



MATERIAL MANAGEMENT WORKSHOP

CHARTER

MATERIALS MANAGEMENT ASSOCIATION

I. GENERAL

A. The Materials Management Association was formed in 1956 as a means for interested and concerned participants to meet and exchange ideas, address common problems and further improve the image of materials management through increased expertise and performance relative to Materials Management functions. The Association is comprised of participants who represent multi-disciplined research and development organizations, which operate under contract with the United States Department of Energy and the National Nuclear Security Administration and share the common desire to expand their knowledge and assist fellow participants in their field of responsibility. The basic requirement for participation in the Materials Management Workshop participants typically are responsible for the operation of one or more of the following activities at their organization:

- Inventory Management
- Storeroom Facilities
- Receiving
- Shipping
- Warehousing
- Property Management
- Materials Distribution

The success of the Materials Management Association is attributable to its participants' willingness to share in the exchange of information and acceptance of responsibilities to ensure continued existence. In order to keep the Association viable and fruitful for all, it is a fundamental expectation for each participant to meet necessary obligations when they occur. Included within the scope of these obligations is hosting the conference on a rotational basis respective of all member organizations.

- B. Each Association organization should send at least one representative to the annual workshop meetings.

II. BY-LAWS

- A. Participation

Participation in the Association is open to all sites in the DOE and NNSA complex, including production and closure sites, laboratory and university affiliations.

- B. Executive Committee

The Executive Committee consists of membership representation from NNSA and non-NNSA sites and the National Laboratories. The committee shall consist of a chairperson and four members. The chairperson serves for a period of four years. In order to provide continuity in committee responsibilities, half the members will rotate off the committee after two years. New members to replace those rotating off are elected at each annual meeting.

The following schedule should reflect the rotation of the committee:

2013 – Two members

2015 – Two members and the chairperson

2017 – Two members

In the event that two new members cannot be agreed on then existing committee members and/or the chairperson may be elected to a continuing term of two years. A majority vote may elect the chairperson to one additional term. Neither the chairperson nor committee members will serve more than two consecutive terms. The Chairperson may select a committee member in the event that a committee member resigns during a term.

The committee will perform the following functions:

- Provide guidance to member sites on matters of interest to the Association
- Represent the Association on issues to be addressed with senior DOE/NNSA management
- Assist host organizations with subject matter for annual workshops and identify speakers as needed
- Evaluate/recommend for Association approval changes to this Charter
- Make contact with any organization that is absent from two consecutive workshops

C. Workshop Date

The annual workshop shall normally be held during the spring. The workshop is typically scheduled beginning with a Monday evening reception and Tuesday through Thursday format.

D. Workshop Expenses

Expenses for the workshop will be the responsibility of the hosting organization and may be supplemented by a registration fee collected from each workshop attendee. The registration fee will be set by the hosting organization.

E. Workshop Program

A program committee will be established for the planning of each year's workshop agenda. The committee will consist of a representative of the past year, the current year, and the next year's hosting organization. The hosting lab will provide the agenda for the workshop. The Executive Committee will provide guidance as needed.

As a show of commitment to the Association, each participating organization is expected to perform as host for an annual workshop. Host organizations for the subsequent two annual workshops will be identified as an item of business at each annual workshop. A "look ahead" schedule of hosting lab rotations will be posted on the MMW website. Individual changes to the schedule can be made by mutual agreement between members of two organizations in coordination with the Executive Committee.

F. Invitation to Non-Department of Energy and the National Nuclear Security Administration Attendees

The host organization may extend an invitation to non-Department of Energy and the National Nuclear Security Administration to attend workshop activities; however, non-Department of Energy and the National Nuclear Security Administration invitations should be limited to two in any one year.

G. Changes to the Charter

Requests for additions, deletions, or changes to this charter are to be submitted to the Executive Committee. An email containing the requested updates to the charter will be routed to members for approval or rejection. These changes will also be posted on the MMW Website for members to review. A simple majority vote of email responses is required for approval. Failure to respond to the email within the given timeframe will forfeit rights to deny changes to the charter. Requests for changes can also be presented and voted on during the annual workshop if appropriate. A simple majority vote of members present at the annual meeting is required for approval.

H. New Participants

Requests to attend the Materials Management Workshop may be made at any time through any participating organization. All requests to attend will be forwarded to the next hosting organization and the Executive Committee. All organizations operating under contract with the Department of Energy and the National Nuclear Security Administration are welcome to participate and should be considered valuable assets to the workshop.

III. MEMBER ORGANIZATIONS

The following is a list of the current participating organizations:

- Ames Laboratory
- Argonne National Laboratory
- Brookhaven National Laboratory
- Fermi National Accelerator Laboratory
- Hanford
- Idaho National Laboratory
- Kansas City Plant
- Lawrence Berkeley National Laboratory
- Lawrence Livermore National Laboratory
- Los Alamos National Laboratory
- National Energy Technology Laboratory (NETL)
- National Renewable Energy Laboratory (NREL)
- National Security Technologies (Nevada Test Site)
- Oak Ridge National Laboratory – UT Battelle
- Pacific Northwest National Laboratory
- Pantex, B&W
- Princeton Plasma Physics Laboratory
- Sandia National Laboratory/California
- Sandia National Laboratory/New Mexico
- Savannah River Site
- Thomas Jefferson National Accelerator Facility
- Waste Isolation Pilot Project (WIPP)
- Y-12 National Security Complex, B&W