

Women in Nuclear and Global Security

BY LAWS

Adopted: January 10, 2020
Amended: October 28, 2020

ARTICLE I: Mission

The mission of the Women in Nuclear and Global Security (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 and recruitment and retention of all employees at ORNL.

ARTICLE II: Membership

AII/Sec1

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. 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.

AII/Sec2

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 mailing list which is maintained by the WINGS Communications Committee Chair. All ORNL employees are invited to attend all WINGS meetings and events.

ARTICLE III: Voting, Elections, and Term Limits

AII/Sec3

Adoption of resolutions and election of EC by voting – During EC meetings, with a quorum present at the meeting, resolutions are adopted by an affirmative vote of a simple majority of those present at the meeting in which the vote takes place. If a quorum of the general membership is present, resolutions are adopted by an affirmative vote of a simple majority of those present at the meeting in which the vote takes place. When a quorum is not present, voting may utilize electronic polling or other methods to ensure that all members are given an opportunity to vote and a resolution is passed with an affirmative vote of a simple majority of those voting. Elections shall use an electronic polling method; EC members are elected by a simple majority of those voting. 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 positions are chosen to serve voluntarily by general election. All EC members 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, they will be taken via email to the WINGS Communications Chair, or they can be submitted through other paths provided by the Communications Chair (e.g., an anonymous online form) for a minimum of 1 week following the call for nominations. If there are insufficient nominations and current EC members(s) are unable or unwilling to stay in office, an EC member may agree to assume the vacant position(s). In case of the resignation of an EC member 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 Fall (nominally October) 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 EC member 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 EC member 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 EC members are expected to meet one-to-one with the corresponding new 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 EC member may be removed from office by a majority vote of all the remaining EC members. A motion to remove an EC member from office may be tabled by any EC member 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
- 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:

- 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:

- Assist, as needed, committee members 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, MS 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 MS Teams channels (General and EC), and the WINGS website with assistance from the secretary

AIV/Sec7

Outreach Committee Chair – The Outreach Committee Chair shall:

- Assist, as needed, committee members 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
- Share the responsibilities of Committee Chairs to assist with communications, event organizations and hosting, by taking on assigned tasks or volunteering. May focus on a particular support area, based on their interest.

ARTICLE V: Meetings

AVI/Sec1

Executive Cabinet Meeting

A monthly meeting of the EC members 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 deemed 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 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 EC member, and the proposal to amend must receive a majority vote of the WINGS EC at the subsequent meeting.