

RULES OF PROCEDURE FOR
CHURCH WOMEN STAFF FELLOWSHIP

ARTICLE I NAME

The name of this organization shall be the Church Women Staff Fellowship.

ARTICLE II PURPOSE

The purpose of this organization shall be for fellowship, professional development, enrichment and support of the members, to be an advisory and communication channel and to share in advocacy for women.

ARTICLE III MEMBERSHIP

Section 1. The membership of this organization shall consist of one staff person per United States region with portfolio assignment for CWF and three Canadian area staff for CWF; the presidents of the CWF of the National Convocation of Christian Churches and the National Hispanic and Bilingual Fellowship plus a representative of the North American Pacific/Asian Disciples and general staff of the Office of Disciples Women (ODW), Homeland Ministries doing business as Disciples Home Missions (DHM).

Section 2. Associate members of this organization shall be the president and vice president of the International Christian Women's Fellowship.

Section 3. If the regional staff person responsible for CWF women's concerns is unable to attend the scheduled meeting, she/he should appoint an alternate and share communication related to the meeting. The alternate should come from the regional women's structure (including CWF) and with their endorsement. The change should be communicated to the Executive Committee and the Office of Disciples Women immediately. The alternate comes with voice, vote and membership dues for the region and carries information back to the regional staff.

Section 4. Church Women Staff Fellowship reserves the right to include voting representatives of recognized structures of the Christian Church (Disciples of Christ).

ARTICLE IV MEETINGS

Meetings of this organization shall be held as scheduled. Special meetings may be called by the president or the Executive Director of the Office of Disciples Women of Homeland Ministries doing business as Disciples Home Missions.

ARTICLE V

OFFICERS

Officers shall be the president, vice president and secretary. These officers shall be chosen from the staff persons in the regions of Canada and the United States and constituency group representatives.

Duties shall be:

Section 1. The president shall:

- a. preside over the business meetings of the Church Women Staff Fellowship and the executive committee meetings.
- b. represent the Church Women Staff Fellowship to such administrative units where official representation is required.
- c. appoint committees as needed upon the advice of the executive committee.

Section 2. The vice president shall:

- a. serve in the absence of the president.
- b. be responsible for membership concerns (get well cards, notes, etc.)

Section 3. The secretary/treasurer shall:

- a. keep the minutes.
- b. send a copy of the minutes to the Office of Disciples Women for distribution to membership.
- c. keep an accurate record and reporting dues collected at the annual meeting.
- d. keep an accurate record and report of the CWSF Travel Pool monies.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers and two elected members-at-large. The Executive Director of the Office of Disciples Women shall be an ex officio member, with vote, of the executive committee.

Section 2. The executive committee shall transact the business of the organization between meetings and shall fill vacancies in the organization which may occur during the year.

Section 3. The executive committee will be responsible for planning staff meetings.

ARTICLE VII NOMINATION AND ELECTION

Section 1. A nominating committee of three members will be elected.

Section 2. This committee will present nominees for officers, the additional members of the executive committee and members of the nominating committee, to include one person from the current nominating committee to act as chairperson.

Section 3. The election shall be held at the scheduled meeting of the Church

Women Staff Fellowship.

ARTICLE VIII TERMS OF OFFICE

Section 1. The terms of office for the members of the executive committee shall be two years. The president, secretary and one other will be elected on the even years and the vice president and one other on the odd years. The nominating committee will serve one year.

Section 2. No member of the executive committee shall succeed herself in the same office.

Section 3. The persons elected will take office immediately following staff meeting.

ARTICLE IX FINANCES

Section 1. The dues for this organization shall be \$10.00 per year to be paid by members for concerns such as flowers, cards, retirement gifts to members.

Section 2. Church Women Staff Fellowship meetings shall be funded by:

- a. A sum of \$11,000 from DHM annually.
- b. Travel accounts of the staff members of DHM.
- c. Each region shall be asked to contribute an amount that is a pro-rated portion of anticipated need based on the average percentages of regional church membership, regional CWF membership, regional Disciple Mission Fund (DMF) giving and CWF DMF giving, from yearbook figures. Each constituency group shall be asked to contribute to the travel pool. A maximum will be established. Anticipated need, percentages and maximum will be reviewed at least every two years or as needed. A committee will be named to coordinate review.
- d. CWSF attendance at IDWM Cabinet meetings will be paid by IDWM.

Section 3. Expenses for the scheduled meetings of Church Women Staff Fellowship shall be paid for the members as listed in ARTICLE III, Section 1.

ARTICLE X AMENDMENTS

These Rules of Procedure may be amended by a two-thirds vote of members present and voting at any regular meeting of the Church Women Staff Fellowship providing the amendments have been circulated in writing two months in advance of the annual meeting.