

Cleveland Technical Societies Council

Procedure Manual 2024 Edition

Last updated: October 1, 2024

Cleveland Technical Societies Council

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I. GENERAL

The Cleveland Technical Societies Council ("CTSC" or "the Council") Procedure Manual contains the procedures outlined in the ByLaws Article VIII., Section 3, and Article XI., and shall be adopted by the Executive Committee and amended periodically upon recommendation of the Executive Committee to assure the Council's purpose is being fulfilled. Amendments to the Procedural Manual shall be submitted through the Secretary for the Executive Committee's approval and become effective upon a majority affirmative vote.

II. DUES

Dues notices will be sent by the Executive Director annually to all member societies. Dues for each society are \$50 for society's with membership less than 250 and \$100 for society's with membership 251 and more.

III. OFFICERS

A. President

In addition to those responsibilities outlined in the bylaws, the president shall:

- preside over the Council and all meetings of the Executive Committee;
- direct the business of the Council between meetings of the Executive Committee;
- appoint all committee chairs;
- supervise all committee chairs in fulfilling their assigned duties;
- be an ex-officio member of each committee and be invited to attend all committee meetings;
- convene any ad hoc committee and determine its responsibilities.

B. Vice President

In addition to those responsibilities outlined in the bylaws, the vice president shall:

- present the budget for approval at the first official Executive Committee meeting of the fiscal year;
- preside over the Executive Committee in the absence of the president;
- preside at any other official meeting called by the president at which the president cannot attend.

C. Secretary

In addition to those responsibilities outlined in the bylaws, the secretary shall:

- provide copies of all meeting minutes to the executive director.

D. Treasurer

In addition to those responsibilities outlined in the bylaws, the treasurer shall assist the Executive Director to:

- review all accounts, monthly financial reports, state and federal requirements, scholarship funds and investments (except where noted);
- be bonded in accordance with the bylaws;
- serve as a member of the budget committee;
- ensure that the Executive Director and all committee chairs are aware of expenses for the year relative to the budget;
- respond to any questions from the audit committee;
- notify all financial institutions so that signature cards are properly executed and filed;
- transfer all financial documents to the incoming Treasurer prior to the new fiscal year;
- review all authorized invoices in excess of \$2,500 with the budget in a timely fashion.

E. Executive Director

In addition to those responsibilities outlined in the bylaws, the executive director shall:

- provide a permanent address and point of contact for CTSC communications;
- execute the policies of the Executive Committee as outlined by the president;
- administer the affairs of the Council including the fiscal management of all bank accounts, savings funds, federal and state tax forms, grants, awards and scholarship monies of the Council;
- aid in implementing all programs, publications and services provided by the Council;
- distribute appropriate notices and announcements of all meetings and events of the Council;
- provide necessary communications among Council officers and committee chairs;
- creating and maintaining the Council's website and preparing and distributing the TechWeek electronic newsletter;
- maintain an annual directory of member societies.

IV. Committees

Committee chairs are responsible to the president and required to keep the president aware of committee activities. They will provide the president with copies of relevant reports and communications.

The structure of each committee will determine the number of members to be appointed as needed.

A. Audit Committee

The audit committee examines all financial records and prepares a written report to the Executive Committee.

Structure: The committee shall consist of three members. The chair will assign two members to the committee.

Responsibilities: Present an annual audit report at the first official Executive Committee meeting of the fiscal year.

B. Awards Committee

The awards committee selects the recipients of the annual Technical Achievement Award, the Technical Educator Award and the Robert B. Cummings Distinguished Service/Leadership Award, and any other awards of the Council so designated by the Executive Committee. Descriptions and qualifications of the professional awards appear on the CTSC website (www.ctsc.org).

Structure: The chair shall select additional committee members who shall remain anonymous.

Responsibilities:

- select award recipients for an annual awards event;
- maintain and update application form(s);
- issue nominating forms to all Council member societies at least four months prior to the awards event;
- notify recipients and prepare plaques for presentation.

C. Budget Committee

The budget committee develops a written financial operating plan that guides expenses and income for the fiscal year.

Structure: The budget committee chair is the vice president of the Council. The treasurer serves on the committee. The chair can select additional committee members.

Responsibilities:

- review past expenses and budget of the previous two years and consider the coming year financial requirements;
- present a written budget for approval at the first official Executive Committee meeting of the fiscal year.

D. Bylaws Committee

The bylaws committee maintains the Council's bylaws and procedure manual.

Structure: Two committee members are appointed at the discretion of the president, subject to approval by the Executive Committee.

Responsibilities:

- the chair will serve as parliamentarian of the Council and the Executive Committee;
- review the bylaws for needed additions, deletions, or amendments as required;
- prepare and submit recommendations to the Executive Committee for all proposals for amendments to the bylaws where deemed advisable;
- review the procedure manual for additions, deletions, or corrections.

E. Membership and Nominating Committee

The membership and nominating committee works toward maintaining and increasing the number of societies in CTSC. The committee coordinates the annual Collaboration meeting. In coordination with the president, the committee identifies individuals who might be interested in serving as an officer of the Council, or as a member of the Executive Committee.

Structure: Members are appointed at the discretion of the chair.

Responsibilities:

- seek out and invite new societies to join the Council;
- schedule and plan the annual Collaboration meeting including agenda and topics for discussion;
- encourage collaborative efforts among member societies as well as outside groups or organizations;
- prepare a slate of officers biannually and provide balloting for the Executive Committee;
- consider the desirability of continuing officers in the line of succession consisting of treasurer, secretary and vice president;
- ensure that each nominee meets the qualifications for service as outlined in the bylaws and obtain the acceptance of each nominee.

F. Scholarship Committee

The scholarship committee manages the Council's scholarship program, including administrative and reporting procedures.

Structure: the chair can appoint a maximum of six members, some of who may be nominated by scholarship donors. Persons with children who are scholarship applicants are ineligible to serve on the committee.

Responsibilities:

- determine the appropriate number of scholarships to be awarded to eligible students at the annual awards events;
- work with the executive director as needed to solicit applications for Honor Juniors and scholarship applicants;
- select the winners from the available number of scholarships;
- inform each recipient of their selection and the distribution process.

G. Website Committee

The website committee manages the Council's website (www.ctsc.org).

Structure: the executive director assumes primary responsibility for the website.

Responsibilities:

- the executive director acts as webmaster for the Council;
- post information to the website in a timely fashion;
- report to the Executive Committee of renewal dates and costs;
- work on design improvements and functionality of the site.

V. ADDENDA

A. Addresses

Executive Director

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Westlake, Ohio 44145

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Archives

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Main Library, Louis Stokes Wing, 3rd Floor
525 Superior Avenue
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