

THE CATHOLIC WOMEN'S LEAGUE OF CANADA

DISBANDING A CWL PARISH COUNCIL

CHECKLIST

[to be completed by the parish council president]

CHARTER # _____ NUMBER OF MEMBERS _____

Council name _____

Council address _____

Diocese _____

Date of written *Notice of Motion* to disband _____

Copies of written *Notice of Motion* sent to:

- all council members _____
- parish spiritual advisor _____
- diocesan president _____
- diocesan spiritual advisor _____

Date of special meeting _____

Diocesan council invited to attend _____

Results of vote on motion to disband _____

Distribution of funds _____

Amount to be held "in trust" with diocesan council (complete "*In Trust*" form attached) _____

Informed CWL councils in close vicinity of council disbanding _____

Provided transfer forms to members _____

Forwarded annual report for current year to the diocesan council _____

Forwarded brief history of the council to the diocesan council _____

ITEMS TO BE STORED

WHERE

Minute books

Treasurer's books

Annual reports

Banner

Charter

Return to national office for safekeeping

Supplies

NOTE: A copy of this checklist must be attached to the "*Disbanding a CWL Parish Council Certificate*" and filed with the parish priest and diocesan council.