



University of Missouri Columbia Chapter

Of Women in Nuclear (WIN)-Energy & Men Too

WIN-Energy & Men Too Charter/Constitution

Mission Statement

The University of Missouri Columbia Chapter of Women in Nuclear-Energy and Men Too Chapter Mission is to:

- Promote an environment in nuclear, engineering, science and technology at both the education and industry levels 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, engineering, science and technology at both the education and industry levels which encourages diversity.
- Provide a network through which students can further their professional development, as Co-ops, Interns, or research/special projects with industries.
- Encourage nuclear, science, technology, engineering and energy education throughout the primary, secondary, and collegiate education levels.
- Support WIN organization activities at the local, regional, national, and international level.

Statement of Compliance

This organization agrees to abide by the regulations described in the M-Book, all the University's polices, in addition to all federal, state and local laws.

The organization shall not discriminate on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, disability or status as a disabled veteran or veteran of the Vietnam era.

Membership is free and is open to any University student or faculty. An active member has attended at least one meeting per year.

Chapter Responsibilities

The Chapter will meet on a regular basis, at least quarterly, 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 or last quarterly meeting for a 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.

Board of Officers

The officiating board is as follows:

Officers shall consist of the Chairperson, Vice-Chairperson, Communications Administrator, Financial Administrator, Lead Planning Administrator, WIN Website Administrator and an Advisor. All Officers must have completed an application as a WIN member. 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. All board members must maintain a 2.2 GPA. Additionally, the requirements for the board's advisor must be a full time (75% FTE) advisor.

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 University of Missouri WIN-Energy and Men Too 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 University of Missouri WIN-Energy and Men Too Chapter 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 the University is informed of all WIN related activities when necessary.

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 the University, University Departments 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 WIN-Energy and Men Too 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 as relating to University of Missouri WIN-Energy and Men Too Committees.

WIN Website Administrator (WIN Webmaster)

The WIN Webmaster maintains the WIN Website as provided by the University.

Advisor

A faculty advisor will be in a facilitative role on the board to help direct the board activities and WIN-Energy and Men Too committees to assure these are conducted in an appropriate, effective and efficient manner.

Callaway WIN Nominating Committee

The WIN-Energy and Men Too 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 WIN 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.

WIN-Energy and Men Too Committees

WIN-Energy and Men Too 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 University of Missouri Women in Nuclear (WIN) -Energy and Men Too is strictly voluntary and is open to any student. Membership is obtained through the submittal of an application form as directed by the form instructions. The forms will also be routed to U.S. WIN headquarters (www.uswin.org) for membership in this national organization, as a student member.

Currently, there is no application or registration fee associated with membership.

The General Membership body of WIN-Energy and Men Too 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 University of Missouri Women in Nuclear (WIN)-Energy & Men Too Chapter and has attended one meeting in a year.

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 University of Missouri Women in Nuclear (WIN)-Energy & Men Too Board