

# **RULES OF PROCEDURE INTERNATIONAL DISCIPLES WOMEN'S MINISTRIES**

## **I NAME**

The name of the organization shall be the International Disciples Women's Ministries of the Christian Church (Disciples of Christ), known as Disciples Women.

## **II PURPOSE**

The purpose of the International Disciples Women's Ministries (IDWM) shall be:

- To provide opportunities for spiritual growth, enrichment, education and creative ministries to enable women to develop a sense of personal responsibility for the whole mission of the church of Jesus Christ.
- To provide a channel through which women in the congregations and the regional Women's Ministries in the United States and Canada, may be joined in fellowship and find means for effective participation in the Christian Church (Disciples of Christ).

## **III MEMBERSHIP**

The constituency of the organization shall consist of all women who are committed to the purpose of Disciples Women's Ministries and support its work.

## **IV OFFICERS AND EXECUTIVE COMMITTEE MEMBERS**

- A. The officers of the Disciples Women shall be a president, a vice president and a secretary/treasurer.
1. The president and vice president shall be elected for a term of four years or until their successor shall be elected. Officers will serve through the transition held in the fall after election of new officers.
  2. No elected officer shall be eligible to succeed herself.
  3. The Executive Director of the Office of Disciples Women shall serve as secretary/treasurer.

4. A vacancy occurring in the office of president or vice president shall be filled by the Executive Committee of the Disciples Women.

B. Duties of officers:

1. The president shall be responsible for the administrative affairs of the Disciples Women. She shall preside at meetings of the organizations and shall be an ex officio (without vote) member of all committees. She shall serve as an associate member of the Church Women Staff Fellowship. She shall represent the Disciples Women in interdenominational and other meetings and shall assume other responsibilities as may be assigned.
2. The vice president shall assist the president in administrative and planning for the Disciples Women. She shall assist the president in presiding at meetings of the organization. She shall serve as an associate member of the Church Women Staff Fellowship and shall assume other responsibilities as may be assigned.
3. The secretary/treasurer shall keep accurate records of all meetings and financial reports of the Disciples Women and shall assume other responsibilities as may be assigned.

C. Membership of the Disciples Women Executive Committee.

1. The officers of the Disciples Women.
2. A president of a regional Women's Ministries governing body.
3. A regional staff responsible for Women's Ministries.
4. At least two and up to four members-at-large chosen from the Disciples Women membership. These members-at-large should be chosen to ensure that ethnic and geographic constituencies are represented on the total Executive Committee. One at-large member of which will be the Communications Director.
5. Executive Committee Communications Coordinator: One of the members-at-large shall be named to fill this role. They must have the skills needed.
6. Staff of the Office of Disciples Women who shall serve as ex officio members with vote.

D. Vacancies on the Disciples Women Executive Committee shall be filled by the Executive Committee when appropriate.

E. The Disciples Women Executive Committee shall meet two times each year or upon call by the president.

## V STRUCTURES

Disciples Women manifests itself through three structures:

A. The Disciples Women Quadrennial Assembly:

1. A Quadrennial Assembly of the Disciples Women shall be held for fellowship, information, inspiration, election of officers and the Executives and Nominating committees, and for such other business as shall be required.
2. The Quadrennial Assembly shall be planned by a committee to be appointed by the Executive Committee of the Disciples Women each quadrennium. The committee shall include the president of the Church Women Staff Fellowship serving at the time the committee is appointed, or an appointed substitute as chosen by the Disciples Women Executive Committee.

B. Disciples Women Cabinet:

1. Functions of the Disciples Women Cabinet

a. To develop:

- objectives of the Disciples Women.
- guidelines for selecting officers and members of the Disciples Women Executive Committee.

b. To recommend:

- program and organizational resources to support congregational and regional Women's Ministries, including the annual theme and area for study.
- models for service/action.
- resources for worship.

c. To sponsor:

- Disciples Women Quadrennial Assembly designed for all women in the Christian Church (Disciples of Christ).

d. To provide:

- suggestions for the Disciples Women Quadrennial Assembly
- motivation and information for promotion of stewardship and Women's Ministries giving to Christian Church (Disciples of Christ) outreach.
- opportunities for spiritual development, enrichment, and education for its members.
- a network for communicating programs and resources of the Christian Church (Disciples of Christ).

- e. To evaluate:
  - programming for Women's Ministries-
  - Quadrennial Assembly
  - general and regional structures specific to Women's Ministries.

## 2. Membership of the Disciples Women Cabinet

Disciples Women are intent on being an anti-racist, pro-reconciliation ministry. Effort will be made to include people from ethnic communities. We celebrate what has been accomplished in recent years and affirm the larger goal of at least 30% of the Executive Committee coming from all ethnic communities.

- a. The officers of the Disciples Women.
- b. The presidents of the regional Women's Ministries governing body.
- c. One regional staff person with responsibility for Women's Ministries from each region in the United States, and the staff persons with responsibility for Women's Ministries in Canada.
- d. In regions where the president serves as president/staff for Women's Ministries, one other member of the regional Women's governing body may be appointed by that body to serve.
- e. Staff members of the Office of Disciples Women.
- f. The chairperson of the Disciples Women Nominating Committee.
- g. The members-at-large of the Disciples Women Executive Committee.
- h. Two representative from each organized constituency group such as National Convocation, Hispanic Disciples Women's Ministries (HDWM) and North American Pacific Asian Disciples (NAPAD).
- i. A national staff woman and a woman volunteer both of whom carry responsibilities for women's concerns in the United Church of Christ.

## 3. Meetings of the Disciples Women Cabinet

- a. Meetings of the Cabinet shall be held biennially.
- b. In the event that the president of any region cannot attend the Cabinet meeting, a proxy may be appointed by the regional governing body or the regional Women's Ministries staff in consultation with the Office of Disciples Women. The person chosen must be a member of the regional Women's Ministries governing body cabinet.

- c. If there is no representation from a given Region, the Executive Committee will be in contact with Regional leadership to secure Regional representation.
  4. Task groups may be formed to carry out assigned tasks.
- C. The Disciples Women Executive Committee.
  1. Functions of the Disciples Women Executive Committee:
    - a. To implement the policies and actions of the Disciples Women Cabinet within limits of budget and personnel.
    - b. To appoint a financial chair from among the Executive Committee members.
    - c. To choose scribes as needed from the Executive Committee members.
    - d. To plan for the Disciples Women Cabinet meetings.
    - e. To organize structures for planning the Disciples Women Quadrennial Assembly.

## VI NOMINATING COMMITTEE OF THE DISCIPLES WOMEN

- A. A nominating committee consisting of a chairperson and fourteen members, representing different sections of the United States and Canada and each constituency group, shall be named by the preceding nominating committee and elected at each Quadrennial Assembly of the Disciples. The President or Vice President of Disciples Women and the Executive Director of the Office of Disciples Women shall serve as ex officio (without vote) members of the committee. The purpose of the nominating committee is to nominate the president and vice president, the Disciples Women Executive Committee and the nominating committee for the next quadrennium. The committee shall solicit names for consideration from each constituency group. The final ballot shall be arrived at by consensus and be representative of the ethnic and geographic makeup of our church. The nominating committee shall meet following their election at Quadrennial Assembly for orientation and again at the General Assembly preceding Quadrennial Assembly, if not before. Members of the committee shall serve for a term of four years or until their successors are elected.
- B. Vacancies occurring from death, removal from area, or inability to serve shall be filled by the Disciples Women Executive Committee.

**VII**  
**FINANCE**

- A. The Quadrennial Assembly of the Disciples Women shall be financed by registration fees.
- B. The Disciples Women Cabinet meetings shall be financed through the Disciples Women funds.
- C. The Disciples Women Executive Committee meetings shall be financed through the Disciples Women funds.
- D. The Disciples Women Nominating Committee shall be financed through the Disciples Women funds.

**VIII**  
**RELATIONSHIPS TO**  
**GLOBAL WOMEN CONNECTING**

- A. The Disciples Women shall be a channel for relating women of the United States and Canada to Global Women Connecting.
- B. The Disciples Women shall be represented on the executive committee of Global Women Connecting by two women: one from the United States and one from Canada. One representative shall always be the president of the Disciples Women. The other representative shall be elected by the Executive Committee of the Disciples Women. Election shall be subject to ratification by Global Women Connecting.
- C. The Disciples Women president shall serve on the executive committee throughout her term of office. The second representative shall be elected at the meeting of the Disciples Women Executive Committee immediately preceding the meeting of Global Women Connecting. She shall serve until the next such meeting or until her successor is elected.

**IX**

Rules of Procedure of the Disciples Women may be amended at any regular meeting of the Disciples Women Cabinet provided that:

- the amendments come by recommendation of a regional Women's Ministries governing body or the Disciples Women Executive Committee;
- such proposed revisions or amendments have been circulated to the Disciples Women members at least sixty (60) days in advance of the meeting;
- such amendments are adopted by at least two-thirds majority of members present and voting.