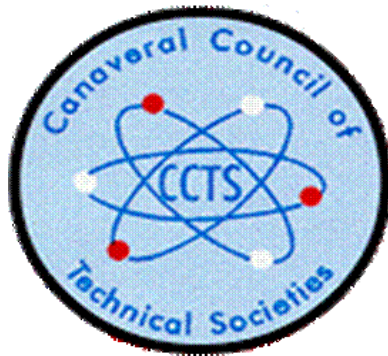


# **CANAVERAL COUNCIL OF TECHNICAL SOCIETIES**



## **HANDBOOK FOR MEMBER & ASSOCIATE MEMBER SOCIETIES**

## Table of Contents

<u>Sections</u>	<u>Page</u>
1. Preface	2
2. History of CCTS	3
3. Obligations of Member and Associate Member Societies	4
4. Annual Awards	5
5. Events - Information and Involvement Opportunities	8
5.A. Space Congress®	8
5.B. Career Night	9
5.C. Engineers Week Banquet	9
5.D. Orientation Banquet	10
6. Requesting CCTS Sponsorship for New Projects	11
7. Program Coordination	13
8. General and Office Information	14
9. Report Formats	16
10. Suggested Nomination Process for Elections	17

## Section 1. Preface

### **Purpose:**

This Canaveral Council of Technical Societies (CCTS) Handbook has been created to provide information to the Representatives, Alternates, presidents, chairs and members of the CCTS Member and Associate Member Societies regarding CCTS events, activities, and awards, with emphasis on how members can get involved. Also included are services and benefits of membership, as well as membership obligations that are presented as they appear in the CCTS Bylaws.

It is not the intent of this Handbook to constrain the chairpersons of the specific committees, but to provide insight into the committees and activities of CCTS at a general level. This handbook does not provide procedures on how to execute these activities. At the level presented, the information should remain constant, for the most part, from year to year. However, CCTS may decide to cancel, change, or add activities, events, and awards in the future. In the past, many new Member and Associate Member Society Representatives and Alternates have not known details concerning CCTS as an organization.

CCTS hopes this Handbook will ease the adjustment of new Representatives and Member Organizations by providing information on involvement opportunities and services that will benefit their societies. The phrase, "Participation opportunities;" notes how CCTS Member and Associate Member Societies can volunteer with CCTS activities.

### **Corrections:**

When changes, corrections, or additions are needed, they should be sent to the CCTS Chair or Secretary who will ensure that the handbook is updated appropriately.

## Section 2. History of CCTS

In the early 1950s, the Army was searching for a remote site to flight test their latest rocket designs. The Cape Canaveral area was selected, and the age of missiles and space was born in Brevard County.

Picture the Cape - beautiful beaches, scrub palmettos, small communities, and lots of mosquitoes. The bridge to the mainland was made of wooden slats. The closest grocery store was in Cocoa. Into the small communities came highly technically trained engineers and their families settling into Cocoa Beach then spreading into Cocoa, Titusville, and Merritt Island. Sputnik was launched by the USSR and the space race was on in earnest. President Kennedy's goal to land a man on the moon by 1970 brought NASA and a flood of people into this sleepy remote area. These highly skilled and educated workers sought the benefits of technical interchanges they had in their past home areas. Branches of national technical societies like the American Society of Mechanical Engineers (ASME), the American Rocket Society (ARS), the Society of American Military Engineers (SAME), and the Institute of Radio Engineers (IRE), as well as others, sprang up and began competing for speakers. Jack Wiles, acting Chairman of ASME, recognized the need for a cooperative effort to bring in nationally known speakers and provide adequate audiences. In September 1960, Jack contacted Admiral Tedder of SAME, Cliff Mattox of IRE, and the ARS to propose a cooperative arrangement. These visionaries met in October of 1960 and agreed to begin a cooperative effort that will act as a loose federation, leading to the birth of The Canaveral Council of Technical Societies (CCTS).

Time passed and the membership grew to about a dozen local societies. The cooperative was working well. The Brevard Engineering College, founded by Jerry Keuper and supported by CCTS, was growing and later named the Florida Institute of Technology. The Air Force also established the Fall Lecture Series, bringing prominent speakers such as Dr. Pickering, Dr. Reed, Dr. Clamann, and Dr. Bemer and attracting audiences of 450 or more. In 1962, Cliff Mattox challenged the CCTS to organize a technical program similar to WESCONS. The CCTS Chairman, Dr. Jim Duffett, accepted the challenge and appointed Jack Wiles as conference chairman. The theme of the conference was "The Challenging Pace of the Race to Space". Because there was no place in the Cocoa Beach area large enough to hold the expected crowd, the program was held in Daytona Beach. Jack and about 40 member societies lined up speakers: aerospace industry personnel, bankers, realtors and elected officials. Feeling that the potential attendees needed a break from their heavy workload, shows, tours, and recreational activities were scheduled along with technical sessions. The registration fee was kept low; about \$2.50. Two days before the program was to start, the Cuban missile crisis occurred. Because many of the scheduled speakers were military, it was feared that many would have to cancel. However, that did not happen and we had a successful conference. The seed money of \$250 used to start the conference had grown to \$500! This conference was the prototype of the annual Space Congress® that we know today.

CCTS operated as a loose federation of societies for several years and grew to over 17 member societies. The Space Congress® was successful beyond our wildest dreams, and we saw a need to formalize the organization. Bylaws were drawn up and approved by the member societies, and, in March 1965, CCTS was formally incorporated.

For more information on CCTS Objectives and Member Organizations, see the CCTS pamphlet titled "Introducing CCTS ... Canaveral Council of Technical Societies".

### **Section 3. Obligations of Member and Associate Member Societies**

According to the CCTS Bylaws, Member and Associate Member Societies have the following obligations in order to maintain their membership in CCTS:

#### **Designation of a Representative:**

Each Member and Associate Member Society in the Council shall annually select its Representative and Alternate to the Executive Board. The selection of the CCTS Representative and Alternate is recommended to be done either by the current presiding officer, assistant presiding officer, or a former presiding officer of the Member or Associate Member Society. The Representative and Alternate shall be empowered by the Member or Associate Member Society to represent and commit the local chapter of that society to obligations, including those of a financial matter, of the Council. Each Member and Associate Member Society shall notify the CCTS Secretary annually of the designation of their Representative and Alternate

#### **Participation in CCTS:**

A Member or Associate Member Society that has not been represented at CCTS Executive Board meetings for a six-month continuous period shall be sent a notification either through e-mail or certified mail with return receipt by the CCTS Secretary to the presiding officer of the Society asking for a reason for nonattendance. If no response is provided or no participation is noted after six additional months from when the electronic mail is sent, the Executive Board shall cancel the membership of the local chapter of that society.

#### **Payment of Dues:**

The dues for each Member and Associate Member Society currently are \$20.00 per annum or \$60.00 for a five-year period, payable January 1 of each year. Dues shall not be required of Advisor Organizations. The Secretary will send dues notices to the presiding officer of each Member and Associate Member Society by November 1.

Any Member or Associate Member Society whose dues are not current shall be subject to suspension from membership privileges by CCTS Executive Board action until its dues have been paid. If the dues of a suspended local society chapter have not been paid by June 30 of the same year, such organization shall forfeit its membership. The Representative and Alternate of the delinquent local society chapters shall have been notified of its delinquency three (3) times by mail or e-mail, including once by certified mail with return receipt, before the date of forfeiture.

## Section 4. Annual Awards

The following major annual awards are offered by the CCTS Executive Board. Details of the award requirements and nominating process for CCTS-selected awards are provided in Appendix A.

### **CCTS Engineers Week Achievement Award & CCTS Engineers Week Technical Achievement Award:**

The Engineers Week Achievement Award is presented annually to a senior level manager or executive who has led the effort of a large organization or group of people in achieving significant accomplishments in the local defense or space endeavor during the previous year.

The Engineers Week Technical Achievement Award is presented annually to a working-level person, supervisor or below, who has made a significant improvement or advancement in a process (e.g. software, planning and scheduling, hardware) to the benefit of the Government or company during the previous year.

The call for nominations is issued in December and is awarded at the Engineers Week Banquet.

Participation Opportunity: CCTS members are needed to serve on the selection committee for the award. To volunteer, contact the Awards Committee Chair or the CCTS Chair.

### Sample Award Criteria Content:

#### **NOMINATION CRITERIA:**

The basic nomination criteria is approximately the same for both awards; however, The Engineers Week Achievement Award is presented annually to a senior level manager/executive who has led the effort of a large organization or group of people in achieving significant accomplishments in the local defense or space endeavor during the previous year. The Engineers Week Technical Achievement Award is presented annually to a working level person (supervisor or below) who has made a significant improvement or advancement in a process (software, planning and scheduling, hardware, etc.) to the benefit of the government or company during the previous year.

#### **BASIC CRITERIA FOR BOTH AWARDS:**

1. Candidate should have a record of extensive participation in professional engineering technical societies.
2. Candidate shall have been active in carrying out civic, community, and public responsibilities.
3. Candidate's professional integrity shall be beyond question.
4. Candidate's professional reputation shall be more than local in character.
5. Candidate should have consistently worked for the professional and technical interest of the engineering profession.
6. Candidate should have achieved particular distinction in his/her technical field and mode of practice which may be in government, education, construction, industry, or private practice
7. Candidate should reside in the Space Coast area.

---

#### **APPLICATION PROCEDURE**

1. Candidate shall be nominated by a local company or a CCTS Member or Associate Member Society.
2. The nomination shall be in written form and should include a complete resume and/or completed application form together with such material that may be helpful to the awards committee in its review.
3. Send completed forms to the following address:

Engineering Awards  
CCTS  
1980 N. Atlantic Ave, Suite 401,  
Cocoa Beach, FL 32931

**CCTS Excellence in Science Award:**

This Award is presented to one eighth-grade graduating student from each Brevard County Middle and Junior High School, both public and private. The Award is based on the science abilities, interests, and skills demonstrated by a student during Middle or Junior 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. Each Middle or Junior High School selects its recipient.

The Excellence in Science Award application is sent to the Science Department Chairperson at each Brevard County Middle and Junior High School in late January or early February for their nomination of an eighth-grade student to receive the Award. The date for their selection of an Awardee and their Awards Night information should be chosen about one month prior to the school's selected Awards Night held in April or May to allow for certificate preparation and medallion engraving. The return information is sent to the person serving as the CCTS Awards Chairperson at that time. The Science Department Chairperson can be determined by contacting the Brevard County School District's Headquarters in Viera, Florida.

Participation Opportunity: Volunteers are needed to present the Award at each Middle or Junior High School that requests an Award presenter at its Awards Ceremony. The Awards Committee Chair solicits volunteers in April to make these presentations.

Sample Application Content:

The Canaveral Council of Technical Societies (CCTS) is delighted to extend an opportunity to each Brevard County Middle and Junior High School, by sponsoring an "Excellence in Science Award" to be presented to an 8th Grade "All-Star" science student at each Middle and Junior High School, who has excelled in the science curriculum. The award includes a personalized Medallion and Certificate of Achievement.

Selection Criterion:

- Academic Ability - Scholastic achievement and difficulty level in science classes completed and/or in progress.
- Interest and Skill - Participation in extracurricular science activities (i.e., Science fairs, lectures, field trips, class participation, advanced work, etc.)

The Science Department within each Middle and Junior High School selects their recipient for this award. When nominating a student, their abilities, interest, and skills in the science curriculum are to be considered. The student's class number, level and grades demonstrated in science courses must be considered. The student's superior interest in science is demonstrated through his or her participation in extracurricular scientific research and activities. The relative level at which the student performs in their science activities determines their level of skill. The student's demonstrated interest and skills in the science curriculum are to be considered.

Submission of your Award Winner:

The Name of Award Winner:

The Name of the Middle or Junior High School:

The Award Date:

The Award Time:

The Award Location:

The above information is needed by [Date Deadline]. Please send to the below noted location via the selected method. The award will be presented by CCTS at the Awards Ceremony noted in the date, time and location information above. If you would, instead, like to have the Award (medal and certificate mailed to you please indicate such and include the address to which you would like it mailed.

[Name]

CCTS Awards Chairman

Phone: (321) 868-1623

E-mail: [cctsoff@gmail.com](mailto:cctsoff@gmail.com)

Address: Canaveral Council of Technical Societies  
1980 N. Atlantic Ave., Suite 401  
Cocoa Beach FL 32931



## Section 5. Events - Information and Involvement Opportunities

### Part 5.A. Space Congress®

#### Purpose and Description:

The purpose of Space Congress® is to stimulate interest and promote professionalism in the space program. Space Congress® provides a forum for space professionals to network, broaden their knowledge of key technical areas, and discuss pertinent issues facing the space industry.

Space Congress® may feature authoritative presentations on the technical activities and accomplishments of a broad spectrum of space-related programs and ventures. The information presented may cover recent space missions and experiments, detailing the status of development programs, and outlines the future direction of a program. A comprehensive set of proceedings of the technical presentations may be published. Space Congress® previously featured public exhibits and may do so again in the future. The Space Congress® event may be concluded with a recreational fundraising event, such as the Space Congress® Golf Tournament. Fundraising is usually for a scholarship endowment fund or scholarship to engineering students at a local college or university.

The Space Congress® event name is copyrighted by CCTS. Express permission must be granted by the Space Congress® Committee or the Executive Board for the Space Congress® name to be used.

The following legend must appear at the footer of at least the first page of any correspondence, publications or webpages that refer to Space Congress®: Space Congress® is a Registered Trademark of the Canaveral Council of Technical Societies.

#### Space Congress® Committee:

Space Congress® will be developed by a CCTS committee, whose chair will be appointed by the CCTS Chair. The committee will organize the event and develop a budget describing income and cost line items that will be reported to the CCTS Executive Board. Any budget resulting in a deficit must be approved by the CCTS Executive Board.

Participation Opportunity: Volunteers are needed to serve on the Space Congress® Committee. Interested volunteers should contact the Space Congress® Committee Chair.

#### Space Congress® Committee Organization:

The Bylaws identify the event officers, including a Chair, Vice Chair and Finance Chair. Subcommittees in the Space Congress® Committee may be formed by the Committee Chair, with Subcommittee Chairs being appointed by the Committee Chair.

Participation Opportunity: Volunteers are encouraged to take leadership roles in organizing Space Congress®, including serving as a Subcommittee Chair. Interested volunteers should contact the Space Congress® Committee Chair.

If the event committee decides to have exhibits at any event, it will be the responsibility of the committee to provide a complete plan on the point of contact (i.e. Exhibits Subcommittee Chair), participation opportunities, and Exhibitor Obligations and Benefits.

#### Space Congress® Proceedings:

All proceedings must be compiled digitally by the Space Congress® Committee or the appropriate subcommittee under the Space Congress® Committee and submitted to Embry-Riddle Aeronautical University for maintenance.

Embry-Riddle Aeronautical University maintains digital versions proceedings from each Space Congress®.

**Sponsors:**

The event committee will seek sponsors from the local community and industry to aid in the support of the event. Additionally, any subcommittee organizing the recreational event at the conclusion of Space Congress® may independently seek sponsors from local industry for fundraising.

**Time of Year and Location:**

Prior to 2009, Space Congress® was held in March or April. The event timing has changed recently to adapt to the evolving space industry and its interests. The committee decides the location of the event, which traditionally has been in Cocoa Beach and the surrounding area.

**Contacts:**

The main points of contact will be the Space Congress® Chair, Space Congress® Finance Chair, CCTS Chair, CCTS Vice Chair, and CCTS Secretary.

**Part 5.B. Career Night****Purpose and Description:**

Career Night is an annual seminar geared toward Middle School and/or Senior High School students. The purpose of the event is to expose students to various scientific, engineering, and related career disciplines. Professionals of various career paths provide a demonstration and/or explanation of their career discipline. This forum allows the students to inquire about the day-to-day activity of a career and the required course work in both high school and college.

**Sponsors:**

Historically, CCTS and Brevard County School District have sponsored the events. Potential sponsors may also include CCTS Member and Associate Member Societies, CCTS Advisor Organizations, companies, Chambers of Commerce, and other non-profit organizations in the community.

**Time of Year and Location:**

This event takes place on a weeknight in the Fall, Winter, or Spring at an area school, university, or the Florida Solar Energy Center.

**Contact:**

The main point of contact will be the Outreach Educational and Projects Committee Chairperson, or a subcommittee chairperson in the Outreach Educational and Projects Committee.

Participation Opportunity: Volunteers are needed to serve as Career Night presenters, seminar presenters for a specific career discipline, and to assist with event logistics.

**Part 5.C. Engineers Week Banquet****Purpose and Description:**

CCTS commemorates Engineers Week with a banquet, featured speaker on a topic of interest in Engineering, and the presentation of the CCTS Engineers Week Achievement Award and CCTS Engineers Week Technical Achievement Award. Details of these awards are in Section 3.

**Sponsors:**

Sponsors historically have been CCTS and Member and Associate Member Societies. Companies are recently becoming interested in sponsoring this event.

**Time of Year and Location:**

This event takes place near the conclusion of Engineers Week in February. The banquet is held at varying locations in Brevard County.

**Contact:**

The main point of contact for the event would be the Engineers Week Banquet Subcommittee Chair, serving in the Outreach Educational and Projects Committee. The point of contact for the awards selection would be the Awards Committee Chair.

Participation Opportunity: Volunteers are needed to serve on the Awards Committee for awards selection and the Engineers Week Banquet Subcommittee for event planning, organization, speaker selection, registration, and publicity. Member and Associate Member Societies can make this banquet a monthly chapter meeting and present awards for that local organization. All award presentations by Member and Associate Member Societies must be coordinated with the Engineers Week Banquet Subcommittee Chair.

## **Part 5.D. Orientation Banquet**

**Purpose and Description:**

The Orientation Banquet introduces Member and Associate Member Societies to CCTS history, goals, activities, and officers. The Member or Associate Member Societies' Representatives, Alternates, chairs, and presidents, as well as CCTS Officers, Advisors, and Committee Chairs, are invited.

**Time of Year and Location:**

This event takes place in the Fall, usually the last week in October. The banquet is held at varying locations in Brevard County.

**Program Pamphlet Information at Banquet:**

- Program pamphlet containing information on CCTS Objectives and Member Organizations titled "Introducing CCTS.... Canaveral Council of Technical Societies";
- CCTS Handbook for Member and Associate Member Societies;
- Current copy of CCTS Charter and By-Laws;
- List of CCTS Officers and Committee Chairs; and
- Schedule of annual events to be printed in the program.

Information in the program pamphlet should be updated and reviewed for accuracy.

**Contact:**

The main point of contact for the banquet is the Membership Committee Chair.

Participation Opportunity: Volunteers are needed to be a part of the Membership Committee and organize the Orientation Banquet and update the program pamphlet information. Interested volunteers should contact the Membership Committee Chair.

## Section 6. Requesting CCTS Sponsorship for New Projects

### Support for New Projects:

CCTS will entertain sponsoring new activities and projects. CCTS receives many requests for funds and support. These requests must be reviewed to ensure that they are consistent with the CCTS Charter and Bylaws and comply with regulations for non-profit organizations and Federal Income Tax exemption. It is important that organizations requesting funds do not engage in political expenditures or activities.

Unless change requests are submitted in writing, recurring projects are evaluated and approved annually. At the appropriate time, the Management and Budget Committee will consider how the project has operated and if it is meeting its objectives.

### Submitting Proposals for New Projects:

New projects submitted for CCTS sponsorship consideration go through the following steps:

1. Requesting group generates a proposal according to the information requested in the "Request for CCTS Sponsorship Form" in Appendix B.
2. Requesting group submits written proposal to the Chair of the Outreach Educational and Projects Committee.
3. That committee reviews the proposal to determine compliance with established criteria and makes a recommendation concerning sponsorship.
4. If the funds exceed that budgeted for that committee the Management and Budget Committee shall review the proposal, if recommended by the Projects committee, to determine if funds are available to support the project.
5. A proposal receiving recommendations from one or both committees is then presented to CCTS at one of the scheduled Executive Board meetings for a vote of sponsorship. A representative from the requesting group may be asked to present information to the Executive Board concerning the project to clarify issues or provide support for the project.

### Disclosure Information:

All letters, flyers, publications, web pages, connected to projects and events that receive CCTS donations will bear the following footer on the first page or screen:

The Canaveral Council of Technical Societies (CCTS) is a 501(C)(3) non-profit educational corporation - FL Cert. 85-8012667867C-6.

CH2643 A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800) 435-7352 WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.

### Examples of Past Sponsored Events:

Over the years, CCTS has sponsored or co-sponsored numerous activities. Some of them are listed below:

1. Florida Institute of Technology Solar Car (Solar 1) and the Compressed Natural Gas;
2. Planaria Shuttle Middeck Locker Experiment;
3. Donations to the Florida Solar Energy Center Library;
4. Original Sponsor of the Astronaut Memorial Foundation;
5. Brevard County Schools Science Fair judging and contributions;
6. Florida Institute of Technology Rocket Engine Research Project;
7. Brevard County Schools Junior Solar Sprint Race;

8. Brevard County Schools Foundation Mini Grants;
9. Florida Institute of Technology Teachers Aerospace Workshop;
10. Internet Web Presentation;
11. Scholarships;
12. Science Olympiad;
13. Donation of Space Congress® Proceedings to local schools and libraries;
14. Publication of magazine;
15. Clash of the Titans (COTT);
16. Brevard's Own Scientific Scholars (BOSS); and
17. Space Flight Awareness Program.

## Section 7. Program Coordination

### Purpose and Description:

Program coordination between Member and Associate Member Societies are encouraged in order to promote and facilitate inter-organizational activities and goodwill. Such coordination can be done through Member and Associate Member Societies scheduling joint meetings and activities. Programs may be submitted for inclusion in a CCTS Monthly Events calendar and on the Dynamic Scheduling calendar, located at <http://teamup.com/ksc88917d9b2616dd4/>.

CCTS provides the following resources to encourage inter-organizational activities:

- John H. (“Jack”) Wiles Conference Room, which may be reserved using the Conference Room reservation system noted in Section 7;
- CCTS Skype teleconference capability, which is a part of the conference room;
- Future videoconferencing capability, which is a part of the conference room; and
- Promotion of inter-organization events on the mentioned calendars, the CCTS website, and the CCTS Facebook page.

Participation Opportunity: Volunteers are needed to submit information monthly on behalf of their Member and Associate Member Societies for the CCTS Monthly Events calendar. This information would include meeting dates and topics, highlighting events open to other member organizations, upcoming events, such as workshops and seminars, and requests for help from Member and Associate Member Societies (e.g. help in planning and implementing events, calls for speakers and award nominations).

### Communication:

CCTS will distribute the CCTS Monthly Events calendar around the first week of every month. This information will provide a means for Member and Associate Member Societies to interact.

## Section 8. General and Office Information

### **CCTS Address and Office Information:**

All mail correspondence must be addressed as follows.

Canaveral Council of Technical Societies  
1980 N. Atlantic Ave., Suite 401  
Cocoa Beach FL 32931

The CCTS office may be reached at the address above and contacted using the following information.

Phone: (321) 868-1623  
E-mail: [cctsoff@gmail.com](mailto:cctsoff@gmail.com)  
Web Page: <http://www.cctsonline.org/>

### **Meeting Location, Dates, and Time:**

CCTS Executive Board meetings are held in the CCTS office on the second Wednesday of every month at 6:00 P.M. Eastern Time, except for December. If a December meeting is held, the date and location of that meeting will be announced based on a decision from the CCTS Executive Board after the November meeting.

### **CCTS Office Resources:**

The CCTS office has the following resources available for Member and Associate Member Societies' use:

- John H. ("Jack") Wiles Conference Room, with accompanying meeting and classroom capabilities;
- Copier machine; and
- Computers with Internet access.

CCTS office resources are under the management of the Office Special Committee Chair. To inquire about office resources or to report damaged or stolen resources, contact the Office Special Committee Chair.

### **Use of CCTS Meeting Space:**

Member and Associate Member Societies may use the Wiles Conference Room as a meeting space and a classroom. The room contains a voice recording system, teleconferencing capability, large screen TV, VCR, overhead projector, computer/TV projection system, podium, large table and chairs. The conference room can accommodate approximately 30 people.

The Conference Room may only be reserved by means of a calendar or scheduling application on the CCTS website. Member Societies, Associate Member Societies, and Advisory Organizations may reserve and use the Conference Room. Council volunteers may also use it by applying to a CCTS Officer to do so.

If a larger conference or classroom space is needed, members and associate members may apply to a Council Officer to use the Community Conference Center at the Cocoa Beach Regional Chamber of Commerce.

CCTS also provided funding for a conference room at the Florida Solar Energy Center that can be used by CCTS and Member and Associate Member Societies.

### **CCTS Website Information Update:**

For information on placing a link to or creating your Member Organization's web page, contact the Computer/Web Site Special Committee Chair.

**CCTS Tax Exemption:**

Only CCTS Officers may authorize the use of the Consumer's Certificate of exemption, form DR-14. This must be done in writing and in advance of any and all uses of the form. No exceptions: violations will be followed up and reported to the Florida Department of Revenue.

Use of tax exemption should only be used by CCTS Officers for causes, events, or purchases that include, are sponsored by, or hosted by CCTS. CCTS Officers cannot use the tax exemption for their Member Society. All Member Societies, Associate Member Societies, and Advisory Organizations need to use their own State Tax-Exemption Certificate.

**CCTS Publicity Documentation:**

All letters, flyers, publications, web pages, et alia, will have the following footer added to their first page or screen:

The Canaveral Council of Technical Societies (CCTS) is a 501(C)(3) non-profit educational corporation - FL Cert. 85-8012667867C-6.



## Section 9. Report Formats

### **CCTS Committee Reports:**

CCTS Committee Chairs may use the following report format when submitting reports to the CCTS Secretary for CCTS Executive Board meetings.

---

Date of Report:

Committee Name:

Committee Chair:

Committee Items Addressed:

Committee Action Items:

Committee Requests to the CCTS Executive Board:

---

Committee reports are encouraged to provide sufficient detail on the items addressed, yet be succinct in order to reduce burden on the Committee Chair. Bullet points may be used to explain committee items addressed, action items, and requests to the CCTS Executive Board.

### **CCTS Treasurer's Reports:**

The CCTS Treasurer should provide a report at CCTS Executive Board meetings on the state of finances for CCTS, including income, expenditures, and a balance within four days of the meeting.

## Section 10. Suggested Nomination Process for Elections

The following nomination process may be used for CCTS elections. This process is not required for use by the Nominations Committee, and deviations from this method may be employed when circumstances merit.

1. The Nominating Committee shall nominate one (1) to (2) candidates for the Council Secretary Position, with consent of the nominees having been obtained in advance. Consideration of nominees may be obtained by soliciting interest from the memberships of the Member Societies through mail, electronic mail, and other physical and electronic means. Interested individuals should express their interest to the Council Chairperson and Nominating Committee Chairperson.
2. The Nominating Committee shall nominate the following candidates to the identified offices, with consent of the nominees having been obtained in advance.
  - The outgoing Secretary to succeed the Treasurer;
  - The outgoing Treasurer to succeed the Vice Chairperson; and
  - The outgoing Vice Chairperson to succeed the Chairperson.
  - A. If a nominee does not consent to running for a specified office, the Nominating Committee shall first consider officers to nominate for an office, with consideration based on obtaining consent of the nominee.
  - B. If no officers consent to running for a specified office, Member Society Representatives who are Committee Chairs shall be considered for nomination.
  - C. If no Member Society Representatives who are Committee Chairs consent to running for a specified office, all remaining Member Society Representatives shall be considered for nomination.