

THE CATHOLIC WOMEN'S LEAGUE OF CANADA

DISBANDING A CWL PARISH COUNCIL

CHECKLIST

[to be completed by the parish council president]

CHARTER # _____ NUMBER OF MEMBERS _____

Council name _____

Council address _____

Diocese _____

Date of written *Notice of Motion* to disband _____

Copies of written *Notice of Motion* sent to:

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

Date of special meeting _____

Diocesan council invited to attend _____

Results of vote on motion to disband _____

Distribution of funds _____

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

Informed CWL councils in close vicinity of council disbanding _____

Provided transfer forms to members _____

Forwarded annual report for current year to the diocesan council _____

Forwarded brief history of the council to the diocesan council _____

ITEMS TO BE STORED

WHERE

Minute books	_____
Treasurer's books	_____
Annual reports	_____
Banner	_____
Charter	Return to national office for safekeeping
Supplies	_____

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

THE CATHOLIC WOMEN'S LEAGUE OF CANADA
DISBANDING A CWL PARISH COUNCIL
CERTIFICATE

CHARTER # _____

DATE ORGANIZED _____

At a meeting of CWL members of _____ Council, in the city/town of _____, in the Diocese of _____, on the ____ day of _____, 20 ____, chaired by _____, it was moved by _____ and seconded by _____,

“that we, the members of _____ CWL Council reluctantly agree to disband the CWL Council of _____ Parish.”

President

Address

Secretary

Address

Spiritual Advisor

Address

- Note:
- (a) copy to be given to parish priest for files
 - (b) copy to be sent to diocesan president
 - (c) copy to be sent to national office along with the charter

THE CATHOLIC WOMEN'S LEAGUE OF CANADA
DISBANDING A CWL PARISH COUNCIL
"IN TRUST" FORM

At a meeting of the CWL members of _____
Council, in the city/town of _____, Diocese of
_____, it was moved by _____
and seconded by _____,

**"that we, the members of _____ CWL
Council direct that an amount of \$_____ be held 'in trust' by the
diocesan council for a period of _____ years. In the event this council is
unable to reactivate, we, the members, direct the diocesan council to forward
the money to _____, in the name
of the council."**

Dated this _____ day of _____, 20 _____.

President

Secretary

Treasurer

Spiritual Advisor

Note: copy to be given to the parish priest for files
 copy to be sent to diocesan president