

**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 be a conduit for diverse connections empowering each woman to find her voice and live out her call.
- To live out the teaching of Micah 6:8: *He has told you, O mortal, what is good; and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God?*

**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 & EXECUTIVE COMMITTEE MEMBERS**

- A. The officers of the Disciples Women shall be a President, President-elect and a Secretary/Treasurer.
1. The President shall be elected for a term of four years or until their successor shall be elected. The President-elect shall be elected to a two-year term, then serve as President for the following four years. (This leaves the office of President-elect vacant for two of every four years.)
 2. No elected officer shall be eligible to succeed herself.
 3. The Executive Director of Disciples Women's Ministries shall serve as Secretary/Treasurer.
 4. A vacancy occurring during the term of President or President-elect shall be filled by the Executive Committee of Disciples Women.
- B. **Duties of officers:**
1. The President shall be responsible for the administrative affairs of 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 Disciples Women's Leadership Council (DWLC) and communicate to President of DWLC on Executive Committee work. She shall represent the Disciples Women in interdenominational and other meetings and shall assume other responsibilities as may be assigned.

2. The President-elect shall assist the President in administrative and planning for Disciples Women. She shall assist the President in presiding at meetings of the organization. She shall serve as an associate member of the Disciples Women's Leadership Council and shall assume other responsibilities as assigned.
3. The Secretary/Treasurer shall keep accurate records of all meetings and financial reports of Disciples Women, communicate to DWLC President on Executive Committee work, and shall assume other responsibilities as assigned.

C. Membership of the Disciples Women Executive Committee

1. The officers of Disciples Women.
 2. A **President** or staff of a regional Women's Ministries governing body. Current EC members will finish out 4-year term.
 3. The **President of DWLC** will serve 4-year term. Whoever is in this position when the previous term is completed will serve on Executive Committee.
 4. At least **three 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
 5. A **NAPAD** Representative
 6. An **Obra Hispana** Representative
 7. A **National Convocation** Representative
 8. A **DHM** Representative
 9. **Staff 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

The Disciples Women in the United States and Canada manifests itself through two structures:

A. Disciples Women's Leadership Council:

1. Functions of the Disciples Women's Leadership Council
 - 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 provide:
 - 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).
- d. To evaluate:
 - Programming for Women's Ministries.
 - General and regional structures specific to Women's Ministries.
- e. President of DWLC shall attend one meeting of Executive Committee per year

2. Membership of the Disciples Women's Leadership Council

Disciples Women are intent on being an anti-racist, pro-reconciliation ministry. Every 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 Disciples Women.
- b. One regional staff person or President 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.
- c. Staff members of Disciples Women.
- d. The chairperson of the Disciples Women Nominating Committee.
- e. Presidents of the Convocation Missionary Conventions.
- f. Presidents from Hispanic Conventions.
- g. President of Obra Hispana
- h. President of National Convocation.
- i. Representative from North American Pacific Asian Disciples (NAPAD)
- j. Representative from the Haitian Constituency.
- k. Representative from Church of Christ (DOC)

3. Meetings of the Disciples Women's Leadership Council

- a. Meetings of the DWLC shall be held annually.
- b. In the event that the President of any region cannot attend the annual meeting, a proxy may be appointed by the regional governing body or the regional Women's Ministries staff. 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.

B. The Disciples Women Executive Committee.

Functions of the Disciples Women Executive Committee:

- a. To implement the policies and actions of the Disciples Women's Leadership Council within limits of budget and personnel.

- b. To support and guide Disciples Women staff
- c. To plan for the Disciples Women's Leadership Council meetings.

VI
NOMINATING COMMITTEE OF THE
DISCIPLES WOMEN

- A. A nominating committee chairperson shall be named by the preceding nominating committee and affirmed with Executive committee members at DWLC. A nominating committee shall consist of a chairperson and up to fourteen members, representing different sections of the United States and Canada and each constituency group. The President and/or President-elect of Disciples Women and the Executive Director of Disciples Women shall serve as ex officio (without vote) members of the committee. The nominating committee shall meet following their election at DWLC on even numbered years. Members of the committee shall serve for a term of two years or until their successors are elected.
 - 1. **Functions of the Nominating Committee:**
 - a. To nominate the next President/President-elect, the Disciples Women Executive Committee and the nominating committee.
 - b. To solicit names for consideration from each constituency group.
 - c. To present a final ballot that has been arrived at by consensus and be representative of the ethnic and geographic makeup of our church.
- B. Vacancies occurring from death, relocation from area, or inability to serve shall be filled by the Disciples Women Executive Committee.

VII
FINANCE

- A. The Disciples Women's Leadership Council meetings shall be financed through the Disciples Women funds and annual Travel Pool dues.
 - 1. Travel Pool dues are defined as an annual amount paid to Disciples Women by each regional Disciples Women's cabinet to help underwrite the cost of operations.
 - 2. Travel Pool dues are paid a year in advance and help to supplement the cost of operating Disciples Women's Leadership Council for the upcoming year.
 - 3. Dues are based on the total number of participating members per yearbook reporting. Participants are defined as individuals who have an active connection through attendance or contributions at least once during the calendar year. These individuals may or may not be on membership rolls.
 - 4. The Disciples Women Executive Committee sets Travel Pool due's annual due date.
- B. The Disciples Women Executive Committee meetings shall be financed through the Disciples Women funds.

- C. 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 building relationships between women of the United States and Canada and 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
AMENDMENTS TO RULES OF PROCEDURE

Rules of Procedure of the Disciples Women may be amended at any regular meeting of the Disciples Women's Leadership Council 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.

Revised October 2005

Revised January 2009

Revised to reflect a name change plus other minor changes

Revised January 2018

Revised to reflect name changes, changes in cabinet/DWLC naming and composition, set up executive committee members on a rotating schedule instead of a complete turnover

Revised January 2021

Revised to include DWLC President as member of Executive Committee and to respond to reduced number of DW regional staff positions.

*NAPAD Representative is the person serving as NAPAD National Women's Staff

**Obra Hispana and National Convocation representatives shall be recommended by their leadership

Revised January 2023

Revised to include Travel Pool dues as a funding source for DWLC