

MTS STUDENT SECTION HANDBOOK

Updated May 2025 | Contact membership@mtsociety.org if you have questions.

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Introduction

The Marine Technology Society (MTS) promotes awareness, understanding, and the advancement and application of marine technology.

Incorporated in 1963, the international society brings together businesses, institutions, professionals, academics, and students who are ocean engineers, technologists, policy makers, and educators.

MTS publishes a peer-reviewed journal – [Marine Technology Society Journal](#). MTS has [Professional Committees](#) (technical interest groups) and hosts [several conferences](#) yearly. MTS supports many [Sections](#), which focus on events and programs unique to their geographic areas, enhancing networking among local colleagues, businesses, universities and government/military offices.

MTS 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.

Advance the development of the tools and procedures required to explore, study and further the responsible and sustainable use of the oceans.

MTS VISION

To be the leading authority and advocate for marine technology and resources while promoting member success and public understanding.

Student Section Purpose

[MTS Student Sections](#) serve as hubs for innovation, professional development, and community building – offering students opportunities to explore their interests and develop their skills in marine technology. MTS Student members enjoy benefits that directly support your involvement in Student Sections and enhance your development:

- Exclusive opportunities to apply for [scholarships](#) and our [EMERGE Program](#), which provides networking opportunities and fosters professional skill development.
- Access to the [MTS Journal](#) for insights into cutting-edge marine technology.
- Significant savings on registration for MTS-sponsored conferences and workshops.
- Free access to resume posting, job listings, and career resources on the [MTS Career Center](#).
- [Opportunities to connect](#) with industry leaders through technical interest groups and events.

Student Section Activities

Each Student Section is **eligible to receive up to \$500 annually** to host activities and events that enhance the student experience and provide meaningful engagement in the marine technology community. The budget request form can be found on the [MTS Student Sections](#) webpage. Keep in mind when submitting budget requests that approval can take up to 4 weeks. If a budget is approved, a post-activity report must be submitted to membership@mtsociety.org within 30 days of the event, detailing outcomes and sharing photos.

Examples of activities include:

- Hosting guest lectures and facility tours with professionals from MTS member organizations.
- Organizing networking events to connect students with industry leaders, alumni, and students from other academic institutions.
- Supporting the [MATE ROV Competition](#) by mentoring teams or volunteering at events.
- Participating in local MTS [Section](#) meetings or [Committee](#) events.
- Presenting research, writing articles, or showcasing innovative projects to the MTS community.

When your Student Section schedules an event or activity (even if funding is not requested), please be sure to inform MTS by emailing membership@mtsociety.org.

Student Sections also participate in an **annual virtual convening** hosted by MTS at the end of the academic year, where members exchange ideas, celebrate their accomplishments, and explore innovative ways to engage with the marine technology community.

Student Section Expectations

To maintain status as an MTS Student Section, Student Sections must:

- Have a Student Section Chair and student officers maintaining current MTS membership
- Have a faculty advisor with current MTS membership
- Maintain a **minimum** number of **8 current MTS Student members**
- Host a **minimum** of **1 local event** per year
- Submit an [annual report](#) of section activity including accounting report and most current contact information for section members (due May 31)

Additionally, Student Sections are expected to:

- Meet once every 4 months to update their members about MTS activities, both global and regional. Organization of additional activities is strongly encouraged.
- Participate in the annual virtual convening hosted by MTS at the end of the academic year

Student Section Leadership

Officer Selection

MTS requires that Student Sections have officers on file for all 12 months of the year, regardless of school being in session. If membership for a Student Section is low (between 8-12 members), the Section may decide to have a single leader: a **Student Section Chair**. If membership is larger than 12 members (or if a Student Section prefers), please follow the model of appointing a **Chair, Vice Chair, Secretary and Treasurer**.

Student Sections are expected to provide MTS with names and contact information for newly

selected officers by **May 31** each year. Outgoing officers are expected to aid newly selected members during the transition period and provide them with all available resources. Both outgoing and incoming officers are expected to keep their contact information up-to-date with MTS headquarters. If needed, a virtual meeting with MTS headquarters will be arranged for incoming and outgoing officers to aid in the transition process.

Student Officer Responsibilities

Student officers 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.

Chair

- Presides over Student Section meetings
- Communicates regularly with other student officers and Student Section members, faculty advisor, and MTS staff regarding section plans, needs, or challenges
- Maintains Student Section officer roster (with contact information)
 - Please share non-edu email addresses when possible, so that MTS may maintain contact regardless of campus email availability
- Oversees Student Section membership recruitment and retention efforts, delegating where necessary
- Ensures the annual report and financial statements are submitted by May 31
- Facilitates connection between the Student Section and the greater MTS Section for your region (when applicable)
- Stays well informed on all MTS policies and updates
- Ensures Student Section plans for the year are accurately planned and executed, delegating where necessary
- *If there is only a Section Chair and no other officer positions, the Chair assumes all other responsibilities outlined below*

Vice Chair

- Supports the Chair in accurately planning and executing Student Section plans for the year, delegating where necessary
- Supports the Chair in overseeing membership recruitment and retention efforts
- Acts on behalf of the Chair in their absence

Secretary

- Records and distributes minutes for Student Section officer meetings
 - At each meeting, the minutes of the previous meeting should be reviewed and approved.
 - Minutes need not include verbatim discussion – only outcomes and actions taken. It's important to always include:
 - Student Section name & name of those present
 - Meeting date/time/place
 - A statement that the minutes of the previous meeting were amended or approved
 - A list of reports presented
 - All the main motions that were made, including statements as to whether they passed or not and by what vote count

Treasurer

- Receives and disburses Student Section funds as approved by the faculty advisor
- Completes annual accounting report to be included with the annual report (due May 31)
- Makes recommendations on the management of Student Section finances
- Reconciles all Student Section accounts and prepares annual operating budget

Faculty Advisor

The role of faculty advisor must be held by a current MTS member. Faculty advisors assume the role of supervising and mentoring the Student Section. Beyond ensuring that student officers are succeeding in their assigned duties, other responsibilities include supporting students with:

- Planning meetings, field trips, and outreach activities to nurture Student Section engagement and grow membership
- Finding potential guest meeting presenters, internship hosts, and future employers
- Assisting in managing their annual MTS budget of \$500
- Building their professional and peer networks by connecting them with industry professionals, other faculty, and students with similar interests
- Sharing information about emerging marine technologies and scholarship and career opportunities

Communication

MTS Branding

As the premier society for ocean engineering and technology, the MTS name and brand have a high value. To maintain its integrity, it's important to adhere to MTS's branding guidelines when creating Student Section merchandise, social media content, or promotional materials. These guidelines define the rules and standards for using MTS's visual elements, ensuring that colors, fonts, and design elements are applied consistently across all materials. Student Sections are not permitted to create their own custom logos. If your group is interested in developing a visual identity, MTS is happy to collaborate with you to create materials that align with the MTS brand.

Access the Branding toolkit here (*must be logged into your member profile*): [MTS Branding Toolkit](#)

Social Media

Student Sections are encouraged to maintain a social media presence. When creating online platforms (Instagram, Facebook, LinkedIn, etc.), be sure to share links with MTS Headquarters and adhere to the branding guidelines above.

Appendix

Governance & Policies

The most up-to-date information on MTS policies (code of conduct, copyright, conflicts of interest, etc.) can be found on the [MTS Governance](#) webpage (*must be logged into your member profile*).

Form Templates

[Student Section Budget Outline Template](#)