MTS Student Sections Operational Guidelines

About the Marine Technology Society

The Marine Technology Society was incorporated in June 1963 to allow members of academia, government and industry to have a common forum for the exchange of information and ideas. In its formative years, the Society developed its technical committees structure, local section structure and governance. The Marine Technology Society membership is comprised of businesses, institutions, individual professionals, and students; and the Society offers several conferences and workshops, a bimonthly newsletter and a journal.

The Society's overall purpose is to promote awareness, understanding, advancement and application of marine technology. The objectives are to:

- Facilitate a broader understanding of the relevance of marine technology to wider global issues by enhancing the dissemination of marine technology information
- Promote and improve marine technology related educational programs
- Advance the development of the tools and procedures required to explore, study and further the responsible and sustainable use of the oceans

MTS Student Membership

The Marine Technology Society highly encourages students pursuing a degree in the marine sciences or technologies to consider joining a professional society such as MTS. By joining a professional organization, you can:

- Apply for scholarships – MTS conducts an annual scholarship competition for high school, undergraduate and graduate students pursuing a degree in marine sciences or technologies
- Present your research at one of the many annual MTS sponsored conferences and events
- Publish your research in the Marine Technology Society Journal
- Interact and network with the international marine technology community
- Participate in professional development opportunities provided by fellow society members
- Obtain mentoring opportunities by fellow society members

MTS not only encourages students to become members of MTS, but also to join a local MTS Student Chapter to enhance your membership and pursue potential leadership roles.

About the MTS Student Section Program

MTS has Student Sections at colleges and universities that have substantial programs of study in the marine sciences or technology. The Student Sections are counseled by someone who is both an MTS member and a member of the faculty of the institution.

Goals of the program

MTS offers the opportunity to establish Student Chapters for students interested in pursuing a career in marine sciences and technologies to further their membership benefits by working as local teams to:

- Create and implement programs (job fairs, education and outreach programs,)

- Network as students – supporting each other through courses, creating study groups, peer mentoring opportunities, passing along internship or employment opportunities

- Network with MTS Sections and Professional Committees – networking with professionals can bring many opportunities for internships, employment, mentoring

- Participate in MTS Section events – socializing with other MTS members can establish lifelong friendships, networking opportunities

All MTS Student Sections are encouraged to produce a newsletter and/or a Student Section website (information and resources are found later in this document.)

All MTS Student members are encouraged to attend meetings of the professional MTS Sections and MTS conferences.

Guidelines and Policies

MTS Style Guide
MTS Logo
MTS's logo symbolizes a brand that tells the public they are dealing with a professional organization. As the premier society for ocean engineering and technology, the MTS name and brand have a high value. The brand is more than a logo and tagline, it is a promise of integrity and quality. Every use of MTS's name and logo presents an opportunity to strengthen or weaken the brand. It is, therefore, important that the logo be used to leverage its value for the society and for members.

Logo Font
The text font is Calibri.

Logos to Download (must be signed in to access):
(https://www.mtsociety.org/publications/MTS-StyleGuide.aspx)

MTS Membership Policy
The classes of membership, qualifications for membership in those classes, the rights and privileges of all membership classes and the process of application and admission are specified in Article III of the Society's Bylaws. The purpose of this policy is to provide guidelines on how dues and fees are to be set and collected, and how membership may be relinquished, either by resignation or termination for cause.

(See Policy 2020: Membership Policy: https://www.mtsociety.org/About/laws.aspx)

MTS Conflict of Interest Policy
This policy is intended to provide guidance for MTS officers, directors, Local Section and Professional Committee chairs and any other individuals in a position to influence society expenditures on proper conduct in the presence of conflict of interest. Such individuals are held to the highest standards of conduct and by choosing to serve the society in any of these capacities, subordinate individual interests to those of the Marine Technology Society. Individuals who serve the society in any of the aforementioned capacities, must do so without personal gain, employer benefit, or regard to personal relationships. Their behavior must be of such caliber as to inspire the confidence of members and the public in MTS. Conflict of interest, both real and in appearance, must be recognized and avoided, even if it leads to conduct beyond that which would be deemed acceptable outside the Marine Technology Society.

The key elements of this policy are the disclosure of circumstances which may give rise to a conflict or impropriety, the physical absence and non-participation in the decision making process that might lead to a potential conflict or impropriety, and the commitment to honor the confidentiality of organizational information. Under no circumstances shall any member of the Marine Technology Society's Board of Directors, standing committees, Local Section leadership, Professional Committee leadership, or those who are in a position to influence MTS expenditures, participate in the evaluation or approval by the Marine Technology Society of any contractual agreement if such individual, or such individual's

employer, would benefit financially, either directly or indirectly, from the Marine Technology Society becoming a party to such an agreement.

(See Policy 3070: Conflict of Interest Policy: https://www.mtsociety.org/About/laws.aspx)

Member Conduct Policy
This policy is intended to provide guidance for the MTS Board of Directors (Board) in dealing with an "errant individual", that is an individual whose behaviors are destructive or detrimental to other MTS members, MTS staff, or the normal conduct of MTS business The key elements of this policy are:
1. an overall definition of behaviors that are construed as destructive or detrimental to other MTS members, MTS staff, or the normal conduct of MTS business;
2. a process by which a complaint about the "errant individual" can be vetted;
3. the process of appointing the appropriate MTS leaders to investigate the complaint and counsel the "errant individual" if the complaint is found to have merit;
4. a check list of counseling activities; 5. and prescribed outcomes.

(See Policy 3200: Member Conduct Policy: https://www.mtsociety.org/About/laws.aspx)

Copyright Policy
Background: The Marine Technology Website is used as a means to promote the goals of its mission statement, as well as provide a clearinghouse for information about society activities. Journal abstracts, as well as links to professional committees and local sections, promote an open, free information-share. Member-only accessed areas on the national, such as the message board, provide information-share to a smaller, closed community.

Recent questions regarding authorship rights of information posted on the website have resulted in legal questions regarding the open use and sharing of information from the websites. To prevent litigation, and to allow the Marine Technology Society to give its members access to information, the following policy has been developed.

Policy 5020: It is the policy of the Marine Technology Society that all materials posted on the MTS website, currently addressed at www.mtsociety.org, and all MTS section websites, MTS professional committee sites, and any other website created under the umbrella of the Marine Technology Society shall become the copyright protected material of the Marine Technology Society.

In consideration of the publication of their material, all individuals who write for any of the Marine Technology Society websites, or post information to the website agree to transfer their copyright interest in and to the material being posted to the Marine Technology Society. Any exception to this policy must be approved, in writing, on a case-by-case basis, by either the Executive Director of the Marine Technology Society, or the Marine Technology Society's Director of Publications.

(See Policy 5020: Website Copyright Policy: https://www.mtsociety.org/About/laws.aspx)

Starting a Student Section

Students interested in starting an MTS Student Section must follow a few guidelines. The first is to complete the Petition, which is available on the MTS website. Please also read and commit to the expectations of all MTS Student Sections.

Petition
The required petition can be downloaded from the MTS web site:
https://www.mtsociety.org/studentsections

Expectations of MTS Student Sections

To maintain status as an MTS student section, student sections must have:

- Executive officers or a student section chair maintaining current MTS membership
- A faculty advisor with current MTS membership

Student sections are expected to meet once every 4 months to update their student members about MTS activities, both national and local. Organization of additional activities is strongly encouraged. Examples of previous activities undertaken by student sections are included later in this guide.

MTS Student Sections **MUST**:
- Maintain a **minimum** number of **8 current MTS Student members**
- Host a **minimum** number of **1 local event(s)** per year
- Submit an **annual report** of section activity including accounting report (**Due April 1**)
- Submit **annual update of contact information** for section members (**Due April 1**)
- Submit **quarterly reports** of section activity (**Due July 1, October 1, January 15**)
- Participation in all webinars offered by MTS to Student Sections

MTS Student Section Minimum Requirements Checklist			
Task	**Completed (Date)**		
Maintain a minimum number of 8 current MTS Student members			
Host a minimum number of 1 local event(s)			
Submit an annual report of section activity including accounting report			
Submit annual update of contact information for section members			
Submit quarterly reports of section activity			

Executive Officers

MTS offers Student Sections an option when dealing with local leadership. We understand that Student Sections may be small in membership numbers. If membership is low, between 8 and 12 members, the Section may decide to have a single leader, a Student Section Chair. If membership is larger than 12 members – or a Student Section prefers - please follow the model of electing a Chair, Vice Chair, Secretary and Treasurer. ***Please let MTS Headquarters know immediately if your section decides to change the leadership model to accommodate for growth or declining membership numbers***.

Officer Elections

Although students do not typically attend school year-round, MTS requires that Student Sections have officers on file for all 12 months. To ensure no lapse in service from MTS and to build continuity with your section operations, consider holding **elections of new officers in February**, three months before the end of your annual term. In doing this, your newly elected officers can receive three months of mentoring from the past officers before school ends. This also allows the outgoing officers the time to complete the annual report while the new officers are conducting the operations of the chapter.

Student Section Leadership Turnover Procedure

Student sections are expected to provide MTS each year by **February 28** the names and contact information of newly elected executive officers. Outgoing executive officers are expected to aid newly elected members during the transition period and provide them with all available resources. Both outgoing and incoming executive officers are expected to keep their contact information up-to-date with MTS headquarters. A phone call with MTS headquarters, the VP of Education, MTS student representatives liaison or MTS student representatives with both outgoing and incoming executive officers will be arranged to help in the transition process if needed.

<u>**Primary Points of Contact**</u> (as of July 2016)

MTS Headquarters - Marcel Angles (<u>Marcel.Angles@mtsociety.org</u>)

MTS VP of Education - Liesl Hotaling (<u>lieslhotaling@yahoo.com</u>)

Responsibilities of the Student Leadership

Student leaders are the main point of contact between MTS headquarters and MTS student members at their university or college. It is their responsibility to voice the needs of their student members in addition to informing their student members about current MTS activities. Student leaders should remind their student members to update their contact information annually.

Student leaders are also expected to be knowledgeable of the available resources MTS provides for their student members. In addition, student leaders are expected to reply to the monthly email from MTS headquarters with at least "received" and complete any action items requested in a timely fashion. Failure to do such will first result in a phone call from MTS. If the student leaders cannot be contacted, penalties will be imposed on the student section.

Responsibilities of the Student Section Chair

As mentioned above, for small MTS Student Sections have the option of electing a single leader, the Student Section Chair. The Section Chair must assume or delegate the responsibilities of all leadership positions listed below under the **Chair, Vice Chair**, Secretary and Treasurer sections.

Responsibilities of the Chair and Vice Chair

Chair

The Chair is the leader of the chapter, assuming all responsibilities not otherwise delegated. You should have:

- Good leadership and communication skills
- The ability to work with, and motivate various personalities
- A solid understanding of the goals and mission of MTS and the section's role in relation to the global nature of MTS

Responsibilities:

- Preside over section meetings
- Communicate regularly with other officers; section members; MTS Section; faculty advisor and MTS staff regarding section plans, needs, or challenges
- Attend section meetings
- Ensure the annual report and financial statements are submitted by April 1
- Ensure your section complies with all MTS policies
- Conduct election of section officers and ensure that MTS is notified of the results

Vice Chair

The Vice Chair assists in accomplishing all organizational duties and typically serves as Chair the following year.

Responsibilities:

- Chair the program committee and other committees as necessary
- Act on behalf of the Chair on all section business during the absence of the Chair
- Work with the Chair to ensure the section maintains required membership levels and submits reporting by April 1

Manage Programs:

As chapter Chair and Vice Chair, you will work as a team to oversee that plans for the year are drafted and executed. Various committees and officers may help implement these plans. Your job is to work with your faculty advisor and MTS Section to ensure that each program plan is detailed enough to facilitate its completion.

Secretary

Responsibilities:

- Record, store and distribute minutes of officer meetings
- Maintain officer roster, notifying MTS Headquarters with any updates
- Coordinate section postings in Currents

- Maintain section bylaws or operation procedures
- Publicize section meetings and activities
- Order section resources as needed

Record Minutes:
Record the official business of the section through the writing, retention, and distribution of minutes. Minutes should be taken for all meetings of the section officers. Minutes should only include action taken and not verbatim discussion. At each meeting, the minutes of the previous meeting should be reviewed and approved by the group.

Minutes often resolve misunderstandings, so they should be accurate, objective, complete and clear. Minutes of meetings should contain the following:
- Name of the organization or committee
- Place and date of the meeting
- Names of officers and members present
- The statement that the minutes of the previous meeting were amended or approved
- A list of reports that were presented and accepted
- All the main motions that were made, with statements as to whether they passed or not and by what vote count

Maintain Officer Roster:
You are responsible for ensuring MTS has accurate record of officers and their contact details. Changes should be sent to MTS Headquarters, as they occur, to ensure no lapse in service. All officers must be MTS members in good standing.

Student Section Website:
If you are interested in maintaining a Student Section Website, please contact Marcel Angles (marcel.angles@mtsociety.org) at MTS Headquarters. Server space will be allocated and a template provided. If you have a Facebook page for your Student Section, please make sure Headquarters is aware.

Treasurer
Responsibilities:
- Receive and disburse section funds as approved by the faculty advisor
- Complete annual financial statement to include with the annual report
- Provide financial reports and make recommendations on the management of your section finances
- Reconcile all section accounts and prepare annual operating budget

Each student chapter has a $500 stipend available to them per year. The money may be used for materials to support regional outreach efforts and other activities.

Requests must be made at least two weeks prior to the date needed. The Student Chair must first request approval from the faculty advisor via email with all details, including date, number of participants, activity or reason for expense. Once the faculty advisor approves, the email will be forwarded to Marcel Angles (marcel.angles@mtsociety.org) for final approval.

If approved, Marcel will let the chapter know to go forward with their plans. After the event or purchase, the Chair will them fill out a reimbursement form and submit it along with all receipts. Original receipts must be mailed to Marcel Angles, Marine Technology Society, 1100 H Street NW, Suite LL-100 Washington, DC 20005. A reimbursement check will be sent to the Chair.

Faculty Advisor
As a member of the university community and MTS, the Faculty Advisor provides a critical link between the student section, the university, and the MTS Section.

Responsibilities:
- Ensure that at least one meeting per year is conducted
- Guide the formation and implementation of goals, objectives and programs
- Remind the section to remain aligned with the MTS vision
- Counsel section members in matters regarding society policies
- Attend officer meetings
- Promote interaction and cooperation with other university groups
- Attend the sponsoring MTS Section board meetings, when possible
- Ensure section officers are aware of and accomplishing their responsibilities

Membership Committee
Because the scope of activities related to membership recruitment, retention, and volunteerism is so extensive, the chapter should consider utilizing a committee for these duties.

Responsibilities:
- Know the requirements of MTS membership and how to apply
- Ensure that both members and non-members are fully aware of all the advantages of MTS membership
- Organize member recruitment drives
- Inform the chapter board about membership statistics
- Encourage members to volunteer

Recognition

During the annual meeting of the Marine Technology Society, conducted during the OCEANS conference, members are rewarded for their contributions. Please consider nominations for the following categories. Nominations are due in May. Please check the MTS site for further information.

MTS Outstanding Student Section Award
Presented to an MTS Section in recognition of activities conducted in advancement of the objectives of the society.