



## Callaway Nuclear Plant Chapter

### Callaway WIN Charter

#### Mission Statement

The Callaway Nuclear Plant Women in Nuclear Chapter Mission is to:

- Promote an environment in nuclear industry in which women are able to succeed. To promote and support development opportunities for women in leadership roles.
- Promote public awareness about nuclear energy and technologies.
- Promote an environment in the nuclear industry which encourages diversity.
- Provide a network through which women can further their professional development.
- Encourage science, technology, and energy education throughout the primary, secondary, and collegiate education levels.
- Support WIN organization activities at the regional, national, and international level.

#### Chapter Responsibilities

The Chapter will meet on a regular basis to promote the Mission of the Chapter. Meetings may consist of programs, speakers and other supportive activities. Members will be notified in advance of time and place of Chapter meetings.

The Chapter will meet annually in November for general elections and budget approval. A quorum of one third of the active members must be present or have voted by absentee ballot. Only active members will be allowed to vote.

Special Chapter meetings for purposes of elections or other important emergent business will be convened as necessary with at least 30 days prior notification to the general membership.

If an active member will not be able to attend an election meeting, he/she may vote via absentee ballot by personal appearance to the Communications Administrator no more than 14 days prior to the election. If more than 14 days prior to the election are required, the active member may request approval for advanced voting from the

Board of Officers. The Communications Administrator will be required to verify the active member's status, provide a written absentee ballot and maintain the absentee ballot in confidentiality until the general election at which time, all absentee ballots are turned over to the Nominating Committee for counting. The Communications Administrator will not reveal the result of any absentee ballot to any person.

## **Organization**

The Callaway WIN Chapter is an affiliate of U.S. WIN and participates as one of the WIN Region IV members. The officiating board is structured as follows:

### **Board of Officers**

Officers shall consist of the Chairperson, Vice-Chairperson, Communications Administrator, Financial Administrator, two Regional/STARS Board Members, National Board Member, Lead Planning Administrator and WIN Webmaster. All Officers must be registered U.S. WIN members. The Board shall meet as needed. A quorum of three is required to conduct business. All future selection of officers will be held by General Membership election.

Position vacancies occurring prior to the general election will be filled by an interim member appointed by the Board of Officers until a special election or the regular general election is held.

The Board of Officers shall be responsible for administration of the general business of the Callaway WIN Chapter. They shall be responsible for approval of Committee Chairpersons and shall have authority to remove Committee Chairpersons when necessary.

Future positions and committees required to maintain the integrity of the organization will be created by the Board of Officers as deemed necessary.

### **Chairperson**

The Chairperson of Callaway WIN shall officiate over all business related to the operation of the organization. The Chairperson shall have a thorough understanding of the constitution, bylaws, and standing rules of the organization and ensure these are met through the course of all business-related matters conducted within the organization.

It is the Chairperson's responsibility to prepare agendas, preside and maintain order at all meetings, explain and decide on all questions of order, announce all

business, be informed of all communications, and ensure management is informed of all WIN related activities.

#### Vice-Chairperson

In absence of the Chairperson, the Vice-Chairperson presides and performs the duties of the Chairperson. The Vice-Chairperson will also serve as ‘tie-breaker’ votes whenever such is necessary in the course of conducting business.

The Vice-Chairperson will act as a liaison between Upper Management and the Chapter.

#### Communications Administrator

The Communications Administrator shall be responsible for the development and publication of all internal and external communication efforts for the organization. This individual shall also keep meeting minutes, take roll call as necessary, read minutes of previous meeting(s), and be responsible for documents belonging to the organization. The Communications Administrator will also maintain the roster of officers and committee chairpersons. The Communications Administrator will also be responsible for the collection and confidentiality of absentee ballots for elections.

In addition, in the absence of the Chairperson and Vice-Chairperson, this individual shall reside over any scheduled meetings.

#### Financial Administrator

The Financial Administrator shall maintain bookkeeping records associated with the Callaway WIN Chapter, and provide financial reporting for the organization, as required.

#### Lead Planning Administrator

The Lead Planning Administrator shall be the coordinator for all planning activities associated with the WIN organization.

As an Executive Officer, the Lead shall also participate in all officer meetings, reporting and presenting activities relating to Callaway WIN Committees at such meetings.

#### Regional/STARS Board Members

The Regional/STARS Board Members shall represent the Callaway WIN Chapter on the Regional and STARS Boards. The Regional/STARS Board Members are responsible for communications between the Callaway WIN Chapter and the

Regional and STARS Chapters and attendance at Regional and STARS Chapters meetings and conferences.

#### WIN Website Administrator (WIN Webmaster)

The WIN Webmaster maintains the WIN Website on the Callaway Intranet.

#### National Board Member

The National Board Member shall represent the Callaway WIN Chapter on the National Board. The National Board Member is responsible for communications between the Callaway WIN Chapter and the National Organization and for attendance at the National Conference. The National Board Member is also responsible for participation in National teleconferences and National meetings.

#### Callaway WIN Nominating Committee

The Callaway WIN Nominating Committee will consist of four WIN Active Members appointed by the Callaway WIN Board. The Nominating Committee will be formed every election year; three months in advance of the general election. The Nominating Committee's responsibility is to solicit Active WIN Members for nomination of open Board positions and conference delegates, establish the general election ballot and submit the list of nominations to the Board. The Nominating Committee will also be responsible for creation and printing ballots, announcing the nominations at the general election, collection of ballots, and counting of ballots.

#### Callaway WIN Committees

Callaway WIN Committees will be formed on an as-needed basis to make recommendations and perform activities associated with WIN's Purpose. Each committee must designate a Committee Chairperson. The Committee Chairperson will report to the Lead Planning Administrator.

### **Membership**

Membership into Callaway WIN is strictly voluntary and is open to any person(s) with a background in the nuclear industry or nuclear technologies field. Membership is obtained through the submittal of an application form as directed by the form instructions. The forms will be routed to U.S. WIN headquarters.

Currently, there is no application or registration fee associated with membership to the Callaway WIN organization.

The General Membership body of Callaway WIN should actively participate in activities which ensure the organization is meeting all the goals and objectives set forth in the local Charter and strive to ensure the mission of WIN is met to the fullest extent.

An Active Member is defined as an individual who has completed an application that has been submitted to the U.S. WIN headquarters.

Members are expected to conduct themselves in a business-like and professional manner whenever participating in WIN activities.

### **Amendments**

Amendments or changes to these bylaws may be made by approval of the Callaway WIN Board