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## The CATHOLIC WOMEN'S LEAGUE of CANADA

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# MEMO

To: Holders of the *National Manual of Policy and Procedure*  
From: National office  
Date: March 4, 2015  
Re: Updates to the *National Manual of Policy and Procedure*

Following are instructions for updating the *National Manual of Policy and Procedure* (2014). 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](http://cwl.ca) for those who choose not to maintain a paper copy.

| Replacement pages | Reference   | Description of Change   |
|-------------------|---|---|
| 14/15             | Topmost of page 15  | Notes the availability of a modern alternative to the original fresco of Our Lady of Good Counsel                         |
| 88/101-108/109    | Page 101 (lines 32-33), page 105 (new point number 4) and page 106 (new point number 4) | Restricts members from serving in the same position more than once, except as stipulated in the C&B Part XVI Section 2(b) |
|                   | Page 103 (line 7)   | Specifies the secretary provides the elections register in an election year, not every year                               |
|                   | Page 105 (new point number 4)   | Restricts members from serving in the same position more than once, except as stipulated in the C&B Part XVI Section 2(b) |
|                   | Page 106 (new point number 4)   | Restricts members from serving in the same position more than once, except as stipulated in the C&B Part XVI Section 2(b) |
|                   | Page 107 (lines 20-23)  | Provides the national chairperson of elections with completed nomination forms prior to convention                        |
|                   | Page 108, removal of existing point 13  | Removes the option to not hold a first ballot when the results of the first ballot are known to the elections committee   |
| 127/128           | Page 127 (lines 13-20) and page 128 (removal of existing lines 25-32)                   | Captures the change to having the national treasury pay for the premiums for parish council liability insurance           |
|                   | Page 127 (lines 21-34)  | Outlines the current policy on diocesan and provincial insurance.   |
| 146/147-148/151   | Page 147 "National Website"   | Outlines the current site map for the website   |



- 1 • to plan, direct and coordinate the work of Catholic women in support of religious, charitable  
2 and community activities
- 3 • to provide a vehicle for communication and the development of Christian companionship  
4 among Catholic women everywhere

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### 5 SPIRITUAL PROGRAM (C&B PART VI)

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- 6 Under the guidance of the spiritual advisor (Part IX, Section (a)(i)), in cooperation with the  
7 chairperson of spiritual development, the spiritual program shall express the religious renewal of  
8 the people of God as envisioned by documents of Vatican II.
- 9 Council meetings shall endeavour through the spiritual development program to foster and  
10 advance the spiritual growth of members.
- 11 Councils shall honour, in a special way, Our Lady of Good Counsel, patroness of the League around  
12 her feast day on April 26<sup>th</sup>.

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### 13 PATRONESS (C&B PART II)

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#### 14 **History of the Picture of Our Lady of Good Counsel**

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

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

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

34 The original picture of the Mother and Child is painted on light  
35 plaster measuring 18” x 15”. The style is oriental and Byzantine  
36 and shows evidence of moving away from the stylized rigidity of  
37 the east. The original was brilliant and brightly coloured, the faces



1 simple, pure, compassionate and devotional. The infant is so close to his mother that his simple and  
2 loving gesture draws us all to Mary, Our Lady of Good Counsel.

3 The discovery of the signature confirms the authenticity of the  
4 artist. In the five centuries since 1467, it has seen miracles,  
5 pilgrimages of popes and saints and visits of the faithful from all  
6 over the world.



7 Before Vatican II, the feast of Our Lady of Good Counsel was  
8 celebrated on April 26<sup>th</sup>. When this and many other special feasts  
9 were deleted from the liturgical calendar, Saturdays were set aside  
10 for votive masses in honour of the Blessed Mother.

11 All councils and members are encouraged to celebrate the Feast of  
12 Our Lady of Good Counsel on or around April 26<sup>th</sup> every year.  
13 Councils may request the original picture on the previous page or  
14 the modern alternative [pictured on the right] when purchasing  
15 stock items.

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## 16 SYMBOLS (C&B PART III)

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### 17 Crest

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

22 Permission to use the crest must be obtained from the  
23 national executive:

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

28 Production and distribution of the intended item may not  
29 begin until written authorization has been obtained from  
30 the national executive via the executive director at  
31 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 If a member of the national executive, other than the president, is invited by a council (parish,  
2 diocesan or provincial level) to attend a function, the host council is responsible for all costs,  
3 including transportation, registration, accommodation and meals.

4 It is advised that provincial and diocesan executives establish a policy to cover the expenses of their  
5 presidents and other officers attending conventions and special functions at other levels of the  
6 League.

7 [The next page is page 101.]



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## NOMINATIONS AND ELECTIONS

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### 2 **Nominations and Elections Committees**

3 Parish: At the regular November meeting prior to an election year, a nominations and elections  
4 committee, consisting of three experienced members of the council concerned, shall be appointed  
5 by the parish president in consultation with the spiritual advisor. The chairperson of the committee  
6 shall not be a candidate for office. She shall be prepared to conduct the elections at the parish  
7 meeting when elections will be held.

8 Diocesan/Provincial/National: On or before December 15<sup>th</sup>, prior to an election year, a nominations  
9 and elections committee consisting of three experienced members shall be appointed by the council  
10 president in consultation with the spiritual advisor. The chairperson of the committee shall not be a  
11 candidate for office. The chairperson shall be prepared to conduct the elections at the annual  
12 diocesan/provincial/national meeting.

### 13 **Nominations**

#### 14 Parish Nominations

- 15 1. Where there is a president-elect, she must be contacted by the chairperson to affirm her  
16 willingness to assume the office of president.
- 17 2. If the office of president-elect is vacant, nominations should be sought for the office of  
18 president.
- 19 3. At the December meeting, the chairperson of the nominations and elections committee shall  
20 post the list of all general members of the parish council, the names of the present executive  
21 officers and their eligibility for nomination.
- 22 4. At the December meeting, the chairperson shall have nomination forms available for  
23 distribution to all members. In addition, the committee, in consultation with the executive, shall  
24 determine whether a nomination form should be: (1) mailed to all other members, or (2)  
25 distributed at church.
- 26 5. Any member may submit a nomination form. A member may be nominated for more than one  
27 office. All nomination forms must be signed.
- 28 6. Nomination forms shall be received by the committee within three weeks of the date of the  
29 December meeting.
- 30 7. All members nominated shall be contacted by the nominations and elections committee to  
31 determine if they are willing to stand for the office(s) for which they are nominated. In making  
32 such contact, no reference should be made to the number of nominations received or the names  
33 or persons submitting the nominations.
- 34 8. The committee shall seek nominees for any office where no nomination or acceptance of  
35 nomination has been received by the deadline date inscribed on the nomination form.

#### 36 Diocesan/Provincial/National Nominations

37 The documents required in preparation for an election are as follows:

- 38 • Elections Register – general listing of names and term(s) of office of all eligible current and past  
39 executive members

- 1 • Eligibility List – names of members who are eligible for nomination to
- 2 diocesan/provincial/national council
- 3 • Acceptance List – names of members who are willing to accept nomination to office
- 4 • Candidates List – final list of members nominated for elected office

5 **Elections Register**

6 On January 1<sup>st</sup> of each year, an Elections Register must be prepared/updated by the recording  
 7 secretary. In an election year, the updated register should be given to the chairperson of the  
 8 nominations and elections committee. At the national level, the Elections Register is updated by the  
 9 executive director. The Elections Register contains the names of all current and past executive  
 10 members in accordance with C&B, Part XVI, Sections 1(b), (c) & (d):

- 11 • current – present officers except for the past president and council presidents who will have
- 12 completed their term of office at the time of the election
- 13 • past – those not currently serving as a member of the executive who are eligible to remain on
- 14 the Elections Register

15 It is essential that the list record the year that a member comes onto the executive, the year she  
 16 becomes eligible (at the end of her full term) and the number of years she has been eligible. It is  
 17 helpful to prepare a chart to accurately record this information. See the sample Elections Registers  
 18 that follow. All samples shown in this section are provided as a guideline and can be adapted to suit  
 19 a council’s needs.

20 **SAMPLE #1:**

| NAME        | ADDRESS     | COUNCIL      | DIOCESE or<br>PARISH |       |       |       |
|-------------|-------------|--------------|----------------------|-------|-------|-------|
|             |             |              | PROVINCE             | 08-10 | 10-12 | 12-14 |
| Brown, Jane | 29 Eden St. | St. Andrew’s | X                    | X     | X     | X     |
| Anytown, ON | A1B 2C3     |              |                      |       |       |       |

27 **SAMPLE #2**

28 In a looseleaf binder, designate a page for each parish council in the diocese on which is recorded  
 29 the name of the president and the years of the term she has served. On January 1<sup>st</sup> of each year,  
 30 update each page to reflect the name of the current president. A list of the current diocesan  
 31 executive should also be included showing the current office held by each.

32 **ST. ANDREW PARISH COUNCIL**

| NAME            | ADDRESS                    | PHONE    | TERM    |
|-----------------|----------------------------|----------|---------|
| Andrews, Sophie | Box 1234, Anytown, ON      | 555-1234 | 2006-08 |
| Sand, Bridget   | 456 Smith St., Anycity, ON | 555-0987 | 2008-10 |
| Peoples, Ann    | 2 June Ave., Anytown, ON   | 555-6543 | 2010-12 |
| Rush, Ina       | RR#0, Anyarea, ON          | 555-4567 | 2012-14 |

1 SAMPLE #3  
 2 This sample has been prepared using even-numbered election years. Eligibility begins on January  
 3 1<sup>st</sup> of the first year eligible. Removal from the register occurs on December 31<sup>st</sup> 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 <sup>ST</sup> YR.ON EXECUTIVE | 1 <sup>ST</sup> 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 2. In councils where there is a president-elect, she should be contacted to affirm her willingness to  
 21 assume the office of president for the coming two-year term. Her reply must be received before  
 22 the Eligibility List can be completed.
- 23 3. Names appearing on the Eligibility List should also specify nomination restrictions, if any. [C&B,  
 24 Part XVI, Section 2(b)]

25 SAMPLE  
 26 Using sample #3 2014 Elections Register, the following members' names are transferred to an  
 27 Eligibility List:  
 28 Brown, Jane  
 29 Smith, Ann  
 30 Jones, Mary – not eligible for office of treasurer, has served two terms  
 31 Lewis, Beth  
 32 Fiction, Sue  
 33 Not eligible:  
 34 Lee, Roberta – is currently serving first year of term as parish/diocesan president and is  
 35 therefore not eligible yet  
 36 Macken, Alberta – came on executive in 2005, was eligible for election in 2007, but chose not to  
 37 let her name stand; her name remained on the Elections Register for three elections and is  
 38 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 15<sup>th</sup>, 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 31<sup>st</sup>. 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.
- 10 4. A member who has completed serving her term (or allowed consecutive terms in the case of
- 11 standing committee chairperson and treasurer) shall not accept nomination to that position or
- 12 to other previously held positions.
- 13 5. Replies should be sent to the chairperson of nominations and elections whose name and
- 14 address should be specified in the letter. For national elections, the replies are sent to the
- 15 executive director.
- 16 6. If no reply is received by the deadline date stated in the letter, it will be presumed that the
- 17 member has not accepted nomination for any office.

18 **Acceptance List**

19 Following receipt of the replies from the members on the Eligibility List, an Acceptance List is  
20 prepared by the chairperson (executive director for national elections) showing the names of those  
21 members who have consented to let their name stand and office(s) for which they are willing to  
22 accept nomination.

23 SAMPLE

| 24 Acceptance List        |                   |                    |                  |                  |                    |  |
|---------------------------|-------------------|--------------------|------------------|------------------|--------------------|--|
| 25 <u>President-elect</u> | <u>First Vice</u> | <u>Second Vice</u> | <u>Secretary</u> | <u>Treasurer</u> | <u>Chairperson</u> |  |
| 26 Jane Brown             | Mary Jones        | Beth Lewis         |                  | Beth Lewis       | Sue Fiction        |  |
| 27 Mary Jones             |                   |                    |                  | Sue Fiction      |                    |  |

28 Note 1: Ann Smith replied stating she did not wish to let her name stand for nomination.

29 Note 2: If there has been no president-elect to assume the office of president, an additional column  
30 must be added to accommodate the office of president.

31 The chairperson (executive director for national elections) sends a letter and the Acceptance List  
32 to:

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

37 For national, the executive director will provide a copy of the acceptance list to the national  
38 chairperson of elections.

1 **Nomination Form Completion by Parish/Diocese/Province**

- 2 1. A copy of the Acceptance List, with résumés, may be distributed to each executive member  
3 prior to or at the pre-convention executive meeting.
- 4 2. Only the names that appear on the Acceptance List and the office(s) for which they are willing  
5 to accept nomination can be used in the nominating process. A member may not be nominated  
6 for an office(s) for which she has not agreed to stand.
- 7 3. If a member has allowed her name to stand for more than one office, she may be nominated for  
8 one or all offices for which she has allowed her name to stand.
- 9 4. A member who has completed serving her term (or allowed consecutive terms in the case of  
10 standing committee chairperson and treasurer) shall not be nominated to that position or to  
11 other previously held positions.
- 12 5. The nomination form shall be completed at the pre-convention executive meeting of the  
13 parish/diocesan/provincial council, by ballot or consensus, using only the names on the  
14 Acceptance List.
- 15 6. Serious consideration and discussion should be given to nominating members on the  
16 Acceptance List who have demonstrated a genuine desire to carry out their responsibilities for  
17 the good of the League, by the leadership they bring to the tasks entrusted to them and on their  
18 past record of service to the League.
- 19 7. If the president, or the past president, has allowed her name to stand for nomination to the next  
20 level of the League (as her term will be completed by the time of that convention), she shall  
21 hand over the chair of the meeting to the president-elect and remove herself from the room so  
22 that the present council can speak freely about the candidates.
- 23 8. The nomination form shall be signed by the presiding chairperson and secretary of the council.  
24 The presiding chairperson is likely the person who will carry the instructed vote to the  
25 convention and therefore the president (or past president) will not need to be informed of the  
26 results of the nomination process.
- 27 9. The nomination form is forwarded to the chairperson of the nominations and elections  
28 committee at the next level, adhering to the deadline date in the letter. For national elections,  
29 the nomination form shall be returned by priority post or registered mail to the executive  
30 director immediately following the provincial council's annual convention.
- 31 10. The names and offices for which members are nominated should be recorded in the minutes of  
32 the parish/diocesan/provincial executive meeting.

33 **Candidates List**

- 34 1. Following receipt of all completed nomination forms, the chairperson of the nominations and  
35 elections committee (executive director for national elections) prepares a Candidates List with  
36 the names of members and the office(s) for which they are nominated. For national, the  
37 executive director will provide a copy of the candidates list to the national chairperson of  
38 elections. Prior to the deadline date inscribed on the nomination form, if a nomination form has  
39 not been received from a council or councils, the chairperson will contact the council  
40 president(s) stressing the importance of the nominating procedure and requesting that the  
41 nomination form be submitted. If the deadline date has passed, that council forfeits its privilege  
42 to nominate candidates for election.

- 1 2. Using the Candidates List, the chairperson (executive director for national elections) shall notify
- 2 each member in writing of the office(s) for which she has been nominated. No information shall
- 3 be given regarding the number of nominations received. No reply is required.
- 4 3. The chairperson of the nominations and elections committee (executive director for national
- 5 elections) shall send a letter to any member on the Acceptance List not nominated for office
- 6 advising her of this fact.

7 **Elections**

8 Confidentiality must be respected at all times during elections procedures.

| Question   | Parish   | Diocese/Province                 | National                    |
|--|--|----------------------------------|-----------------------------|
| Who can vote?                                    | Every member, including those on the nominations and elections committee | Parish/diocesan voting delegates | Provincial voting delegates |
| When is the election held?                       | At the January/February annual meeting                                   | At the annual convention         |                             |
| Is there an instructed vote on the first ballot? | No   | Yes                              |                             |

- 9 1. The president shall appoint a member, who is not a candidate for office, to be secretary of
- 10 elections. At the national level, the executive director shall act as secretary of elections.
- 11 2. The president remains in the chair to preside over the annual meeting/convention, which is still
- 12 in session. At the request of the president, the chairperson of elections provides a brief
- 13 overview of the elections procedure. The president announces the voting results provided to
- 14 her by the elections committee.
- 15 3. Prior to the actual election, the committee shall prepare on a flip chart or board, a complete list
- 16 of offices and the names of the candidates for each office. This list is kept in confidence until
- 17 time for its posting.
- 18 4. At the parish level, the elections committee may request candidates to speak for a short time
- 19 (approximately two minutes) about their objectives and experiences.
- 20 5. At the national level only, once the nomination forms have been received, the executive director
- 21 shall provide the chairperson of elections with a copy of the Candidates' List including the
- 22 office(s) for which candidates were nominated, and copies of the nomination forms submitted
- 23 by the provincial councils.
- 24 6. After the Candidates' List is posted at the beginning of the elections procedure, the chairperson
- 25 introduces the candidates for office.
- 26 7. At the national level only, the procedure for electing national officers is conducted within the
- 27 context of a liturgical service and according to the Rite of Election of Officers as outlined in the
- 28 *Handbook for Spiritual Advisors* and the *Ceremonies Booklet*.
- 29 8. For elections at every level except the parish level, the chairperson explains the instructed vote.
- 30 Instructed vote means that on the first ballot, the voting delegate must vote for her council's
- 31 nominees as previously determined by the council executive. If she is unsure about her council's

1 nominees, she should ask to see her council's completed nomination form. If the voting delegate  
2 does not have an instructed vote from the executive, the council forfeits its privilege to vote on  
3 the first ballot and all subsequent ballots for that position. If a voting delegate does not attend  
4 the convention, the council forfeits its privilege to vote. If there is no majority on the first ballot,  
5 then the voting delegates are free to vote on the second and any subsequent ballots, and those  
6 voting delegates are free to vote for the nominee of their choice in any succeeding ballots. See  
7 Part XV, Section 3.

- 8 9. The chairperson of the nominations and elections committee requests a decision from the  
9 voting members as to whether or not the result of any ballot will be made known.
- 10 10. When a president-elect has served a two-year term, she automatically becomes president. The  
11 voting will commence therefore, with the office of president-elect and continue in the order  
12 outlined in Part XI, Sections 1 – 3. Where the office of president-elect is vacant and there is no  
13 president-elect to become president, voting will commence with the office of president.
- 14 11. A member may be nominated for more than one office and when elected to an office, her name  
15 is removed from the Candidates List for other offices. When instructed votes apply and this  
16 happens, voting delegates are released from their instructed vote and each voting delegate may  
17 vote for the candidate of her choice.
- 18 12. If there is only one candidate for an office, a voting delegate moves that the candidate be  
19 declared elected, to be seconded by another voting delegate, and then voted on by all voting  
20 delegates.
- 21 13. Election of Officers shall be by majority vote:
  - 22 a. When a majority vote (more than half) has been obtained, the successful candidate shall be  
23 declared elected by the president.
  - 24 b. When no majority vote has been obtained, a second ballot will then be taken and, if  
25 necessary, a third.
  - 26 c. If three ballots fail to produce a majority vote for one candidate, then the candidate  
27 receiving the highest number of votes shall be declared elected. In the event of a tie vote on  
28 the third ballot, a fourth ballot will be taken using only the names of the tied candidates.
- 29 14. Election of Chairpersons shall be by plurality vote:
  - 30 a. The chairperson announces the number of chairpersons required to be elected.  
31 Chairpersons are not elected to a specific standing committee.
  - 32 b. Standing committees are assigned to chairpersons at the executive meeting immediately  
33 following election.
  - 34 c. If only the required number of candidates are standing for the office of chairperson, a voting  
35 delegate moves that the candidates be declared elected, to be seconded by another voting  
36 delegate, and then voted on by all voting delegates.
  - 37 d. Ballots are distributed and members are asked to write the names of candidates for whom  
38 they wish to vote on one ballot. They may vote for the required number or less. Voting for  
39 more than the required number of candidates will result in a spoiled ballot.
  - 40 e. After the ballots are collected and the votes are counted, the president declares elected  
41 those candidates who have received the highest number of votes.
  - 42 f. In the event of a tie involving the final position of the required number, balloting shall  
43 continue until the required number of candidates is elected.

- 1 g. The president announces the successful candidates in alphabetical order.
- 2 15. The ballots shall be counted by members of the nominations and elections committee and the
- 3 spiritual advisor.
- 4 16. Any office left vacant following the election shall be filled by appointment from those eligible for
- 5 nomination to office, except the office of president-elect. The member shall be appointed by the
- 6 president in consultation with the executive and spiritual advisor and shall serve until the next
- 7 election. [C&B, Part XI, Section 4(d)]
- 8 17. When results of the election have been duly recorded, the nomination forms and the ballots
- 9 shall be destroyed by the committee and the nominations and elections committee dissolved.
- 10 18. The newly elected officers are introduced by the outgoing past president and assume the duties
- 11 and responsibilities of their respective office immediately following the annual meeting.
- 12 19. The formal installation of officers may take place at the convenience of the council in
- 13 consultation with the spiritual advisor.

14 **Example of Plurality Vote to Elect Five Chairpersons**

15 After the first ballot was counted -

16 (1) Member A received 14 votes  
 17 Member B received 10 votes  
 18 Member C received 10 votes  
 19 Member D received 9 votes  
 20 Member E received 7 votes  
 21 Member F received 6 votes

22 ABCDE are declared elected

23 (2) Member A received 14 votes  
 24 Member B received 10 votes  
 25 Member C received 8 votes  
 26 Member D received 8 votes  
 27 Member E received 8 votes  
 28 Member F received 8 votes

29 A and B are declared elected. There is a tie  
 30 involving the final positions, so further  
 balloting is necessary. On the 2<sup>nd</sup> ballot,  
 members will vote for three chairpersons  
 from the remaining nominees. Voting will  
 continue until the required number of  
 candidates are elected.

[the next page is page 121.]

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## AUDITORS AND AUDIT OF ACCOUNTS

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

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

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

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

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## GENERAL LIABILITY INSURANCE

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### **Parish General Liability Insurance**

14 Commercial general liability insurance is provided to parish councils and is paid for by the national  
15 treasury. Proof of insurance is provided to all parish councils in the fall parish council mailing.

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

17 Effective Date:           January 1<sup>st</sup> to December 31<sup>st</sup> annually

#### Who Is Covered by the Policy?

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

### **Diocesan and Provincial General Liability Insurance**

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

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

26 Effective Date:           January 1<sup>st</sup> to December 31<sup>st</sup> annually

#### Who Is Covered by the Policy?

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

30 NOTE: Provincial and diocesan executives are strongly encouraged to also purchase directors’ and  
31 officers’ liability insurance under separate policy. Director’s and officers’ liability insurance  
32 reimburses (in part or in full) the costs resulting from law suits and judgments arising out of poor  
33 management decisions, employee dismissals, member grievances, and other such acts committed in  
34 good faith. Criminal offenses are not covered under this insurance.

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

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

- 6 1. Coverage A – “Bodily Injury,” “Personal Injury” and “Property Damage” Insuring Agreement –  
7 To pay on behalf of the insured all sums (including prejudgment interest) that the insured shall  
8 become obligated to pay by reason of the liability imposed by law upon the insured or assumed  
9 by the insured under “contract” for “compensatory damages” because of:  
10 a. “bodily Injury” sustained by any person or persons;  
11 b. “personal Injury”;  
12 c. “property damage” due to an accident or “occurrence.”  
13 during the Policy Period and in the “Coverage Territory,” subject to the limits of liability,  
14 exclusions, conditions and other terms contained in the Policy.
- 15 2. Coverage B – Advertising Injury Insuring Agreement – The insurer agrees to pay on behalf of  
16 the insured those sums the insured becomes legally obligated to pay as compensatory damages  
17 because of “Advertising Injury” to which insurance applies. Subject to exclusions, this insurance  
18 applies only to offences arising out of the insured’s business activities.
- 19 3. Coverage C – Medical payments Insuring Agreement – The insurer agrees to pay to or for each  
20 person who sustains “bodily injury” caused by accident all reasonable medical, surgical, x-ray,  
21 dental, ambulance, hospital, professional nursing and funeral services expense incurred within  
22 one year from the date of the accident on account of such “bodily injury,” provided such “bodily  
23 injury”:  
24 a. occurs on premises the named insured owns or rents;  
25 b. occurs on ways next to premises the named insured owns or rents; or  
26 c. arises from operations with respect to the named insured is afforded coverage for “bodily  
27 injury” liability under this policy.
- 28 4. Coverage D – Tenants Legal Liability Insuring Agreement – To pay on behalf of the insured all  
29 sums which the insured shall become legally obligated to pay as “compensatory damages” for  
30 injury to or destruction, including loss of use, of premises of others (including building fixtures  
31 permanently attached thereto) rented to or occupied by the named insured, if such injury or  
32 destruction is caused by accident occurring during the term of this policy.
- 33 5. Coverage E – Standard Non-Owned Automobile Insuring Agreement – The insurer agrees to  
34 indemnify the insured against the liability imposed by law upon the insured for loss or damage  
35 arising from the use or operation of any automobile not owned in whole or in part by or  
36 licensed in the name of the insured, and resulting from bodily injury to or the death of any  
37 person or damage to property of others not in the care, custody or control of the insured.

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

41 [The next page is page 131.]

1 **Group 2: National Voluntary Funds**

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

12 **Group 3: Other Organizations**

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

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

26 **Group 4: CWL Members’ Requests**

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

30 **Group 5: Convention Committee Requests**

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

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35 WEBSITE

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36 **Procedure for Registration on the Internet**

37 National Domain Name cwl.ca

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

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

#### 4 **Provincial/Diocesan Domain Name**

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

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

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

#### 14 **National Website**

15 Following is a list of what can be found on the website.

- 16 1. About: why join, history, links, Objects, executive profiles, organizational structure, mission,  
17 staff, contact information
- 18 2. Communiques: by standing committee
- 19 3. Conventions: past and present
- 20 4. Media: *Be League*, *The Canadian League*, letters, news releases, articles, memos, publication  
21 guidelines
- 22 5. Reports: annual reports
- 23 6. Resolutions: by position and year, and a list of archived resolutions
- 24 7. Resources: members' forum, *Catch the Fire*, price lists, forms, manuals, position papers,  
25 programs and workshops, promotional materials

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

#### 28 **Thoughts Around Website Development**

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

1 Suggested Do's

- 2 • Report decisions of executive meetings and conventions relevant to the membership.
- 3 • List the executive, preferably with profiles.
- 4 • Post newsletters/magazines that should be available to all members.
- 5 • Post communiqués from officers of the same level that maintains the site (e.g., provincial
- 6 officers on the provincial website).
- 7 • Provide copies of resolutions adopted at the intended level of their destination (e.g., if a
- 8 resolution is directed to the national level for consideration and is not adopted, it does not
- 9 become publishable or pursuable at any level).
- 10 • Provide an upcoming calendar of events that may include events occurring at other levels of the
- 11 League, at their request.
- 12 • Create a central e-mail box for receipt of comments and requests from members.
- 13 • Post convention information, agenda and registration form.
- 14 • Post photographs only when express permission has been given by all persons identified in the
- 15 photograph.
- 16 • Review carefully any suggested links, including associated links. A link can be considered an
- 17 association and investigation should be done in accordance with the affiliations section on page
- 18 23.
- 19 • Have a website committee, including the president and chairperson of communications to
- 20 review and approve/reject material for the website.
- 21 • Material that is copied from another source should appear with a credit line acknowledging the
- 22 source of the original material.

23 Suggested Don'ts

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

29 [The next page is page 151.]

# SECTION 11: GOVERNANCE OF THE ORGANIZATION

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## C&B PURPOSE AND AMENDMENT (C&B PART XXI)

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### **Why does the League need a Constitution & Bylaws?**

A Constitution & Bylaws (C&B) is a set of fundamental laws outlining the agreed basic principles, structure and purposes of an organization and the rights of its members. It also defines the powers of officers, how they are selected and their term of office.

Bylaws are the basic rules of an organization, adopted by its members to control the affairs of that organization.

The C&B is a guide to be used with discretion, common sense and respect for individual members, their rights, privileges and responsibilities. To become acquainted with its use, it would be worthwhile if a few minutes were allotted at each general or executive meeting to review an article or section. Such a review will encourage members' awareness of how the organization operates. It is important that each member has a copy of the C&B.

### **Amendment of Constitution & Bylaws**

A Constitution & Bylaws Amendments Committee, comprised of the past national president (as chairperson of laws), the national president, the national president-elect and other members as required and appointed by the national president, reviews proposed revisions. The amending process, from submission to voting and implementation, will take two years for completion. The committee is dissolved upon completion of the amendments procedure.

### **General Rules**

1. An amendment should be proposed for the betterment of the organization. Changing the structure and bylaws should not be done without putting something superior in its place; members should recognize it is a serious responsibility to initiate change through amendments.
2. A proposed amendment must be substantive or permanent in content versus a change that addresses a temporary or internal problem.
3. Sufficient reasons for proposing the amendment must be stated on the submission form before it will be considered by the committee.
4. A proposed amendment shall address a change to the constitution or bylaws only. A proposed amendment to the C&B is not required to change a procedure that appears in the *National Manual of Policy and Procedure*.
5. A proposed amendment must not impose a financial burden on members or councils without their consent.
6. Any member may propose an amendment. The amendment must be submitted on the official amendment form.
7. Formal Presentation and Adoption of Amendments

Parish Council – A member submits the proposed amendment on the official amendment form to the parish council regular meeting. The amendment is read by the past president. The