

## **Life Membership Nomination and Approval Procedure**

- The Notice of Nomination for Life Membership form is completed by the nominating diocesan/provincial executive and forwarded to the executive director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5. (Deadline Date: Postmarked by September 15.)
- National office forwards the following information to the nominating council: criteria for life membership, Nomination Form for Life Membership, Life Member Nominee Questionnaire and Life Member Checklist for the Provincial Council.
- The nominating council provides the contact names and addresses on the Life Member Nominee Questionnaire form and forwards the forms as indicated on the top of each form.
- The Nomination for Life Membership form is completed by the nominating executive and is accepted by motion at an executive meeting. It is signed by the nominating council secretary (who verifies this executive action) and by both the diocesan and provincial presidents pending final approval upon completion of all other documentation (i.e. Life Member Nominee Questionnaire and final Life Member Checklist and signature of the provincial president). This form is mailed to the Executive Director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5. (Deadline Date: Postmarked by December 15.)
- The nominee completes the Life Member Nominee Questionnaire, indicating her ability, availability and willingness to continue actively serving the League, and forwards a copy to the nominating president, provincial president and Executive Director c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5. (Deadline Date: Postmarked December 15.)
- National office verifies that the nominee meets criteria 1-3 and the executive director confirms this fact to the submitting provincial or diocesan executives.
- A Life Membership Checklist is completed by the provincial president who verifies completion of the Nomination for Life Membership and Life Member Nominee Questionnaire.
- The Life Membership Checklist and cheque for \$100.00 and the specific date on which the life membership will be presented is forwarded to national office by February 1<sup>st</sup>.
- National office will forward the completed Nomination for Life Membership and Life Member Nominee Questionnaire forms to the national chairperson of organization for confirmation that the nominee meets all the requirements.
- At the winter meeting of the national executive, the list of those nominees meeting all the criteria and requirements is presented and the nominees are officially accepted as life members of national council.
- Following acceptance by the national executive, the submitting provincial and diocesan executives and the nominee's parish council will be notified and a life membership pin and scroll will be sent to the nominating diocesan or provincial council prior to the anticipated date of presentation.

NOTE: There will be no public announcement of the nominee's approval prior to notification by national office.

When a life member moves to another province and pays her membership, she is afforded the rights and privileges of a life member in that province. She shall inform her provincial life member liaison of her move who in turn shall notify the provincial life member liaison in the welcoming province. Although a life member is listed where membership is paid, she remains on the listing of the presenting province as either a past diocesan president or past provincial president.

In the Military Ordinariate, most life members pay their membership fees in civilian councils after they or their husband retires. The life member is then listed in her province of residence and "Military Ordinariate" identified as the presenting province.