Policy 3090
MTS Membership Policy

Approved October 15, 2012



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Professional Committee Objectives

ARTICLE VII of the MTS Bylaws states that the professional and technical affairs of the Society shall be carried out through the work of its professional committees. The number, scope and membership of such committees may vary from time to time based on the interests of the members of the Society.

Overall, the Professional Committees provide a vehicle through which the members of the Society can develop, analyze, review and share the technologies that are driving marine industries and ocean policy. The Professional Committees directly respond to the Society's mission:

- 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 and related educational programs; and
- Advance the development of the tools and procedures required to explore, study, and further the responsible use of the oceans.

In keeping with the Society's vision for the Professional Committees, the committees' objectives are to:

1 Provide a menu of options for information-share among members, via electronic and printed media, and conference-like venues.
2 Create and develop programs and activities that provoke thought, disseminate information and further the understanding of marine technology, education and policy.
3 Provide the highest level of scientific and engineering standards in publications and training workshops.
4 Create platforms for the development and enhancement of leadership skills in a technical environment.
5 Provide up-to-date information on technology and policy developments in specified areas of expertise.
6 Provide mechanisms for speedy information responses to the media, government agencies and nongovernment agencies to facilitate and increase public understanding of marine technical issues.
7 Develop publications and standards.
8 Explore interdisciplinary opportunities.

Committee Organization

Officers: Each Committee shall have a Chair and a Vice-Chair. Committees which have funds and committees which have more than 100 members shall have a Secretary and a Treasurer or a combined Secretary/Treasurer. The Chair of each Professional Committee shall be elected by the membership of the respective Professional Committees. The term of office shall be two (2)

years, with no limitation on the number of successive terms an individual may serve. Vacancies in the position of Chair, caused by resignation or otherwise, may be filled at any time.

Members: Membership and participation in professional committees is open to and highly encouraged for all MTS members. Upon initial application and each year when paying annual dues, MTS members are asked to select or revalidate committee memberships. Members may also request to belong to a particular committee by letter or email to Headquarters at any time.

Establishing a Committee

Petitions to create Professional Committees are directed to the President. Petitions must meet the following requirements:

1 Contain justification for the creation of the committee.
2 Contain the proposed scope or mission statement of the committee.
3 Be signed by no fewer than five members in good standing.
4 Provide the names of prospective committee officers.

The petition to create a Professional Committee is then submitted to the Professional Committees Board (PCB) for review.

Once the proposal is approved by the PCB, the mechanisms to establish the committee are as follows:

1 Committee Promoted and Member Recruitment: The proposed Committee is promoted in Society publications (*Currents*, website, email, etc.). Prospective members shall be instructed to sign up by sending their names electronically or by regular mail to Headquarters.
2 Officer Election: Committee officers are elected or appointed. The timing of the first nominations and election do not need to follow the normal schedule.
3 Committee Goals: Within three months of election or appointment of officers, a statement of Activity Goals shall be submitted (see below).
4 Committee Funding: If necessary, requests for funding should be submitted to headquarters (see "Funding," below).
5 Committee Establishment: The committee is then granted final approval by the MTS Board and incorporated formally in the Society's structure (Journal, *Currents*, website, etc.).

Committee Requirements

Each Committee must meet the following requirements in order to continue to be recognized as an MTS Committee:

1 With concurrence by the Vice President having responsibility for the particular Committee, hereafter referred to as “Technical Vice Presidents” (TVPs) to distinguish them from the VP

of Sections and others, develop a statement of at least two realistically attainable "activities" for the year, as described below.
2 Submit all required reporting and financial forms in a timely manner.
3 Participate in the State of Technology Report when requested
4 Hold an election for Committee Chair and (optionally) other officers each even numbered year.
5 Hold at least one committee meeting each year.
6 When called upon, solicit papers, and provide abstract reviewers and session chairs for the Oceans Conferences.

Committee Activity Goals

Each Committee, through its committee leadership, must develop an annual statement of Activity Goals, which is forwarded to the TVP for review. This statement of the Committee's Activity Goals is maintained at MTS headquarters for review by the Board and is published on the web for the use of the general membership.

Since the committees differ in scope with regards to the needs of their members, committee activities should be chosen from the menu below tailored to the needs and interests of Committee members.

1 Produce a "committee corner" column in the MTS *Currents* newsletter.
2 Publish a newsletter or publication, either electronically or by paper.
3 Provide an opportunity for student leadership (e.g. committee vice chair, student liaison) and student mentoring.
4 Maintain a committee chat room, utilizing the website message board or committee list serve.
5 Provide a forum for communications with new and prospective members with rapid response ensured.
6 Package a technical session as part of another organization's conference.
7 Provide a mechanism for recognition of technical excellence within committees
8 Sponsor high school or college competitions or participate as judges at science fairs (e.g., National Ocean Sciences Board (NOSB)).
9 Establish a professional standards "task force" to develop and evaluate industry standards.
10 Make presentations to schools, community groups, and the media.
11 Develop mechanisms for and/or become involved in policy making.
12 Organize a session at Oceans conferences.
13 Organize and conduct technical programs, workshops or conferences.
14 Form strategic alliances with other professional committees and non-government organizations.
15 Maintain a web page to provide committee information and communication on MTS website.

Dissolution

As the fields that comprise marine technology change and evolve, Committees may eventually need to be dissolved.

Reasons for dissolution:

1 Committee is no longer relevant to present or emerging technologies or the Mission of the Society.
2 2 Committee has no designated leadership or succession plan.
3 Committee is inactive, as evidenced by failing to meet Committee Requirements (described above and below).

Dissolution process and time-line:

1 In accordance with the MTS Bylaws, TVPs shall review status of all Committees under their purview in order to report on their status to the PCB. If the TVP determines that a Committee is inactive or underperforming, he/she shall contact the officers of the pertinent committee(s) to give them an opportunity to re-energize their programs and/or to elect new leadership. This review should be done by TVPs enough in advance that a status report can be made to the PCB at its Fall meeting.
2 At the Fall meeting, the PCB shall review the status of all committees, as reported by the TVPs. If warranted, the TVP will make a recommendation that an inactive or non-performing committee be dissolved. The PCB will consider the recommendation and then vote on the recommendation.
3 If the recommendation is approved by the PCB, notice will then be posted on the Society's website and sent electronically to committee members that the inactive or under-performing committee will be dissolved if no one steps forward to advocate for its continued existence and to offer to lead.
4 The TVPs shall report to the Board at the Spring Meeting the status of the recommended dissolution of the inactive or under-performing Committee and any positive developments that may encourage delaying or reversing this recommendation.
5 The Board will vote on whether to dissolve the Committee or to continue it under new direction or leadership. A negative vote of the Board will formalize the dissolution of an inactive or non-performing committee by this process.

Members of dissolved committees will be informed by email or postal mail of the dissolution of their committee and will be offered the opportunity to sign up for another Professional Committee.

Organizational Structure of the Professional Committees

Professional Committees are grouped under one of three Professional Divisions, headed by a Technical Vice President (TVP) who is a member of the MTS Council and the Board of Directors:

Technology and Industry - Government and Public Affairs - Research and Education

Responsibilities of the TVPs:

The TVPs oversee the policy, activities and direction the Society's Professional Committees. Each TVP is responsible for developing, recommending, promoting, coordinating, assisting, guiding, and auditing the programs of the Professional Committees under his/her purview in accordance with these and other Society policies.

Each TVP serves as the main contact and advocate for his/her respective Professional Committees to the Board of Directors, represents them in all matters pertaining to policy and operations, and provides feedback and guidance to the Professional Committees as appropriate.

The TVPs serve as the PCB, as described in the Bylaws. The PCB shall meet at least one time per year in the fall, usually in conjunction with the annual meeting of the Society.

TVPs are responsible for enhancing the communications and synergy among all committees. Each TVP shall develop a two-year goal statement for his/her respective Division within 30 days of taking office or being reelected, and send that goal statement to the respective Committee Chairs.

Each TVP shall communicate with the respective Committee Chairs at least twice a year, either in person or virtually, e.g., by telephone, electronic conference, etc.

The TVP shall report at the Spring Council meeting the plans for activities and projects during the next year for committees within his/her respective Division.

The TVP shall report on the status of the Committees within the Division to the PCB at its Fall meeting. The report is to include an evaluation of the recent activities and fulfillment of goals of each Committee.

TVPs shall monitor the viability of the leadership of Committees within their purview and take action to advise and motivate officers, replace officers or propose dissolution of a committee as appropriate, as noted above.

When a Committee Chair becomes vacant between normal elections, the respective TVP is responsible for appointing a replacement, normally the Vice Chair, or for holding an election.