

CONSTITUTION OF THE
MANUFACTURING AND TECHNOLOGY MANAGEMENT RESEARCH FORUM

Article 1: Name and Affiliations

The name of the organization shall be Manufacturing and Technology Management Research Forum of the University of Toledo

Article 2: Purpose

The purpose of the organization shall be to provide a forum for student to discuss topics such as research, career planning, work-life balance, and issues that relate to doctoral studies in manufacturing management and technology management. **Activities and programs of this organization will keep with its stated objectives.**

Activities:

- Academia
 - ✓ Research interests
 - ✓ Hot topics in the field
 - ✓ Issues related to the Ph.D. program
 - ✓ How to improve teaching skills
 - ✓ Invite guest speakers
- Enhance Ph.D. students research collaboration
- Provide funds for attending conferences
- Sharing information regarding job search
- Assisting department and business school in holding symposiums, workshops, and conferences
- Enhancing Ph.D. students interpersonal relationships through social events

Article 3: Membership

Membership in the Manufacturing and Technology Management Research Forum shall be open to all currently enrolled students at the University of Toledo.

Membership in the Manufacturing and Technology Management Research Forum shall be automatically applied to all current part-time or full-time Ph.D. students in the Manufacturing and Technology Management Program.

The Manufacturing and Technology Management Research Forum shall consist of Members and an Executive Board.

(a) Membership

Participation in the Manufacturing and Technology Management Research Forum is without regard or considerations of such characteristics as age, color, sexual orientation, disability, ethnicity, gender, marital status, creed, national origin, race, veteran status or religion.

To be a member, you must be a currently enrolled student at the University of Toledo.

To be a member, you must pay the dues for every academic year (the dues for the Manufacturing and Technology Management Research Forum is a nonrefundable 10 dollars per academic year).

(b) Limitation

No member shall have the right to act on behalf of the Manufacturing and Technology Management Research Forum without prior consultation with the Executive Board and MTMRF's advisor.

(c) Voting Members

The general body of the Manufacturing and Technology Management Research Forum shall consist of Voting Members who are UT students and meet the following criteria:

- Must be currently enrolled at the University of Toledo.
- Must subscribe to the principles laid out in this Constitution
- Must attend at least 75% of the forum meetings during the academic year.
- Must fulfill the membership dues for the academic year.

(d) Non-Voting Members

Additionally, the general body will be composed of Non-Voting Members who must meet the following criteria:

- Must subscribe to the principles laid out in this Constitution.

(e) Rights of Members

- All Members will have the right to attend forum meetings and events throughout the year without exception.
- The Voting Members shall have the right to remove any member of the Executive Board from his or her position if more than 75% of the total Voting Members vote to do so at the members meeting.
- Voting Member must be present at the forum meeting in order to vote.

Article 4: Officers

The Executive Board shall consist of the following five (5) elected positions:

President

Vice-President

Secretary

Treasurer

Public Relations Coordinator.

The Executive Board shall be elected on or before May 1st of each year for a one year term beginning the next academic year.

Qualifications for a leadership position within Manufacturing and Technology Management Research Forum are as follows:

- Must be a Doctoral student in the Manufacturing and Technology Management program
- **Must not be on academic or disciplinary probation.**

Duties for each officer are as follows:

General Responsibilities:

The Executive Board shall collectively be responsible for maintaining the daily operations of the Manufacturing and Technology Management Research Forum, in a manner concordant with the principles of this Constitution.

(i) President

The President shall have the following duties:

- Hold Executive Board meetings every two weeks, develop an agenda for these meetings, and administer these meetings.
- Work as the chief spokesperson for the Manufacturing and Technology Management Research Forum.
- Ensure that all other members of the Executive Board are fulfilling the requirements and duties of their respective positions.
- Be ultimately responsible for all the affairs of the Manufacturing and Technology Management Research Forum.

(ii) Vice-President

The Vice-President shall have the following duties:

- Act as a liaison between the Manufacturing and Technology Management Research Forum and the University of Toledo.
- Fulfill the duties of the President in the event of his or her absence.

- Act as a liaison between the Manufacturing and Technology Management Research Forum and the University of Toledo.
- Fulfill the duties of the Secretary in the event of his or her absence from a meeting or event.
- Act in any role assigned by the President.

(iii) Secretary

The Secretary shall have the following duties:

- Maintain a written record of the proceedings and attendance of all Executive Board meetings and members meetings.
- Furnish the records of these proceedings to all Executive Board members in a timely fashion via email.
- Create and maintain archives of all Manufacturing and Technology Management Research Forum events by preserving all related materials (e.g. photographs, video/audio tapes, programs, etc.).
- Make these records available to all members by request.

(iv) Treasurer

The Treasurer shall have the following duties:

- Maintain the financial accounts of the Manufacturing and Technology Management Research Forum.
- Create a budget for special events.
- Furnish financial reports to the Executive Board monthly.

(v) Public Relation Coordinator:

The coordinator shall have the following duties:

- Organize ad hoc activities
- Organize public activities such as inviting guest speakers
- Organize social activities (i.e. sports, trips, tailgate events for Halloween, Thanksgiving, Christmas, welcoming events for new Ph.D. students, etc.)

Article 5: Meetings

The Members Meeting

(a) Scheduling

The Members meeting shall be scheduled whenever the Executive Board requests it. When a meeting is scheduled to be held, the members should be notified via email no fewer than three days in advance. Additional publicity for members meetings is highly recommended.

(b) Attendance

Attendance at the members meeting is mandatory for all members of the Executive Board. Attendance at the members meeting is highly recommended but voluntary for all other members.

(c) Proceedings

(i) Agenda

The President of the Executive Board shall prepare a meeting agenda in consultation with other members of the Executive Board. The meeting shall follow this agenda, with time given to other topics as necessary. The President shall be chiefly responsible for administering the Executive Board meeting, but he or she may assign this duty to another Executive Board member.

(ii) Debate

Any issue may be debated for as long as there is interest among the members present at the meeting to debate it. A consensus among the Executive Board members present should dictate when an issue is currently irresolvable and should be left to debate at a later time.

(iii) Consensus

The Executive Board shall make decisions on the basis of a consensus among all the members present at the official Executive Board meeting. If all members present are in consensus, **no vote is required** to make an official decision. The written record of the secretary will act as the official record of when consensus was reached, and on what issues.

(iv) Voting

If the Executive Board is unable to reach a clear consensus through debate, then it should vote to resolve the issue. A simple majority of the **total membership** of the Executive Board shall be representative of a consensus among the Executive Board on the particular issue.

(v) Purpose

The main purpose of the members meeting is to foster communication between the members and the Executive Board, so that the Executive Board may implement events

Article 6: Faculty Advisor

The Manufacturing and Technology Management Research Forum's shall have a faculty advisor.

Article 7: Committees

- (a) ***The Election Committee:*** An Election Committee shall be formed every spring semester to administer the election of the Executive Board for the following academic year. The Election Committee shall be comprised of three (3) Voting Members of the Manufacturing and Technology Management Research Forum who will be nominated to this position by a consensus of the Executive Board. Nominees to the election committee may reject or accept this nomination as they wish. Members who are intending to run for an executive position must not also be members of the election committee. The duty of the election committee is to carry out the nomination, voting, and certification processes.
- (b) ***Re-imbursement Committee:*** Executive Board shall act as re-imbursement committee. The Executive has the right to decline funding and/or to recall previously granted approval in the case the members fail to adhere to the reimbursement procedure. In addition, for travel funding, the Executive Board has the right to provide priority treatment to the organization's active members.
- (c) ***Ad hoc committees may be formed at the discretion of the President or Executive Committee to attend to any situations that may become necessary for the organization to consider.***

Article 8: Parliamentary Authority

The rules contained in Robert's Rules of Orders, shall govern the association in all cases to which they are applicable and in which they are not inconsistent with this constitution

Article 9: Amendments

- ***Proposal:*** A proposal for amendments should be signed by at least twenty-five percent (25%) of the total voting members, and submitted to the Executive Board, who shall deliver the proposal to the members and call a members meeting within a short period of time after the receipt of the proposed amendment(s).
- ***Approval:*** An affirmative vote by two thirds (2/3) of the voting members present at the members meeting shall be sufficient for the adoption of any amendment(s).
- **It is further understood that that if this organization desires at any time in the future to change in any way the provisions of this charter, that before such action is taken, the organizations will submit for approval to the Student Activities Committee and the Office of Dean of Students every detail of the desired changes to me made.**

Article 10: University Compliance

This organization shall comply with all the University of Toledo regulations, and local, state and federal laws.