

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

**ARTICLE I**

**Name**

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

**ARTICLE II**

**Purpose**

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

- A. 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?*
- B. To be a conduit for diverse connections empowering each woman to find her voice and live out her call. We accomplish this through missions and ministry focused on justice, spiritual formation, and leadership development.

**ARTICLE III**

**Membership & Structure**

- A. The Disciples Women in the United States and Canada manifests itself through two structures: The IDWM Executive Committee and the Disciples Women's Leadership Council. These bodies work together to advance the mission, vision, and values of Disciples Women in the United States and Canada.
- B. 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.
- C. Disciples Women is an anti-racist, pro-reconciling ministry. As such, every effort will be made to include people from ethnic communities, with the larger goal of at least 30% of Executive Committee Members being people of color.

**ARTICLE IV**  
**Officers & Executive Committee**

**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. In the event that no successor is nominated and elected, the sitting President shall remain in her position until a successor is elected.
2. 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.)
3. The Executive Director of Disciples Women's Ministries shall serve as Secretary/Treasurer.
4. No elected officer shall be eligible to succeed herself.
5. A vacancy occurring during the term of President or President-elect shall be filled by the Executive Committee of Disciples Women to complete the officer's unexpired term.

**B. Duties of the Disciples Women Executive Committee**

1. The President shall be responsible for the administrative affairs of Disciples Women. She shall preside at meetings of the organization and shall be an ex-officio] member (with vote) 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 as well as assume other responsibilities as 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. 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.

**D. Membership of the Executive Committee**

1. The Officers of International Disciples Women's Ministries.
2. The President of DWLC will serve a 4-year term that coincides with her term with DWLC.
3. Regional Minister or Representative from the College of Regional Ministers.
4. At least three members-at-large chosen from DW 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. Obra Hispana Women's President or representative.
7. National Convocation Disciples Women's 1st Vice-President or assigned representative.
8. A DHM Representative.
9. Staff of Disciples Women who shall serve as ex-officio members with vote.

**E. Vacancies**

Vacancies on the Disciples Women Executive Committee shall be filled by the Executive Committee when appropriate to complete the unexpired term.

**F. Meetings**

The Disciples Women Executive Committee shall meet at least two times each year or upon call by the President.

**ARTICLE V**

**Structures**

**A. The functions of the Disciples Women's Leadership Council shall be:**

1. To develop:
  - a. Objectives of the Disciples Women.
  - b. Guidelines for selecting officers and members of the Disciples Women Executive Committee.
2. To recommend:
  - a. Program and organizational resources that support congregational and regional Women's Ministries.
  - b. Models for service and advocacy.
  - c. Resources for worship.
3. To provide:
  - a. Motivation and information for promotion of stewardship and Women's Ministries giving to Christian Church (Disciples of Christ) outreach.

- b. Opportunities for spiritual development, enrichment, and education for its members.
- c. A network for communicating programs and resources of Disciples Women.
- 4. To evaluate:
  - a. Programming for Women's Ministries in their region or area of ministry.
  - b. General and regional structures specific to Women's Ministries.
- 5. To communicate:
  - a. Information and available resources to Disciples Women groups in their region or area of ministry.
  - b. Needs (resources, information, etc.) and activities of their region or area of ministry with the Office of Disciples Women.
  - c. Pertinent information regarding their ministry, including but not limited to leadership and other operational changes.

## **B. 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.

1. The officers of Disciples Women.
2. One regional Disciples Women President or 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.
3. Staff members of Disciples Women.
4. The chairperson of the Disciples Women Nominating Committee
5. Disciples Women Presidents of the Convocation Missionary Conventions
6. Disciples Women Presidents from Hispanic Convenciones
7. President of Obra Hispana's Women's Ministry
8. President of National Convocation's Women's Ministry
9. Disciples Women representative from the North American Pacific Asian Disciples (NAPAD)
10. Disciples Women Representative from the Haitian Constituency
11. Disciples Women Representative from the Church of Christ (DOC)

## **C. 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.

**D. Task groups may be formed to carry out assigned tasks.**

## **ARTICLE VI**

### **Nominating Committee of the Disciples Women**

#### **A. Purpose**

The Nominating Committee shall be responsible for recruiting and coordinating the receipt of candidate nominations for officer positions, ensuring they possess the appropriate skills and experience to achieve the organization's strategic vision and act in the interest of organizational stakeholders and constituents. 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 five members representing different sections of the United States and Canada and each constituency group. The President and 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.

#### **B. Functions of the Nominating Committee**

1. To nominate the next President/President-elect, the Disciples Women Executive Committee, and the nominating committee.
2. To solicit names for consideration from each region, missionary convention, convencion, and constituency group.
3. To present to the Executive Committee and then DWLC a final ballot that has been arrived at by consensus and be representative of the ethnic and geographic makeup of our church.

#### **C. Vacancies**

Vacancies occurring from death, relocation from area, or inability to serve shall be filled by the Disciples Women Executive Committee.

**ARTICLE 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.

**B. The Disciples Women Executive Committee sets Travel Pool due's annual due date.**

4. Noncompliance will result in the inability to participate in the annual meeting and other council events.

**C. The Disciples Women Executive Committee meetings shall be financed through the Disciples Women funds.**

**ARTICLE VIII**  
**Ecumenical Relationships**

Disciples Women strives to create new and nurture existing ecumenical relationships for the purpose of advancing women’s ministry. Relationships with organizations, ministries, etc., outside of the Christian Church (DOC) in the United States and Canada shall be evaluated on an ongoing basis by both the Executive Committee and Executive Director. Disciples Women shall be represented on boards, committees, and/or task groups of ecumenical partners by the Executive Committee President, Executive Director, staff, or representative as assigned.

**ARTICLE IX**  
**Amendments to the 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:

- A. The amendments come by recommendation of a regional Women's Ministries governing body or the Disciples Women Executive Committee
- B. Such proposed revisions or amendments have been circulated to the Disciples Women members at least sixty (60) days in advance of the meeting.
- C. Such amendments are adopted by at least two-thirds majority of members present and voting.
- D. Voting may take place by secret ballot and carried out either in person or via electronic voting system.

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

Revised May 2024