



CHARTER

MATERIALS MANAGEMENT ASSOCIATION

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 and;
- 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. Each member organization will have one vote at the business meeting regardless of the number of representatives they send.

I. 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 are to replace those rotating off are elected at each annual meeting.

The following schedule should reflect the rotation of the committee:

2009 – Two members

2011 – Two members and the chairperson

2013 – 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 or 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

- 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.

C. Workshop Date

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

D. Workshop Expenses

1. 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.
 - a. The registration fee will be set by the hosting organization.

E. Workshop Program

1. A program committee will be established for the planning of each year's workshop agenda.
 - a. The committee will consist of a representative of the past year, the current year, and the next year's hosting organization. The Executive Committee will provide guidance as needed.
2. Host organizations for the subsequent two annual workshops will be identified as an item of business at each annual workshop. As a show of commitment to the Association, each participating organization is expected to perform as host for an annual workshop. 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

1. 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.

Changes to the Charter

1. Requests for additions, deletions, or changes to this charter are to be submitted to the Executive Committee which will prepare them for consideration of the Association members present at an annual meeting. Simple majority vote of members present at an annual meeting is required for approval.

G. New Participants

1. 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.
2. The Executive Committee shall send notice to all known participants providing the following information:

- a. Name of organization
 - b. Areas of responsibility
 - c. Affiliation with the Department of Energy or National Nuclear Security Administration
 - d. Organization contact
3. The Executive Committee will contact any organization that is absent from two consecutive Workshops.

II. **MEMBER ORGANIZATIONS**

A. The following is a list of the current participating organizations:

1. Ames Laboratory
2. Argonne National Laboratory-East
3. Brookhaven National Laboratory
4. Thomas Jefferson National Accelerator Facility
5. Fermi National Accelerator Laboratory
6. Hanford
7. Idaho National Laboratory
8. Lawrence Berkeley National Laboratory
9. Lawrence Livermore National Laboratory
10. Los Alamos National Laboratory
11. Oak Ridge National Laboratory
12. Princeton Plasma Physics Laboratory
13. Sandia National Laboratory/New Mexico

Sandia National Laboratory/California

14. Waste Isolation Pilot Project (WIPP)
15. Westinghouse-Savannah River
16. Kansas City Plant
17. Pacific Northwest National Laboratory
18. Y-12 National Security Complex, B&W