
**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

**RECORDS RETENTION AND
STORAGE OF CSSNM PROPERTY AND DOCUMENTS**

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.

Records Retention

All original corporate records and documents to include articles of incorporation, bylaws, tax exemption documents and related correspondence will be retained indefinitely in accordance with IRS rules.

Financial records will be retained for a minimum of seven years in accordance with IRS rules.

Minutes of all meetings must be retained from the date the organization was established indefinitely in accordance with IRS retention requirements for 501(c) (3) organizations.

Property Storage

All CSSNM property shall be stored in the rented storage unit located at Economy Storage; 10308 Candelaria, NE; Albuquerque, NM 87112, when not in use. This Policy is established to safeguard all physical property belonging to the CSSNM, and to prevent loss through accidental or intentional misplacing, damage, or destruction of the property by members or other persons with access to the property retained in a home. It further ensures that the property does not inadvertently become part of an estate in the event of the death of the member in possession of the property. Periodic inventories will be conducted.

The CSSNM Library will be housed in the rented storage unit located at Economy Storage; 10308 Candelaria, NE; Albuquerque, NM 87112. The CSSNM Librarian will maintain the library, check books out only to members in good standing, ensure that books are returned to the collection in accordance with the library policy in effect at the time, and conduct periodic inventories.

Documents Storage

All official and historical documents will be stored in the rented storage unit located at Economy Storage; 10308 Candelaria, NE; Albuquerque, NM 87112. All original corporate records and documents such as articles of incorporation and bylaws, as well as tax exemption documents and related correspondence will be retained in a lock box within the storage unit. The Treasurer and other officers may retain copies in their possession for their use in administering their duties.

APPROVED BY MEMBERSHIP VOTE ON 16 AUGUST 2019.