
**CACTUS and SUCCULENT
SOCIETY of NEW MEXICO**

P.O. Box 21357

Albuquerque, New Mexico 87154-1357

<http://www.new-mexico.cactus-society.org>

ORGANIZATION POLICY

DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND EXECUTIVE DIRECTORS

The following Cactus and Succulent Society of New Mexico (CSSNM) Policy shall be followed until such time as it is abolished or amended by a general membership vote.

Four Officers—President, Vice President, Secretary, and Treasurer—and three Executive Directors are required by the CSSNM Bylaws. Officers and Executive Directors are nominated in October, approved by vote in November, and take office in December following their installation, and are expected to serve one year. At the conclusion of their term(s) in office, those serving must turn over all CSSNM records and property to an appropriate active member.

President: In accordance with the Bylaws, is the chief executive officer and official spokesperson of the Society. He/she acts as the primary contact with the Council of Albuquerque Garden Clubs (CAGC), and must sign the annual contracts with CAGC reserving dates for the Society's use of the facility; is responsible for sending all Council correspondence to the Communications Chair for distribution to members; and attends the CAGC Board of Directors meetings. In accordance with the Bylaws, he/she appoints Committee Chairpersons and fills other key positions as needed for successful CSSNM operation subject to approval of the Executive Board. He/she prepares an Agenda and sends it with the documents that will be addressed at the CSSNM meetings to the Communications Chair for distribution, and presides over all meetings of the members and the Board of Directors. Upon leaving office, the President must turn over all CSSNM records to the Librarian to be incorporated into Society's records; return any CSSNM property to storage, and any CAGC property such as keys to his/her successor.

Vice President: In accordance with the Bylaws, acts as chief executive officer and official spokesperson of the Society in the absence of, or at the direction of the President. The Vice President will perform or assist with all of the duties of the President at his/her request, or in the event the President is unable to perform them. The Vice President may chair one or more standing or special committees, occupy other key position(s), and/or perform other needed tasks. Upon leaving office, the Vice President must turn over all CSSNM records to the Librarian to be incorporated into Society's records; return any CSSNM property to storage, and any CAGC property such as keys to his/her successor.

Secretary: In accordance with the Bylaws, records minutes of the general meetings, Executive Board meetings and other unspecified meetings as necessary. He/she will receive all correspondence directed to the Society and insure that it is handled by the appropriate member. He/she will prepare all official correspondence and maintain a record of same. Upon leaving office, the Secretary must turn over all CSSNM records to the Librarian to be incorporated into Society's records, and return any CSSNM property to storage,

Treasurer: In accordance with the Bylaws, the Treasurer shall be the custodian of all Society funds, prepare and file government reports, track routine and necessary expenses and provide monthly reports to the general membership. Many Treasurer duties and responsibilities are mandated by law, regulation, and/or contract requirements.

--The Treasurer will collect a \$10 membership dues from each member household no later than the last day of February each year. He/she will coordinate with the Membership Chair (if one exists) and/or the Communications Chair to ensure that the list of active members is accurate and up-to-date. By the end of January of each year, the Treasurer will pay all fees due to the CAGC currently to include: a \$7.00 per-member fee for each \$10 membership dues received by CSSNM for the current year, a \$75 Sustaining Fee, and a \$50 key fee. The Treasurer will also provide CAGC with a list of CSSNM members—the primary member in each household—including address, phone number, and email address (to be used for insurance purposes). The Treasurer will ensure compliance with any additional financial-related requirement levied by the CAGC in accordance with CSSNM's contract with them.

--In the event that the Membership Chair position is not filled, the Treasurer is responsible for ensuring that the “new members” duties are met. The Treasurer may solicit assistance from the Vice President or other member to assist with those duties in the absence of a Membership Chair.

--In accordance with the Organization Policy on Sale Events, the Treasurer will complete all Sale accounting, pay vendors within approximately three (3) weeks of the end of the sale, and pay the CAGC the percentage and fees owed them within 30 days after the sale. The Treasurer will deduct vendors' consignment costs, advertising costs, and other expenses from the gross Sale income before calculating CAGC's 25% of net proceeds, and will provide CSSNM members with a report by the first meeting following the event.

--Shortly after closing the books on **31 December** each year, the Treasure must e-file an **IRS Form 990-N**, even though with CSSNM's 501(c)3 classification the Society will have no tax liability. The deadline to do so is **15 May** of each year. Since the Society operates on an actual-cash basis and not on accruals, this can be done as early as January of each year as soon as the books for the previous year are closed. **Note:** If annual income is over \$50,000, the Form 990-N cannot be used and the longer paper form 990-EZ must be filed and mailed to the IRS. See records for the CSSNM IRS EIN number. The 990-N e-file site is:
<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>.

--By **15 May** of each year, the Treasurer must update the NM Public Regulation Commission data for CSSNM as a domestic nonprofit corporation, and pay the required filing fee by credit card. If the five-month deadline is not met, the fee increases and CSSNM as a corporation will not remain in good standing. This form is filed on-line: <https://portal.sos.state.nm.us/Corps/Welcome.aspx>. See records for CSSNM's business ID number.

--Bernalillo County may send a property tax form called the Personal Property Business Equipment Report, which is due by **28 February**. As CSSNM has no property and no office, this form is filled out by the Treasurer, and returned with no property claimed.

--The Treasurer must keep track of the following additional fees and expenses:

- Bank interest and fees on CSSNM accounts
- Annual rental fee for USPS PO Box 21357
- Monthly or annual rental fee for the storage room
- Any books purchased by the Librarian with the approval of members or within an approved budget allocated to the Librarian
- A web-hosting charge for the Society's web site and email
- Annual subscriptions to the Cactus & Succulent Society of America's Journal
- Honoraria as approved by the Executive Board and the members

- Speaker fees and travel expenses in accordance with the Organization Policy and within the Program Chairs annual budget approved by members
- Scholarships as may be awarded by the Executive Board or the full membership
- Other ad-hoc actions as voted by the Executive Board or the full membership

Executive Directors: In accordance with the Bylaws, will staff the Executive Board along with the elected Officers. The Directors will attend the two meetings of the Executive Board mandated by the Bylaws, and any additional meetings called for unanticipated business that requires action between general membership meetings.

APPROVED BY MEMBERSHIP VOTE ON 16 MARCH 2018.