



## RULES AND PROCEDURES

Revised (July 2019)

### 1. General

Women in Nuclear Global (hereafter referred to as WiN Global or WiN) is a worldwide non-profit and non-political, non-governmental organisation (NGO) of individuals working professionally in various fields of nuclear energy and radiation applications. Its members have a common commitment to providing information and communicating nuclear science benefits to the public, and to promote equal opportunities for men and women with focus on women. WiN is registered in Austria as **Women in Nuclear (WiN) Global – Frauen in Nuklearen Wissenschaften** since 22 August 2017 under registration number 1895740242 with seat in Franz-Siegel-Gasse 26, 2380 Perchtoldsdorf. Its administrative secretariat is hosted by the World Nuclear Association, Tower House, 10 Southampton Street, London WC2E 7HA, United Kingdom.

#### 1.1. Vision

To be a forum for exchanging information and raising awareness of the benefits of nuclear and radiation applications enhancing the quality of life with special emphasis on safety that ensures protection of the public and the sustainability of environment and climate, and to promote gender equality.

#### 1.2. Mission

- WiN aims at developing a dialogue with the public to promote awareness and education about the factual contribution of nuclear technologies to people and society.
- WiN aims at contributing to factual knowledge and experience among members and chapters.
- WiN aims at promoting interest in nuclear engineering, science and other nuclear-related professions, especially among women and young people.
- WiN aims to contribute to a gender balanced approach in a STEM environment.

#### 1.3. Goals and Objectives

- To establish WiN chapters in as many locations around the world as possible to support the WiN vision and mission.
- To meet regularly to exchange ideas, information, and experience between members and chapters.
- To create bridges between members in the spirit of equality.
- To provide a platform for mentoring and career planning.
- To share or create materials for national and international use to support the vision and mission of WiN.

## **2. Membership**

### **2.1. Rights**

- All WiN members have the right to participate in the Annual Conference and to receive the advantages resulting from WiN activities and events.
- Regular members have the right to vote and be eligible for the elections of President, Vice-President and Members of the Executive and Board Committee and other Committees as they arise.
- Regular Members have the right to speak up and vote during the General Assembly.

### **2.2. Duty**

- All WiN members have the obligation to follow the WiN Charter and 'WiN Global Rules and Procedures.'
- They have to apply and abide by the decisions of the Governance of WiN.

## **3. Governance**

### **3.1. President**

#### **3.1.1. Duty**

- Conduct the general business of WiN and represent WiN where and when appropriate.
- Chair the General Assembly, the Executive Committee and the Board. Executive Committee and Board meetings can be held together if appropriate and at the discretion of the President.
- Identify candidates for the Executive Committee membership.
- Identify candidates for the WiN Awards.
- The WiN President may or may not concurrently represent her Chapter.
- The President can appoint up to three Vice-Presidents. Vice Presidents must be endorsed by the Board.

#### **3.1.2. Term**

The President serves for a term of two years, with a maximum of two terms.

#### **3.1.3. Election Process**

- Candidates for the Presidency of WiN should submit their application with their CV with a text of their vision of future activities for WiN at least 4 months prior to the vote.
- Candidates need to have served on the Board.
- Candidates for the Presidency of WiN are designated by the Executive Committee and should be endorsed by the Board. The selection of candidates should be submitted to the Board for endorsement at least two months prior to the vote.

### **3.2. Vice Presidents**

#### **3.2.1. Duty**

- Support the President in her duties.
- Positioned as an Executive and Board Committee member and have the right to vote.

- Represent the President if she mandates a Vice President to do so.
- If the WiN President is no longer able to serve, a Vice President will serve as an interim President until the election of the new President.

### 3.2.2. Term

- Vice Presidents are appointed by the President and approved by the Board.
- Vice Presidents will serve during the President's term.

### 3.2.3. Numbers

A maximum of three can be assigned to the role of the Vice President.

## 3.3. Treasurer

### 3.3.1. Duty

The treasurer is a volunteer confirmed by the Executives and in charge of the financial management of the organisation.

- Supports the WiN President and the Vice President during their terms.
- Positioned as an Executive and the Board Committee member, and have the right to vote.
- Provides an annual finance report for auditing and approval by the WiN General Assembly.

## 3.4. Steering Committee

### 3.4.1. Composition

According to Austrian Law a Steering Committee is composed by the President, the Vice-President, the Treasurer and the Administrative Secretary. Confirmed by an Annual Assembly the names and addresses of the newly elected Steering Committee members need to be submitted to the Austrian Authorities within 4 weeks after election.

### 3.4.2. Duty

The Steering Committee is the official counterpart of the Austrian Authorities and responsible towards the requirements of the Austrian Legislative.

## 3.5. Executive Committee

### 3.5.1. Composition of the Committee

- The Committee is composed of 8 to 16 (maximum) Members.
- The Members, after a selection process by the President, need to be approved and appointed by the Board.
- The Executive Committee is composed of the President as the Chair, the Vice-President(s), the treasurer and the WiN Executive members.
- There should be equitable geographic representation from the global organization on the Committee.

### 3.5.2. Duty

- Attend the Executive Committee meetings.
- Provide the President oversight and advice at her request, especially on sensitive issues requiring immediate action.
- Facilitate communication between the members in their respective geographical areas in order to follow the growth of the Association.
- Work with the President and the Secretariat to ensure timely and accurate information to all Members.
- Work with some task forces organized by the President within the Executive Committee in order to manage specific topics such as the WiN Award procedure.
- A member may serve concurrently as an Executive and Board member but would have only a single vote on any matter.
- A member of the Executive may or may not concurrently represent her own Chapter.

### 3.4.3. Term

Executive members can serve a maximum of 3 consecutive 2 year terms. They can be nominated for additional terms after a minimum of two years hiatus.

### 3.4.4. Selection of the Executive Committee Members

- A candidate for the Executive membership should apply in writing to the WiN President.
- A candidate for the Executive membership must provide complete information on her candidature to the Board at least two months prior to the identified deadline for a decision.

### 3.3.5. Meeting Call and Quorum

- The President chairs all Executive meetings.
- Executive meetings include conference calls and e-mailing.
- There is no fixed frequency or date for such meetings. The President is in charge of calling them and organizing them.
- A quorum of a simple majority of members must be present during a meeting in order to render decisions taken as binding.
- A vote by email with a simple majority of members may constitute a quorum.
- The President will cast the deciding vote in the case of a tie.
- Alternates are accepted in the Executive meeting except Conference calls and
- If an Executive member is not able to attend a meeting, an alternate may substitute provided the WiN President and Secretariat are notified prior to the meeting.
- An Agenda has to be provided to the Executive Committee Members seven days before the meeting, but extraordinary meetings can be convened in case of an emergency.
- The ordinary Executive meeting (twice per year) should be scheduled and announced two months before the meeting.

## 3.6. Board Committee

### 3.6.1. Composition

- The Board Committee is composed of the WiN President as the Chair, Vice-Presidents, WiN Executives and all Board members.
- Board members are representative or selected by their own national chapters or by their organization.

- The Honorary Life members, former WiN Global Presidents, are permanent members of the Board.
- The Board membership is open to the WiN Regular members.
- Countries not yet having a WiN chapter, may participate in the Board meetings as observers.

### 3.6.2. Duty

- Issue recommendations on candidates for the election of the WiN President.
- Approve the nominations of the Vice Presidents and Board members selection.
- Appoint and approve the treasurer and auditors.
- Appoint and approve Executive Committee members.
- Approve business reports and business plans.
- Approve the choice for WiN Awards.
- Approve membership fees.
- Approve associate members.
- Approve recommendations issued by the Executive Committee.
- Approve the establishment of co-operation or relationship with independent organizations of interest to WiN.
- Perform any other mandate given by the General Assembly or the Executive Committee or the President according to the WiN Charter.
- Recommend, as appropriate, or review any amendments to the Charter or the dissolution of the Organisation.

### 3.6.3. Call and Quorum

- The President will conduct a Board meeting two times a year and additional Board meetings if needed. The Board meetings should be scheduled and announced to the members at least two months before the meeting.
- The President can conduct additional Board meetings by e-mail if necessary.
- The President has to call Board meetings if requested by over a third of the Board members.
- An agenda has to be provided to the Board members seven days before the meeting. Extraordinary meetings can be convened in case of an emergency.
- A quorum of a simple majority of members present in a meeting for any actions to become binding to the Organisation.
- An e-mail vote with a simple majority of members may constitute the necessary quorum if a simple majority is not achieved.
- In a case of a tie vote the WiN President will determine the outcome.
- If an official Board member is not able to attend a meeting, an alternate may substitute provided the WiN President and Secretariat are notified prior to the meeting.
- Honorary Life Members may participate in all Board activities including voting, but will not be included in the quorum count.

## 3.7. General Assembly

### 3.7.1. Composition

- The General Assembly is either an ordinary one or an extraordinary one requested by the President.
- All WiN members are invited to participate.
- Chair is ensured by the President.

### 3.6.2. Duty

- A simple verbal response by the assembly is required to conduct official business on Board recommendations.
- Election of the President.
- Confirmation of the Board members.
- Approval of business and finance reports.
- Affirmation of the business plan.
- Approval of all Board recommendations.
- Approval of amendments to the Charter.
- Approve dissolution of the Organisation: such an action must be approved unanimously by the Board prior to being submitted to the General Assembly.

### 3.7.3. Call

- The Ordinary Annual Assembly is held once a year in connection with the WiN Global Annual Conference.
- The location is to be determined by the President and approved by the Board. It must rotate geographically in order for members to be able to attend the General Assembly.
- An Extraordinary General Assembly can be held in connection with the WiN Annual Conference or by e-mail upon request of the President or the Board.
- When an Extraordinary General Assembly is needed, the agenda should be notified seven days before, except in the case of an emergency.
- When an issue requires a vote of the members a roll call vote of the attendees must be taken to ensure that only regular members are voting.

## 4. Administrator

The Administrator reports directly to the WiN President.

### 4.1. Duty

- Writing and distributing minutes of meetings, in case of non-availability a volunteer from the Executives takes the minutes.
- Maintaining the Organisation's website.
- Distributing the Organisations information material such as WiNFO.
- Maintaining WiN historical records and documents, including but not limited to - Charter, rules and revisions - MOUs - record of meetings or events - Awards or recognition bestowed on the WiN website.

### 4.2. Representation of the Administrator in WiN

- The Administrator has a position on the Executive Committee but has no right to vote and is not counted in the quorum.
- The Organization hosting the Administrator may be represented on the Board, having one single vote right.

## 5. Funding of Activities

- WiN works with as little funding as possible mainly on the basis of volunteering and donor support.
- The WiN Global bank account is held at Bank Austria IBAN AT40 1200 0100 2161 0034, BIC BKAUATWW.

- The management of the bank account is outlined in the Finance Position Paper.
- The President, the Board Members and Executive Members generally finance themselves and their activities within WiN. International sponsors are invited to help host the annual meeting and to support the President and participation of other attendees.
- Special projects shall be funded by the interested parties.
- Conference fees will be levied if necessary and with the approval of the President and the Board.

## **6. WiN Chapters**

- National chapters or organizations need to have their own membership, charter and governing structure.
- Every recognized WiN chapter or organization may be represented by one voting delegate on the Board.
- A chapter or organization is an assembly of members adhering to the WiN Global objectives and missions.
- All such chapters or organizations must be officially recognized and affirmed by the Board.
- In general, chapters recognized as Board members are organized by country or region.
- Chapters from independent international organizations are recognized Board members.

## **7. Co-operation with Non-Member Organizations**

- A letter of Cooperation or a Memorandum of Understanding (MOU). Such may be requested by any member of WiN in order to provide opportunities to enhance communication, education, and collaboration with other organizations with similar goals.
- It can be prepared by interaction and direction of the WiN President and the requesting Board member with the organization with which the operation agreement is to be established.
- All MOUs must be endorsed by the Board.

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