ARTICLE I: Mission

The mission of WINGS of ORNL is to support women in the National Security Sciences Directorate (NSSD), Fusion and Fission Energy and Science Directorate (FFESD), and Isotope Science and Engineering Directorate (ISED) by providing a welcoming social network and mentoring opportunities. WINGS will work with management and promote policies that improve morale, recruitment and retention of all employees at ORNL.

ARTICLE II: Membership

Executive Cabinet (EC) – The EC will consist of officers (President, Vice President, Secretary, Treasurer), committee chairs (Outreach Committee Chair, Social Committee Chair, and Communications Chair) and three cabinet members at large. All EC positions are chosen to serve voluntarily by general election. The EC will be responsible for and committed to the mission of WINGS. The EC will also be responsible for maintaining the relevance of the bylaws to WINGS and making amendments by vote, if needed.

General Members – Any person currently employed at ORNL may be a voting member of WINGS. Voting members must signify their membership by joining the WINGS roster which is maintained by the WINGS Communications Committee Chair. All ORNL employees are invited to attend all WINGS meetings and events. All cabinet members shall be voting members of WINGS.
ARTICLE III: Elections and Term Limits

AII/Sec3
All voting shall be decided by a simple majority of those present at the meeting in which the vote takes place, excepting that annual EC elections will allow for absentee ballots to be cast within the week prior to the vote. No votes shall be taken if a quorum of the voting body is not present. A quorum of the EC is 5 members and the quorum for a general vote is 50% of the voting membership.

AIII/Sec1
**Elected Executive Cabinet** – All EC officers are expected to hold office for a full 12-month term. All voting members currently employed within the supported directorates or matrixed to one of the supported directorates at the time of their nomination and election are eligible for any cabinet position.

AIII/Sec2
**Nominations** – Nominations for the EC will be introduced at a general membership meeting or via email to the general membership. Nominations may be made at the general membership meeting and nominations will be taken via email to the WINGS Communications Chair for a minimum of 1 week following the call for nominations. If there are insufficient nominations and current officer(s) are unable or unwilling to stay in office, a Committee Chair or Cabinet Member at Large may agree to assume the vacant officer position(s). In case of the resignation of an officer mid-term, election proceedings will be held once interested parties are identified. Emphasis shall be placed on seeking to fill the position as soon as possible.

Election Procedure – Elections will be held in the last quarter of the fiscal year every year. Annual elections will be via electronic polling. The poll will be open at least 1 week for voting.

AIII/Sec3
**Term Limits** – No Executive Officer shall hold more than one executive office at a time. The president and vice president may not serve more than 2 terms in the same office. If an officer must leave a post before end of term, another voting member who meets the criteria for EC may be nominated or may self-nominate to fill up the vacancy.

AIII/Sec4
**Transition** – One month of transition time after election between leaving EC and incoming EC is recommended. All outgoing officers are expected to meet one-to-one with the corresponding officer for information transfer. Thereafter, the outgoing EC may serve in an advisory capacity for a reasonable period not exceeding one year.

AIII/Sec5
**Removal from Office** – Any Executive Officer may be removed from office by a majority vote of all the remaining officers. A motion to remove an Executive Officer from office may be tabled by any Executive Officer and must be seconded by another officer.

AIII/Sec6
**Resignation** – Officers that need to resign should give at least 1 month of notice to the EC board.

**ARTICLE IV: Executive Cabinet**

AIV/Sec1

**President** – The President shall be the chief executive officer of WINGS and, subject to the Executive Committee’s approval, supervise and control all the business and affairs of WINGS. The president shall:

- Be responsible for establishing the annual goals and objectives
- Be responsible for planning general membership meetings and EC meetings
- Preside over the executive committee and general membership meetings
- Act as the primary advocate on behalf of WINGS members pertaining to all matters

The President or a delegate shall:

- Be the primary liaison between WINGS, the CFW and ORNL management
- The President or delegate will participate in monthly Committee for Women (CFW) meetings.
- Keep WINGS members informed of relevant CFW and management activities

AIV/Sec2

**Vice President** – The Vice President shall support all duties of the President and will assume duties of President or any other EC member in their absence. The Vice President will:

- Be responsible for initiating special event planning such as lunch and learns and educational events
- Maintain a list of volunteers to be called on for specific tasks
- Support the President in all matters and ensure the functions of the President are met

AIV/Sec3

**Secretary** – The Secretary shall:

- Keep the minutes of the board
- Be responsible for the creation of the newsletters
- Maintain an archive of WINGS documents
- Assist with the maintenance of the website and calendar at the request of the Communications Chair

AIV/Sec4

**Treasurer** – The Treasurer shall be in charge of the WINGS’s financial dealings, providing financial oversight, planning and budgeting.

- Create a budget and maintain a current balance sheet
- Approve all spending, ensure that this spending conforms to ORNL guidelines and initiate any purchasing activities
- Present financial reports to the executive committee in every EC meeting

AIV/Sec5

**Social Committee Chair** – The Social Committee Chair shall:

- Establish, as needed, committee members to assist with committee activities
• Suggest, schedule, coordinate and conduct social activities for WINGS
• Reach out to members and non-members to provide networking opportunities
• Serve as the primary liaison between WINGS and CFW and other social groups at ORNL with the purpose of social interaction

AIV/Sec6
Communications Committee Chair – The Communications Chair shall:
• Establish, as needed, committee members to assist with committee activities
• Maintain a listing of WINGS voting members
• Maintain a complete e-mail list of all WINGS members
• Facilitate communications within WINGS, CFW and the directorates
• Advertise via email, TEAMS post, web post or other means all WINGS general member meetings and events such as General Meetings, Lunch and Learns, Social Meetings
• Facilitate communications with external groups including forwarding events from outside groups
• Maintain the calendar, WINGS TEAMS channels (General and EC), and the WINGS website with assistance from the secretary

AIV/Sec7
Outreach Committee Chair – The Outreach Committee Chair shall:
• Establish, as needed, committee members to assist with committee activities
• Interface with HR as a POC for incoming new employees within the supported Directorates
• Provide a flyer or introductory email to be given to new employees with information about WINGS and how to join
• Act as a POC for interviewees requesting an interview with female staff
• Coordinate with HR on recruitment events
• Reach out to establish opportunities for WINGS to support women in science, technology, engineering and math (STEM)

AIV/Sec8
Cabinet Members at Large (CML) – The CML shall:
• Provide advice and guidance to the Officers and Committee Chairs as representatives of the general membership at all EC meetings
• Support, as needed, Committee Chairs to assist with event organizations and hosting

ARTICLE V: Meetings

AVI/Sec1
Executive Cabinet Meeting
A monthly meeting of the Executive Officers to discuss all business matters of the WINGS. This meeting will help facilitate communication between officers and committees as necessary. Executive Members are recommended be present at least 50% of all EC Meetings.
AVI/Sec2  
**Committee Meetings**  
These meetings will occur as decided necessary by each individual committee.

AVI/Sec3  
**General Meetings**  
A general meeting including all members will occur quarterly to discuss all matters pertaining to the all employee experience with a focus on women.

AVI/Sec4  
**Networking and socials**  
As scheduled by the Networking and Social Committee Chair, a social activity including all members will occur quarterly. Socials may be combined with other meetings or activities.

AVI/Sec5  
**Outreach**  
As scheduled by the Outreach Committee Chair, meeting(s) welcoming new employees within the supported Directorates on an as-needed basis.

**ARTICLE VII: Amendment of Bylaws**

The Bylaws established herein may be amended at any Executive Cabinet Meeting by vote of the EC. An Amendment must be proposed in writing by an Executive Officer, and the proposal to amend must receive a majority vote of the WINGS EC at the subsequent meeting.