

Disciples Women
Nebraska Cabinet
Rules of Order Rev. 12-2022

- I. The NAME of the organization is the Disciple Women Nebraska Cabinet.
- II. The PURPOSE shall be to serve as the liaison between the local Disciples Women and the International Disciples Women Ministries (IDWM), and to provide opportunities and guidance for developing leaders as part of the regional program. It will work closely with other Centers of the Christian Church (Disciples of Christ) in Nebraska (CCN) in serving Local congregations.
- III. The Disciple Woman Coordinator shall be responsible for implementing the program of the Office of Disciples Women (ODW) and the IDWM. The Regional staff person serves as an ex-officio member of the Cabinet. They provide any reports the regional office may need. The Coordinator will also voice the needs and concerns of local Disciple Women's Groups to the ODW. The Coordinator will attend and share the information received at the Disciple Women's Leadership Council. The Coordinator will maintain all the minutes from the secretary, for safe keeping.
- IV. MEMBERSHIP – The Cabinet shall be composed of the officers, past president, and any interested women, and the Coordinator.
- V. OFFICERS – Officers shall be President, Vice-President, and Secretary. The term of office is two years, and officers may succeed themselves once after a full term of service. Vacancies shall be filled by appointment by the Cabinet President. In the event of a Presidential vacancy, the Vice-President may move up to finish the term. If the Vice-President does not move up, the Presidential vacancy shall be filled by the Cabinet.
- VI. MEETING – A meeting of the full Cabinet should be held at least once annually. Meetings may be in-person or virtual.
- VII. BUDGET AND FINANCE – The program and administrative costs are a part of the Christian Church (Disciples of Christ) in Nebraska, with receipts and disbursements accounted for through the regular budget of the Christian Church (Disciples of Christ) in Nebraska.
- VIII. AMENDMENTS to these by laws may be presented at any Cabinet meeting and become effective on two-thirds majority vote.

RESPONSIBILITIES
OF THE
DISCIPLES WOMEN OF NEBRASKA CABINET
REVISED 12/2022

DISCIPLE CABINET RESPONSIBILITIES

1. To understand and implement the purpose of Disciple Women throughout the region.
2. To aid and support spiritual growth and development among the persons, congregations and communities we serve.
3. To plan programs in cooperation with Women's Ministries Locally, Regionally, and Nationally
4. To take responsibility for carrying out our planned programs.
5. To sustain and support local Disciple Women's Groups by:
 - a. Providing leadership development opportunities,
 - b. Providing information about material and resources available to local leaders,
 - c. Helping to evaluate organization effectiveness through planning, training and guidance, and
 - d. Assisting in the organization of new Disciple Women Groups.
6. To Represent the Disciple Women on committees of the region.
7. To participate in the coordination of the total program of the region for the total church.
8. Meeting participation can be done by in-person or virtual medium.
Voting can be done in the same manner.

EXPENSES

Reimbursement for expenses to attend meetings is provided for in the budget.
Active membership on the Cabinet should not depend on personal finances

Responsibilities of the Cabinet Members

President

1. Work with the Regional Staff person with responsibility for Disciple Women of the Christian Church (Disciples of Christ) in Nebraska to: Call all Cabinet meetings, Prepare the agenda, and preside at all meetings.
2. Voting member of Regional Board.
3. As often as possible attend general, regional, and ecumenical meetings for inspiration. (General Assembly, Regional Assembly, Women's Retreats.)

Vice-President

1. Preside at meetings of the Regional Disciples Women's Cabinet in the absence of the President and assume all Presidential Responsibilities.
2. As often as possible attend general, regional, and ecumenical meetings for inspiration. (General Assembly, Regional Assembly, Women's Retreats.)

Secretary

1. Keep accurate records of the Cabinet meetings. These minutes should include attendance, date, place, major items discussed, and motions made. Minutes should be distributed to Cabinet members 1 week prior to the next meeting. A Copy should be sent to the Regional Staff Person to be maintained for safe keeping.
2. Be present at all meetings, if this is not possible contact the Cabinet President to make other arrangements.
3. As often as possible attend general, regional, and ecumenical meetings for inspiration. (General Assembly, Regional Assembly, Women's Retreats.)

Members At Large

1. Attend Cabinet Meeting to contribute and to learn as a link between the local church and the region.
2. As often as possible attend general, regional, and ecumenical meetings for inspiration. (General Assembly, Regional Assembly, Women's Retreats.)