

Telephone: (204) 927-2310
 Toll Free: 1 (888) 656-4040



Fax: (204) 927-2321
 Toll Free: 1 (888) 831-9507

The CATHOLIC WOMEN'S LEAGUE of CANADA

C-702 Scotland Avenue, Winnipeg, MB R3M 1X5

Website: www.cwl.ca E-mail: info@cwl.ca

MEMO

To: Holders of the *National Manual of Policy and Procedure*
 From: National office
 Date: April 18, 2017
 Re: Updates to the *National Manual of Policy and Procedure*

Following are instructions for updating the *National Manual of Policy and Procedure* (2016). A digital, current and searchable version of the *National Manual of Policy and Procedure* is available free of charge on the League website at cwl.ca for those who choose not to maintain a paper copy.

Remove pages	Insert Pages	Page/Line reference	Description of Change
Contents	Contents		
12-23	12-23	Pages 12/13 Lines 23+	Removes League wheel and inserts organizational chart
		Page 22 Lines 3-28	Housekeeping
31-41	31-41	Page 31, line 19 to page 33, line 41	Clarification of procedure for life membership nomination
		Page 34, line 11-19	Addition to preamble to conflict of interest policy
		Page 35, lines 1-3	Clarification that pins are available in five year increments
		Page 35, lines 29-30	Clarification of maple leaf service pin award procedure
		Page 38	Clarification of procedure for life membership nomination
46-47	46-47	Page 46, lines 5-8	Clarification of expectation of notice to disband
66-67	66-67	Page 67, lines 7-34	Outline the annual reporting process, including parish council electronic annual report forms
104-105	104-105	Page 105, lines 9-12	Includes process for a criminal records check for some national officers
125-128	125-130	Page 126, line 34 to Page 127, line 6	Noting CNEWA has become a permanent national voluntary fund and adding EPC as a temporary national voluntary fund
		Page 127, lines 27-29	Explains the process of initiating a claim against the CWL

131-149	131-149	Page 142, line 32 to Page 143, line 21	On the Spot is the communications tool for parish council events, Be League has been discontinued
		Page 143, line 22 to Page 144, line 14	Facebook guidelines for parish councils has been added to the manual
		Page 149,	Permissions are no longer required from individuals identified in photographs. This requirement has been removed.
-	Appendix 6		Addition of the Conflict of Interest Policy

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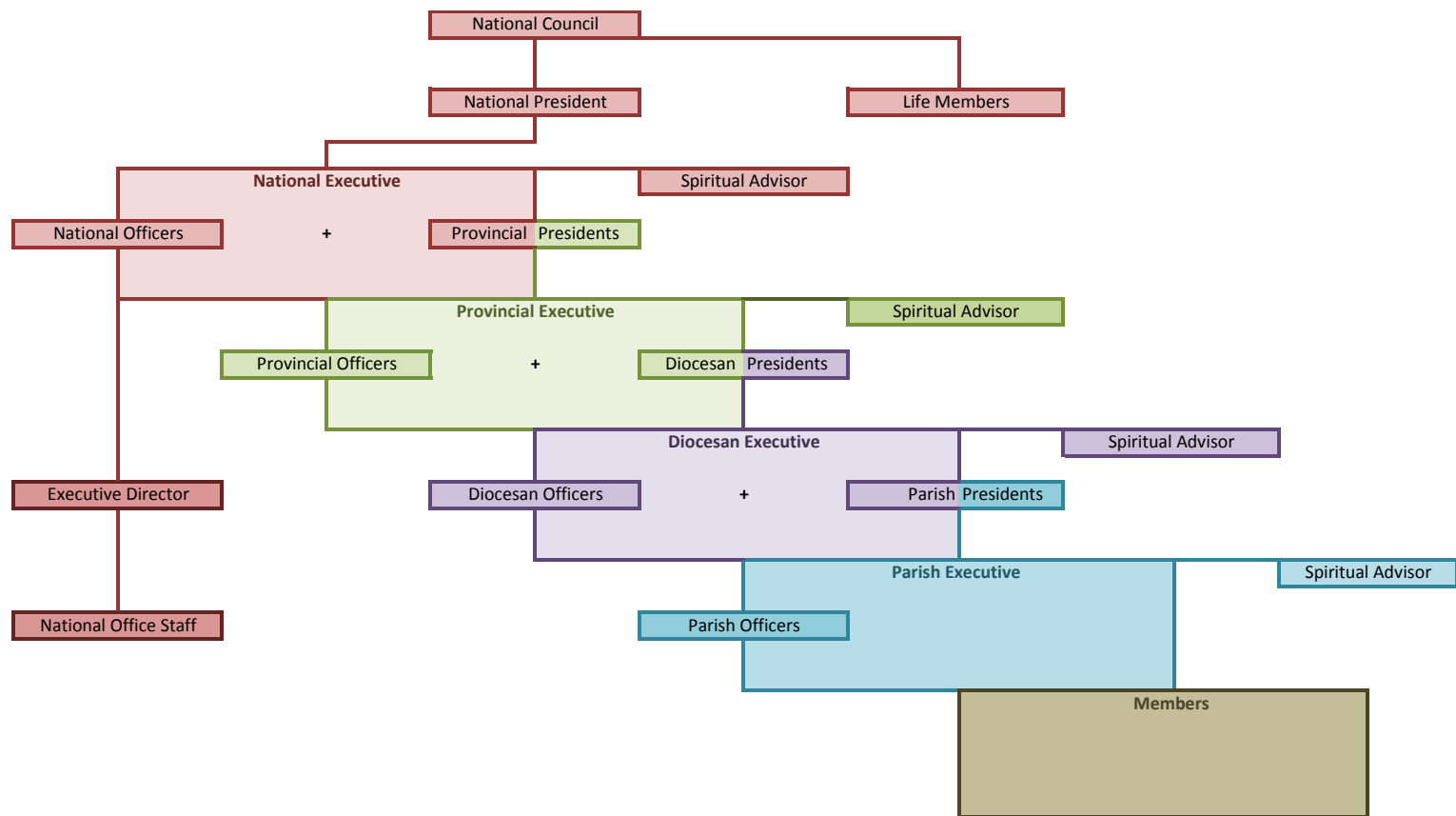
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- 1 ❖ Raymond-Marie Cardinal Rouleau and Most Rev. Andrea Cassulo, Apostolic Delegate to
2 Canada and Newfoundland, 1929–31
- 3 ❖ Most Rev. Andrea Cassulo, 1932
- 4 ❖ J.M. Rodrigue Cardinal Villeneuve and Most Rev. Andrew Cassulo, 1933–36
- 5 ❖ J.M. Rodrigue Cardinal Villeneuve, 1937–46
- 6 ❖ James C. Cardinal McGuigan, 1947–74
- 7 • mandated by the Canadian Catholic Conference of the Hierarchy, January 1, 1948
- 8 • granted the special patronage of the Canadian Conference of Catholic Bishops, 1976 and 1989
- 9 • recognized by the Canadian Conference of Catholic Bishops as a lay association of women, 1992
- 10 • commended on numerous occasions by Sovereign Pontiffs, Pope Pius XI, Pope Pius XII, Pope
11 John XXIII, Pope Paul VI and Pope John Paul II
- 12 • recognized by the Canadian Conference of Catholic Bishops as a national private association of
13 the faithful, 2005
- 14 The Catholic Women’s League of Canada:
- 15 • comprises 11 provincial councils – one for each of the 10 provinces which includes the
16 territories, and the 11th council being that of the military ordinariate, which was granted
17 provincial status in 1965
- 18 • has received the commendation and keen appreciation of federal, provincial and municipal
19 authorities, for the voluntary services ably performed by its nationwide membership
- 20 • was granted federal incorporation December 12, 1923, and is a registered not-for-profit
21 membership association
- 22 ▪ does not have registered charitable status
- 23 A League organizational chart follows on the next page.



National Officers
President
President-Elect
First Vice-President
Second Vice-President
Secretary-Treasurer
Past President
Chairpersons (5)

Provincial, Diocesan and Parish Officers
President
President-Elect
First Vice-President
Second Vice-President (optional)
Secretaries (one or two)
Treasurer
Past President
Chairpersons (as required)

Standing Committee Chairpersons
Spiritual Development
Organization
Christian Family Life
Community Life
Education and Health
Communications
Resolutions
Legislation
Parish Activities (parish only)
Laws (national only)
International Relations (national only)

Spiritual Advisors
National
Provincial
Diocesan
Parish

There shall be a spiritual advisor for each council.
(C&B, Part IX)

MISSION STATEMENT

1
2 “The Catholic Women’s League of Canada is a national organization rooted in gospel values calling
3 its members to holiness through service to the people of God.”

4 **“rooted in gospel values”** – as Christians, we use the word “tradition” – something handed on to
5 us and which we, in turn, hand on to others. Values are part of League tradition, not only rooted in
6 the gospel but also rooted in values that have been shaped through the church that is the “people of
7 God.”

8 **“calling its members to holiness through service to the people of God”** – rooted in gospel
9 values is a call to a way of life. “The call to holiness is rooted in Baptism and proposed anew in the
10 other Sacraments, principally in the Eucharist.” This call “...requires each [of us] to follow and
11 imitate Jesus Christ, in embracing the Beatitudes, in listening and meditating on the Word of God, in
12 conscious and active participation in the liturgical and sacramental life of the church, in personal
13 prayer, in family or in community, in the hunger and thirst for justice, in the practice of the
14 commandment of love in all circumstances of life and service to the brethren, especially the least,
15 the poor and the suffering.” (*Christifideles Laici*, John Paul II, No. 16)

OBJECTS (C&B PART IV)

16
17 The objects of the League shall be to unite Catholic women of Canada:

- 18 • to achieve individual and collective spiritual development
- 19 • to promote the teachings of the Catholic church
- 20 • to exemplify the Christian ideal in home and family life
- 21 • to protect the sanctity of human life
- 22 • to enhance the role of women in church and society
- 23 • to recognize the human dignity of all people everywhere
- 24 • to uphold and defend Christian education and values in the modern world
- 25 • to contribute to the understanding and growth of religious freedom, social justice, peace and
26 harmony

PRINCIPAL MINISTRIES

27
28 To realize its mission and live out its Objects, the League sees itself as having these principal
29 ministries

- 30 • to plan, develop and coordinate programs directed toward the individual and collective
31 spiritual development of members as envisioned by the documents of Vatican II
- 32 • to encourage and support the development of Christian values, and in particular the image of
33 the family, throughout society
- 34 • to represent Catholic women and their views on topics of national interest and importance, and
35 to communicate those views to church, government and society at large
- 36 • to plan, direct and coordinate the work of Catholic women in support of religious, charitable
37 and community activities

- 1 • to provide a vehicle for communication and the development of Christian companionship
2 among Catholic women everywhere

3 SPIRITUAL PROGRAM (C&B PART VI)

4 Under the guidance of the spiritual advisor (Part IX, Section (a)(i)), in cooperation with the
5 chairperson of spiritual development, the spiritual program shall express the religious renewal of
6 the people of God as envisioned by documents of Vatican II.

7 Council meetings shall endeavour through the spiritual development program to foster and
8 advance the spiritual growth of members.

9 Councils shall honour, in a special way, Our Lady of Good Counsel, patroness of the League around
10 her feast day on April 26th.

11 PATRONESS (C&B PART II)

12 **History of the Picture of Our Lady of Good Counsel**

13 In the small Italian village of Gennazzano, some 30 miles from
14 Rome, is the shrine of this Marian painting.

15 This old sanctuary was given by Prince Colonna to the
16 Augustinians in the 15th century and the monks set about
17 rebuilding their church. A wealthy woman named Petruccia came
18 to their support in the restoration of the old church Our Lady of
19 Good Counsel. The work ran into difficulty and the villagers
20 mocked the efforts of the monks. Before her death, however,
21 Petruccia saw the opening of the church on April 26, 1467, at
22 which time the picture of Our Lady of Good Counsel was unveiled.

23 The people stood in wonder before its beauty! Mostly peasants,
24 they were convinced it had come from paradise. They were
25 reluctant to accept the story that the beautiful fresco had come
26 from the walls of a church in Scutari, Albania. A recent discovery seems to confirm the Scutari
27 origin. Restoration work was done on the famous painting by Professor de Compos between 1957
28 and 1961. At the time, letters were noticed on the edge of the child's robe that seemed to be a
29 signature. They were deciphered as reading – "A. Vivanini made this." De Compos concluded that
30 the fresco was the work of the illustrious Antonio Vivanini, a master of the Veronese school of art in
31 the first half of the 15th century. The picture reflects the formative period of the master's work and
32 was probably painted between 1437 and 1440.



1 The original picture of the Mother and Child is painted on light plaster measuring 18” x 15”. The
2 style is oriental and Byzantine and shows evidence of moving
3 away from the stylized rigidity of the east. The original was
4 brilliant and brightly coloured, the faces simple, pure,
5 compassionate and devotional. The infant is so close to his mother
6 that his simple and loving gesture draws us all to Mary, Our Lady
7 of Good Counsel.



8 The discovery of the signature confirms the authenticity of the
9 artist. In the five centuries since 1467, it has seen miracles,
10 pilgrimages of popes and saints and visits of the faithful from all
11 over the world.

12 Before Vatican II, the feast of Our Lady of Good Counsel was
13 celebrated on April 26th. When this and many other special feasts
14 were deleted from the liturgical calendar, Saturdays were set aside
15 for votive masses in honour of the Blessed Mother.

16 All councils and members are encouraged to celebrate the Feast of Our Lady of Good Counsel on or
17 around April 26th every year. Councils may request the original picture on the previous page or the
18 modern alternative [pictured on the right] when purchasing stock items.

19 SYMBOLS (C&B PART III)

20 Crest

21 The crest was chosen and authorized at the third national
22 convention in Winnipeg in 1922. The chosen design was submitted
23 by CWL member and artist, Mrs. E.J. Mullaly of Montreal.

24 Permission to use the crest must be obtained from the national
25 executive:

- 26 • by letter forwarded to national office outlining the intended
27 use
- 28 • with an enclosed sample, if possible, of the proposed item

29 Production and distribution of the intended item may not begin
30 until written authorization has been obtained from the national executive via the executive director
31 at national office.

32 When copied, it must be reproduced accurately and with care. A hand-drawn crest seldom results
33 in what is considered an “authentic” reproduction.

34 The inscriptions, as they appear on the crest, must be included in their entirety and not replaced by
35 other words: i.e.,

- 36 • “The Catholic Women’s League” (top of blue outer circle) – gold letters
- 37 • “of Canada” (top of white inner circle) – gold letters
- 38 • “For God and Canada,” League motto (bottom of blue outer circle) – gold letters



1 The blue cross is symbolic of faith and is set above 10 gold maple leaves, symbolic of Canada's 10
2 provinces. These are set inside the inner white circle.

3 The colours of the crest are the League colours of blue, white and gold: blue, chosen for Mary, and
4 white and gold for the papal colours. Blue symbolizes loyalty and faithfulness, white, purity and joy,
5 and gold, kingdom and royalty.

6 Any use of the League crest must be tasteful and in keeping with the respect and dignity accorded
7 to it as the insignia of the organization.

8 Councils are reminded that national office stocks a wide range of items featuring the crest as well as
9 crests available in different materials and sizes.

10 **Corporate Seal**

11 The corporate seal shall conform in design to that of the crest and shall be held in the custody of
12 national office.

13 **Flag**

14 The flag, adopted in 1990, is the permanent public symbol
15 of The Catholic Women's League of Canada and shall not
16 be reproduced. For the League, the flag is a symbol of
17 faith, unity and purpose.



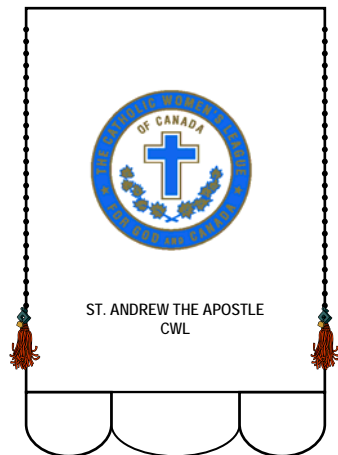
18 The focal point of the flag is the League crest, the official
19 insignia of the League, designed and adopted in 1922. It is
20 centred on the flag and is large enough to overlay the three colours of the flag. Its size and
21 placement emphasize its importance to League members and reflects the League's history.

22 The colours of the flag, like those of the crest, are the League colours of blue (bottom), white
23 (centre) and gold (top); blue chosen for Our Lady and white and gold for the papal colours. Blue
24 symbolizes loyalty and faithfulness, white, purity and joy, and gold, kingdom and royalty.

25 The diagonal composition of the three fields of colour, beginning at and flowing from the top left
26 corner, is both dynamic and progressive in appearance and symbolic of the League's membership
27 moving forward in faith and action "For God and Canada."

28 **Banner**

29 Design as shown; size 2' x 3'. Printed nylon crest on embroidered cotton
30 twill – finished with interlining and lining, gold fringe, crossbar, gold
31 ends and matching gold cord/tassels. Council name/location added in
32 embroidered lettering. Banners may be ordered through national office.



33 [The next page of text is page 21.]

34

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SECTION 2: POLICY (C&B PART VII)

POLICY

The policy of the League shall be:

1. to have membership and operation based on the parish unit, with diocesan, provincial and national representational levels
2. to operate on a system of standing committees and to make the fullest possible use of these committees in the involvement of all members
3. to develop leadership qualities and provide training to enable members to take active roles in the affairs of their faith, community and society
4. to maintain affiliation with the World Union of Catholic Women's Organizations (WUCWO)
5. to cooperate at all levels with other organizations where and in whatever manner the council concerned agrees is necessary or desirable to accomplish the Objects of the League
6. to maintain liaison with pastoral councils in accordance with the *Code of Canon Law*
7. to remain politically non-partisan

CWL COUNCILS AND THE LOCAL CHURCH

The *Code of Canon Law* suggests that each diocese have a pastoral council to advise the bishop of matters pertaining to the parishes. Often then, a bishop will recommend that individual parishes likewise, have a local pastoral council. Local pastoral councils exist in a variety of ways:

- some pastors appoint its delegates
- some parishes hold elections to the council from the general parish population
- other parishes invite its various Catholic groups to appoint a representative to the pastoral council. This representative will act as a conduit of information from the CWL council back and forth to the pastoral council. The parish CWL council can vote to determine who can best serve their interests on such a parish pastoral council.

The League is a private association of the Christian faithful in the church and as such, Canons 324 and 325 apply. In summary: as autonomous of formal church structures, all private associations freely select their own moderator and officials, freely administer the goods they possess and freely choose their own spiritual advisor, who must be confirmed by the local ordinary.

WUCWO AFFILIATION

The Catholic Women's League of Canada has been officially affiliated by motion with the World Union of Catholic Women's Organizations (WUCWO) since 1921. The League's policy is "to maintain affiliation with the World Union of Catholic Women's Organizations."

WUCWO was formed in 1910 and owes its existence to a few women of vision who, even then, recognized the need to establish a link between organizations of Catholic women around the world,

1 known today as “networking.” The Catholic Women’s League of Canada joined this international
2 body in 1921 and maintains active affiliation.

3 Currently, 87 organizations belong to WUCWO. These organizations are from Africa, North America,
4 Latin America, Asia Pacific and Europe. WUCWO has non-governmental organization (NGO) status
5 at the United Nations (UN) in New York, United Nations Educational, Scientific and Cultural
6 Organization (UNESCO) in Paris, the UN in Geneva, Food and Agriculture Organization (FAO) of the
7 UN in Rome, and the Council of Europe in Strasbourg.

8 To achieve its objectives, WUCWO:

- 9 • promotes the formation of women to meet contemporary challenges
- 10 • fosters awareness and respect of cultural diversity
- 11 • promotes the international dimension within its member organizations
- 12 • coordinates activities of member organizations at international level
- 13 • presents the positions of WUCWO and represents the member organizations to international
14 bodies
- 15 • lobbies with other international organizations and faith communities for the respect of human
16 rights, especially for women
- 17 • encourages ecumenical and inter-religious dialogue

18 WUCWO is recognized by the Holy See as an International Catholic Organization (ICO). It maintains
19 relations with the:

- | | |
|---|---|
| 20 • Secretariat of State | 29 • Pontifical Council for the Laity |
| 21 • Secretary of the Synods | 30 • Pontifical Council for Inter-religious |
| 22 • Pontifical Academy of Social Sciences | 31 Dialogue |
| 23 • Pontifical Commission for Social | 32 • Pontifical Council for Integral |
| 24 Communications | 33 Development |
| 25 • Pontifical Council for Promoting New | 34 • Pontifical Council for Culture |
| 26 Evangelization | |
| 27 • Pontifical Council for Promoting Christian | |
| 28 Unity | |

35 WUCWO is neither a financial nor a technical aid organization. It is committed to carrying out
36 activities and programs for justice and development, to bring about a more equitable, humane and
37 just society. By its programs, WUCWO enables women to meet the challenges of their world to
38 which their contribution is essential.

39 It is through WUCWO that members of The Catholic Women’s League of Canada are involved in
40 international life. The League participates in WUCWO conferences and world assemblies, is
41 consulted on current issues and informs League members of WUCWO’s position on international
42 matters. Annual dues are paid to WUCWO, the amount based on current League membership.

43 WUCWO Day is celebrated each year on May 13th by member organizations, providing the
44 opportunity of uniting in prayer with millions of other Catholic women around the world.

45 The WUCWO *Statutes and Bylaws* state there can only be one board member nominated from each
46 country. Since Canada has several full-rights members, the League alternates with the other
47 Canadian Catholic women’s organizations in nominating a Canadian board member to WUCWO. The

1 League’s commitment to having an elected board member is the payment of all expenses for the
2 board member to attend all board meetings during her four-year term of office.

3 Recognizing the great need for active League participation in WUCWO, the League also makes on-
4 going financial provision for the national president, as national chairperson of international
5 relations, and the executive director, for continuity, to attend WUCWO general assemblies held
6 every four years. Finances permitting, another League representative may also be invited to attend.

7 **OTHER AFFILIATIONS**

8 The Catholic Women’s League of Canada has been officially affiliated by motion with the Catholic
9 Health Alliance of Canada and its provincial counterparts since 1983.

10 The League’s policy is “to cooperate at all levels with other organizations where and in whatever
11 manner the council concerned agrees is necessary or desirable to accomplish the objects of the
12 League.”

13 For the purposes of this document, cooperation means working together for a common objective.
14 By cooperating with the many community-based worthwhile organizations and offering financial
15 assistance in their endeavours, members across Canada are upholding the objects of the League in
16 accordance with the *Constitution & Bylaws*.

17 **Participation in Coalition/Affiliation with Another Organization**

18 Before participating in a coalition/affiliation with another organization, the following guidelines
19 shall be considered:

- 20 1. Review the organization’s constitution, bylaws, list of offices/officers, sponsors, policies and
21 objects.
- 22 2. Ensure that the policies and objects of the organization conform with the objects and policies of
23 the League.
- 24 3. Investigate the reputation of the organization in the community.
- 25 4. While League involvement with another organization may focus on one common issue or
26 concern, the council must ensure such involvement does not give credibility to or condone
27 other stands taken by the proposed coalition/affiliation organization that are not compatible
28 with the objects and policies of the League.
- 29 5. It is not advisable for councils to affiliate with any other organization/group by payment of
30 membership dues.
- 31 6. Determine how the proposed coalition/affiliation would affect the League in matters such as:
 - 32 a. circulation of common material by either i) the coalition/affiliation, or ii) the League
 - 33 b. the duration of the coalition/affiliation between the organizations
 - 34 c. if the League name is to be used in publications and what control the League has over
35 publication content
 - 36 d. if League participation is for a specific issue/topic and if the issue/topic is to be named
 - 37 e. if the coalition/affiliation is to be allowed to include the League’s name in advertising and
38 in any common publication or material, and what control the League has over the content
39 of such material

SECTION 3: MEMBERSHIP (C&B PART VII)

GENERAL MEMBERSHIP

1. Membership in the League is established and maintained by payment of the annual prescribed membership fee through a local parish council in accordance with Part XVII, Section 4.
2. It is the responsibility of the treasurer at parish council level to remit promptly to national office, all per capita fees when collected. This will ensure that members receive their copy of *The Canadian League* magazine to which they are entitled with paid-up membership, and guarantee those members who are named as accredited delegates to the annual national convention eligibility to vote.

The Reception of New Members ceremony may be found in the *Handbook for Spiritual Advisors* and *Ceremonies Booklet* available from national office.

TRANSFER OF MEMBERSHIP

If a member moves, has a name change, or transfers to a new council, she may request the president of the council to complete:

- a. a Change of Information Form for documentation and mailing to national office
- b. a Member's Transfer Form for documentation of parish service and diocesan/provincial eligibility

LIFE MEMBERSHIP

In The Catholic Women's League of Canada, life membership gives to the recipient, in addition to the honour, a permanent place on the national council, the same voting privileges as accredited delegates at an annual meeting or convention [C&B, Part XIV, Section 2 (c)], a voice in its affairs and eligibility for a national appointment. A life member receives notice of the annual national convention and, at her request, a copy of the minutes, plus copies of all relevant mailings from national office.

Life membership is not intended to be a reward for years of service or a retirement gift. There are appropriate ways of honouring members for their dedication to the League. Privilege entails responsibility. National council requires support and active service from its life members.

Life members in a diocese do not attend parish/diocesan/provincial executive meetings unless they are members of that executive by appointment or election as defined in Part VIII Section 2(b), because they do not have the authority to assume the responsibilities of the executive. However, they have accredited delegate voting privileges at diocesan and provincial conventions in the province in which they hold membership.

Only diocesan and provincial executives are entitled to submit applications for life membership in accordance with the established criteria. The notice of nomination must be approved by the

1 diocesan/provincial executive by motion at an executive meeting indicating support for the
2 nomination. The responsibility for making the application is with the submitting
3 diocesan/provincial executive as it knows the individual's record of service. The national executive
4 verifies that the criteria have been met and approves the application for life membership. Provincial
5 and diocesan executives should consider whether or not they wish to add requirements in their
6 own policy and procedures manuals, provided these additions do not contravene the national
7 criteria.

8 National office advises the provincial and diocesan executives and the recipient's parish council of
9 the award. National council will officially recognize new life members at the annual national
10 convention and in the annual report.

11 Life members are:

- 12 • expected to maintain their membership by paying annual per capita fees through their parish
13 council
- 14 • responsible for registering for diocesan, provincial and national conventions and are expected
15 to pay their own expenses, other than registration fees at national conventions

16 **Criteria for Life Membership**

- 17 1. The nominee must have been a member of the League in good standing for at least 10 years.
- 18 2. All nominees must have been a diocesan or provincial president.
- 19 3. The nominee must have held executive positions at diocesan level for a minimum of four years.
- 20 4. The nominee must have held executive positions at provincial level for a minimum of four
21 years, not to include term served as diocesan president, at the time of the anticipated awarding
22 of the life membership.
- 23 5. The nominee must have demonstrated her love of the League, her encouragement of others and
24 her ability to participate in study, research, presentations, workshops, etc.
- 25 6. The nominee must be available and willing to continue to serve the League at national level on
26 committees, preparing briefs, researching reports and resolutions, facilitating workshops and
27 attending conferences at the request of the national president.
- 28 7. SPECIAL NORMS
 - 29 a. In Ontario, with 13 diocesan councils, criterion #4 may be waived, providing the nominee
30 has served in executive positions at diocesan level for a minimum of eight years. In this
31 situation, years served at diocesan level must include two years as diocesan past president
32 at the time of the anticipated date of presentation.
 - 33 b. In provinces with no diocesan councils, Military Ordinariate, Newfoundland and Labrador,
34 and Prince Edward Island, criterion #3 may be waived, providing the nominee has served in
35 executive positions at provincial level for a minimum of eight years.

36 **Life Membership Nomination and Approval Procedure**

- 37 • The Notice of Nomination for Life Membership form is completed to confirm the nominee meets
38 all criteria and is a worthy candidate for life membership. This notice of nomination is approved
39 by motion at the diocesan/provincial executive at an executive meeting and is signed by the
40 nominating council's secretary and the nominating council's president and mailed to the

1 executive director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5 by
2 September 15th.

- 3 ■ The Nomination for Life Membership form is completed by submitting diocesan/provincial
4 executive and must be approved by the provincial executive by motion at an executive meeting.
5 Upon endorsement by the provincial executive (as noted by signature of the secretary and the
6 date of motion), the application must be submitted for final acceptance to national office prior to
7 December 15th and mailed to the executive director, c/o CWL National Office, C-702 Scotland
8 Avenue, Winnipeg, MB R3M 1X5.
- 9 ■ National office forwards the following information to the nominating council: criteria for life
10 membership, *Nomination Form for Life Membership*, Life Member Nominee Questionnaire and
11 Life Member Checklist for the Provincial Council.
- 12 ■ The nominating council provides the contact names and addresses on the Life Member Nominee
13 Questionnaire form and forwards the forms as indicated on the top of each form.
- 14 ■ The Nomination Form for Life Membership is completed by the nominating executive and is
15 accepted by motion at an executive meeting. It is signed by the nominating council secretary
16 (who verifies this executive action) and by both the diocesan and provincial presidents pending
17 final approval upon completion of all other documentation (i.e. Life Member Nominee
18 Questionnaire and final Life Member Checklist for the Provincial Council and signature of the
19 provincial president). This form is mailed to the Executive Director, c/o CWL National Office, C-
20 702 Scotland Avenue, Winnipeg, MB R3M 1X5. (Deadline Date: Postmarked by December 15th.)
- 21 ■ The Life Member Nominee Questionnaire is completed by the nominee, indicating her
22 availability and willingness to continue actively serving the League, and forwards a copy to the
23 nominating president, provincial president and executive director c/o CWL National Office, C-
24 702 Scotland Avenue, Winnipeg, MB R3M 1X5 by December 15th.
- 25 ■ National office verifies that the nominee meets criteria 1-4 and the executive director confirms
26 this fact to the submitting provincial or diocesan executives.
- 27 ■ A Life Membership Checklist for the Provincial Council is completed by the provincial president
28 who verifies completion of the Nomination Form for Life Membership and Life Member Nominee
29 Questionnaire.
- 30 ■ The Life Member Checklist for the Provincial Council along with a cheque for \$100.00 from the
31 submitting council and the specific date on which the life membership will be presented must be
32 returned to national office by February 1st.
- 33 ■ National office will forward the completed Nomination Form for Life Membership and Life
34 Member Nominee Questionnaire forms to the national chairperson of organization for
35 confirmation that the nominee meets all the requirements.
- 36 ■ Upon confirmation that all criteria have been met, the list of nominees is presented to the
37 national executive at its winter meeting for approval by motion. Late submissions may reapply.
- 38 ■ Following acceptance by the national executive, the submitting provincial and diocesan
39 executives and the nominee's parish council will be notified and a life membership pin and scroll
40 will be sent to the nominating diocesan or provincial council prior to the anticipated date of
41 presentation.

PRIVACY POLICY

The national executive is responsible for ensuring that a well-formulated privacy policy exists to protect the personal information provided by all members and former members. The policy will identify how information will be collected, stored, used and destroyed and who will have access to it and when. The Privacy Policy is found in Appendix 1.

ETHICAL GUIDELINES

In response to an emerging consensus in recent years about the need for clearer ethical guidelines in Catholic institutions and associations, the League has written guidelines for members in relationships with youth, clergy and each other, as well as guidelines for members' civic and personal commitments and responsibilities. These guidelines are found in Appendix 2.

CONFLICT OF INTEREST

As a non-profit association, The Catholic Women's League of Canada must always work to serve public rather than private interests. To serve the public interest and to be effective in pursuing its Mission Statement, the League and its members must maintain the highest levels of credibility, confidence and trust with the community they serve. A conflict of interest is a situation in which a member has a private or personal interest sufficient to appear to influence the objective exercise of her duties. This policy is intended to assist with identifying, avoiding and managing real or perceived conflicts of interest that may arise in the course of League work. This policy is found in Appendix 6.

MEMBER RECOGNITION: PINS AND AWARDS

Councils are encouraged to make the presentation of all League pins and awards a special occasion. It is important that awards are recorded in the council minutes.

The Ceremony for the Presentation of Service Awards is included in the *Ceremonies Booklet*, available from national office. When used, the ceremony will encourage all members to continue their dedicated service "For God and Canada."

Pin Protocol

Members may wear more than one pin at any given time. Good taste and discretion on the part of the member should prevail.

League Insignia Pin

The insignia pin should be worn with pride by every member. Members may purchase their own pin or the council may choose to present it. Councils are encouraged to stock a supply for sale to members.

1 **Presentation Pins**

2 Presentation pins must be ordered by a council as a presentation item. Years of service pins are
3 available in five year increments.

4 **Membership Scroll**

5 Membership scrolls are available for presentation to members who have served the League for a
6 total of 25 years or more. These scrolls have the League crest on a gold seal and are signed by the
7 national president and national secretary-treasurer. Any number of years over 25 can be inscribed.

8 **Spiritual Advisor Pin**

9 The spiritual advisor pin is worn by spiritual advisors on every level and should be presented by
10 the council. Pins to honour spiritual advisors who have a total of 5 or 10 years of service are also
11 available.

12 **President Pin**

13 The president pin is worn by the president of a council during her term of office and is passed on to
14 her successor.

15 **Past President Pin**

16 The past president pin is presented to an outgoing president and is the most appropriate and
17 meaningful gift a council can give its president in recognition of her service. Councils should order
18 the pin well in advance so that it may be presented at the same time as the outgoing president
19 passes on the president pin to the incoming president.

20 **Diocesan and Provincial Bars**

21 Diocesan and provincial bars are available for use with the president and past president pins, for
22 diocesan and provincial levels.

23 **Regional Bar**

24 A regional bar is available for use with the past president pin in areas where regional councils are
25 established.

26 **Maple Leaf Service Pin**

27 The maple leaf service pin was introduced in 1971 for members who have served the League in an
28 exceptional or meritorious manner. This pin must be ordered by a council as a presentation item. It
29 is the responsibility of the council to determine criteria for the awarding of the pin. A completed
30 Nomination for Maple Leaf Service Pin form should be presented at the time of purchase. Suggested
31 criteria:

- 32 • be an active member for a minimum length of service of 7 to 10 years
- 33 • have performed specific outstanding League service on a one-time basis or over several years

34

1 **Bellelle Guerin Award and Pin**

2 The Bellelle Guerin Award is presented to members who do not qualify for life membership and
3 who demonstrate love of the League and an availability and willingness to continue to serve.
4 Nominating councils are reminded that the nominee must be an exemplary member of the League,
5 serving at more than one level, who does not and will not qualify for life membership.

6 **Criteria for Bellelle Guerin Award**

- 7 1. The nominee must have been a member of the League in good standing for at least 25 years.
- 8 2. The nominee must have been active on her parish council(s) for the 25 years.
- 9 3. The nominee must have served on the parish executive.
- 10 4. The nominee must have served on the diocesan/provincial executive.
- 11 5. The nominee must have given extraordinary service to the League, contributing at the parish
12 and diocesan [where applicable] and/or provincial level.
- 13 6. The nominee must have demonstrated her love of the League through her words and actions.

14 **Nomination Process for the Bellelle Guerin Award**

- 15 1. Nominations for the Bellelle Guerin Award may be submitted by a parish, diocesan and/or
16 provincial council.
- 17 2. The nomination form for the Bellelle Guerin Award must be completed by the nominating
18 council president and the \$75.00 is to be paid by the nominating council.
- 19 3. The nominating president forwards the nomination form to the parish, diocesan [where
20 applicable] and/or provincial president for signature.
- 21 4. The nomination form must be signed by the parish, diocesan [where applicable] and provincial
22 president for approval. It is the responsibility of the nominating council to ensure that the
23 nomination form is signed by all levels.
- 24 5. The nominating council forwards the completed and signed nomination form to national office
25 along with the \$75.00 fee.
- 26 6. National office sends the certificate and pin to the nominating council for presentation. The
27 presentation may take place at a parish celebration or a diocesan or provincial convention
28 where appropriate.

29 **Life Member Pin**

30 Life member pins are presented to members awarded life membership in national council
31 according to established criteria. The life member pin takes precedence over all other League pins,
32 except the national president pin and honorary life member pin, and should be worn on all official
33 occasions.

34 **Honorary Life Member Pin**

35 An honorary life member pin is awarded to each retiring national president at the termination of
36 her term of office.

37

1 **Certificate of Merit**

2 The certificate of merit was introduced in 1974 to afford recognition to anyone, League member or
 3 not, Catholic or non-Catholic, male or female, who has aided the work of the council generally or
 4 with a specific project. This certificate, bearing the League crest on a gold seal, is mailed to the
 5 council and the presenting council completes the details.

6 **Council Anniversary Certificate**

7 Introduced in 1988, the council anniversary certificate is awarded by diocesan councils to parish
 8 councils in recognition of years of service.

9 **Scholarship Certificate**

10 Introduced in 1994, the scholarship certificate is used by councils awarding scholarships to
 11 students.

12 **Comparison of Pins and Awards Requiring Nomination to National Level**

Criteria	Maple Leaf Service Pin	Bellelle Guerin Award	Life Membership
Minimum years of service	Suggested 7 to 10	25	10
Description of nominee's service	Exceptional or meritorious service on a one-time basis or over several years; criteria as determined by the nominating council	1. Active service at the parish level 2. Service on the parish executive 3. Service at diocesan and/or provincial level 4. Extraordinary service to the League, contributing at the parish and diocesan [where applicable] and/or provincial level	1. Continued involvement at the parish level 2. Four years at diocesan level, including term as diocesan president 3. Four years at provincial level, excluding term served as diocesan president 4. Special norms for Military Ordinariate, Newfoundland and Labrador, Ontario and Prince Edward Island are on page 32

13

14

Criteria	Maple Leaf Service Pin	Bellelle Guerin Award	Life Membership
Description of nominee's attributes	None	<ol style="list-style-type: none"> 1. A demonstrated love of the League through words and actions 2. Does not and will not qualify in future for life membership 	<ol style="list-style-type: none"> 1. A demonstrated love of the League 2. Ability to encourage others 3. Ability to participate in study, research, workshops, etc. 4. Availability and willingness to continue to serve
Nominating council	Parish	Parish, diocesan or provincial	Diocesan or provincial
Form to be completed by nominating council	Nomination for Maple Leaf Service Pin	Nomination for Bellelle Guerin Award	Notice of Nomination for Life Membership and Nomination Form for Life Membership
Form to be completed by nominee	None	None	Life Member Nominee Questionnaire
Deadline for submission	None	None	September 15 th , December 15 th , February 1 st

2

FUNERAL AND HONOUR GUARD PROTOCOL

3 Preface:

4 "The ritual gestures, processions, and postures should express and foster an attitude of reverence
5 and reflectiveness in those taking part in the funeral rites" (*Order of Christian Funerals*).

6 Supplies:

- 7 • League scarf
- 8 • League pin
- 9 • *Candles (one each for the members of the honour guard)
- 10 • *Candles may be new tapers or battery-operated candles, as determined beforehand by the
- 11 parish priest in consultation with the council president.
- 12 • Matches (if required)

13 Protocol:

14 When a member of a parish council dies, all members share in the loss. Members should console
15 mourners and support them with appropriate acts of kindness, such as assisting the mourners with
16 routine daily tasks and offering assistance of any kind to the family so they may focus on planning
17 of the funeral with the priest and lay ministers. This will give the family time to be together in
18 mutual support and comfort (ibid, no. 10).

1 If invited or requested, members of the parish council may assist the priest and family with the
2 organization of the funeral and during the preparation, and the priest and family may request a
3 prayer vigil (*Ceremonies Booklet*). Assistance may also be offered with the choice of readings and
4 hymns or as readers so as to alleviate undo stress on the family during this time of grieving.

5 During these preparations and in consultation with the parish priest, family and funeral director,
6 the council president (or her designate) may request that members be permitted to form an honour
7 guard at the funeral. If there is to be an honour guard, the president (or her designate) will provide
8 the priest and funeral director with an approximate number of members who will participate so as
9 to ensure sufficient reserved seating and to receive directions on alignment of the members for the
10 reception of deceased (i.e. casket or urn), entrance procession and the prayers of final
11 commendation prior to the dismissal. At this time, request from the priest and funeral director any
12 further instructions for the day of the funeral.

13 Members will:

- 14 a) Arrive at the church at least 45 minutes prior to the funeral and await directions from the
15 funeral director for lining up and filing into the church.
- 16 b) Listen carefully to the directions from the funeral director when moving into the aisle of church
17 to receive the deceased (i.e. casket or urn) and the family.
- 18 c) Wear the League scarf and pin.
- 19 d) Each hold a lighted candle in a uniform manner before the funeral liturgy begins and maintain a
20 dignified upright posture.

21 If reserved spaces have been made available, members file into the designated pews after the
22 entrance procession and family have moved to the front of the church. Following the concluding
23 funeral rite, and prayers of commendation, members will again assume their honour guard
24 positions for the recessional hymn and procession out of the church. Candles may be lit uniformly
25 at the outset, as determined before the concluding rite of the funeral liturgy begins.

26 Other Considerations:

- 27 1. To emphasize the importance of the person's baptism, the church in Canada encourages the use
28 of a funeral pall at the liturgy. It is placed on the coffin during the reception of the body but not
29 for an urn with the cremated remains of the deceased. This pall is a reminder of the white
30 baptismal garment, the sign of the Christian dignity of the person. This makes the statement
31 that she is a sister of Christ, a member of the church. NOTE: No other symbols, such as the
32 "insignia of associations", have any place in the funeral liturgy (i.e., CWL funeral pall is NOT
33 permitted) (ibid. no. 38).
- 34 2. In the case of a member who was in the military, the Canadian flag could be located near the
35 entrance of the church where it is visible to all. If the family wishes to drape the flag over the
36 coffin, it may be done only when the deceased is transported to and from the church where the
37 funeral liturgy is to be celebrated. The flag can then be removed and folded with appropriate
38 ceremony and respect just before the funeral pall is to be placed on the coffin during the
39 welcoming rite for the deceased. Following the conclusion of the liturgy, the pall is removed,
40 and the flag may once again be placed on the coffin for transport out of the church (Catholic
41 Funerals and Eulogies, the Pall and the Flag, Canadian Conference of Catholic Bishops, March 5,
42 2010).

43 [The next page is page 41.]

44

SECTION 4: ORGANIZATION (C&B PART VIII)

GENERAL

All membership in the League is held at the parish council level where an annual membership fee is paid by each member. The diocesan, provincial and national levels provide leadership, develop programs for members and express the League's concerns and positions on specific issues to government and other organizations at diocesan, provincial and national levels. Members at all levels are encouraged to follow up on any actions requested by their diocesan, provincial and national executives and to report annually on their activities.

ORGANIZING A PARISH COUNCIL

Preparatory Plans

A group of Catholic women wishing to form a parish council of The Catholic Women's League of Canada should do so in consultation with their pastor, who will automatically assume the role of spiritual advisor with duties and responsibilities. As a courtesy, the ordinary of the diocese should be advised of the wishes of the women and the pastor.

A member of the interested group should consult with the president of the CWL diocesan council for information and assistance in organizing a parish council. At this time, the diocesan president will supply an Application for Certificate of Organization to the group.

The interested group should do the following:

1. Plan an information/organizational meeting and give it wide publicity through the parish.
2. Select a chairperson.
3. Open the meeting with prayer.
4. Invite the diocesan president, or her representative, to speak on the League's policy/objects/history and structure at parish, diocesan, provincial and national levels.
5. Allow time during the meeting for discussion and questions/answers.
6. Adopt a motion to organize a council by a simple majority of those present.

Elections

The diocesan president, or her representative, should be asked to chair the elections procedure. Officers required are president, president-elect, first vice-president, second vice-president (optional), secretaries (one or two), treasurer and chairpersons as required to chair the standing committees to carry out the work of the council. [C&B Part XI, Section 1]

Annual Membership Fees

The diocesan president, or her representative, will advise the new council regarding national, provincial and diocesan per capita fees. The membership fee is that fee determined by each parish council and includes diocesan, provincial and national per capita fees, as well as the fee (if any) for the parish council itself. [C&B, Part XVII, Section 4]

DISBANDING A PARISH COUNCIL

1
2 It is always a difficult decision to disband a CWL parish council as it involves members who love the
3 League and have dedicated many years to League service, both in the parish and in the community.
4 Do not rush into disbanding but encourage prayer sessions and open discussions with the parish
5 priest, executive members and all parish CWL members. As soon as an indication that a parish
6 council wishes to disband and before a notice of motion to disband is sent, the parish council
7 president shall notify and seek assistance from the diocesan/provincial presidents to review all
8 options available before undertaking the steps to formally disband.

9 The parish council president should:

- 10 1. Prepare a written notice of motion to disband. This notice and the date of the meeting should be
11 sent to all parish CWL members and the parish spiritual advisor, advising of the intention to
12 discuss and vote on a motion to disband the council. Copies should be sent to the bishop,
13 diocesan president and diocesan spiritual advisor. Publicize the motion in the parish bulletin
14 and on notice boards.
- 15 2. Arrange a special meeting of the CWL parish council, read the motion and take the vote. A two-
16 thirds majority of those present is necessary to disband.
- 17 3. Take a vote for the distribution of council funds, after the vote on the motion to become inactive
18 is carried. Any remaining funds must be disbursed, outstanding bills must be paid and the bank
19 account closed.
- 20 4. Provide Member's Transfer Forms.
- 21 5. Send a notification of decision to disband to the diocesan council, which will then become
22 responsible for notifying provincial presidents, provincial spiritual advisors, the national
23 president and national spiritual advisor.
- 24 6. Ensure that valuable books, records, minutes, treasurer's books, annual reports and other
25 important documents are listed and stored in a safe place. This information, including location
26 of records, should be given to the diocesan president with a copy to the parish priest.
- 27 7. Send the council charter to national office for safekeeping with a letter of explanation. Should
28 the council reorganize, national office will return the charter to them with the added
29 information: Council disbanded: (Date) Council reorganized: (Date)
- 30 8. Submit an annual report for the year the council disbanded to the diocesan council for
31 recording in the diocesan books. Include a brief history and reasons for disbanding.
- 32 9. Notify nearby CWL parish councils that will welcome transfer members. Invite the members of
33 the disbanding CWL council to join neighbouring councils.
- 34 10. Plan to disband a CWL parish council so that it coincides with the end of the League year –
35 December 31st – if possible.

36 The diocesan president should:

- 37 1. Maintain open communication with parish council presidents, allowing them freedom to write
38 or call, before a vote has been taken and before the council has deteriorated to the point where
39 disbanding is the only solution.
- 40 2. Visit the parish council, along with the spiritual advisor. When help is requested, assist in
41 evaluating the situation within the council, be understanding and discuss possible solutions.

- 1 3. Attend the meeting called to take the vote to disband, assist in the procedure and encourage
2 members to join neighbouring councils.
- 3 4. Accept the council information and history. Record details in the diocesan minutes for future
4 reference, noting date.
- 5 5. Send a letter of regret to the parish and inform the provincial president and provincial
6 chairperson of organization of the disbanding council. Indicate that the charter has been sent to
7 national office.
- 8 6. Remove the name of the disbanded council from mailing lists and inform other councils in the
9 diocese of the disbandment. Request their prayerful and moral support for the members.
- 10 7. Monitor the situation with a view to reorganizing the council at an appropriate time. Visit
11 members of disbanded councils, wherever possible.

12 REACTIVATING A PARISH COUNCIL

13 Reactivation of a League council implies that an official council has, at some time in the past, been
14 established in the parish or location and has either become inactive or disbanded. National office
15 should be contacted requesting information about the status of the former council's charter.
16 Provide any pertinent information you may have regarding the date of organization, the name of
17 the first president, secretary and spiritual advisor. If national office has no record of a previous
18 charter, then an Application for Certificate of Organization must be completed as for a new council,
19 along with a Parish Council Remittance Form for Per Capita Fees and a New and Reinstated
20 Members List and cheque.

21 If, however, national office is aware of the council's previous existence, then the council wishing to
22 reactivate shall obtain a duplicate of their original charter (without original signatures) from
23 national office, providing all of the necessary information is available. The council then resumes
24 operation under the original charter number. A Parish Council Remittance Form for Per Capita Fees
25 and a New and Reinstated Members List, along with a cheque, must be first sent to national office. A
26 copy of the initial meeting minutes is also required.

27 ORGANIZING A DIOCESAN COUNCIL

28 When three or more parish councils of the League exist within the geographical boundaries of a
29 diocese, consideration should be given to the formation of a diocesan council of The Catholic
30 Women's League of Canada. A representative of the provincial or national executive may take the
31 initiative to call a meeting of representatives from all the League parish councils, and their spiritual
32 advisors, for the purpose of discussing the benefits of the formation of diocesan council.

33 A series of meetings will be necessary to establish a diocesan council. A representative of the
34 provincial executive should be invited to present and discuss the purpose and value of a diocesan
35 council in the overall structure of the League. She may be asked to chair the proceedings.

36 The provincial spiritual advisor should be invited to participate and may be asked to provide an
37 opening prayer and remarks. The provincial spiritual advisor, being the liaison between the church
38 and the League, will inform the bishop of the diocese concerned as to the organizational

- 1 5. Be prepared to attend meetings, conferences and seminars on the topic, with prior approval of
- 2 the chairperson.
- 3 6. Send information/directives to the chairperson for circulation in order to avoid duplication of
- 4 effort.
- 5 7. Send a brief report of the work accomplished to the chairperson according to Executive
- 6 Handbook guidelines.

7 Operating expenses for a sub-committee chairperson are included as part of the expenses of the
 8 appropriate chairperson. The chairperson should be notified of any perceived need. Sub-committee
 9 chairperson’s expenses must be approved by the chairperson and executive and will be included
 10 under her budgetary allowance.

11 The sub-committee chairperson shall serve the same term as the chairperson. A second term may
 12 be served at the discretion of the new chairperson and in consultation with the sub-committee
 13 chairperson.

14 **Signing Officers**

15 Signing officers shall be the president, the treasurer and the recording secretary. All cheques must
 16 be signed by two of the signing officers.

17 **GUIDELINES FOR ANNUAL WRITTEN REPORTS**

18 Reports are an important means of communicating with others in the parish, community and
 19 country at large. Time lines are important in getting reports to the next level. The deadline dates for
 20 submission of annual reports are as follows.

21 From	To	By
22 Parish President	Diocesan President	December 15
23 Parish Chairpersons	Diocesan Chairpersons	December 15
24 Diocesan Chairpersons	Diocesan President & Provincial Chairpersons	February 15
25		
26 Diocesan Life Member Liaison	Provincial Life Member Liaison	February 15
27 Diocesan President	Provincial President	March 1
28 Provincial Chairpersons	Provincial President & National Chairpersons	March 15
29		
30 Provincial Life Member Liaison	National Life Member Liaison	March 15
31 Provincial Presidents	National President & National Office	March 31
32 National Life Member Liaison	National Organization Chairperson	March 31
33 National Chairpersons	National President & National Office	April 15
34 National President	National Office	April 30

1 Annual reports bring accountability and credibility to the achievements of each standing committee
2 and reflect the work of all members across Canada. Annual reports are an important means of
3 communicating to others in the parish, community and country at large the activities that occurred
4 over the past year.

5 Timelines are important in getting reports to the next level. A sample annual report form is
6 available on the website.

7 Chairpersons are asked to use each heading outlined under their standing committee as listed in
8 the *Constitution & Bylaws*, Part XIII, Section 1. Electronic annual report form instructions for parish
9 chairpersons and guidelines for completion will be provided in the fall parish council mailing from
10 national office. The reporting period is January 1st to December 31st.

11 Annual Reporting Guidelines for Diocesan, Provincial and National Officers

12 All reports should be prepared in a concise, factual style, double-spaced, typed in Times New
13 Roman 12-point font, with a word count of 1,800 to 2,000.

14 In preparing your report:

- 15 • Review the annual report summary of parish council activities provided by national office.
- 16 • Report actual activities, events or special projects.
- 17 • Categorize members' and council involvement in charities and projects.
- 18 • Include information from sub-committee chairpersons.
- 19 • Include new projects undertaken on a one-time basis with successful results.
- 20 • Report on the use of national resources, in particular new initiatives.
- 21 • When referring to an organization by name, person or title, make every effort to ensure the
22 spelling is correct.
- 23 • Do not list every activity in the report summary. Instead, summarize the common activities and
24 highlight one or two that were unique in some way.
- 25 • Recommendations and suggestions for the future should be general and simply stated.
- 26 • Highlight the activities of the chairperson.
- 27 • Do not include scripture, prayers or poetry.
- 28 • Do not include activities that pertain to other committees. For example, Canadian Catholic
29 Organization for Development and Peace – community life; Coady International Institute –
30 education and health; Catholic Missions In Canada – spiritual development.
- 31 • If an activity relates to a resolution that has been adopted, the chairperson whose committee the
32 action plan was referred to would report. The resolutions standing committee annual report
33 should include a list of actions taken by councils or members on current and previous
34 resolutions. The list must include resolution numbers and titles.

35 When you have completed your report:

- 36 • Read it again. Did you include all the information? Did you report exclusively on activities that
37 occurred, with a brief mention of plans for the future?
- 38 • Check for accuracy in figures, spelling, typographical errors, grammar and punctuation.
- 39 • Be clear so that the reader will better understand.
- 40 • Add to it if a point was left out or an explanation is needed.
- 41 • Edit your report if it is longer than 1,800-2,000 words.

1 SAMPLE #3
 2 This sample has been prepared using even-numbered election years. Eligibility begins on January
 3 1st of the first year eligible. Removal from the register occurs on December 31st of the third election,
 4 if the member has not been re-elected.

5 ELECTIONS REGISTER – January 1, 2014

6 NAME	7 PRESENT POSITION	1 ST YR.ON EXECUTIVE	1 ST YR. ELIGIBLE	YEAR OFF REGISTER	YR.RE-ELECTED	YEAR OFF REGISTER
8 Brown, Jane	1st Vice-Pr	2009	2011	2017		
9 Smith, Ann		2004	2006	2012	2006-08	2014
10 Jones, Mary	Treas.(2)	2006	2008	2014	2008-10	2016
11 Lee, Roberta	Dio/Pr.Pres.	2013	2015	2021		
12 Macken, A.	Chairperson	2005	2007	2013		
13 Lewis, Beth	Secretary	2012	2014	2020		
14 Fiction, Sue	Dio/Pr.Pres	2007	2008	2014	2008-10	2016

15 **Eligibility List**

- 16 1. From the Elections Register, the chairperson and the members of the nominations and elections
 17 committee identify the names of those who are eligible for the upcoming election according to
 18 Part XVI, Sections 1 and 2. An Eligibility List is prepared listing the names of members eligible
 19 for nomination to office, including council presidents in the second year of their term of office
 20 and who will have completed their term of office at the time of the election.
- 21 2. In councils where there is a president-elect, she should be contacted to affirm her willingness to
 22 assume the office of president for the coming two-year term. Her reply must be received before
 23 the Eligibility List can be completed.
- 24 3. Names appearing on the Eligibility List should also specify nomination restrictions, if any. [C&B,
 25 Part XVI, Section 2(b) & (c)]

26 SAMPLE
 27 Using sample #3 2014 Elections Register, the following members' names are transferred to an
 28 Eligibility List:
 29 Brown, Jane
 30 Smith, Ann
 31 Jones, Mary – not eligible for office of treasurer, has served two terms
 32 Lewis, Beth
 33 Fiction, Sue
 34 Not eligible:
 35 Lee, Roberta – is currently serving first year of term as parish/diocesan president and is
 36 therefore not eligible yet
 37 Macken, Alberta – came on executive in 2005, was eligible for election in 2007, but chose not to
 38 let her name stand; her name remained on the Elections Register for three elections and is
 39 removed from the elections register as of December 31, 2013

1 **Nominations**

- 2 1. If the office of president-elect is vacant, nominations must be sought for president.
- 3 2. On or before January 15th, the chairperson sends a letter, which includes the list of offices, to
- 4 each member on the Eligibility List, asking if she is willing to accept nomination and if so, for
- 5 which office(s). For national elections, the letters are sent by the executive director on or before
- 6 March 31st. Included with the letters from national office is a form on which the member will
- 7 provide a brief résumé of her League service, as well as position descriptions for each office.
- 8 3. A written reply will be requested and if the member is willing to accept nomination, a brief
- 9 résumé of her League service and experience should be included. At the national level, any
- 10 member allowing her name to stand of the office of president (in the case of a vacancy in the
- 11 position of president-elect), president-elect or secretary-treasurer shall submit with her resume
- 12 a clean criminal records check for the purpose of volunteering with the non-vulnerable sector.
- 13 4. A member who has completed serving her term (or allowed consecutive terms in the case of
- 14 standing committee chairperson and treasurer) shall not accept nomination to that position or
- 15 to other previously held positions.
- 16 5. Replies should be sent to the chairperson of nominations and elections whose name and address
- 17 should be specified in the letter. For national elections, the replies are sent to the executive
- 18 director.
- 19 6. If no reply is received by the deadline date stated in the letter, it will be presumed that the
- 20 member has not accepted nomination for any office.

21 **Acceptance List**

22 Following receipt of the replies from the members on the Eligibility List, an Acceptance List is

23 prepared by the chairperson (executive director for national elections) showing the names of those

24 members who have consented to let their name stand and office(s) for which they are willing to

25 accept nomination.

26	SAMPLE Acceptance List					
27	<u>President-elect</u>	<u>First Vice</u>	<u>Second Vice</u>	<u>Secretary</u>	<u>Treasurer</u>	<u>Chairperson</u>
28	Jane Brown	Mary Jones	Beth Lewis		Beth Lewis	Sue Fiction
29	Mary Jones				Sue Fiction	
30	Note 1: Ann Smith replied stating she did not wish to let her name stand for nomination.					
31	Note 2: If there has been no president-elect to assume the office of president, an additional column					
32	must be added to accommodate the office of president.					

33 The chairperson (executive director for national elections) sends a letter and the Acceptance List

34 to:

- 35 • the voting delegates along with a copy of the candidates' résumés and a nomination form
- 36 indicating the deadline date for the return of the nomination form
- 37 • each member on the Acceptance List as a courtesy
- 38 • the president-elect and president as a courtesy

39 For national, the executive director will provide a copy of the acceptance list to the national

40 chairperson of elections.

1 national office, keeping one copy for council records and requesting an updated list of unpaid
2 members.

3 It is important for parish councils to remit per capita fees to national office by February 28th
4 because diocesan, provincial and national levels depend on these fees to operate. Payment by
5 February 28th also ensures that members continue to receive all issues of *The Canadian League*
6 magazine to which membership entitles them. It is not necessary to wait until all members have
7 paid their membership fees before remitting to national office. A New and Renewed Members List
8 form is available for late-paying and new members.

9 Fees Processed: Membership lists with per capita fees are processed at national office in the order
10 in which they are received.

11 Underpayments and overpayments found on the Parish Council Remittance Form for Per Capita
12 Fees that accompanies a parish council membership list will be handled as follows:

- 13 ▪ National office will not request a per capita underpayment of \$25.00 or less.
- 14 ▪ National office will not refund a per capita overpayment of \$25.00 or less.

15 National office forwards provincial and diocesan portions of the fees to the respective treasurers
16 following the end of each month.

17 Online Membership Process: Contact national office for information on how to register for online
18 administration through a secure website and to use a pre-authorized debit payment system for
19 payment of per capita fees. The online system may be used to request a new member be added;
20 update a member's name, address or other information; request an update to a member's years of
21 service; request a transfer between councils; report a deceased member; cancel a renewal when a
22 member will not be returning; or request a replacement membership card. The reports feature
23 allows for access to and printing of current paid, unpaid and deceased members.

24 INCREASING MEMBERSHIP FEES

25 An increase in the membership fee of an individual parish council is determined by the
26 recommendation of the parish council executive, followed by a notice of motion at a parish council
27 meeting, and approved by a majority (greater than 50%) of the members voting at the next
28 meeting. Parish council members shall be notified of this agenda item 30 days prior to the vote.

29 The membership fee is that fee determined by each parish council and includes diocesan, provincial
30 and national per capita fees, as well as the fee (if any) for the parish council itself.

31 FINANCIAL PROJECTS

32 At the parish level, all financial projects shall be approved by the members at a council meeting, in
33 consultation with the spiritual advisor.

NATIONAL VOLUNTARY FUNDS

Voluntary funds constitute monies forwarded by councils through national office for disbursement annually to the appropriate agencies. Parish councils complete the National Voluntary Fund Remittance Form indicating which funds they wish to support and forward it to national office together with a cheque made out to The Catholic Women's League of Canada. A copy of this form is to be sent to the diocesan treasurer or, in provinces where there is no diocesan council, the provincial treasurer, for information.

Permanent Voluntary Funds

Four agencies are permanently assisted by donations received from members and councils of The Catholic Women's League of Canada.

- Coady International Institute – of St. Francis Xavier University, Antigonish, Nova Scotia, was founded by Dr. Moses Coady who gave leadership to the Antigonish Movement, which promotes the ideal that by learning and working together, men and women become “masters of their own destinies.” Coady offers a six-month diploma program designed for leaders engaged in the development of people-based organizations in developing countries. The students, ranging in age from 25 to 45, are persons employed with public and private sector organizations engaged in human and international development. All students sign a commitment to return to their country of origin upon completion of the program and are required to undertake a Diploma Study Project that relates the students' work at home to Coady's formal training.
- Canadian Catholic Organization for Development and Peace (CCODP) – established in 1967, is Canada's official Catholic overseas development organization launched by the Canadian Conference of Catholic Bishops. CCODP has helped support projects such as grassroots community development, literacy programs, mother and child health care, skills training, agricultural programs and emergency relief. CCODP also supports educational programs, helping make Canadians more aware of the problems and goals of people in developing countries. CCODP's primary sources of funds are the yearly Share Lent campaign, Canadian International Development Agency and donations from individuals and groups. Since 1969, the League has supported women's projects in developing countries funded by CCODP through the “1% Program.” Brochures are available free of charge from national office.
- Catholic Missions In Canada (CMIC) – CWL Mission Partners Fund raises funds to provide missionaries with the tools they need to catechize throughout 24 mission dioceses found within Canada. CWL Mission Partners, in conjunction with the League, supports six religious education programs.
- Catholic Near East Welfare Association (CNEWA) – raises funds to support Eastern Catholic churches by building up the church, affirming human dignity and alleviating poverty, encouraging dialogue and inspiring hope.

Temporary Voluntary Funds

Temporary voluntary funds may be established by national council from time to time as deemed appropriate and will be identified as such and assigned an expected end date.

- 1 • The Euthanasia Prevention Coalition (EPC) fund was established by national council in 2015
2 with a term not to exceed five years in duration. EPC seeks to present a united voice in
3 presentations to governments with respect to issues related to euthanasia and assisted suicide,
4 to network and exchange information, to develop and promote materials to educate the public,
5 to build a research team for collecting information, to organize events, to create the opportunity
6 for informative debate and to establish and build compassionate care community services.

AUDITORS AND AUDIT OF ACCOUNTS

8 The treasurer shall maintain the financial records of the council concerned and have them
9 appropriately audited or examined annually.

10 The word “examined” implies a less professional procedure than engaging an accountant to audit
11 the council’s financial statements, revenues and expenditures.

12 At the parish level, a member knowledgeable in parish council activities and financial undertakings,
13 with banking or bookkeeping experience, could be invited to examine the council books for a
14 minimal charge or gift of appreciation.

15 At the diocesan or provincial levels, however, a professional audit of accounts may be advisable if
16 the transactions and monies handled merit auditing standards (at professional fees). The decision
17 to “examine” or “audit” is made by the council concerned.

GENERAL LIABILITY INSURANCE

Parish General Liability Insurance

19 Commercial general liability insurance is provided to parish councils and is paid for by the national
20 treasury. Proof of insurance is provided to all parish councils in the spring parish council mailing.
21

22 Limit of Liability: \$2,000,000 per occurrence/\$5,000,000 annual aggregate limit

23 Effective Date: January 1st to December 31st annually

24 Who Is Covered by the Policy?

- 25 • All persons acting within the scope of their duties as assigned by or on behalf of a recognized
26 parish council of The Catholic Women’s League of Canada.

27 Potential claimants wishing to file a claim against a parish council of The Catholic Women’s League
28 of Canada are advised to contact national office where they will be directed to discuss their claim
29 with an independent insurance agent.

Diocesan and Provincial General Liability Insurance

31 Commercial general liability insurance is mandatory for diocesan and provincial executives at a
32 cost of \$0.60 per voting member. Proof of insurance is provided to all diocesan and provincial
33 executives upon payment of the annual premium.

34 Limit of Liability: \$2,000,000 per occurrence/\$5,000,000 annual aggregate limit

35 Effective Date: January 1st to December 31st annually

36 Who Is Covered by the Policy?

- All persons acting within the scope of their duties as assigned by or on behalf of a recognized diocesan or provincial council of The Catholic Women’s League of Canada.

NOTE: Considering the varying degree of risk based on their activities and financial situation, provincial and diocesan executives are strongly encouraged to investigate the need for directors’ and officers’ liability insurance with legal counsel. Director’s and officers’ liability insurance reimburses (in part or in full) the costs resulting from law suits and judgments arising out of poor management decisions, employee dismissals, member grievances, and other such acts committed in good faith. Criminal offenses are not covered under this insurance.

Summary of General Liability Coverage at Parish, Diocesan and Provincial Levels

This summary is for information purposes only. Policy declarations and wordings for current coverage are available upon request. Words and phrases that appear in quotation marks have a special meaning as described in the definitions section of the policy. Summary of coverage as follows:

1. Coverage A – “Bodily Injury,” “Personal Injury” and “Property Damage” Insuring Agreement – To pay on behalf of the insured all sums (including prejudgment interest) that the insured shall become obligated to pay by reason of the liability imposed by law upon the insured or assumed by the insured under “contract” for “compensatory damages” because of:
 - “bodily Injury” sustained by any person or persons;
 - “personal Injury”;
 - “property damage” due to an accident or “occurrence.”during the Policy Period and in the “Coverage Territory,” subject to the limits of liability, exclusions, conditions and other terms contained in the Policy.
2. Coverage B – Advertising Injury Insuring Agreement – The insurer agrees to pay on behalf of the insured those sums the insured becomes legally obligated to pay as compensatory damages because of “Advertising Injury” to which insurance applies. Subject to exclusions, this insurance applies only to offences arising out of the insured’s business activities.
3. Coverage C – Medical payments Insuring Agreement – The insurer agrees to pay to or for each person who sustains “bodily injury” caused by accident all reasonable medical, surgical, x-ray, dental, ambulance, hospital, professional nursing and funeral services expense incurred within one year from the date of the accident on account of such “bodily injury,” provided such “bodily injury”:
 - occurs on premises the named insured owns or rents;
 - occurs on ways next to premises the named insured owns or rents; or
 - arises from operations with respect to the named insured is afforded coverage for “bodily injury” liability under this policy.
4. Coverage D – Tenants Legal Liability Insuring Agreement – To pay on behalf of the insured all sums which the insured shall become legally obligated to pay as “compensatory damages” for injury to or destruction, including loss of use, of premises of others (including building fixtures permanently attached thereto) rented to or occupied by the named insured, if such injury or destruction is caused by accident occurring during the term of this policy.

1 5. Coverage E – Standard Non-Owned Automobile Insuring Agreement – The insurer agrees to
2 indemnify the insured against the liability imposed by law upon the insured for loss or damage
3 arising from the use or operation of any automobile not owned in whole or in part by or
4 licensed in the name of the insured, and resulting from bodily injury to or the death of any
5 person or damage to property of others not in the care, custody or control of the insured.

6 This summary is not a complete description of coverage. The policy is subject to limits, terms,
7 conditions, provisions, definitions and exclusions. Consult the current declaration page and full
8 policy wordings for complete details.

9 [The next page is page 131.]

10

11

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1 SECTION 9: NATIONAL OFFICE AND EXECUTIVE DIRECTOR (C&B
2 PART XVIII)

3 The national office of The Catholic Women’s League of Canada is located in Winnipeg, Manitoba.
4 National office employs permanent and casual employees along with an executive director. The
5 national administrative committee, through the executive director, oversees the office and the work
6 done therein.

7 The national office functions as the business office of the League and receives all membership fees
8 from parish councils for processing and returns, as appropriate, to the diocesan and provincial
9 levels. It serves as a central source of information and clearinghouse for the members, operates a
10 year-round mail order service, continually updates membership lists and coordinates and publishes
11 a magazine three times each year, which is received by every member.

12 The staff at national office may be contacted in any of the following ways:

- 13 • by telephone (204) 927-2310
- 14 • by toll-free telephone (888) 656-4040
- 15 • by facsimile (204) 927-2321
- 16 • by toll-free fax (888) 831-9507
- 17 • by Internet info@cwI.ca

18 If your choice of communication is via the Internet, here are some helpful hints:

- 19 • When sending an order, for your own security, please do not include your credit card number.
20 When your order is filled at national office, a member of national office staff will contact you for
21 payment information.
- 22 • Any communication sent to national office should include the postal address, telephone number
23 and the name of the council and the name of the person sending the communication.

24 Website address: <http://www.cwI.ca>

25 [The next page is page 141.]

SECTION 10: MEDIA

THE CANADIAN LEAGUE (C&B PART XIX)

The Canadian League magazine, published three times a year and mailed to all members, is the official publication of The Catholic Women's League of Canada. The publication of the magazine is directed by the editorial board consisting of the national chairperson of communications, national president and executive director. The chairperson of communications has the ultimate responsibility for magazine content. Submissions are subject to the approval of the editorial board and the availability of space in the magazine. Articles relating to a particular standing committee are subject to approval and/or editing by the specific national chairperson.

1. Features appearing in every issue:
 - articles by chairpersons and others
 - council anniversaries / birthdays / notices
 - listing of current national executive
 - listing of magazine editorial board
 - provincial presidents' profiles
 - president's message
 - On the Spot!
2. Features appearing in specific issues:
 - annual disbursement of voluntary funds (fall)
 - information re: CWL national bursary/list of recipients (fall)
 - national convention highlights (fall)
 - national convention information and forms (winter)
 - detailed convention program (spring)
 - resolutions and action plans adopted at national convention (fall)
 - new life membership group photograph (fall)
 - national executive head shots (fall)
3. Features published periodically:
 - articles by national spiritual advisor
 - articles/statements from Canadian Conference of Catholic Bishops
 - inventory items
 - laws corner
 - letters to the editor
 - listing of new and/or reactivated councils
 - national office notes
 - special projects
 - website addresses of interest
 - WUCWO/North American Region news
 - Catholic Women's Leadership Foundation news

1 4. On the Spot submissions by councils should indicate innovative initiatives taken that have a
2 national interest to:

- 3 • promote the League
- 4 • depict social action issues
- 5 • share spiritual traditions

6 About two pages of the magazine are designated for On the Spot, therefore, all submissions will
7 be rated by the editorial board to establish which will be printed.

8 In order to ensure the highest quality photographic reproductions in all communications, it is
9 important to supply well-lit, blur free, high resolution photographs of at least 300 dpi.
10 Whenever possible, please submit the original photograph by mail. If you wish to have your
11 photograph returned, please make this request with your submission and enclose a self-
12 addressed stamped envelope for this purpose.

13 5. Letters to the editor must be signed before being considered for publication. The decision to
14 publish, and the editing of letters, will be at the discretion of the editorial board.

15 6. Names of councils celebrating 25, 50, 75, and every 5th anniversary beyond 75 years will be
16 printed.

17 7. Names of members celebrating birthdays of 100 years and over will be printed.

18 8. In the event of the death of a member of the current national executive or an honorary life
19 member, an obituary and picture will be published; for life members, an obituary notice will be
20 published.

21 9. Councils that have received authorization from the national executive for the production and
22 sale of items bearing the CWL crest may submit a small advertisement describing the item. Such
23 advertisements will be printed if space is available.

24 10. An honorarium will be offered at the discretion of the editorial board for solicited
25 articles/photos that have been requested.

26 All submissions for publication should be sent to:

27 CWL National Office, C-702 Scotland Ave., Winnipeg, MB R3M 1X5

28 Facsimile: (204) 927-2321 e-mail: communications@cwl.ca

29 Deadlines dates for submission are listed in each issue of *The Canadian League*.

30 Note: Archived articles that have been published in *The Canadian League* are available from
31 national office and on the CWL website.

32 ON THE SPOT COUNCIL SUBMISSIONS

33 On the Spot, a designated page on cwl.ca, is a member-driven creative outlet that serves the
34 purpose of spreading the good news of parish council events. It provides frequent coverage of
35 council events and remains a work in progress, constantly dependent on input from members.

1 **On the Spot Guidelines:**

2 Submissions that meet the following criteria will be posted to the website:

- 3 1. Each submission shall be typed and not exceed one paragraph or about 50 words.
- 4 2. Each submission shall be limited to one topic and one photograph.
- 5 3. Councils may send more than one submission.
- 6 4. Items must be about CWL events. How was the CWL involved?
- 7 5. Council title and location must be mentioned.
- 8 6. Items should be new or innovative and able to be replicated by councils.
- 9 7. There will be limited focus on council anniversaries, service pins, members' years of service
10 and members' birthdays. They may be listed. Details will be included only if there is
11 significant importance to the event.
- 12 8. In order to ensure the highest quality photographic reproductions in all communications, it is
13 important to supply well lit, blur free, high resolution photographs (ideally 300 dpi).
14 Whenever possible please submit the original photograph (either electronically or by mail).
- 15 9. All persons in photographs must be identified, unless it is a crowd scene.
- 16 10. Photographs should be cropped to eliminate distracting details and provide better balance.
- 17 11. Newspaper articles will be eliminated unless they are clearly readable and authorization to
18 reprint has been received.
- 19 12. Personal comments shall be excluded or edited out.
- 20 13. The executive director in consultation with the communications chairperson may decide not
21 to publish a submission.

22 **COUNCIL FACEBOOK GUIDELINES**

23 Councils are engaging through various social networking sites and Facebook is finding a prominent
24 role in that list. Recommendations for use of and subsequent monitoring of a Facebook page for
25 parish councils should include/observe/practice the following:

26 Do:

- 27 • Request written permission if the council intends to use the League crest.
- 28 • Assign one or two administrators to moderate the account and post messages.
- 29 • Be respectful of the League and its members.
- 30 • Know your members and tailor content to their needs.
- 31 • Engage your members. Ask for feedback, ask questions, communicate with them, etc.
- 32 • Reply to questions as quickly as possible.
- 33 • Use a recognizable profile picture.
- 34 • Promote the League through your own contacts. Follow others first, comment, like, etc.
- 35 • Keep posts brief, timely and concise.
- 36 • Compose posts carefully and thoughtfully. You do not want to offend or harm the reputation of
37 the League.
- 38 • Proofread and be sure material referenced is accurate before publishing.
- 39 • Vary your posts (text, links, photos, videos, etc.) and vary your content.
- 40 • Post at strategic times during the day based on your audience. Facebook posts should be limited
41 to one or twice per day to encourage engagement.

- 1 • Share posts and information relevant to your members from the national Facebook page.
- 2 • Tag other people and businesses when mentioned in photos, text posts, etc., but be considerate
- 3 of those you are tagging. Be courteous and ask permission first.
- 4 • Be aware that individual members do not speak on behalf of the League.
- 5 • Be sure to indicate when views are personal, and not the League's.
- 6 • Periodically update the "About" page.
- 7 Don't
- 8 • Post private matters on a public wall. Use private messaging.
- 9 • Overshare/Overpost.
- 10 • Abuse hashtags.
- 11 • Oversell/overmarket.
- 12 • Let your page become dormant.
- 13 • Use Caps Lock.
- 14 • Repeat the same post.

15 STYLE GUIDE FOR PUBLICATIONS

16 The style guide ensures uniformity throughout all League publications. The style guide may be
17 revised at any time by a decision of those in attendance at any meeting of the administrative
18 committee.

19 **Titles**

20 Italicize the titles of books, magazines, plays, operas, motion pictures, videos and themes. For titles
21 of musical compositions, television programs and anything that is a published article, use
22 uppercase/lowercase style and enclose in quotation marks; e.g., The article "We Can Make A
23 Difference!" was published in the winter 2000 issue of *The Canadian League*.

24 If you are referring to a published article and do not have the name of the source publication, the
25 title of the published article is not italicized and is enclosed in quotation marks; e.g., The article,
26 "We Can Make A Difference!" is very informative.

27 **Names**

- 28 • The first time a person is named in the article, the first name or initials are included. Include
29 any title as well; e.g., Archbishop Martin Currie.
- 30 • When a new name is being introduced, place it in context by explaining who that person is or
31 what that person represents; e.g., The President General of the World Union of Catholic
32 Women's Organizations (WUCWO), Maria Giovanna Ruggieri, is attending the lecture.

33 **Bullets, Letters, Numbers, Punctuation**

34 Use bullets when listing an item or thought that is not a complete sentence. If there are related
35 thoughts on the same line, they may be separated by a semicolon. Do not use commas at the end of
36 the word or thought. The last bulleted item on the list should not be followed by a period; e.g.,
37 When packing your tote bag for the beach, remember to take:

- 38 • sunglasses
- 39 • sun screen

- 1 • beach towel (preferably a large one)
- 2 • bathing suit

3 When listing items that are complete sentences, capitalize the first word following the
4 dash/number and end with a period, as exemplified on “Names” above. In this case, use one of the
5 following methods:

- 6 • numbers 1. 2. 3.
- 7 • letters a. b. c.
- 8 • lowercase Roman numerals i. ii. iii.
- 9 • dashes —
- 10 • bullets

11 **Spelling**

12 Use the “Canadian” spelling of words; e.g., honour, colour, favour, saviour, centre.

13 **Capitalization**

- 14 • Use uppercase style with personal titles when used with a name; e.g., National President Betty
15 Anne Brown Davidson; Betty Anne Brown Davidson, National President; Roman Catholic
16 Church; United Church of Canada; St. Mary Parish Council; Archdiocese of Toronto. Exception:
17 even when standing alone, “League” is capitalized.
- 18 • Lowercase subsequent references when the title stands alone; e.g., Catholic church, United
19 church, national executive, national council, the task of a bishop, city hall, school board, priest,
20 religious, parish council.
- 21 ▪ Capitalize names, titles and personal pronouns referring to God and sacred writings and their
22 sections, the word “church” as part of the name of a building or denomination, and universities
23 and colleges (but not their departments); e.g., Yahweh, Creator, Redeemer, Saviour, He, Him,
24 Book of Genesis, Christian, St. Peter’s Catholic Church, Simon Fraser University, McGill Medical
25 School, faculty of education.
- 26 • Capitalize Eucharist. Lowercase words related to other sacraments and rituals; e.g., baptism,
27 mass, holy communion, bible, scripture, gospel, liturgy of the word. (Capitalize Mass if referring
28 to a special one.)

29 **Numbers, Times**

- 30 • Generally, numbers under 10 are spelled out; e.g., seven.
- 31 • Generally, numbers 10 and over are written in figures, except at the beginning of a sentence;
32 e.g., There are 21 children. Fifty-seven people were in attendance.
- 33 • Decimals are written in figures, as are percentages even if they are under 10; e.g., 5.48, 2½%,
34 0.10. Fractions less than one are spelled out; e.g., one-third, except unusual fractions under
35 one; e.g., 43/100; fractions larger than one are written in figures; e.g., 1½.
- 36 • School grades are written in figures; e.g., Grade 2. (Note that the word grade is capitalized,
37 except if it is pluralized; e.g., grades 2 and 3.)
- 38 • Time is written as follows: 10:00 a.m., 11:30 a.m., 3:00 p.m., 4:30 p.m., 1400 hrs.
- 39 • Ages are hyphenated when used adjectivally; e.g., Five-year-old John Smith...
- 40 • Numerical amounts are written as follows: \$2,134; \$75.00; 10¢ or \$0.10; \$1 million (but one
41 million people).

1 **Abbreviations**

- 2 • Omit periods in all capital abbreviations unless the abbreviation refers to a person or
3 geographical region/area; e.g., CWL, OMI, MP, YWCA, EST (Eastern Standard Time), E (East), J.A.
4 Smith, B.C., P.E.I. (BC and PE are used for addressing only.)
- 5 • Plurals and possessives are as follows: CWLs, MPs, MLAs, CWL's, MP's, MLAs', MPs'.
- 6 • Use periods in mixed abbreviations, except for abbreviations that begin and end with a capital;
7 e.g., m.p.h., B.Comm., PhD, PoW (prisoner of war), U of T (University of Toronto).
- 8 • The abbreviation for "that is" is i.e. The abbreviation for "for example" is e.g.
- 9 • Use the abbreviation or acronym for an organization if the name appears more than once within
10 the same article; e.g., World Union of Catholic Women's Organizations (WUCWO), Canadian
11 Conference of Catholic Bishops (CCCB).
- 12 • Spell out months, except where space is limited. Do not use a comma to separate the month and
13 year when a day is not included; e.g., October 1, 1982, was a Friday. January 1996 was cold.
- 14 • Say "in November" and "in 1993" rather than "in the month of November" or "in the year 1933."
- 15 • Terms like 31st and 60th or VII require no period.
- 16 • Do not abbreviate books of the bible when standing alone. When referring to a book for a
17 textual quote, abbreviations may be used; e.g., Genesis is the first book in the bible. "The Lord is
18 my shepherd, I shall not want." (Ps 23.1)

19 **Words As Such**

- 20 • When referring to specific words, set them off with double quotation marks or italicize them;
21 e.g., The word "task" or task is more formal than the word "job" or job.
- 22 • "Percentage" is one word, but "per cent" is two. "Teenager" is one word. "No one" is two words.
23 "OK" is written like this.
- 24 • Italic type should be used for foreign words and phrases; e.g., *Christifideles Laici*, *fleur-de-lis*.

25 **Quotations**

- 26 • Any passage that is being quoted from a speech or from any published source should be put
27 inside quotation marks or, if it is relatively long, indented five spaces and typed without
28 quotation marks.
- 29 • Periods and commas always go inside the quotation marks. All other punctuation marks go
30 inside the quotation marks when they are part of the quotation, otherwise outside when they
31 apply to the entire sentence. Do not change anything in a quoted passage, with these exceptions:
32 a. You may leave out part of the quoted matter. Indicate the omission by three spaced periods.
33 Use four spaced periods when omitting material that contains a period.
34 b. You may add an explanatory word or phrase. The addition should be placed within square
35 brackets; e.g., "Mary decided that he [her son] should be questioned." "The church is a
36 communion of brothers [and sisters]" This is especially important because of the
37 League's commitment to inclusive language.

38 Sources:

39 *The Canadian Press Stylebook*

40 *Holy Bible*, New Revised Standard Version

41 *Paperback Oxford Canadian Dictionary*

42 *The Gregg Reference Manual*, Tenth Edition

ADVERTISING

Potential advertisers can be grouped into one of five categories, with each group being given a slightly different profile based on the longevity of association with the League and the organizations objects as outlined on page 23.

Group 1: Core Organizations

Group One organizations are permanently affiliated with the League through formal motions made at national conventions and include the Canadian Conference of Catholic Bishops, the World Union of Catholic Women's Organizations and the Catholic Health Alliance of Canada only. The promotion of the objects of these organizations can be channeled through all available communication methods in order to enhance cooperation and promote participation between these organizations and the League.

Group 2: National Voluntary Funds

Group Two organizations become affiliated with the League when a motion is approved by national council to set up a national voluntary fund in support of a particular cause/project. These organizations include the Canadian Catholic Organization for Development and Peace, Coady International Institute, Catholic Missions In Canada, the Catholic Near East Welfare Association and Euthanasia Prevention Coalition. The mandates of each of these organizations is fully reviewed prior to being proposed as a national voluntary fund and the causes of each determined to be worthy of the League's financial support. To qualify for ongoing support, the recipient must provide independently audited or reviewed financial statements annually. The promotion of the objects of these organizations can be channeled through all available communication methods in order to educate members about the causes and to promote individual and council contributions in support of these organizations.

Group 3: Other Organizations

Group Three includes all organizations that request association or affiliation with the League on a one-time or an ongoing basis. For example, the Knights of Columbus, the Women's Inter-Church Council of Canada, NET (National Evangelization Teams), Church Council for Justice and Corrections or the Catholic Biblical Association of Canada. To a large degree, these organizations represent private enterprise and their requests for advertising and/or affiliation are made primarily to increase their local presence, gain new members or sell a product that may be of interest to League members. The requests of these organizations could be honoured in two ways:

- They may obtain a website link. Members will be warned on the "links" page that the League does not endorse the content on the sites of linked organizations and users would be leaving the League website at their own risk.
- They may obtain exhibit space at annual national conventions. In consultation with the national president, national office approves all exhibitors according to guidelines found in the *Guide to Hosting the Annual National Convention*.

Group 4: CWL Members' Requests

Members seeking endorsements or advertisement space for their own material or to promote other Catholic causes may apply, through national office, for exhibit space at annual national conventions. National office will inform the national president who makes these determinations.

1 **Group 5: Convention Committee Requests**

2 National convention committees may ask to advertise fundraising items or special events to
3 delegates. As a general rule, private enterprise will not be endorsed or advertised through League
4 channels unless there will be some financial benefit to the convention committee that would
5 supplement its fundraising efforts.

6 WEBSITE

7 **Procedure for Registration on the Internet**

8 National Domain Name cwl.ca

9 When referring to the “National Domain Name,” domain refers to an area on the Internet over
10 which the national level of The Catholic Women’s League of Canada has sole authority and retains
11 ownership through the appropriate registration procedures and payment of fees.

12 As each provincial council registers on the Internet and comes online, they would link with the
13 national homepage. It is recommended that all councils registering on the Internet link to the
14 national homepage to eliminate duplication of material.

15 **Provincial/Diocesan Domain Name**

16 Provincial councils wishing to create a homepage with a domain name address shall do so in
17 accordance with the following procedure:

- 18 1. Request a formal letter of approval from national office before the registration request is
19 submitted to the Internet registry.
- 20 2. Assume responsibility for all setup, maintenance, and financial costs of their homepage.
- 21 3. Do not duplicate information found on the national homepage (links to the national homepage
22 are encouraged).

23 Along with regular mail, the fax and telephone, the CWL website is another communication link
24 with members of the League.

25 **National Website**

26 Following is a list of what can be found on the website. About: why join, history, links, Objects,
27 executive profiles, organizational structure, mission, staff, contact information

- 28 1. Communiques: by standing committee
- 29 2. Conventions: past and present
- 30 3. Media: *Be League, The Canadian League*, letters, news releases, articles, memos, publication
31 guidelines
- 32 4. Reports: annual reports
- 33 5. Resolutions: by position and year, and a list of archived resolutions
- 34 6. Resources: members’ forum, *Catch the Fire*, price lists, forms, manuals, position papers,
35 programs and workshops, promotional materials

36 The home page displays all recent updates to the website for the convenience of frequent site
37 visitors.

1 **Thoughts Around Website Development**

- 2 • Consider how your website will be used. What are your overall communications goals? Is the
3 website a hub for members? Recruiting tool? Advocacy or call to action resource? This will help
4 in determining what should be emphasized and what should be less prominent.
- 5 • Try to have a lot of information on the front page. When photos and stories change, people can
6 see it right away. They don't have to spend time looking.
- 7 • Make the site clear and user-friendly. Visitors should always be able to get to the page they need
8 within two to three clicks.
- 9 • How will the site be updated? Will you contract services to a web designer to make updates or
10 can simple changes and updates be made by members. If you're paying for updates, consider
11 what kind of budget you will have for ongoing updates.
- 12 • Try to track your traffic. This is a critical tool for evaluating the site's effectiveness.
- 13 • Keep in mind that what you include on your website can be viewed by many!

14 Suggested Do's

- 15 • Report decisions of executive meetings and conventions relevant to the membership.
- 16 • List the executive, preferably with profiles.
- 17 • Post newsletters/magazines that should be available to all members.
- 18 • Post communiqués from officers of the same level that maintains the site (e.g., provincial
19 officers on the provincial website).
- 20 • Provide copies of resolutions adopted at the intended level of their destination (e.g., if a
21 resolution is directed to the national level for consideration and is not adopted, it does not
22 become publishable or pursuable at any level).
- 23 • Provide an upcoming calendar of events that may include events occurring at other levels of the
24 League, at their request.
- 25 • Create a central e-mail box for receipt of comments and requests from members.
- 26 • Post convention information, agenda and registration form.
- 27 • Review carefully any suggested links, including associated links. A link can be considered an
28 association and investigation should be done in accordance with the affiliations section on page
29 23.
- 30 • Have a website committee, including the president and chairperson of communications to
31 review and approve/reject material for the website.
- 32 • Material that is copied from another source should appear with a credit line acknowledging the
33 source of the original material.

34 Suggested Don'ts

- 35 • List telephone numbers, postal or e-mail addresses of executive or any other member without
36 their express written permission.
- 37 • Include reports from members who have attended conferences/events.
- 38 • Duplicate material that can be found on other CWL sites that have ownership over the material
39 (e.g., national reports – a link to the national page will suffice).

40 [The next page is page 151.]

APPENDIX 6: CONFLICT OF INTEREST POLICY

2 **Definition Of Conflict Of Interest**

3 A conflict of interest is a situation in which a person has a private or personal interest sufficient to
4 appear to influence the objective exercise of her duties at The Catholic Women’s League of Canada
5 (the “League”).

6 “Private or personal interest” includes, but is not limited to, a member’s self-interest, the interests
7 of her immediate family or business partners, as well as the interests of another organization in
8 which she holds a position (voluntary or paid).

9 “Objective exercise of duties” refers to an individual’s ability to carry out her responsibilities in the
10 best interest of the League.

11 **Types Of Conflicts Of Interest**

12 A director, member or employee of the League may be in a conflict of interest situation that is:

- 13 1. Actual or real, where her official duties are or will be influenced by her private interests.
- 14 2. Perceived or apparent, where her official duties appear to be influenced by her private interests.
- 15 3. Foreseeable or potential, where her official duties may be influenced in the future by her private
16 interests.

17 **Examples Of Conflicts Of Interest**

18 (Note these are for illustration purposes only and are not intended to be exhaustive or limiting)

- 19 • Self-interested funding: when a director, member or employee uses a position in the League to
20 influence a decision to provide funding or services to another organization in which she has an
21 interest.
- 22 • Improper influence: when a director, member or employee solicits or accepts some form of
23 benefit in return for influencing the League’s activities or promoting someone else’s interests in
24 the League.
- 25 • Misuse of information or property: when a director, member or employee uses information or
26 property to which she has access, and to which others would not have access, for some personal
27 benefit.
- 28 • Inappropriate outside activity: when a director, member or employee’s activities outside the
29 League are in conflict with the official position or interests of the League and/or the Catholic
30 church.
- 31 • Accepting undue benefits: such as significant gifts which place a director, member or employee
32 under obligation to the donor.

33 **Responsibilities**

34 Directors, members and employees of the League are responsible for managing conflict of interest
35 situations in order to ensure that behavior and decision-making throughout the League are not
36 influenced by conflicting interests.

1 The League supports an organizational culture in which individuals freely take responsibility for
2 both “self-declaring” possible conflicts of interest, and respectfully raising possible conflicts faced
3 by others in the organization. This culture makes it possible to avoid many such situations from
4 arising in the first place. Directors, members and employees have the responsibility to implement
5 practical preventive measures, such as:

- 6 • Providing meeting agendas in advance to enable participants to foresee possible conflicts;
- 7 • Ensuring that people are clearly told when information must be protected from improper use;
- 8 • Declining involvement in an action (such as supporting a questionable outside activity).

9 Where prevention is not the solution, conflict of interest situations must be managed. Here are the
10 steps to be taken by those involved in such situations, working together and supporting one
11 another’s ethical responsibilities.

- 12 1. Declare it. Ensure transparency by full self-declaration, and by making sure that a record of the
13 declaration is made.
- 14 2. Discuss it. If there is any doubt about whether the situation in question constitutes a conflict of
15 interest, discuss the matter with the chairperson of the meeting or, if the situation warrants it,
16 undertake a full dialogue with the relevant group.
- 17 3. Deal with it. Measures to mitigate or eliminate a conflict of interest will depend on what is
18 appropriate to the severity of the situation. Options include:
 - 19 i. Restrict the involvement of the individual. Where appropriate, the conflicted individual
20 should withdraw from decision-making and/or any discussions related thereto.
 - 21 ii. Recruit a third party to assist. Where appropriate, a disinterested party may be asked to
22 sit in on the decision-making and/or any discussions related thereto, or the mediation of a
23 dispute between members.
 - 24 iii. Remove the individual from affected duties. When restrict and recruit are not suitable
25 options, consideration should be given as to whether the individual with the conflict can
26 and should be removed from any duties related to the conflict.
 - 27 iv. Relinquish the private interest. In cases of serious conflict, the individual may choose to
28 drop the private interest, such as membership on the board of another organization, which
29 is causing the conflict.
 - 30 v. Resign from the official duties. In serious cases where other solutions are not possible, the
31 individual may have to resign from the position creating the conflict.
- 32 4. Document what has been done. Minutes, correspondence to interested parties, or other
33 documentation shall be prepared to provide a record of steps taken.

34 **Policy Application**

- 35 1. This Policy shall be disclosed to all directors, members, and employees. This policy will be
36 reviewed and updated in a timely manner and as appropriate (every three to five years), and all
37 changes shall be disclosed to all directors, members, and employees.
- 38 2. At the national level, directors and employees must disclose possible conflict situations to the
39 national president in confidence. Where the conflict of interest involves the national president,
40 the situation must be disclosed in confidence to the president-elect and executive director. At all
41 other levels, members must disclose possible conflict situations to the relevant council president
42 in confidence. Where the conflict of interest involves the council president, the situation must be

1 disclosed in confidence to the council president-elect and/or vice-president. Possible conflict
2 situations must be disclosed when they first emerge.

3 3. In addition to the above, a conflicted individual will declare the conflict to all concerned before
4 any relevant discussion occurs. In the case of directors, such declaration will be recorded in the
5 minutes of the meeting.

6 4. At all levels other than the national level; the relevant council president is the appropriate
7 authority to resolve disputes in relation to the application of this policy. Where a dispute
8 involves the council president, the appropriate authority to resolve the dispute is the council
9 president-elect or vice-president. Notwithstanding the foregoing, the national president, in
10 consultation with the national executive, is the final authority on resolving disputes in relation to
11 the application of this policy and, where appropriate, decisions by a council president or
12 president-elect/vice-president may be appealed to the national president. Where a dispute
13 involves the national president, the final authority to resolve the dispute is the national
14 executive in consultation with the executive director.

15 **Conclusion**

16 The application of this policy relies heavily on the good judgment and common sense of those
17 affected.

18 Councils at all levels bear great responsibility for the good name of The Catholic Women's League of
19 Canada and as such have a special responsibility for ethical matters. The national executive is
20 ultimately responsible for policy, and should review this policy at least every three to five years.