

## **Women in Technology of Tennessee By-Laws**

Women in Technology of Tennessee has been founded with the intent of supporting women in the advancement of their education and careers in all areas of technology.

### **MISSION**

Women in Technology of Tennessee will provide a forum to promote women in technology through scholarships, education, community outreach, and networking.

# **Women in Technology of Tennessee**

## **By-Laws**

### **Article I – Name, Principal Office and Relationship to WiTT:**

Section 1. This organization shall be called Women in Technology of Tennessee (hereinafter WiTT). This organization is incorporated as a non-profit, tax-exempt corporation (or equivalent) organized under the laws of the State of Tennessee.

Section 2. The principal office of the organization shall be located in Middle Tennessee.

### **Article II - Membership:**

Section 1. Membership in this organization is voluntary and shall be open to any eligible person interested in furthering the purposes of the organization.

Section 2. All members in good standing of WiTT can vote and hold office.

Section 3. Members shall be governed by and abide by the WiTT By-Laws and all policies, procedures, rules, and directives lawfully made hereunder.

Section 4. Membership shall terminate upon the member's resignation, failure to pay dues, or expulsion from membership for just cause.

Section 5. Members who fail to pay the required dues for one (1) month after the due date shall be considered delinquent (non-renewal), and their membership shall be canceled. A delinquent member may be reinstated to "Good Standing" by payment in full of all unpaid dues. A "grace period" of no more than three (3) months will be allowed to members by the Board of Directors for "non-renewal" status, as it relates to discounts for meetings and other programs.

Section 6. Upon termination of membership, the member shall forfeit any and all rights and privileges of membership.

Section 7. The membership database may not be used for commercial purposes (solicitation of business or employment by any member or any Board Member) and may be used only for non-profit purposes directly related to the business of WiTT, consistent with WiTT policies.

### **Article III – Officers:**

Section 1. WiTT shall have elected officers to serve in the following positions: President, Immediate Past President, Vice President, Treasurer, and Secretary. All officers shall be members in good standing of WiTT. The officers will serve two-year terms of office commencing on the day of installation in January of each year. Officers shall be eligible to serve only two consecutive two-year terms in the same office. Section 2. The President shall be the chief executive officer for WiTT and of the Board, and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The President shall also serve as a member ex-officio with the right to vote on all committees except the Nominating Committee.

Section 3. The Vice President shall assist the President and will assume the duties of the CEO in the absence of the President. The Vice President shall be the President Elect and will assume the President's role upon completion of the President's term.

Section 4. The Secretary shall keep the records of all business meetings of the Board.

Section 5. The Treasurer shall oversee the management of funds for duly authorized purposes of WiTT.

Section 6. The Immediate Past President will serve in a support and advisory capacity and will continue as a voting member of the Board. The Immediate Past President will serve as the Chair of the Nominating Committee.

Section 7. General duties and responsibilities for all positions are further defined in the Appendix to these By-Laws.

# Women in Technology of Tennessee

## By-Laws

### **Article IV – Board of Directors:**

Section 1. The Board shall be responsible for carrying out the purposes and objectives of the non-profit corporation.

Section 2. The Board shall consist of the officers and the Directors at Large elected by the membership. All Directors at Large shall be members in good standing of WiTT, to serve in the following positions: **Programs, Membership, Marketing, Sponsorship, Outreach, Scholarships, Web Administration, and two Members at Large.** The Directors will serve two-year terms of office commencing on the day of installation in January of each year. The Directors and Members at Large shall be eligible to serve only two consecutive two-year terms in the same position.

Section 3. The Board shall exercise all powers of WiTT, except as specifically prohibited by these By-Laws, the WiTT By-Laws and policies, and the laws of the jurisdiction in which the organization is incorporated/registered. The Board shall be authorized to adopt and publish such policies, procedures and rules as may be necessary and consistent with these By-Laws and WiTT By-Laws and policies, and to exercise authority over all WiTT business and funds.

Section 4. Board Meetings shall be regularly scheduled by the Board to perform their assigned duties and responsibilities; the Board of Directors shall conduct Board Meetings at least quarterly or at the discretion of the Chair. The Board shall determine all times and locations for meetings. The planning function of the Board shall provide focus on the identified mission and objectives of WiTT. Board Members are required to attend all board meetings either in person or via teleconference. If a Board member misses more than two board meetings annually, they may be asked to relinquish their office.

Section 5. The Board shall meet at the call of the President, or at the written request of three (3) members of the Board directed to the President. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each member shall be entitled to one (1) vote and may take part and vote in person or via teleconference only. At its discretion, the Board may conduct its business by teleconference, email, or other legally acceptable means.

Meetings shall be conducted in accordance with parliamentary procedures determined in accordance with Robert's Rules of Order.

Section 6. The Board of Directors shall declare an Officer or Director at Large position to be vacant when an Officer or Director at Large ceases to be a member in good standing of WiTT by reason of nonpayment of dues, when the officer or Director at Large fails to attend two Board meetings, or when the Officer or Director at large resigns her position. An Officer or Director at Large may resign by submitting written notice to the President or Secretary. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.

Section 7: An officer or Director at Large may be removed from office for just cause in connection with the affairs of the organization by a unanimous vote of the Officers.

Section 8: If any Officer or Director at Large position becomes vacant, the Board may appoint a successor to fill the office for the remaining portion of the two-year term for the vacant position. In the event the President is unable or unwilling to complete the current two-year term of office, the Vice President shall assume the duties and office of the presiding officer for the remainder of the two-year term.

Section 9. General duties and responsibilities for all positions are further defined in the Appendix to these By-Laws.

# Women in Technology of Tennessee

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### **Article V – Nominations and Elections:**

Section 1. The nomination and election of Officers and Directors shall be conducted annually in accordance with the two-year terms of office specified in Article IV, Section 1 and Article V, Section 2. All voting members in good standing shall have the right to vote in the election. Discrimination in election and nomination procedures on the basis of race, color, creed, gender, age, marital status, national origin, religion, physical or mental disability, or unlawful purpose is prohibited.

Section 2. The President, with the approval of the board, shall appoint members of the Nominating Committee who shall be members in "Good Standing", no later than September of each year.

Section 3. The Nominating Committee shall be comprised of the Immediate Past President as Chairperson and three other members, in "Good Standing", appointed by the current President. If the position of Immediate Past President is vacant or declined, a member in "Good Standing" may be appointed by the President and must be approved by the Board of Directors.

Section 4. The Nominating Committee shall prepare a slate containing nominees for each Board position and shall determine the eligibility and willingness of each nominee to stand for election. The Nominating Committee shall set criteria for the selection of nominees that include the following:

1. Willingness to devote time and effort as an Officer or Director of WiTT.
2. Sufficient length of membership with WiTT.
3. Current employment in some facet of technology.
4. Personal attributes.

Section 5. Candidates for Board positions may also be nominated by petition process established by the Nominating Committee or the Board.

Section 6. The Nominating Committee shall prepare an election ballot for the membership by November 30th. The Nominating Committee shall also be responsible for overseeing the administration of the election process and reporting on the results to the existing Board of Directors for implementation and turnover of responsibilities.

Section 7. Elections shall be conducted online to all voting members in good standing. The candidate who receives a majority (51 percent or more) of votes cast for each office shall be elected. Ballots shall be counted by the Nominating Committee or by tellers designated by the Board. A quorum of the membership shall be ten percent (10%) of the voting membership in good standing, voting in the election.

Section 8. No current member of the Nominating Committee shall be included in the slate of nominees prepared by the Committee, unless otherwise approved by the Board.

Section 9. Candidates who are elected shall take office at the first meeting during January of the year following their election, and shall hold office for the duration of their two-year terms of office or until their successors have been elected and qualified.

### **Article VI – Committees:**

Section 1. The Board may authorize the establishment of standing or temporary committees to advance the purposes of the organization. The Board shall establish a charter for each committee, which defines its purpose, authority, and outcomes. Committees are responsible to the Board.

Section 2. The Chairperson for each committee will be selected by the appropriate Director. Serving as a Chairperson may be a criterion for serving as an Officer of the organization. Committee members may join or be appointed from the membership of the organization.

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### **Article VII - Finance:**

Section 1. The fiscal year of WiTT shall be from 1 January to 31 December of each calendar year.

Section 2. Annual membership dues shall be set by the Board and communicated to WiTT in accordance with policies and procedures established by the WiTT Board of Directors. Membership privileges for new members shall commence on the day of payment of WiTT dues for the current year.

Section 3. The Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities. Accounting for the finances shall conform in general to the recommended practices of the American Institute of Certified Public Accountants. The Treasurer shall submit monthly statements to the Board of Directors.

Section 4. All activities involved with the collection and disbursement of membership dues shall be performed by WiTT. Bills for annual dues/fees for WiTT are mailed or emailed to members, student members, and corporate sponsors prior to the anniversary date, based on the membership database, and are due on or before the anniversary date. The Treasurer or Director of Membership will contact all members, by letter or email, whose membership payments are in arrears.

Section 5. The proposed budget shall be created annually and recommended by the Treasurer to the Board of Directors for approval. The annual budget for the succeeding year shall be submitted in draft form no later than the Board of Directors meeting scheduled immediately prior to the end of the fiscal year. The budget shall be approved at a joint meeting of incoming and outgoing Board of Directors. The incoming Board of Directors is to (preferably) receive the budget at least two (2) weeks prior to above said meeting. The incoming officers are to review the budget, to submit changes and to approve.

Section 6. The Treasurer shall handle all expenditures, except as otherwise provided herein. Individual Board members have the authority to expend small amounts of money in the execution of their specific job responsibilities. In all cases, expenditures shall be made in accordance with the approved budget. The expenditures must not exceed the approved budgets by more than ten (10) percent, except with the approval of the Board of Directors.

Section 7. A detailed financial transaction log will be maintained by the Treasurer and will be made available upon written request to any Board member. A record of expenditures and revenue will be recorded and kept on file.

### **Article VIII – Meetings of the Membership:**

Section 1. The Board of Directors shall conduct meetings on a quarterly basis at a minimum. The purpose of the meetings will be to emphasize programs that further the objectives of the organization and will be the responsibility of the Director of Programs.

Section 2. Special meetings of the membership may be called by the President, by a majority of the Board.

Section 4. The Board shall send notice of all meetings to all members at least 30 days in advance of the meeting.

Section 5. The President shall have the authority and responsibility to prevent the unauthorized use of the WiTT name in connection with any meeting or activity which, in the President's judgment, does not further the objectives of WiTT.

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### **Article IX – Inurement and Conflict of Interest:**

Section 1. No member of WiTT shall receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of WiTT.

Section 2. No Officer, Director, appointed committee member, or authorized representative of WiTT shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment of actual and reasonable expenses incurred by an Officer, Director, committee member, or authorized representative regarding attendance at Board meetings and other approved activities.

Section 3. No Officer, Director, appointed committee member, or authorized representative shall receive any compensation, or other tangible or financial benefit from any element or activity of, or related to WiTT, except as reimbursement for actual, reasonable expenses directly associated with a WiTT element or activity, when authorized by the Board of Directors.

Section 4. All Officers, Directors, appointed committee members, and authorized representatives shall act in an independent manner consistent with their obligations to WiTT and applicable law, regardless of any other affiliations, memberships, or positions.

Section 5. All Officers, Directors, appointed committee members, and authorized representatives shall disclose any interest or affiliation they may have with any entity or individual with which WiTT has entered, or may enter, into contracts, agreements or any other business transaction, and shall refrain from voting on, or influencing the consideration of, such matters.

### **Article X - Indemnification:**

Section 1. In the event that any person who is or was an Officer, Director, committee member, or authorized representative WiTT, acting in good faith and in a manner reasonably believed to be in the best interests of WiTT, has been made party, or is threatened to be made a party, to any civil, criminal, administrative, or investigative action or proceeding (other than an action or proceeding by or in the right of the corporation), such representative may be indemnified against reasonable expenses and liabilities, including attorney fees, actually and reasonably incurred, judgments, fines and amounts paid in settlement in connection with such action or proceeding to the fullest extent permitted by the jurisdiction in which the organization is incorporated. Where the representative has been successful in defending the action, indemnification is mandatory.

Section 2. Unless ordered by a court, discretionary indemnification of any representative shall be approved and granted only when consistent with the requirements of applicable law, and upon a determination that indemnification of the representative is proper in the circumstances because the representative has met the applicable standard of conduct required by law and in these By-Laws.

Section 3. To the extent permitted by applicable law, WiTT may purchase and maintain liability insurance on behalf of any person who is or was a Director, Officer, employee, trustee, agent, or authorized representative of WiTT, or is or was serving at the request of WiTT as a Director, Officer, employee, trustee, agent, or representative of another corporation, domestic or foreign, non-profit or for-profit, partnership, joint venture, trust or other enterprise.

## **Women in Technology of Tennessee By-Laws**

### **Article XI- Amendments:**

Section 1. These By-Laws may be amended by a two-thirds (2/3) vote of the voting membership in good standing present at a meeting of the membership duly called and regularly held; or by a two-thirds (2/3) vote of the voting membership in good standing voting online within fourteen (14) days of the date by which members can reasonably be presumed to have received the ballot. Notice of proposed changes shall be sent in writing to the membership at least thirty (30) days before such meeting or vote. A quorum shall be established as ten percent (10%) of the voting membership in good standing, responding to the electronic or postal ballot, and/or present in person at the meeting.

Section 2. Amendments may be proposed by the Board on its own initiative, or upon petition by ten percent (10%) of the voting members in good standing addressed to the Board. All such proposed amendments shall be presented by the Board with or without recommendation.

Section 3. All amendments must be consistent with WiTTs By-Laws and the policies, procedures, rules and directives established by the WiTT Board of Directors.

Section 4. The results of voting on all amendment proposals shall be communicated to the membership.

### **Article XII – Publications:**

#### **A. Newsletter:**

A newsletter may be published in support of the objectives of WiTT.

The editorial policies of the publication will be directed by the Board of Directors and implemented by the Secretary or Director of Marketing.

#### **C. Other Publications and Distributions:**

Other recurring or one-time publications intended for distribution to the membership will be authorized by the Board of Directors and dispersed by the Director of Marketing or the Secretary.

### **Article XIII – Dissolution:**

Section 1. Should WiTT dissolve for any reason, its assets shall be dispersed to a charitable organization designated by the voting membership after the payment of just, reasonable, and supported debts, consistent with applicable legal requirements.

# **Women in Technology of Tennessee By-Laws**

## **GENERAL DUTIES AND RESPONSIBILITIES FOR THE BOARD OF DIRECTORS**

### **President**

The President's core responsibilities include promoting WiTT's mission and objectives; fostering teamwork and a comradely spirit among the Officers and Board members. The President is to provide leadership for developing the goals and objectives for each elected year. The President is responsible for providing representation and oversight at all WiTT functions. The President shall be a member in good standing of WiTT. The President will serve two-year terms of office commencing on the day of installation in January of each year. The President shall be eligible to serve only two consecutive two-year terms.

### **General Duties**

- a. Serve as the primary representative of WiTT to all events affiliated with or not affiliated with WiTT.
- b. Provide the leadership required ensuring that WiTT goals and activities support the needs of the membership.
- c. Ensure that Board meetings are conducted on a regular basis, at least quarterly.
- d. Appoint a Nominating Committee in accordance with the By-Laws.
- e. Support each Board member in achieving her goals and objectives including, but not limited to, membership recruitment and retention, events/programs, communications, publicity, education, and finances.
- f. Maintain a permanent file of the President's activities during the elected year. Deliver all documentation to the successor at the end of the two-year term and prior to the annual installation. This includes developing a written transition plan for this position's successor.



# **Women in Technology of Tennessee By-Laws**

## **Past President**

Each Past President shall be responsible for promoting the principles of WiTT and the overall functions of the organization. She shall serve WiTT at the request of the President and Board of Directors. Her core responsibility is to support WiTT's mission and objectives. Each Past President shall help promote WiTT at community functions or corporate settings. Each Past President shall be prepared to serve as an ambassador for WiTT.

### **General Duties**

- a. Shall serve as a voting member of the Board of Directors.
- b. Shall serve as Chair of the Nominating Committee.
- c. Shall serve as Chair of the By-Laws Committee.
- d. May act as counsel to the President and Board of Directors, upon request.
- e. May act as counsel to any established committee, upon request.
- f. May act as WiTT representative in the absence and at the request of the President.
- g. Shall serve on standing or special committees, at the request of the President.
- h. Shall serve at the will of the President or Board of Directors for any special assignments.
- i. The Founding President shall have the option to be a non-voting member of all Boards of Directors.

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## **Vice President**

The Vice President shall be responsible for WiTT Development. The Vice President shall give guidance and support to the President for providing representation and oversight at all WiTT functions. In the event the President cannot fulfill her duties; the Vice President will assume the President's responsibilities. The Vice President shall be the President Elect and will assume the President role upon completion of the President's term. The Vice President shall be a member in good standing of WiTT. The Vice President will serve two-year terms of office commencing on the day of installation in January of each year. The Vice President shall be eligible to serve only two consecutive two-year terms.

### **General Duties**

- a. Provide assistance and support to all Board members and Directors in carrying out their duties.
- b. In conjunction with all Directors, establish a strategic plan to promote WiTT events and functions in the community.
- c. Assist in the preparation of special projects or events as requested by the President.
- d. Act as a liaison at all WiTT functions and with all members.
- e. Assist the Sponsorship Chair with strategic planning to gain financing and other corporate funding from the local businesses.
- f. Assist the Treasurer with the development of a financial plan and yearly auditing of budget.
- g. Maintain a permanent file of the Vice President's activities and deliver all documentation to the successor at the end of the term. This includes developing a written transition plan for this position's successor.

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## **Secretary**

The Secretary will be responsible for the overall administrative duties and facilitate the smooth operation of the monthly meetings. The Secretary shall be a member in good standing of WiTT. The Secretary will serve two-year terms of office commencing on the day of installation in January of each year. The Secretary shall be eligible to serve only two consecutive two-year terms.

### **General Duties**

- a. Record the minutes of Board of Directors (including attendance records) and disburse to the Board of Directors within 10 days of each event.
- b. Prepare and maintain the Board of Directors roster, including such contact information as email addresses and phone numbers.
- c. Ensure set-up and regular checking of P.O. Box for receipt of WiTT mailings/communications.
- d. Notify membership of all nominations at least 15 days before elections.
- e. Coordinate activities with all other Directors as necessary.
- f. Maintain a permanent file of the Administration activities and deliver all documentation to the successor at the end of the term. This includes developing a written transition plan for this position's successor.

# **Women in Technology of Tennessee By-Laws**

## **Treasurer**

The Treasurer will be responsible for the management of all WiTT finances and financial reporting. The Treasurer shall be a member in good standing of WiTT. The Treasurer will serve two-year terms of office commencing on the day of installation in January of each year. The Treasurer shall be eligible to serve only two consecutive two-year terms.

### **General Duties**

- a. Perform all fiduciary acts in accordance to Generally Accepted Accounting Principles (GAAP).
- b. Collect all donations and revenues from monthly meetings and other WiTT activities.
- c. Prepare, present and implement the budget.
- d. Approve disbursement of all expenditures.
- e. Present a monthly financial report to the Board outlining the current expenditures and revenues.
- f. Set up and maintain a bank account for a non-profit organization requiring a one party signature check that may be signed by the President, Vice President or Treasurer.
- g. Submit all necessary reports as required to by the State of TN and the IRS (form 990E, etc). Submit the appropriate records to maintain the Employer Identification Number (EIN).
- h. Acquire and maintain “Non-Profit” status through application to the appropriate organizations for federal exemption and at State of Tennessee.
- i. Develop and present an annual budget plan (for the successive year) at the October Board of Directors’ meeting for approval.
- j. Work with the Director of Membership to identify members who are, or may soon be, delinquent in paying their annual dues.
- k. Notify all meeting “no shows” of their expense commitment and request payment. Notify President of meeting attendees who fail to pay at the time of the meeting.
- l. Prepare financial statement of the finances for fiscal year end reporting.
- m. Ensure an annual audit of the books and submit to the Board of Directors for approval.
- n. Maintain a permanent file of the Finance activities and deliver all documentation to the successor at the end of the term. This includes developing a written transition plan for this position’s successor.

# **Women in Technology of Tennessee By-Laws**

## **Director – Membership**

The Director of Membership will be responsible for the development / maintenance of membership. The Director of Membership shall be a member in good standing of WiTT. The Director of Membership will serve two-year terms of office commencing on the day of installation in January of each year. The Director of Membership shall be eligible to serve only two consecutive two-year terms.

### **General Duties**

- a. Provide support to the Vice President and the President.
- b.
- c. Send welcome letters to “First-Time Visitors” and New Members. Notify President and Secretary when all welcome letters to First-Time Visitors and new members have been sent.
- d. Survey non-renewal members who are 3 months outstanding and make recommendations to the Board of Directors based on compiled data.
- e. Maintain a register of membership participation in all events (i.e. monthly meetings, classes, workshops, special events) for the organization.
- f. Maintain an adequate supply of Membership packets on hand for distribution to interested professionals and local corporations. Ensure Membership packets are available at all events.
- g. Assist all prospective members in acquiring membership.
- h. Prepare and present monthly Membership status reports (including new members, renewals, non-renewals, and net change in Membership) at Board of Directors meetings.
- i. Provide new member information for inclusion on Web site and for inclusion in Newsletter.
- j. Manage the membership registration for monthly meetings and special events in conjunction with the Treasurer and Secretary.
- k. Maintain a permanent file of Membership activities and deliver all documentation to the successor at the end of the term. This includes developing a written transition plan for this position’s successor.

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## **Director – Programs**

The Director of Programs will be responsible for the development and delivery of monthly meeting programs related to our mission. The content of these programs will follow WiTT guidelines, represent diverse topics and organizations and support the WiTT's annual objectives. The Director of Programs shall be a member in good standing of WiTT. The Director of Programs will serve two-year terms of office commencing on the day of installation in January of each year. The Director of Programs shall be eligible to serve only two consecutive two-year terms.

### **General Duties**

- a. Prepare monthly program schedules and agendas showing all planned programs at least three months in advance and present at monthly Board of Directors' meetings.
- b. Confirm program details and speakers prior to presentation dates.
- c. Prepare program data, including speaker biography, program topic and content, and equipment/facilities requirements for publication and distribution to the Board of Directors in support of meeting notice and newsletter article development, and facilities planning.
- d. Send program speaker a letter of confirmation and, after the program, a letter of appreciation.
- e. Introduce program speaker(s) at monthly meetings.
- f. Purchase and present speaker honorariums as approved by Board of Directors.
- g. Recruit committee members to develop or assist with programs.
- h. Solicit membership comments and evaluation of WiTT's programs.
- i. Assist with other Special Events or Special Programs.
- j. Establish monthly program meeting locations and serve as the liaison with that facility's representative. Coordinate contract requirements and commitment with Treasurer.
- k. Maintain a permanent file of the Program activities and deliver all documentation to the successor at the end of the two-year term. This includes developing a written transition plan for this position's successor.

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## **Director – Outreach**

The Director of Outreach is responsible for coordinating all outreach and community involvement activities. The Director of Outreach shall be a member in good standing of WiTT. The Director of Outreach will serve two-year terms of office commencing on the day of installation in January of each year. The Director of Outreach shall be eligible to serve only two consecutive two-year terms.

### **General Duties**

- a. Serve as the community outreach resource at all events.
- b. Raise awareness of benefits by writing newsletter articles, making announcements and hosting community events.
- c. With the Director of Publicity, develop and implement a plan for externally publicizing Special Programs/Events.
- d. Establish and coordinate committees for Special Programs/Events. Present monthly status at Board of Directors' meetings regarding Special Event project plans, including budget requests and event publicity.
- e. Apply for all awards for which WiTT may be qualified based upon achievements.
- f. Provide/obtain information to enter members for special WiTT awards.
- g. Maintain a file by project/special event of tasks, issues, expenses/revenue generated and lessons learned and deliver to successor at the end of the two-year term. This includes developing a written transition plan for this position's successor.

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## **Director – Web Administration**

The Director of Web Administration will be responsible for providing WiTT with a functional and current website for communicating organization-related information. The Director of Web Administration shall be a member in good standing of WiTT. The Director of Web Administration will serve two-year terms of office commencing on the day of installation in January of each year. The Director of Web Administration shall be eligible to serve only two consecutive two-year terms.

### **General Duties**

- a. Establish and maintain a functional website for WiTT.
- b. Develop policies for approval by the Board of Directors.
- c. Ensure current information is placed on the website according to policies approved by the Board of Directors.
- d. Coordinate with the Secretary for receipt of relevant information.
- e. Assist with the quarterly design, development and publication of the newsletter to feature recent and planned activities.
- f. Post any newsletters on the web site.
- g. Maintain electronic files of speaker's presentations for downloading by membership.
- h. Maintain a permanent file of the Web Administrator processes and deliver all documentation to the successor at the end of the term. This includes developing a written transition plan for this position's successor.



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## **Director – Marketing**

The Director of Marketing is responsible for carrying forth WiTT's mission and objectives through internal and external communications with the goal of increasing awareness of WiTT in the community and increasing membership in WiTT. She will work with other Board Members to promote programs internally and externally. The Director of Marketing shall be a member in good standing of WiTT. The Director of Marketing will serve two-year terms of office commencing on the day of installation in January of each year. The Director of Publicity shall be eligible to serve only two consecutive two-year terms.

### **General Duties**

- a. Create and distribute press releases and announcements for public distribution.
- b. Create and distribute a monthly newsletter to feature recent and planned activities and achievements. Send timely email notice to Board of Directors regarding newsletter development and publication timelines. Route newsletter to Board of Directors for review prior to distribution.
- c. Manage WiTT social media accounts, including posting relevant information and announcements, and responding to messages or posts received. Work with other Directors to develop and implement a publicity plan for their programs.
- d. Work with the Directors to market events beyond the bounds of WiTT.
- e. Break new ground for marketing the organization. This will include contacting corporate organizations, professional organizations, government bodies and any other groups not currently aware of WiTT.
- f. Target audience for publicity should include other professional organizations, local media, WiTT media, corporate organizations, membership, etc.
- g. Develop and distribute meeting notices.
- h. Notify membership of all meetings at least 30 days in advance of events via email and ensure website updates.
- i. Maintain a permanent file of the publicity processes and deliver all documentation to the successor at the end of the term. This includes developing a written transition plan for this position's successor.

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## **Director – Sponsorship**

The Director of Sponsorship is responsible for exploring new opportunities for carrying forth WiTT's mission and objectives with the goal of increasing awareness of WiTT in the community through corporate and meeting sponsorships. The Director of Sponsorship shall be a member in good standing of WiTT. The Director of Sponsorship will serve two-year terms of office commencing on the day of installation in January of each year. The Director of Sponsorship shall be eligible to serve only two consecutive two-year terms.

### **General Duties**

- a. Work with other Directors to develop and implement a plan to attract corporate and meeting Sponsors.
- b. Target businesses in Middle Tennessee and the surrounding area that are “woman-friendly” as potential Corporate Partners.
- c. Develop, with the assistance of the Marketing Director and Web Administrator, a Corporate Partner packet.
- d. Develop, with the Board of Directors, the levels of Corporate Sponsorship – to include donation amount, benefits, etc.
- e. To present Corporate Sponsorship plaque to Corporate Representative / Vice President. To coordinate this activity with Director of Marketing to ensure media coverage as available.
- f. Report to Board of Directors the status of Corporate Sponsor activity.
- g. Provide all Corporate information to Treasurer for appropriate tax filings and all monies collected for Corporate Sponsorships.
- h. Provide contact information, corporate information, etc. to Secretary and Web Administrator for inclusion in any WiTT communications, newsletters, and Web site entries.
- i. Seek to develop event sponsors. This includes but is not limited to luncheons, education events, newsletters and directories.
- j. Secure Logos, etc. from Corporate Sponsors for display on WiTT communications, website, during meetings, etc.
- k. Maintain a permanent file of the Corporate Sponsorship processes and deliver all documentation to the successor at the end of the term. This includes developing a written transition plan for this position's successor.

# Women in Technology of Tennessee By-Laws

## Director - Scholarships

The Director of Scholarships is responsible for coordinating all activities related to the establishment and administration of scholarships. The Director of Scholarships shall be a member in good standing of WITT. The Director of Scholarships will serve two-year terms of office commencing on the day of installation in January of each year. The Director of Scholarships shall be eligible to serve only two consecutive two-year terms.

### **General Duties**

- a. Serve as the scholarship resource at all events.
- b. Raise awareness of scholarships by making announcements at meetings.
- c. With the Director of Marketing, develop and implement a plan for externally publicizing scholarships and their recipients.
- d. With the Director of Sponsorship, work to expand the number and variety of scholarships offered.
- e. Present monthly status at Board meetings regarding scholarship activity.
- f. Work to promote WITT in academic environments with the goal of encouraging students to apply for scholarships.
- g. Maintain a centralized data repository for existing scholarships and their recipients.
- h. Engage with scholarship recipients and encourage their participation in WITT.
- i. Maintain and deliver a lessons learned document to successor at the end of the two-year term. This includes developing a written transition plan for this position's successor.
- j. Coordinate selection of scholarship recipients.

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## **Member at Large**

The Member at Large is responsible for supporting the Officers and Directors. The Member at Large shall be a member in good standing of WiTT. The Member at Large will serve two-year terms of office commencing on the day of installation in January of each year. The Member at Large shall be eligible to serve only two consecutive two-year terms.

## **General Duties**

- a. Work with other Directors to support WiTT and WiTT's initiatives.
- b. In conjunction with the Vice President and all Directors, establish a strategic plan to promote the events and functions in the community.
- c. Act as a liaison at all functions and with all members.
- d. Maintain a permanent file of the Member at Large role and deliver all documentation to the successor at the end of the term. This includes developing a written transition plan for this position's successor.