

CANAVERAL COUNCIL OF TECHNICAL SOCIETIES

Bylaws

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BYLAWS

CANAVERAL COUNCIL OF TECHNICAL SOCIETIES

ARTICLE I

NAME AND TERRITORY

1. The name of this organization shall be "Canaveral Council of Technical Societies," hereinafter referred to as "Council".
2. The territorial area for membership shall be the East Coast area of the State of Florida, which includes the following counties: Brevard, Orange, Osceola, Seminole, Volusia, and Indian River.

ARTICLE II

OBJECTIVES

1. The objectives of the Council are as follows:
 - A. To promote and support the activities of the technical, scientific, engineering, and professional organizations of the area in a manner that will enhance the identity and professional stature of the member societies
 - B. To bring together the members of the technical, scientific, engineering, and professional organizations for cooperative effort in increasing the scope and availability of technical information and services to individual member societies
 - C. To promote, coordinate, and integrate inter-organization activities and goodwill
 - D. To encourage public interest and participation in technical and/or professional matters
 - E. To coordinate and support projects of community service where the capabilities of the technical community would be of value
 - F. To publish information of value to the Council
2. Section 1, paragraphs A through F, of this article, as set forth above, shall be construed as statements both of purposes and powers, and the statements contained in each clause of said paragraphs shall not be limited or restricted by reference to, or from the provisions of, any other clause. However, the Council shall have no jurisdiction over the facilities, meetings, or activities of any of its Member or Associate Member Societies, either individually or jointly; and no Member or Associate Member Society shall be committed to any action by the Council that is in conflict with the charter, constitution, or bylaws of the Member or Associate Member Society.
3. The objectives and purposes of the Council shall not include promoting propaganda or otherwise influencing legislation except as it may bear on

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the welfare of the technical or professional community. The Council shall not participate in or intervene in any political campaign in any manner on behalf of or against any candidate for public office or any political party. In general, the purposes and objectives of The Council are for such educational and scientific purposes as are within the meaning of section 501.c.3 of the Internal Revenue Code.

ARTICLE III

MEMBERSHIP

1. There shall be two membership categories: Member Societies and Associate Member Societies:

A. MEMBER SOCIETIES

Membership shall consist of professional, technical, scientific, and engineering organizations that are organized and active in the territorial area as defined in Article I, whether or not such organizations are chapters of regional or national organizations.

To qualify for membership, a component Society must be composed predominantly of persons engaged in engineering, technical, or scientific work and which Society principal aim must be to further the interest of the specific field that it represents.

B. ASSOCIATE MEMBER SOCIETIES

Associate Member Societies shall be educational, civic, or other interested, recognized groups active within the territorial area as defined in Article I that, by associate membership in the Council, may contribute to and be helped by the purposes of the Council.

2. Admission to membership shall be by group admission only, such groups to consist of organizations as defined in Section 1, paragraphs A and B of this article, and shall be known as "Member Societies" or "Associate Member Societies" respectively. Individual members of member societies are welcome to attend meetings of the Executive Board
3. Withdrawal from membership may be made by a Member or Associate Member Society in good standing by serving notice of its intention to withdraw. The Council shall remove the Society from the roster upon receipt of the Society's notice.
4. Any organization requesting membership or associate membership in the Council shall file with the chairman of the Council a formal letter of application, signed by its presiding officer and secretary. Such application shall be accompanied by a current mailing list of the individual members in the area chapter (for use of the Council only and not for sale or advertising), a copy of its constitution and bylaws, and dues payment for the current CCTS business year. The payment will be held until full membership is approved by the Executive Board or returned if membership is rejected.
5. Upon receipt of an application for membership or associate membership in the Council and the accompanying chapter membership list, constitution, and bylaws, the same shall be referred to the membership committee for consideration and recommendation. The membership committee shall make its

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recommendations through its chairman, to the Executive Board, at any meeting of the Executive Board provided that notice of this recommendation report has been contained in the call for the meeting. The Executive Board shall then vote on admission of the applicant organization. In the event that an application for membership is rejected, the organization so rejected may, upon satisfactorily showing that it can meet the Council's membership requirements, make a new application for membership at any time. The organization rejected shall be notified in writing by the Secretary of the Council.

6. Any Member or Associate Member Society that has not paid its dues for the current year shall be subject to suspension from membership privileges by the Executive Board action until the Society's dues have been paid. If the dues of a suspended organization have not been paid by June 30 of the same year, such organization shall forfeit its membership. By June, the representative and alternate of the delinquent organization shall have been notified of its delinquency three (3) times by mail, including once by certified mail with return receipt
7. Any organization that has forfeited its membership in the Council by reason of nonpayment of dues as provided in Section 6 of this article shall, upon filing a new application for membership and payment of all dues in arrears at the time of forfeiture, be reinstated on approval of the Executive Board.
8. A Member or Associate Member Society that has not been represented at Executive Board meetings for a six-month continuous period shall be sent a notification through certified mail with return receipt, by the CCTS Secretary to the presiding officer of the Society asking for a reason for nonattendance. After one year with no indication of participation, the Executive Board shall cancel the membership of the Society.
9. A Member or Associate Member Society whose purpose, activities, or functions are determined to be no longer in accordance with the expressed limitations of membership under these bylaws shall be liable to forfeiture of membership. The procedure for such expulsion is set forth below:
 - A. Charges against a Member or Associate Member Society, hereinafter referred to as the defendant, must be made in writing by another Member Society, hereinafter referred to as the plaintiff, through its duly authorized representative and must be delivered to the Council Secretary who shall immediately furnish a copy to the defendant and the chairman of the membership committee. The membership committee shall investigate the charges on their merits; however, no action shall be taken by the membership committee until the defendant shall have had time for a hearing, not less than 60 days after the presentation of the charges to the defendant
 - B. Should the membership committee, after careful investigation and by majority vote, find that no cause of action exists at the time of the hearing, the complaint shall be dismissed by the membership committee; the action of the membership committee shall be final.
 - C. Should a majority of the membership committee not dismiss the complaint, the committee shall order the case for hearing at a regular or special meeting of the Executive Board to be held within 30 days after the Membership Committee hearing.

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- D. In all cases, the membership committee shall appoint a prosecutor for the case. The Chairman of the Council shall preside at the hearing and shall rule on the evidence.
 - E. The Executive Board, after hearing all available evidence, shall take a secret written ballot to determine whether the defendant should be expelled. A finding for expulsion shall require a three fifths vote of the members of the Executive Board present, but not less than a majority of the number of representatives.
 - F. A finding of expulsion shall result in the Secretary of the Council giving the defendant official notice of said expulsion within Sdays of the ballot by certified mail with return receipt. The effective date of expulsion shall be the date of the finding.
10. The expelled organization may reapply for membership in the Council as provided in Article III, sections 4 and 5 herein, but in no case should reapplication be heard within two years after the date of expulsion.

ARTICLE IV

DUES AND FEES

1. ANNUAL DUES

The dues for each Member Society and each Associate Member Society shall be established by the Executive Board and payable by January 1 of each year. Dues shall not be required of Advisors Organizations. Dues notices will be sent by November 1 by the Secretary to the presiding officer of each Member and Associate Member Society. Each Member Society and Associate Member Society shall submit a current membership roster on an IBM-compatible disk annually by the first of November.

2. FEES OR ASSESSMENTS

- A. Fees or assessments may not be levied on any Member Society without its approval.
- B. The collection of fees for specific services must be preceded by approval of the Executive Board.

ARTICLE V

PROFITS AND PROPERTY

1. PROFITS

The council shall not distribute gains, profits, or dividends to the members, associate members' or advisors.

2. PROPERTY

The property of the Council is irrevocably dedicated to the purposes set forth in Article II, and, upon the liquidation or dissolution of the Council, such property will not inure to the benefit of any private person or to any

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organization or association except a fund, foundation, organization, or association organized and operated for purposes equivalent in nature to those of the Council. The Council is authorized to:

- A. Receive property by devise or bequest, subject to the laws regulating the transfer of property by will, and otherwise acquire and hold property, real or personal including shares of stock, bonds, and securities of governmental units or corporations.
- B. Act as trustee under any trust incidental to the principal objectives of the Council, and to receive, hold, administer, and expend funds and property subject to such trust.
- C. Convey, exchange, lease, mortgage, encumber, transfer upon trust, or otherwise dispose of all property, real and personal.

ARTICLE VI

MANAGEMENT AND OFFICERS

1. EXECUTIVE BOARD

- A. Except as otherwise provided herein, the management and control of the Council shall be vested in an Executive Board consisting of one duly designated representative of each Member Society and the Council officers. An alternate may be designated by each society to attend and vote in the absence of the representative.
- B. Each Member Society in the council shall annually select its representative and alternate to the Executive Board. It is recommended that the CCTS representative selected be the current presiding officer, assistant presiding officer, or a former presiding officer of the Member Society. The representative and alternate shall be empowered by the organization to fully represent and commit the chapter to obligations of the Council.
- C. The normal term of office for each representative shall begin at the next meeting after the notice of that representative's designation has been received, in writing, by the Secretary of the Council and expire when notice of a successor has been received or upon the withdrawal, forfeiture, or expulsion from the Council of the organization represented. The Secretary will annually request, in January, the new presiding officer of the Member Society to designate the primary and alternate representatives.
- D. In questions before the Executive Board, each Member Society representative or alternate and CCTS officer shall have one vote. In no case may an officer or representative represent more than one Member Society. Decision by the Executive Board shall be made by a majority of votes at a regular or special meeting with a quorum present, except as otherwise provided in these bylaws.
- E. Associate Member Societies shall provide a representative and an alternate representative to the Council for advisory, communication, or coordination purposes. Such representative shall not have a vote in Executive Board affairs and is not eligible to hold an elected office.

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2. ADVISOR ORGANIZATIONS

- A Advisor organizations may be appointed by the Chairman, with the concurrence of the Executive Board, from academic, government or business organizations in the territorial area. Such advisor organizations shall be named for the purpose of enhancing communication with the community and obtaining advice to aid the Council in its function of community service.
- B Each advisor organization shall designate in writing a representative to the Council to attend all regular meetings of the Executive Board. Such representative designation will be honored until changed by the advisor organization in writing. Such representative shall not have a vote in Executive Board affairs and is not eligible to hold an elected office. Removal of advisor organization shall be by written request for withdrawal from advisor status by the advisor organization or by the action of the CCTS Chairman with the concurrence of the Executive Board.

3. OFFICERS

- A The officers of the Council shall consist of a Chairman, a Vice Chairman, a Secretary, and a Treasurer.
- B The duties of the officers shall be as follows:
 - (1) The Chairman shall ensure that the provisions of these bylaws of the Council are duly observed and executed and preside at all meetings of the Executive Board. The Chairman shall appoint the chairmen of all standing committees and special committees and shall exclude CCTS officers from such appointments. Such appointments shall normally be made in July immediately following the induction of new officers for the year. The Chairman shall appoint all "tellers of ballots".
 - (2) The Vice Chairman, in the absence of the Chairman, shall assume and execute the duties of the Chairman. The Vice Chairman shall serve as (a) program coordinator and (b) finance chairman of Space Congress.
 - (3) The Secretary's duties and tasks are recorded in Appendix 1.
 - (4) The Treasurer's duties and tasks are recorded in Appendix 1.

4. EMPLOYEES

Upon authorization of the Executive Board:

- A. An executive director may be contracted to assist the Chairman and other officers in carrying out the business of the Council and to be responsible to the Chairman.
- B. Stenographic and other services may be contracted, with duties and responsibilities defined by the Chairman.

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5. REPORTS

The Officers of CCTS are responsible for producing a "Summary Report of Committee Operations" at the end of each fiscal year. This report shall be submitted to the Chairman of the CCTS Executive Board and passed to the Chairman of the History Committee no later than the September meeting of the Executive Board of CCTS.

ARTICLE VII

ELECTIONS AND VACANCIES

1. The Council's officers shall be elected by the Executive Board, by means of written ballot. The candidates for office shall be selected from the Council membership by a nominating committee of three members, representing three different Member Societies, appointed by the Council Chairman by the March meeting. The chairman of the Nominating Committee must have served as a Council Chairman. The Nominating Committee shall nominate at least one but not more than two candidates for each of the offices of the Council, consent of the nominees having been obtained in advance, and present its slate at the May meeting. No individual may be nominated for more than one office. Nominations from the floor will be accepted at this meeting, consent of the nominee having been obtained in advance by the nominator. The Nominating Committee shall prepare a ballot listing these nominees and mail it to the representative of each Member Society within three days. When the ballots are returned, the CCTS Secretary shall submit them unopened to the Chairman of the Tally Committee appointed by the CCTS chairman. The Tally Committee will determine results by majority vote and announce the results at the June meeting.
2. Any person who is a member in good standing of any Member Society and who has served at least six months on the Executive Board or as a standing committee chairman is eligible for nomination for any office of the Council. Such service need not be immediately prior to the date of nomination.
3. The officers shall be elected for a term of one year (or until their successors are elected) and shall be installed at the annual meeting as provided in Article VIII, Section 6. An individual may serve in any one council office no more than two terms consecutively.
4. An office shall be declared vacant due to the death, disability, resignation, or removal from office by reason of nonperformance of duties. This nonperformance may be defined as absence from three or more consecutive Executive Board meetings during the officer's term of office or the withdrawal, dismissal, or expulsion from the Council of the Member Society in which an officer holds membership. Except for the Vice Chairman who shall succeed the Chairman, a new officer to complete the term shall be selected by the Executive Board, by majority vote at the next regular or special meeting, from persons nominated from the floor. Consent of these nominees shall have been obtained in advance by the nominators.

ARTICLE VIII

MEETINGS OF THE EXECUTIVE BOARD

1. REGULAR MEETINGS

Meetings of the Executive Board shall be held on the second Wednesday of each month, except December. Exception: the Executive Board, or the elected officers, may vote to change the date of or cancel any meeting.

2. SPECIAL MEETINGS

Special meetings of the Executive Board may be held at any time on call by the Chairman or by written request of at least four representatives. The purpose of such a meeting must be stated in the call in either case.

3. NOTICE OF MEETINGS

Notice of regular meetings of the Executive Board shall be deemed to be given to the Member and Associate Member Societies by written notices to the representative and alternate of each organization at least one week prior to the meeting provided the meetings are held on the dates established in Section 1 of this article. Notices of special meetings shall be supplemented by written notices to the representative and alternate of each organization at least one week prior to the meeting date. Each written notice as provided herein shall contain a detailed statement of the purpose for which the meeting was called.

4. QUORUM

A minimum of 1/3 of the officially designated representatives or alternates of the Member Societies represented in the Council shall constitute a quorum. A quorum must be present at any meeting in order to conduct official business requiring a vote of the Council.

5. OPEN MEETINGS

All meetings of the Executive Board shall be open to the individual members of the Council at all times.

6. ANNUAL MEETINGS

The annual meeting of the Executive Board shall be held in the month of July. The business of the annual meeting shall include, but not be limited to, the following:

- A. Reading of minutes of previous meeting
- B. Reading of Treasurer's annual report
- C. Business of urgent nature
- D. Installation of new officers

7. REGULATIONS PERTAINING TO MEETINGS OF THE EXECUTIVE BOARD

Officers of the Council shall have the rights of members of the Executive Board to speak and vote, but only a representative (or alternate in the representative's absence) shall have the right to make a motion.

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Chairmen of all Standing Committees shall have the right to speak and present Motions concerning the business of their committee for consideration by the Executive Board. No right to vote is extended to any committee chairman who is NOT a Society representative.

8. RULES OF ORDER

Robert's Rules Of Order, latest revision, shall be the parliamentary standard of the Council on all points not otherwise provided for by these bylaws, and shall be adhered to as far as practical and applicable. A Parliamentarian shall monitor the procedures.

ARTICLE IX

COMMITTEES

1. Each committee chairman shall be appointed by the Chairman of the Executive Board at his or her discretion. Each committee chairman shall appoint that committee's members.

2. Composition and duties of standing committees

A. There shall be standing committees of the Council as follows:

1. Bylaws Committee
2. Publicity Committee
3. Education and Vocational Guidance Committee
4. Membership Committee
5. Long Range Planning and Goals Committee
6. Space Congress Committee
7. Awards Committee
8. Management and Budget Committee
9. New Projects Committee
10. Manned Flight Awareness Committee

B. All standing committees shall render a report of their activities at each regular Executive Board meeting, by committee chairman, member, or in writing to the Executive Board Chairman. The Executive Board shall have the right of review and approval over all committee activities.

C. The standing committees and their duties shall be as follows:

(1) Bylaws Committee

This committee shall consist of a chairman and such members as required. Its duties shall be to maintain surveillance over the bylaws of the Council and recommend revisions or amendments as required. No more than one revision annually shall normally be processed. Changes

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by amendment or revision shall be processed in accordance with Article XI. The Bylaws Committee chairman or the chairman's designee shall serve as Parliamentarian.

(2) Publicity Committee

This committee shall consist of a chairman and such members as required. Its duty shall be the dissemination of information on or about the activities Of the Council to the general public.

(3) Education and Vocational Guidance Committee

This committee shall consist of a chairman and such committee members as required. Its duties shall be to develop and pursue a program of educational and vocational guidance to institutions of learning in the Council territory, with a view toward the scope, advantages, and responsibilities of professional education. This committee's duty is to encourage cooperative effort in the educational and vocational guidance work of the Member and Associate Societies of the Council.

(4) Membership Committee

This committee shall consist of a chairman and no fewer than three additional members, each representing a different Member or Associate Member Society. The duties of this committee shall be to accomplish the purposes and intent of Article III of these bylaws.

(5) Long Range Planning and Goals Committee

This committee shall consist of a chairman and such members as required. The responsibility of this committee is to establish, with the Chairman of the Council and the Executive Board, long range goals for the consideration of the Executive Board. It is also responsible for suggesting ways and means of accomplishing the goals recommended.

(6) Space Congress Committee

This committee shall consist of a chairman and such members as required. The chairman of this committee for the succeeding Space Congress shall be appointed by the current Executive Board chairman by January 1 prior to the current Space Congress. The committee chairman should be a senior executive chosen from the technical and management community of the Council territory, not limited to individual members of the Council. This committee shall be responsible for the organization and direction of the annual Canaveral Council of Technical Societies Space Congress (to be so named), a nationally recognized broad-spectrum technical symposium.

The following CCTS Officers serve on the Space Congress Committee in the following roles:

CCTS Officer	Space Congress Committee Role
Immediate Past Chairman Current Chairman Current Vice-Chairman	Space Congress Advisor Space Congress CCTS Chairman Space Congress Finance Chairman

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Within four months after each Space Congress, the current committee shall be automatically dissolved and succeeded by its appointed replacement committee. At that time, all funds, records, Space Congress proceedings, and other personal property properly belonging to the committee shall revert to the funds, records, and property of the Council.

(7) Awards Committee

(A) This committee shall consist of a chairman and such members as required. Its duties are (a) to establish, with the Chairman of the Council and the Executive Board, awards and other honors to encourage contributions to the technical, scientific, engineering and professional fields; (b) to provide for the announcement of awards and the receiving of contender entries; (c) to provide, for each award, a selection committee consisting of not less than three additional members each representing a different Member or Associate Member Society and which will be chosen by the chairman of the awards committee and the Chairman of the Council; and (d) to provide for the presentation of each award or other honor.

(B) The following awards have been established by the Executive Board:

(a) Space Congress Achievement Award

This award is presented annually to the person who has made the most significant contribution to the local defense or space effort during the previous year.

(b) Space Congress Technical Achievement Award

This award is to be presented annually to the person who has made the most significant technical achievement/contribution to the local defense or space effort during the previous year. This award is presented to a working-level person (supervisor or below) who has made a significant improvement or advancement in a process; for example, software, planning and scheduling, hardware.

(c) CCTS Achievement Award

This award is to be given to the CCTS member society that conducts the most significant operation benefiting more than one CCTS society and having significance in the overall community. The award will be presented to the person most responsible for accomplishing the operation and will name the society the person so represented. It will be presented annually provided that an adjudged significant operation is nominated.

(d) CCTS Technical Award

This award is given to a Canaveral Council of Technical Societies member who has made contributions, to his or her society, that benefited the community the previous year.

(e) CCTS Excellence in Science Award

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This award shall be presented to one graduating senior from each high school. The award is based on the science abilities, interests, and skills demonstrated by a student during high school. Abilities are shown by the number and level of courses taken and skills are demonstrated by participation in science fairs and student research papers.

(f) CCTS Engineer Achievement Award

This award is given to a Space Coast area engineer who has achieved distinction in his or her technical field and has worked for the professional and technical interest of the engineering profession

(8) Management and Budget Committee

This committee shall consist of at least three past chairmen of CCTS, one of whom serves as committee chairman, the Treasurer, and such members as required. Its duties shall be to review new proposals to CCTS for funding of programs and make recommendations to the Executive Board on actions. Recommendations will include all cogent pro and con considerations of the issues. The committee will review the present budget, prepare the new budget, and present the new budget at the June meeting to the Executive Board for approval. The committee will establish guidelines for proposal submissions to cars for the support of new program initiatives. The M&B Committee shall audit the consolidated financial report and balance sheet prepared by the Treasurer and the annual financial records of the Space Congress.

At the direction of the Chairman the committee will address the issue of competence of any Officer to hold office. The committee will thoroughly investigate the issues causing concern and render a report directly to the Chairman of CCTS.

(9) New Projects Committee

This committee shall consist of a chairman and at least two other members from different Member and Associate Member Societies; one committee member must be a past chairman of CCTS. Its duties shall be to actively search for new, appropriate projects for CCTS to pursue. The committee shall seek out unsolicited activities worthy of CCTS consideration for participation and/or funding support.

(10) Manned Flight Awareness Committee

This committee shall consist of a chairman and members as required. This committee shall provide a service to NASA and various Aerospace Contractors by administering and maintaining records for the manned flight awareness receptions. The committee pays the expenses associated with the event and then invoices each agency/contractor for its portion of the financial obligations.

3. Composition and duties of subcommittees

- A. Subcommittees may be formed by any of the standing committees. The committee chairman may appoint one of the committee members as chairman of the subcommittee and specify the number of members to serve on the subcommittee. The subcommittee chairman shall select the members of the subcommittee.

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B. Any Member or Associate Member Society may request to have a member of its organization added to any subcommittee, provided it is not already represented on that subcommittee.

4. Composition and duties of special committees

Special committees may be formed when recommended by any of the following: the Executive Board, the CCTS Chairman, or any standing committee. The duties, tenure, and number of members of the special committee shall be clearly defined when the name of the chairman is presented by the Council Chairman.

The Office Committee is established as a Permanent Special Committee of CCTS. The Chairman is to be appointed by the Chairman of CCTS. The Chairman of the Office Committee shall have the same rights to speak and vote as the Officers of CCTS and as defined in Art. VIII-7.

ARTICLE X

FINANCE

1. FISCAL YEAR

The fiscal year of the Council shall begin on July 1 and end on June 30 of the following calendar year.

2. CONTROL OF FUNDS

The Executive Board shall have control of all Council funds.

3. GENERAL FUND

A. Income

All accruing receipts from council activities shall be placed in the general fund unless otherwise indicated by these bylaws.

B. Disbursement

All normal expenses incurred by the Council shall be disbursed from the general fund and shall be limited to those provided for in the approved budget. Any additional expenditures from the general fund shall require authorization of the Executive Board.

4. SPECIAL FUNDS

The Executive Board may authorize establishment of special funds.

5. MISCELLANEOUS

A. With the approval of the Executive Board, the Council may borrow money; contract debts; issue bonds, notes and debentures; secure the payment or performance of its obligations; make contracts; and perform other acts necessary or expedient for the administration of the affairs and the attainment of the purposes of the Council.

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- B. The Chairman or Vice Chairman is authorized to sign contracts for the Council.
 - C. When appropriate, one of the Council officers shall be designated as contract administrator for a contract.
 - D. The Chairman will be chief negotiator for contracts, assisted as necessary by legal counsel and/or the other officers.
 - E. Contracts of the Space Congress committee are the responsibility of the Space Congress committee, except that the Space Congress committee shall contract for no expenditures greater than the total of
 - (1) Uncommitted funds provided to them by the Council.
 - (2) The committee's own accounts receivable.
6. Members of the Council shall not receive any part of the net earnings of the Council.

ARTICLE XI

AMENDMENTS AND REVISIONS

1. An amendment to these bylaws may be proposed at any time by any Member Society through its representative or alternate to the Executive Board or by the standing committee authorized for that purpose. All such proposed amendments shall be submitted in writing to the chairman of the Bylaws Committee and shall be signed by the person or persons submitting the proposal.
2. All proposed amendments properly submitted shall be periodically consolidated for a proposed Bylaws change and submitted by the Bylaws Committee to the Executive Board for the approval of submitting a ballot.
3. After a majority affirmative vote, a letter ballot for voting on proposed amendments, along with the proposed amendment, shall be mailed by the Bylaws Committee to all Member Societies.
4. Ballots of vote on proposed amendments shall be returned to the Tellers of the vote no later than 45 days after their mailing date.
5. A proposed amendment to these Bylaws shall be declared adopted if it receives the affirmative votes of at least two-thirds of the Member Societies. Announcement of the adoption of the amendment shall be appended to these Bylaws.
6. A revision, incorporating several proposed amendments or extensive changes to the Bylaws, will be processed in the same fashion as an amendment. A revision will be so identified and shall be dated as of the date of adoption.

ARTICLE XII

DISTRIBUTION

The CCTS Secretary shall issue copies of these Bylaws within thirty days after the approval of the Bylaws to all Member and Associate Member

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Societies. The Secretary shall issue copies of all amendments or revisions to these Bylaws within 30 days after the adoption of the amendments or revisions to all Member and Associate Member Societies.

Original Issue	1965
Revision 1 Adopted	14 October 1970
Revision 2 Adopted	8 November 1972
Revision 3 Adopted	12 September 1973
Revision 4 Adopted	9 April 1980
Revision 5 Adopted	9 February 1983
Revision 6 Adopted	6 November 1991
Revision 7 Adopted	10 May 1995
Revision 8 Adopted	11 October 2000

APPENDIX 1 - OFFICER’S TASKS

SECRETARY	TREASURER
<p>Record, maintain and publish Minutes of all proceedings of the Executive Board.</p> <p>Attend to all the general correspondence of the Council.</p> <p>Collect unopened Ballots for the Officers and submit them to the Chairman of the Tally Committee.</p> <p>Prepare and send “Rejection Letters” in accordance with Art.III-5.</p> <p>Prepare and send letters requesting explanation of non-attendance at Executive Board meetings in accordance with Art.III-8.</p> <p>Prepare disciplinary material for distribution to the affected societies in accordance with Art.III-9(A) and Art.III-9(F).</p> <p>Send out “Dues Notices” in accordance with Art.IV-1.</p> <p>Request designation of Representative and Alternate from member societies.</p> <p>Chair meetings of the Executive Board in the absence of the Chairman and Vice-Chairman.</p>	<p>The Treasurer shall have the care and custody of, and be responsible for, the funds and securities of the Council.</p> <p>Provide a report of current financial activity at each Executive Board meeting.</p> <p>Deposit such funds in the name of the Council in such banks, trust companies , or vaults as the Executive Board may designate.</p> <p>Post bond if required by the Executive board at the Council’s expense.</p> <p>Prepare, for the annual Executive Board meeting, an Annual Report and a consolidated financial report and balance sheet that is provided to the Management and Budget committee for audit.</p> <p>Ensure that the Federal Income Tax reports and the Florida intangible tax reports are prepared and submitted.</p> <p>With the concurrence of the Management and Budget committee, plan and implement CCTS investments.</p> <p>The retiring Treasurer shall close the books on June 30th.</p> <p>Serve as a member of the Management and Budget committee in accordance with Art.IX-2 (C) 8.</p>

