webmaster

- a** Establishes the Club’s website by registering the domain name and ensuring recurring server costs are paid. These costs may be paid directly to the Service by the Webmaster and reimbursed by the Treasurer.
- b** Seeks guidance from the club, but determines the website format and content subject to the approval of the Board.

5 The Sunshine Chair responds to requests from the President to send cards and token gifts to members for special occasions. Receipts for cards and postage are helpful but not required for reimbursement. The Chair should just submit a letter to the treasurer (perhaps annually) documenting costs for cards, gifts, and postage.

6 Membership Chair.

- a** One of the most important responsibilities of the Chair is to greet new members and guests at each meeting and introduce them to other members.
- b** The Chair will provide new members with a Membership Handbook. Additional copies may be requested from the Secretary or if available to the chair, printed by a personal computer.
- c** A Name Badge will be created and presented to new members.

- d The Chair maintains the official membership list. After the January meeting the Treasurer will send an annotated copy of the current Membership roster to the Membership Chair. Members who have not sent in dues will be contacted to determine whether they want to stay members. When the list is finalized it will be retyped and a copy sent to the Newsletter Editor and Webmaster.
 - e The Chair ensures Membership Applications are available at General meetings and other club events; and that the Membership Application brochure is current. If changes are required, the Chair sends them to the President who will present them to the Board.
 - f The Chair receives membership applications and sends dues from new members to the Treasurer.
- 7 **Audit Committee.** Before the January meeting, the Vice President for Publicity will ask two members to audit the Treasurer' records. The President will appoint volunteers at the January General meeting. Normally this Audit will be accomplished by reviewing the Treasurer' books to ensure they reflect bank statements sent to the Treasurer. Discrepancies should be brought to the attention of the Treasurer before the February General membership meeting report and if unresolved or unexplained, reported to the President. One of the members will give a verbal report at the February General membership meeting.
- 8 **Plants Chair.** The Plants Chair should be a member who is able to obtain succulent plants at wholesale prices. The Chair will submit a receipt or invoice to the Treasurer for reimbursement with a note explaining the intended use of the purchases. The current requirement for plants is;
- a A selection of 20 succulent plants in 4" pots - about 1/3 cacti to be given to guests, new members, and members having birthdays that month; the remaining plants will be drawn for as door prizes.
 - b One plant for the winner of the "Plant of the Year" competition at the December General meeting.
 - c Ten plants will be purchased for presentation to the annual Mini-show winners at the December meeting. ~~The five top point totals for the "Cactus" and "Succulent" categories will receive plants.~~
- 9 **The Mini-show Chair** prepares a list of cacti and succulent categories for the coming year in time to be published in the December Newsletter and uploaded to the Club's website. The Chair should seek input and present a draft list at a regular meeting before it is posted on the web or published in the Newsletter. The Chair will ensure entry slips are available at each general meeting. After each show the Chair will collect the entry slips, total the points, and send the results to the Newsletter Editor. The Chair will coordinate plant prize requirements with the "Plants" Chair.
- a The Chair will either write background articles or ask the Board to find and the President to appoint someone to write articles for the Newsletter. The "writer" should have articles reviewed and them if approved, send them to the Newsletter Editor and Webmaster.
 - b NOTE: Mini-show rules are in Article 4 of these By-laws.
- 10 **CSSA Liaison** is appointed by the President, must be a member of the Cactus and Succulent Society of America (CSSA), and acts as an intermediary between the club and the CSSA. The Liaison should know which members are CSSA members and actively encourage non-members to join the CSSA.
- 11 The **Historian** needs a safe and secure space to store archived documents. Computer files are an acceptable method of storage. The Historian must be proactive in obtaining documents, including;
- a Board of Directors and Regular meeting minutes.
 - b Newsletters.
 - c Membership pamphlet and changes to it.
 - d Documents relating to the annual show and sale; and other club events. Photographs of members and the annual show and sale are encouraged. Suitable digital photographs should be sent to the Webmaster for posting to the Club's website.

- 12 The **Librarian** (optional) maintains a list of publications that members are willing to loan to other members. This list may be posted on the Club website. Members willing to loan publications should clearly identify them as the owner. Loans are arranged between interested parties.
- 13 **Area C&S Societies/Clubs Liaison** is appointed by the President to coordinate with the other CSSA affiliate clubs in the area. Coordination will include exchange of show flyers and information about special events. Exchange of information does NOT require membership in other organizations nor presence at their meetings.
- 14 The **South Coast Botanic Garden Liaison** appointed by the President and coordinates Club requirements for activities such as our annual show and sale; and informs the club of events and activities in which the Gardens wants club participation. And relay queries and requests between the Club and the SCBG staff.
- 15 **Brag-table Chair.** At each meeting the Brag Table Chair or the President will lead the discussion when members have brought in plants that are flowering, doing something special, or are in trouble, or perhaps lacking a name. Having general knowledge about plants is useful but not essential.
- 16 Each Vice President will recruit one member to serve on a **Nominating Committee** and the President will appoint them at the September meeting. The Nominating Committee will seek members who are willing to serve in the Officer positions for the coming year. If necessary, the Committee will create a ballot for the December meeting.

Article V Annual Show and Sale Rules

- A** The Club sponsors an annual show and sale normally the 2nd weekend in April. The Board may change the date and/or the format from year to year with the approval of the Club members. The Board also sets the Club's percentage of gross sales and approves the show budget.
- B** Member responsibilities include; active participation in making the show a success, and helping decide what and if prizes are to be awarded.
- C** President Responsibilities include appointing a Show Chair as soon as possible after the Show and Sale, with advice from the Board. Using results from the previous year and Board advice, sets budget constraints for various show expenses.
- D** Treasurer Responsibilities;
 - 1 Obtain change for the Sales Coordinator.
 - 2 Be available at the last day of show to write checks.
 - 3 With the President and Show Chair, prepare a financial report that details receipts and expenditures.
- E** Show Chair Responsibilities;
 - 1 Suggest to the Board, club members to assist with the various tasks required to stage such a show. The President will then appoint them. *See below for a suggested list of Coordinators to appoint.*
 - 2 Be prepared to provide a verbal status report on preparations at General membership meetings starting about January.
 - 3 Supervise activities and Coordinators at the Show and Sale.

- 4 Comply with the facility use rules contained in the Club's Contract with the SCBG. A copy of this Contract is held by the Club President and if a copy is not provided, the Chair should request it.
- 5 Immediately following the show, meet with the Treasurer and Sales Coordinator to evaluate the show receipts so that vendors may receive a check as soon as possible and the Treasurer can pay bills.
- 6 Write a post show article for the Newsletter and be prepared to report to the membership and Board following the show and sale.

F Show Committee Coordinators Responsibilities

- 1 **Publicity** – Normally these tasks are the responsibility of the Vice President for Publicity. Coordinate with the Show chair and Board on the budget and appropriate commercial advertising including, but not limited to;
 - a SCBG Display Window --- coordinate arrangements to put up and take down.
 - b Show Flyer – design or ask members for suggestions, get show chair approval, print copies for distribution. Flyers should be ready for duplication not later than January 31.
 - c Contact local papers to see if they will carry an article from us the week before the show.
 - d Maintain a mailing list for “Post Card” mailings. Edit the list using data from personal checks and the guest register. If computerized, this task may be delegated
- 2 **The Sales Coordinator**
 - a Invites vendors to participate, using Club's Vendor Request form. (See FORMS Appendix)
 - b Determines their sales space requirements and allocates tables and table location.
 - c After each day's sales, with the assistance of the Show Chair, computes each vendor's share.
 - d Coordinates labeling or color-coding of vendor plant tags to avoid duplication.
 - e NOTE: Obtaining boxes for plant purchases should be a total club effort
 - f **This seems too sketchy; ask Jim Hanna to review and revise.**
- 3 **Set up Coordinator** – supervise and assist in setting up the show area. Labor for setting up tables may be hired, usually through the S.C.B.G. or Club volunteers, as determined by the Board.
- 4 **Photographer** – coordinate with Show Chair on what kinds of photos to take and what to do with them after the show. Coordinate with Webmaster on a Show Album for the website. Members may copy any photos posted on the Club's website. Members may request hard copy photos at their expense if the photographer is willing to provide them.
- 5 **Club Table Coordinator** – decorate the table with a tablecloth, arrange plants on table and ensure they have tags that show the plant and displayer's names. Print on tags should be large enough to be easily read by visitors. Ensure plants on display are suitable, clean and pest free. Ensure plants left behind after shows are held for the displayer. Store table coverings and decorations after the show. Ensure sufficient Entry Slips are available. See FORMS Appendix.
 - a Before the plants are removed at the end of the show, the Coordinator will collect the Entry Slips and award up to 4 points (1 point per plant) to each member for plants they bring in to display on the Club table. These point totals will be given to the Mini-Show Coordinator who will add the totals to the individual's Mini-show totals. Note: the points will need to be subdivided into “Cactus” and “Succulent” totals.
- 6 **Checkout & Plant Holding Tables Coordinator** Obtain, normally by renting, a cash register and credit card machine. Instruct, schedule, and supervise Checkout & Plant Holding Table volunteers. Usually about six volunteers will be needed to help Saturday morning, then as sales volume dictates. If the waiting line is long, ask the Show Chair to ensure good order.
- 7 **Clean Up** – As arranged by the Show Chair. Normally the Club members will remove debris and sweep the floors, remove tables from the auditorium, set up the classrooms, and clean up kitchen. All these tasks are defined in the Club's annual contract with the SCBG. If the Board approves, someone may be hired to do the cleanup.
- 8 **The Lunch Coordinator** works with the Show Chair and membership on lunch arrangements. This person may be the regular Refreshments Chair. If the Club approves, a main lunch entrée may be

purchased. The Club also provides tablecloths, plates, utensils, napkins and drinks. Members provide potluck dishes.

- 9 **Hospitality.** Meets and greets visitors, answers questions, and invites visitors to join the Club. Passes out ballots for “Best Table”. This person may be a new member or the Membership Chair or both. For the past several years Jim Hanna has been providing handouts of all types – this should continue as long as he continues to provide them.

10 **Treasurer Responsibilities**

- a Receive or pick up show receipts and deposit in the Club’ bank account.
- b Bring about \$600 to make change to the Checkout table before the show - normally: 20 tens, 40 fives, 100 ones, 160 quarters, 200 dimes, 200 nickels, 500 pennies
- c Write checks for vendors and members incurring expenses.
- d Compute sales taxes and using state forms send to the State Franchise Tax Board.
- e Prepare a show report for next Board of Directors meeting. The President may elect to do this.

G Display Tables Entries

- 1 Normally at the January meeting the Show Chair will inquire which members want to set up a display table and determine how many tables they require.
- 2 This is an “Closed” show, so non-members are not permitted to set up a display.
- 3 Members who do not want to decorate a table are encouraged to bring in one or a few plants for the “Club Table”.
- 4 There is no prohibition against two or more members setting up a Display Table together and sharing in the prize
- 5 There is no prohibition against a member setting up two or more tables, as long as it doesn’t prevent another member from doing so and the Show Chair approves.

H Judging

- 1 Show visitors will be offered the opportunity to vote on their favorite display. Normally voting will be by a simple ballot, which will be collected from a ballot box and tabulated after the show on Saturday by the Show Chair.
- 2 Plants on the Club Table will not be judged.

I Awards and prizes.

- 1 The awards will be decided at the January Board meeting.
- 2 Normally 1st, 2nd, and 3rd places will be awarded based on visitor vote totals. Winners will receive their prize at the next general meeting or mailed if they are not in attendance.

J Liability Insurance.

The Club is covered by liability insurance provided by the County of Los Angeles for all approved events held at the South Coast Botanical Gardens.

The Club shall not be responsible to any member, guest, exhibitor or visitor for loss or harm occasioned upon attending either a meeting or an exhibit of the Club. Nor shall The Club be held responsible to any exhibitor or member, for loss or damage of equipment, plants or paraphernalia that is brought onto the premises to the Club by the South Coast Botanical Gardens for any reason, or onto any other premises where equipment, plant, or paraphernalia may be brought to be shown, exhibited or used for display or for purposes of competition.

Article IV Mini-show Rules

- A** The Club holds a **Mini-show** at each General meeting to help members learn how to grow and show their plants and an opportunity show-off their plants.
- B** A **Mini-show Chair** will be appointed in January by the President to serve a one-year term. Chair responsibilities include;
- 1 Before the November meeting, provide a list of the coming year genera for each category to the Board for approval before the November General Membership meeting. Following Board approval, send the list to the Newsletter Editor in time for inclusion in the December newsletter so that the Membership Handbook can be updated. Send a copy to the Webmaster, so that the website can be updated.
 - 2 Obtain a background article for the monthly plant categories and send it to the Newsletter Editor in time for inclusion in the appropriate newsletter before the meeting.
 - 3 Provide entry slips for each meeting that includes plant name, member name, judge's placement and comments. See FORMS Appendix
 - 4 Collect the entry tags after each meeting, compute point totals, and send them to the Newsletter Editor and Secretary.
 - 5 After the November meeting the top five cactus point totals and top five succulent point totals will be reported to the President who will announce the winners and award prizes at the December meeting.
- C** The **Secretary** may include mini-show results in meeting minutes, if available.
- D** The **Newsletter Editor** will publish the cumulative results in the newsletter.
- E** **Entries**
- 1 All entrants must be club members in good standing.
 - 2 Any container may be used, including plastic as long as it is clean. All plants must be groomed and free of pests and disease.
 - 3 There are two plant categories, "cacti" and "succulents". Up to three plants per individual may be entered in each category.
 - 4 There are two entry classes: "Novice" and "Open". Members may enter plants in both classes, but are still limited to three entries per category.
 - a The Novice class is a place to learn and experiment with staging. Entrants must have had the plant for at least 3 months.
 - b In the Open class, members must have had the plant for at least one year. An individual plant may be entered only once a year..
 - c Members showing in the Advanced class may not enter plants in the Novice class during the calendar year, but may re-enter the novice class starting in January.
- F** **Judging**
- 1 The Vice President for Programs will usually ask the Program Speaker to judge the plants; otherwise the President will ask a non-showing member to do it. A copy of the POM article(s) and Mini-show rules will be provided.
 - 2 The Mini-Show Chair will
 - a inspect the plants before the meeting starts and ask owners of diseased and infested plants to remove them from the judging table before the meeting starts
 - b ensure the information written on the entry slips is readable.

- c Assist the judge by explaining the rules and marking the entry slips if necessary.
- 3 Novice and Open entries will be judged separately, as will the cactus and succulent classes.
- 4 The judge may award one 1st place and up to two 2nd and 3rd places in each category and class.
- 5 If entries are deemed to be of insufficient quality, no second or third places need be awarded.
- 6 The judge will be asked to comment on exceptional plants or staging.

G Scoring.

- 1 Six points for first place
- 2 Four points for second place
- 3 Two points for third place
- 4 One point for showing a plant that is not disqualified.

H Awards and Prizes

- 1 At the December meeting award plants will be presented by the President to the members with the ten highest point totals (combined cactus and succulent).
- 2 There are no separate prizes for Novice and Advance classes.
- 3 Members receiving five or more 1st place awards in a 12 month period or more than 50 points should consider showing in the Open class the following year to allow novice members more opportunity to win prizes.
- 4 The Plants Chair will obtain ten and appropriate plant prizes for the winners who will be announced at the December meeting.
- 5 The highest scores will be allowed to select one of the plants first.

Article V “Annual Plant” Contest Rules

This “contest” is to be a fun affair . The judge should be say something humorous about each plant brought. Members should attempt to grow the plant well, but “humor” is a principle objective.

- A** Each November (or before the December meeting) the Plants Chair will coordinate with the Board of Directors to select an “Annual Plant” – alternating between a cactus species and other succulent species each year.
- B** The Plant Chair will obtain sufficient plants to give each member present at the December meeting, a small plant to grow for one year. Plants will alternate between a cactus and another succulent each year.
- C** At the next December meeting members bring in their plants and they are judged – the best plant receiving a prize.
- D** Members are NOT encouraged to bring in “Annual Plants” from previous years, but those plants will not be judged or compete for the prize.
- E** The President will select a member to judge the contest.

Addendum

Forms

1. Membership Pamphlet.

Provided to all new members from stock maintained by the Membership Chair. Various sections are updated by the President or designee, printed and distributed as necessary. Contains the following;

Contents

- Foreword
- Officers and Committee Chairs
- Meetings
- Constitution & By-laws
- Mini-show Rules
- Mini-show Plants of the Month and Annual Plant List
- Events Calendar for the Year
- Cactus & Succulent Nurseries in Southern California
- Southern Cal Cactus & Succulent Societies
- Membership Roster

2. Membership Application.

A single sheet trifold flyer is usually made available at club events. The Master copy and stock is maintained by the Membership Chair.

3. Name Cards.

Name Cards will be obtained and issued to members by the Membership Chair. The Name Cards will be made when a person becomes a member or as needed. Members who are Officers or Chairs will be issued colored cards.

4. Honorary Membership Certificate

At this time (4/2/09) no Certificate has been designed.

5. Entry Slips. There are two kinds of Entry Slips.

- a One is for the Plant of the Month Mini-show at each regular meeting. It contains, the plant name, whether it's a cactus or succulent, Novice or Open class, Judge's placement, and owner's name. Responsibility of the Mini-Show Chair
- b The second is for members who bring in plants to the Club Table at the Annual Show/Sale. It contains the plant and owner's name. And is made of construction paper. Responsibility of

6. Annual Show/Sale flyer.

This flyer is designed by a club member and reproduced for local distribution to other C&S clubs, garden clubs, nurseries, and other places deemed useful.

7. Vendor Request form to Participate in Show/Sale.