
**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

RESPONSIBILITIES AND OBLIGATIONS OF CSSNM MEMBERS

This 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.

--No individual member of CSSNM may present himself or herself as authorized to represent CSSNM, or commit CSSNM to any expenditure, activity or participation in any activity, make any other representations, or take any other actions on behalf of CSSNM without the express permission of the Board of Directors or an official membership vote.

--All officers, committees, chairpersons, co-chairpersons, committee members, representatives, and other named key personnel must comply with provisions governing their activities as contained in CSSNM Bylaws, and approved Organization Policies.

--Committee Chairpersons and Key Personnel may spend or approve expenditures up to \$100 annually for normal and usual operating expenses in support of their activity without prior approval. Such expenses could include office, library, and mailing supplies; subscription renewals; show and sale supplies and volunteer food & drink benefits. These expenditures will be reported to the members in the monthly Treasurer's reports.

-- Committee Chairpersons, Representatives, and other named Key Personnel must present their budget for anticipated expenses exceeding \$100 to the CSSNM members for approval in advance of the expenditure, and will not exceed the amount approved.

--All expenditures must pertain to the stated purposes and mission of the CSSNM as a nonprofit 501(c)3 educational charity, or fall within IRS approved operation expenses. All requests for reimbursement must be accompanied by receipts, or have the bill paid directly by the Treasurer with appropriate documentation.

--Small operating expenditures (under \$50) may be approved in advance by the Treasurer. The Treasurer will inform the membership of all such expenditures through her/his monthly reports.

APPROVED BY MEMBERSHIP VOTE ON 15 JUNE 2018.