

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](http://www.cwl.ca) E-mail: [info@cwl.ca](mailto:info@cwl.ca)

# MEMO

To: Holders of the *National Manual of Policy and Procedure*  
From: National office  
Date: April 11, 2016  
Re: Updates to the *National Manual of Policy and Procedure*

Following are instructions for updating the *National Manual of Policy and Procedure* (2015). 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.

Remove pages	Insert Pages	Page/Line reference	Description of Change
Contents	Contents		
16-23	16-25	Page 21 Lines 15-28	New section " <b>CWL Councils and the Local Church</b> " and resultant changes in pagination
31-36	31-36	Pages 32/33 Lines 35-34	Revised " <b>Life Membership Nomination and Approval Procedure</b> "
		Page 35 Line 35	Criterion added to " <b>Bellelle Guerin Award and Pin</b> "
37-41	37-41	Pages 38/39	New section " <b>Funeral and Honour Guard Protocol</b> "
44-61	44-61	Page 45 Lines 6-18	Procedures added to " <b>Inactivating a Parish Council</b> " and resultant changes in pagination
64-81	64-81	Page 65 Lines 7-14	Bullets added to duties of " <b>Past President</b> " and resultant changes in pagination
102-103	102-103	Page 102 Line 12	Changes "meeting" to "convention"
104-105	104-105	Page 104 Line 20	Adds "and who will have completed their term of office at the time of the election"
106-109	106-109	Page 106 Lines 23-24	Adds "The names of those being nominated shall be announced to the executive but kept confidential until after the elections."
		Page 108 Lines 12-15	Adds explanatory information in parenthesis
		Page 109 Lines 17-18	Adds "Results of the elections (name and office) must be recorded in the annual meeting/convention minutes."
127-128	127-128	Page 127 Lines 30-32	Changes the first sentence in the paragraph

*See over.....*

131-141	131-141	Page 141 Line 26	Bullet added to content appearing in specific issues of <i>The Canada League</i>
142-159	142-160	Page 142 Lines 8-10	Changes the 1 <sup>st</sup> sentence of the 3 <sup>rd</sup> paragraph in point 4.
		Page 143 Lines 6-30	Adds a final sentence to the 2 <sup>nd</sup> paragraph and “ <b>Be League Spotlight Guidelines</b> ” and resultant changes in pagination
171-201	171-201	Page 171 Lines 2-9	New section “ <b>Preamble</b> ”
		Page 172 Lines 15-18	Adds point 7 to “ <b>Choice and Consent</b> ” and resultant changes in pagination
-	202-203	-	Addition of “ <b>Appendix 5</b> ”

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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.

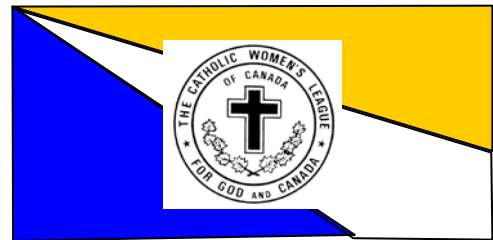
8 Councils are reminded that national office stocks a wide range of items featuring the crest as well as  
9 crests available in different materials and sizes.

### 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.



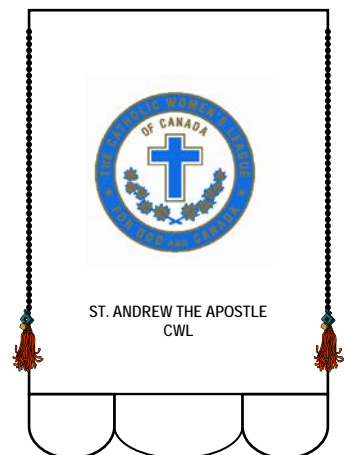
18 The focal point of the flag is the League crest, the official  
19 insignia of the League, designed and adopted in 1922. It is  
20 centred on the flag and is large enough to overlay the  
21 three colours of the flag. Its size and placement emphasize its importance to League members and  
22 reflects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

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

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

### 30 **Banner**

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



35 [The next page is page 21.]





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, 86 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
- 21 • Secretariat for Promoting Christian Unity
- 22 • Congregation for the Evangelization of Peoples
- 23 • Pontifical Council for the Laity
- 24 • Pontifical Commission for Justice and Peace
- 25 • Pontifical Council for the Family
- 26 • Pontifical Council for Culture

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

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

35 WUCWO Day is celebrated each year on May 13<sup>th</sup> by member organizations, providing the  
36 opportunity of uniting in prayer with millions of other Catholic women around the world.

37 The WUCWO *Statutes and Bylaws* state there can only be one board member nominated from each  
38 country. Since Canada has several full-rights members, the League alternates with the other  
39 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.

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## 7 OTHER AFFILIATIONS

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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

- 1 7. Participation in a coalition/affiliation shall be determined by a motion of the members at a  
2 council meeting, after matters outlined in sections one to six have been determined and agreed  
3 upon by both the League and the coalition/affiliation organization, or by motion to become  
4 effective subject to the satisfaction of all such matters.
- 5 8. Resolutions that have been developed and researched by other groups or organizations shall  
6 not be accepted as resolutions of The Catholic Women's League of Canada.

7 [The next page is page 31.]

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## SECTION 3: MEMBERSHIP (C&B PART VII)

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### GENERAL MEMBERSHIP

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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

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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

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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 application must be signed by both the diocesan and

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

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

10 Life members are:

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

### 15 **Criteria for Life Membership**

- 16 1. The nominee must have been a member of the League in good standing for at least 10 years.
- 17 2. All nominees must have been a diocesan or provincial president.
- 18 3. The nominee must have held executive positions at diocesan level for a minimum of four years.
- 19 4. The nominee must have held executive positions at provincial level for a minimum of four  
20 years, not to include term served as diocesan president, at the time of the anticipated awarding  
21 of the life membership.
- 22 5. The nominee must have demonstrated her love of the League, her encouragement of others and  
23 her ability to participate in study, research, presentations, workshops, etc.
- 24 6. The nominee must be available and willing to continue to serve the League at national level on  
25 committees, preparing briefs, researching reports and resolutions, facilitating workshops and  
26 attending conferences at the request of the national president.

### 27 **7. SPECIAL NORMS**

- 28 a. In Ontario, with 13 diocesan councils, criterion #4 may be waived, providing the nominee  
29 has served in executive positions at diocesan level for a minimum of eight years. In this  
30 situation, years served at diocesan level must include two years as diocesan past president  
31 at the time of the anticipated date of presentation.
- 32 b. In provinces with no diocesan councils, Military Ordinariate, Newfoundland and Labrador,  
33 and Prince Edward Island, criterion #3 may be waived, providing the nominee has served in  
34 executive positions at provincial level for a minimum of eight years.

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

- 36 • The *Notice of Nomination for Life Membership* form is completed by the nominating  
37 diocesan/provincial executive and forwarded to the executive director, c/o CWL National  
38 Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5. (Deadline Date: Postmarked by  
39 September 15<sup>th</sup>.)

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

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## PRIVACY POLICY

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

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## ETHICAL GUIDELINES

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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.

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## MEMBER RECOGNITION: PINS AND AWARDS

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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.

### **Presentation Pins**

Presentation pins must be ordered by a council as a presentation item.

- "10" Year Pin: introduced in 1993 for members who have served the League for a total of 10 years or more
- "25" Year Pin: introduced in 1977 for members who have served the League for a total of 25 years or more
- "40" Year Pin: introduced in 1992 for members who have served the League for a total of 40 years or more
- "50" Year Pin: introduced in 1977 for members who have served the League for a total of 50 years or more
- "60" Year Pin: introduced in 1986 for members who have served the League for a total of 60 years or more
- "75" Year Pin: introduced in 2002 for members who have served the League for a total of 75 years or more

### **Membership Scroll**

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



1 **Spiritual Advisor Pin**

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

5 **President Pin**

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

8 **Past President Pin**

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

13 **Diocesan and Provincial Bars**

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

16 **Regional Bar**

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

19 **Maple Leaf Service Pin**

20 The maple leaf service pin was introduced in 1971 for members who have served the League in an  
21 exceptional or meritorious manner. This pin must be ordered by a council as a presentation item. It  
22 is the responsibility of the council to determine criteria for the awarding of the pin. Suggested  
23 criteria:

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

26 **Bellelle Guerin Award and Pin**

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

31 **Criteria for Bellelle Guerin Award**

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

1 Nomination Process for the Bellelle Guerin Award

- 2 1. Nominations for the Bellelle Guerin Award may be submitted by a parish, diocesan and/or
- 3 provincial council.
- 4 2. The nomination form for the Bellelle Guerin Award must be completed by the nominating
- 5 council president and the \$75.00 is to be paid by the nominating council.
- 6 3. The nominating president forwards the nomination form to the parish, diocesan [where
- 7 applicable] and/or provincial president for signature.
- 8 4. The nomination form must be signed by the parish, diocesan [where applicable] and provincial
- 9 president for approval. It is the responsibility of the nominating council to ensure that the
- 10 nomination form is signed by all levels.
- 11 5. The nominating council forwards the completed and signed nomination form to national office
- 12 along with the \$75.00 fee.
- 13 6. National office sends the certificate and pin to the nominating council for presentation. The
- 14 presentation may take place at a parish celebration or a diocesan or provincial convention
- 15 where appropriate.

16 **Life Member Pin**

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

21 **Honorary Life Member Pin**

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

24 **Certificate of Merit**

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

29 **Council Anniversary Certificate**

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

32 **Scholarship Certificate**

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

1 **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	<ol style="list-style-type: none"> <li>1. Active service at the parish level</li> <li>2. Service on the parish executive</li> <li>3. Service at diocesan and/or provincial level</li> <li>4. Extraordinary service to the League, contributing at the parish and diocesan [where applicable] and/or provincial level</li> </ol>	<ol style="list-style-type: none"> <li>1. Continued involvement at the parish level</li> <li>2. Four years at diocesan level, including term as diocesan president</li> <li>3. Four years at provincial level, excluding term served as diocesan president</li> <li>4. Special norms for Military Ordinariate, Newfoundland and Labrador, Ontario and Prince Edward Island are on page 32</li> </ol>
Description of nominee's attributes	None	<ol style="list-style-type: none"> <li>1. A demonstrated love of the League through words and actions</li> <li>2. Does not and will not qualify in future for life membership</li> </ol>	<ol style="list-style-type: none"> <li>1. A demonstrated love of the League</li> <li>2. Ability to encourage others</li> <li>3. Ability to participate in study, research, workshops, etc.</li> <li>4. Availability and willingness to continue to serve</li> </ol>
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	Nomination for Life Membership
Form to be completed by nominee	None	None	Life Member Nominee Questionnaire
Deadline for submission	None	None	December 15 <sup>th</sup>

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## FUNERAL AND HONOUR GUARD PROTOCOL

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2 Preface:

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

5 Supplies:

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

12 Protocol:

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

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

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

30 Members will:

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

38 If reserved spaces have been made available, members file into the designated pews after the  
39 entrance procession and family have moved to the front of the church. Following the concluding  
40 funeral rite, and prayers of commendation, members will again assume their honour guard

1 positions for the recessional hymn and procession out of the church. Candles may be lit uniformly  
2 at the outset, as determined before the concluding rite of the funeral liturgy begins.

3 Other Considerations:

4 1. To emphasize the importance of the person's baptism, the church in Canada encourages the use  
5 of a funeral pall at the liturgy. It is placed on the coffin during the reception of the body but not  
6 for an urn with the cremated remains of the deceased. This pall is a reminder of the white  
7 baptismal garment, the sign of the Christian dignity of the person. This makes the statement  
8 that she is a sister of Christ, a member of the church.

9 NOTE: No other symbols, such as the "insignia of associations", have any place in the funeral  
10 liturgy (i.e., CWL funeral pall is NOT permitted) (ibid. no. 38).

11 2. In the case of a member who was in the military, the Canadian flag could be located near the  
12 entrance of the church where it is visible to all. If the family wishes to drape the flag over the  
13 coffin, it may be done only when the deceased is transported to and from the church where the  
14 funeral liturgy is to be celebrated. The flag can then be removed and folded with appropriate  
15 ceremony and respect just before the funeral pall is to be placed on the coffin during the  
16 welcoming rite for the deceased. Following the conclusion of the liturgy, the pall is removed,  
17 and the flag may once again be placed on the coffin for transport out of the church (Catholic  
18 Funerals and Eulogies, the Pall and the Flag, Canadian Conference of Catholic Bishops, March 5,  
19 2010).

20 [The next page is page 41.]

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## SECTION 4: ORGANIZATION (C&B PART VIII)

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### GENERAL

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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.

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### ORGANIZING A PARISH COUNCIL

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#### **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]

- 1 The diocesan president should:
- 2 1. Provide support and assistance.
  - 3 2. Preside over the meeting called to take the vote to amalgamate.
  - 4 3. Assist in the procedure and encourage members to continue their membership.
  - 5 4. Accept the council records for safekeeping in the diocesan archives. Consider celebrating the
  - 6 acceptance of the archival records at a diocesan convention.
  - 7 5. Send a letter of appreciation to the newly formed parish council and officially inform the
  - 8 provincial president and chairperson of organization of the amalgamation. Inform national
  - 9 office that the CWL parish council is officially amalgamated.

## 10 **When Parishes Close**

11 A close liaison should exist between the spiritual advisor of the parish council and the bishop of the  
12 diocese so that the status and needs of the council are recognized beforehand. When these needs  
13 become apparent, the bishop will be consulted for advice and alternatives by the diocesan  
14 president. Through the diocesan president, the CWL parish council affected should be given ample  
15 time and opportunity to consider all options in light of impending changes.

16 Where a parish council chooses to remain open, the parish council president should:

- 17 1. Notify the diocesan president and consult with her about impending changes in status of the
- 18 parish and the future options available to the CWL parish council.
- 19 2. Inform the bishop in writing of members' wishes to pursue ongoing commitments in the
- 20 community. Be specific about parish work and members' involvement in parish life.
- 21 3. Ask the bishop to assign a spiritual advisor for the parish council – perhaps a religious sister of
- 22 lay parish work to provide spiritual direction.
- 23 4. Allow healing time associated with a parish closure.

24 If a decision is eventually taken to close the council (this may take one or two years), follow the  
25 procedure for Disbanding a Parish Council. Diocesan presidents should follow the guideline as  
26 outlined on page 46.

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## 27 **INACTIVATING A PARISH COUNCIL**

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28 There may be a time during the life of a council when it is necessary to become inactive. This may  
29 be due to economic reasons, inability to attract new members or lack of involvement by current  
30 members. Whatever the reason, the matter of becoming an inactive council should be discussed  
31 with the members, the spiritual advisor and the diocesan president. The diocesan president should  
32 assist in evaluating the situation within the council and may suggest alternatives to assist the  
33 council in remaining active.

34 The parish council president should:

- 35 1. Prepare a written notice of motion to become inactive. Send it to all parish council members,
- 36 including the parish spiritual advisor and the diocesan president, advising of the intention to
- 37 discuss and vote on the motion and the date of the meeting.

- 1 2. Take a vote for the distribution of council funds, after the vote on the motion to become inactive  
2 is carried. Any remaining funds must be disbursed, outstanding bills must be paid and the bank  
3 account closed.
- 4 3. Provide Member's Transfer Forms.
- 5 4. Notify nearby parish councils who will welcome transfer members.
- 6 5. If council members agree by motion that the council will become inactive, the council's  
7 activities will cease however the members will still pay the annual prescribed fee in order to  
8 retain their membership and years of service. In these instances, one member must agree to  
9 collect and remit per capita fees and to remain the contact person for all communications.  
10 Required attendance at conventions and all reporting will cease as the council subscribes to not  
11 conducting activities or holding meetings. The diocesan president and national office should be  
12 informed of the decision of the membership to become inactive.
- 13 6. If this inactive parish council has not remitted per capita fees on behalf of its members for more  
14 than two years, the council no longer has voting members and is no longer in a position to be  
15 inactive or to disband itself. If this occurs, national office will inform the diocesan and provincial  
16 president of the situation and request of the diocesan (provincial if no diocesan) executive to  
17 disband the council by motion at its next executive meeting. The last recorded member on  
18 record of the parish council will be notified in writing of the decision to disband the council.
- 19 7. Send notification of the decision to become inactive to the diocesan president with a copy  
20 forwarded to national office.
- 21 8. Ensure that valuable books, records, minutes, treasurer's books, annual reports and other  
22 important documents are listed and stored in a safe place. Copies of this information, including  
23 the location of records, should be sent to the diocesan president, the parish priest and national  
24 office.
- 25 9. Send the council charter to national office for safekeeping with a letter of explanation. Should  
26 the council reactivate at some future time, national office will forward the council charter upon  
27 request.
- 28 10. Prepare an annual report for the year the council became inactive and send it to the diocesan  
29 council, for recording in the diocesan books.

30 The diocesan president should:

- 31 1. Be in open communication with parish council presidents, allowing them freedom to write or  
32 call, before a vote has been taken to become inactive.
- 33 2. Visit the parish council and assist in evaluating the situation and discuss possible solutions.
- 34 3. Assist in the procedure to become inactive and encourage members to join neighbouring  
35 councils.
- 36 4. Send a letter of regret to the parish and inform the provincial president and the provincial  
37 chairperson of organization of the council's decision to become inactive.
- 38 5. Remove the council's name from all mailing lists and notify other councils.
- 39 6. Monitor the situation with a view to reactivating the council at an appropriate time.



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## DISBANDING A PARISH COUNCIL

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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. Notify and seek assistance from the  
6 diocesan/provincial presidents before undertaking the steps to formally disband.

7 The parish council president should:

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

34 The diocesan president should:

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

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

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## 10 REACTIVATING A PARISH COUNCIL

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11 Reactivation of a League council implies that an official council has, at some time in the past, been  
12 established in the parish or location and has either become inactive or disbanded.

13 National office should be contacted requesting information about the status of the former council's  
14 charter. Provide any pertinent information you may have regarding the date of organization, the  
15 name of the first president, secretary and spiritual advisor.

16 If national office has no record of a previous charter, then an Application for Certificate of  
17 Organization must be completed as for a new council, along with a Parish Council Remittance Form  
18 for Per Capita Fees and a New and Reinstated Members List and cheque.

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

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## 25 ORGANIZING A DIOCESAN COUNCIL

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26 When three or more parish councils of the League exist within the geographical boundaries of a  
27 diocese, consideration should be given to the formation of a diocesan council of The Catholic  
28 Women's League of Canada.

29 A representative of the provincial or national executive may take the initiative to call a meeting of  
30 representatives from all the League parish councils, and their spiritual advisors, for the purpose of  
31 discussing the benefits of the formation of diocesan council.

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

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

1 developments. He would make the request to the ordinary of the diocese to appoint the first  
2 spiritual advisor.

3 A motion may be made to proceed with the organization of a diocesan council. The motion would be  
4 taken back to the participating parish councils for discussion and voting. The parish council  
5 president or her representative would bring the decision of her council to the subsequent diocesan  
6 organizational meeting (as with an “instructed vote”) [C&B, Part XV, Section 3(a)].

7 When the motion to form a diocesan council has been passed by a simple majority of the  
8 participating councils, provision must be made for the election of officers. A nomination committee  
9 comprised of three members should be selected by the provincial executive member and the  
10 provincial spiritual advisor who will follow the procedure for nominations and elections in [C&B,  
11 Part XVI, Section 1(b)].

12 At the elections meeting, the Application for Certificate of Organization should be completed for  
13 mailing to national office.

14 Arrangements should be made for the installation of officers.

15 The per capita fee of the new diocesan council should be established. [C&B, Part XVII, Section 4]

16 A letter should be circulated informing the parish councils of the newly elected executive officers  
17 and the per capita fee of the diocesan council to be effective at the beginning of the ensuing  
18 membership year.

19 Having been officially organized, the diocesan council is then required to conduct its affairs in  
20 accordance with the League’s *Constitution & Bylaws*.

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## 21 ORGANIZING A REGIONAL COMMITTEE

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22 Regional committees have been in existence in some dioceses since the early 1950s. They were  
23 created in order to serve the needs of parish councils in remote and isolated areas, as well as in  
24 densely populated areas.

25 Although the regional structure varies slightly between dioceses, the basic concept is the same and  
26 can be utilized to fit the needs of any diocese or province that would benefit from the formation of  
27 regional committees. Where no diocesan councils exist, regional committees could help bridge the  
28 gap between parish councils and the provincial council.

### 29 **Regional Committees [C&B, Part VIII, Section 6 (b)]**

- 30 1. Upon request of the majority of parish councils in the area concerned and where it is agreed by  
31 motion by diocesan council, regional committees may be established to function under  
32 regulations set by the diocesan council concerned.
- 33 2. Upon request of the majority of diocesan councils in the area concerned and where it is agreed  
34 by motion by provincial council, regional committees may be established to function under  
35 regulations set by the provincial council concerned.
- 36 3. The regional committee shall be composed of a chairperson, the presidents of the parish or  
37 diocesan councils concerned and other members as required. The presidents of the parish or

1 diocesan councils on a regional committee are also members of the diocesan or provincial  
2 executive (Part VIII, Section 2(b)). The regional chairperson, while not a member of the  
3 diocesan/provincial executive, is responsible for facilitating timely communication between the  
4 presidents on the regional committee and the diocesan/provincial president to enable those  
5 presidents to fulfill their diocesan/provincial executive responsibilities (Part VIII, Section 3).

- 6 4. Where it is agreed by motion by diocesan or provincial councils, the chairpersons of a regional  
7 committee may be members of that council. [Part VIII, Section 1 (b) & (c) and Part XV, Section 2  
8 (d)]

9 C&B, Part XV, Section 2 (d) states: "Chairpersons of regional committees shall have accredited  
10 delegate status if granted by diocesan or provincial councils." It should be pointed out, however,  
11 that diocesan regional chairpersons may take advantage of their voting privileges only at their own  
12 diocesan convention and not in other dioceses or at provincial or national conventions. Likewise, a  
13 provincial regional chairperson's voting privileges would apply only at her own provincial  
14 convention.

15 While some regional committees function with only a chairperson, a secretary and the parish  
16 presidents, others include a treasurer and some or all chairpersons of the eight standing  
17 committees and parish activities. With the exception of parish presidents, all are positions  
18 appointed by the diocesan president in consultation with the regional chairperson.

19 The diocesan regional chairperson (may also be applied to provincial):

- 20 • is appointed by the diocesan president for a two-year term immediately following the election
- 21 of the diocesan president
- 22 • should be a past president of a parish council in that specific region
- 23 • serves as liaison between the parish councils and the diocesan council in her region, keeping
- 24 the line of communication open in both directions
- 25 • receives her instructions and information from the diocesan president
- 26 • keeps in close contact with the parish council presidents and deals with regional concerns
- 27 • reports her activities to the diocesan president
- 28 • plans the location of the regional meeting and looks after all arrangements
- 29 • is responsible for overseeing the mailing out of notices of regional meetings to the diocesan
- 30 executive and parish council presidents
- 31 • chairs the regional meeting
- 32 • attends diocesan executive meetings as representative of the parish council presidents in her
- 33 region

#### 34 **Regional Chairpersons of Standing Committees**

35 Where there are regional chairpersons of standing committees (optional), they work under the  
36 direction of the diocesan chairpersons and serve as a link between the parish and diocese.

#### 37 **Regional Meetings**

38 Regional meetings, usually held twice a year, in the spring and fall, are open to all parish council  
39 members. Parish council spiritual advisors are invited to attend and a liturgical celebration should  
40 be part of the agenda.

1 Diocesan representatives should be invited to attend regional meetings and allowed time on the  
2 agenda.

3 In dioceses with many councils, regional meetings alleviate the need for large numbers of parish  
4 presidents to be present at executive meetings of the diocesan council.

5 Sometimes it is difficult for parish presidents to attend executive meetings of the diocesan council  
6 because of the great distances to be travelled and the costs involved. The regional meetings serve to  
7 keep the parish presidents in contact with their diocesan council and with each other.

8 The regional meeting is a good setting for councils to report on parish activities.

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9 **FUNDING REGIONAL COMMITTEES**

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10 An annual regional fee is collected from the parish councils to cover operating expenses. Travel  
11 expenses of the parish presidents are a parish responsibility.

12 It is the responsibility of the parish councils, in cooperation with the diocesan councils, to see that  
13 full funding is provided to meet the expenses of the regional chairperson to attend diocesan  
14 conventions, executive meetings, etc.

15 [The next page is page 61.]

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## SECTION 5: POSITIONS AND RESPONSIBILITIES

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### SPIRITUAL ADVISOR (C&B PART IX)

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There shall be a spiritual advisor for each parish council and at every level of the League (diocesan, provincial and national). Therefore, in organizing a parish council, it is essential that the group of women wishing to form a parish council consult with their pastor to obtain his approval and cooperation.

The pastor would serve as spiritual advisor for any organized parish council. If it is not possible for him to fulfil the role, he should consult with the council executive about his replacement.

Women may be appointed spiritual advisors. Where a member is appointed as spiritual advisor, she may continue to pay her membership fee in order to maintain her years of service in the League. At Eucharistic celebrations, lay spiritual advisors participate as lay persons, not as clerics. Liturgical roles should not be confused with League roles.

The spiritual advisor, in cooperation with the spiritual development chairperson, provides advice and guidance for the spiritual program of members.

The spiritual advisor should be advised of executive and council meetings and conventions and be encouraged to attend and participate in these meetings whenever possible. A spiritual advisor acts in an advisory capacity and does not have voting privileges.

On levels other than parish, a spiritual advisor's term of service should not exceed five years. The council (diocesan, provincial or national) should give six months advance notice of the expiry of the term to the person responsible for naming a successor.

The *Handbook for Spiritual Advisors* contains more detailed information and is available from national office.

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### DIRECTORS (C&B PART X)

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National officers and provincial council presidents shall together comprise the board of directors and shall be referred to as the national executive.

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### OFFICERS (C&B PART XI)

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#### **Transfer of Eligibility**

A member who is serving as a diocesan/provincial officer and/or is eligible for nomination to office at diocesan/provincial level in one diocese/province shall be eligible for nomination to office at diocesan/provincial level in any diocese/provinces to which she has moved. Such information is recorded on the Member's Transfer Form.

- 1 • names of movers and seconders
- 2 • number of votes for and against if ballot or counted vote
- 3 • details of debate, only if meeting instructs
- 4 • title of committee reporting, highlights of report filed for reference
- 5 • no opinion or personal comments
- 6 • time of adjournment

7 Sample minutes are available in Appendix 3.

- 8 4. Distribute copies of minutes prior to meeting if possible. Otherwise, be prepared to read the
- 9 minutes at the meeting.
- 10 5. Have motion book containing past motions at all meetings.

11 When are minutes approved?

12 Minutes of one meeting are usually approved at the next meeting of the group. Minutes are always  
13 approved by the members of the group to whom they belong. This group may authorize a smaller  
14 group, such as a committee, to approve the minutes of a particular meeting. In fact, this is advisable  
15 when a group meets only once a year or only at six-month intervals.

16 At parish level, where meetings are held monthly, minutes of one meeting are always approved at  
17 the next meeting by the members in attendance. This holds true, as well, for the minutes of the  
18 annual meeting, which are approved at the next regular monthly meeting of the parish council.

19 At diocesan, provincial and national levels, minutes of business sessions of conventions may be  
20 approved by a committee or the executive **if** the members of the convention have authorized their  
21 approval in this way. This authorization is advisable since convention meetings take place only  
22 once a year. The convention standing rules, when adopted, would give this authorization.  
23 Otherwise, the minutes have to be approved at the convention the following year.

24 Minutes of executive meetings are approved by the executive at the next executive meeting, unless  
25 the meetings are far enough apart to warrant having a committee approve them.

26 Minutes can be corrected at any meeting of the group even after they have been approved, however,  
27 a specific motion to amend the minutes is required.

28 (For more detailed information, see *Robert's Rules of Order*.)

## 29 **Treasurer**

30 At parish level, in consultation with the parish council executive, in November/December, the  
31 treasurer drafts a budget for the following fiscal year. The proposed budget should be presented for  
32 acceptance at the January meeting. A sample budget is printed in Appendix 3.

33 At diocesan/provincial level, in consultation with the executive, the treasurer drafts a budget for  
34 the following fiscal year for approval (by majority vote) at the fall executive meeting. An interim  
35 financial statement (since January 1) should be prepared for annual convention – for delegates  
36 information only.

37 At all levels, the executive should receive a report of income and expenses at each executive  
38 meeting to assist in budgetary control.

1 The audited financial statement presented by the treasurer is adopted by motion. The oral report of  
2 the treasurer is not adopted by motion.

3 A Financial Management Policy for national level is available on request from national office.

#### 4 **Past President**

5 Take charge of League history and archives or appoint an interested member. Bring scrapbook or  
6 history to some meetings for members to see.

- 7 • be responsible for reviewing biannually the council's manual of policy and procedure for any  
8 needed additions, deletions and corrections; all changes must be brought to the membership  
9 (for parish councils) or the executive (for diocesan and provincial councils) for approval before  
10 amending the manual
- 11 • engage members in the revisions process by inviting them to forward to national office  
12 proposed revisions to the National Manual of Policy and Procedure by December 1<sup>st</sup> of each  
13 year
- 14 • monitor/review the *National Manual of Policy and Procedure* and the council manual

#### 15 **Chairpersons of Standing Committees (C&B Part XIII)**

16 Standing committees are the cornerstone of The Catholic Women's League of Canada. Standing  
17 committees will be led by a chairperson. She is encouraged to appoint assistants who will be named  
18 "sub-committee chairpersons" and who will report to her regularly.

19 The standing committee chairperson shall:

- 20 1. Summarize memos or directives from other levels and include the summary in her report.
- 21 2. Prepare a report of committee activities since the last regular meeting and incorporate  
22 recommendations and plans for the future.
- 23 3. Have two copies of the report, one for her file and one for secretary.
- 24 4. Find more detailed information in *Parliamentary Procedure, Executive Handbook* and *Leading*  
25 *the League*, available from national office.
- 26 5. In consultation with the council president, appoint sub-committee chairpersons to cover  
27 specific headings under the committee to allow for more in-depth study and support for the  
28 chairperson.

29 A sub-committee chairperson shall:

- 30 1. Become more knowledgeable about the committee in general and the topic in particular.  
31 Study/research the topic using reports from church documents, royal commissions of inquiry,  
32 parliamentary papers, independent reports, resource books and materials.
- 33 2. Be aware of what is happening locally, provincially, nationally and internationally through  
34 newspapers, television, magazines, annual reports, local speakers, and/or resource persons.
- 35 3. Determine which aspects of the issue would/should concern the League.
- 36 4. Maintain regular contact with the chairperson, keeping her informed about:  
37 • upcoming events relevant to the sub-committee, advising well in advance so information  
38 may be circulated to other levels  
39 • changing situations  
40 • any special emphasis needed...when...why



- 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.

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17 **GUIDELINES FOR ANNUAL WRITTEN REPORTS**

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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

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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. An annual reporting form for parish chairpersons and  
9 guidelines for completion may be found in *Leading the League*.

10 The reporting period is January 1<sup>st</sup> to December 31<sup>st</sup>. All reports should be prepared in a concise,  
11 factual style, double-spaced, typed in Times New Roman 12-point font, with a word count of 1,800  
12 to 2,000.

13 In preparing your report:

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

33 When you have completed your report:

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



## SECTION 6: QUORUMS, MEETINGS, CONVENTIONS (C&B PART XIV)

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### QUORUM AT ALL LEVELS

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Due notice having been given in all instances, the quorum for a regular meeting is:

- the regular and annual general parish council meetings shall be 10% of the voting members of the council
- a regular parish, diocesan or provincial executive meeting shall be a majority of the members of the executive
- an annual diocesan or provincial convention shall be 10% of the voting members of the council
- a national executive meeting shall be a majority of the members of the executive
- an annual national convention shall be 25 members of the national council

[C&B Part XIV Section 2, 3 & 4]

### MEETINGS

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#### Meetings General

Members have a definite role to play while attending a meeting, whether presiding or participating. This role, to be effective, requires the formation of good meeting habits and knowledge of some basic parliamentary procedure. Meetings will run more smoothly and take less time if members are familiar with the proper procedures, using them in a fair and courteous manner. An added benefit will be the feeling of satisfaction knowing that all members had the opportunity to take part in the decision-making process.

For more detailed information on meetings, please refer to *Parliamentary Procedure, Executive Handbook* and *Leading the League*.

The president has the overall responsibility for most of the meeting preparation, however, details can be delegated to other officers or members; there are specific duties for each officer, as well as duties for members. Everyone is expected to take an interest and share in the duties.

#### Parish Executive Meetings

The parish council president should:

1. Call an executive meeting prior to the general meeting at a regular time each month.
2. Prepare an agenda and allow enough time to discuss questions and plan the general meeting.
3. Inform and encourage all officers, including standing committee chairpersons, the past-president and the spiritual advisor to attend.
4. Discuss current business and future plans and prepare recommendations for the general meeting. These recommendations should be presented in an impartial manner. The members at the general meeting must be allowed to make the decisions unless the executive has been given the authority to do so.

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## NOMINATIONS AND ELECTIONS

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### **Nominations and Elections Committees**

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

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

### **Nominations**

#### Parish Nominations

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

#### Diocesan/Provincial/National Nominations

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

- Elections Register – general listing of names and term(s) of office of all eligible current and past 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 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	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 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 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 names of those being nominated shall be announced to the executive but kept confidential  
24 until after the elections. The nomination form shall be signed by the presiding chairperson and  
25 secretary of the council. The presiding chairperson is likely the person who will carry the  
26 instructed vote to the convention and therefore the president (or past president) will not need  
27 to be informed of the results of the nomination process.
- 28 9. The nomination form is forwarded to the chairperson of the nominations and elections  
29 committee at the next level, adhering to the deadline date in the letter. For national elections,  
30 the nomination form shall be returned by priority post or registered mail to the executive  
31 director immediately following the provincial council's annual convention.
- 32 10. The names and offices for which members are nominated should be recorded in the minutes of  
33 the parish/diocesan/provincial executive meeting.

34 **Candidates List**

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

- 1 nomination form be submitted. If the deadline date has passed, that council forfeits its privilege  
 2 to nominate candidates for election.
- 3 2. Using the Candidates List, the chairperson (executive director for national elections) shall notify  
 4 each member in writing of the office(s) for which she has been nominated. No information shall  
 5 be given regarding the number of nominations received. No reply is required.
- 6 3. The chairperson of the nominations and elections committee (executive director for national  
 7 elections) shall send a letter to any member on the Acceptance List not nominated for office  
 8 advising her of this fact.

9 **Elections**

10 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	

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

- 1 8. For elections at every level except the parish level, the chairperson explains the instructed vote.  
2 Instructed vote means that on the first ballot, the voting delegate must vote for her council's  
3 nominees as previously determined by the council executive. If she is unsure about her council's  
4 nominees, she should ask to see her council's completed nomination form. If the voting delegate  
5 does not have an instructed vote from the executive, the council forfeits its privilege to vote on  
6 the first ballot and all subsequent ballots for that position. If a voting delegate does not attend  
7 the convention, the council forfeits its privilege to vote. If there is no majority on the first ballot,  
8 then the voting delegates are free to vote on the second and any subsequent ballots, and those  
9 voting delegates are free to vote for the nominee of their choice in any succeeding ballots. See  
10 Part XV, Section 3.
- 11 9. The chairperson of the nominations and elections committee requests a decision from the  
12 voting members as to whether or not the result of any ballot will be made known. (This could  
13 apply when no majority has been obtained or if there is a tie vote. The number of votes and  
14 corresponding name for each candidate for a particular position could then be shown only to  
15 the voting delegates in confidence prior to the next ballot being taken.)
- 16 10. When a president-elect has served a two-year term, she automatically becomes president. The  
17 voting will commence therefore, with the office of president-elect and continue in the order  
18 outlined in Part XI, Sections 1 – 3. Where the office of president-elect is vacant and there is no  
19 president-elect to become president, voting will commence with the office of president.
- 20 11. A member may be nominated for more than one office and when elected to an office, her name  
21 is removed from the Candidates List for other offices. When instructed votes apply and this  
22 happens, voting delegates are released from their instructed vote and each voting delegate may  
23 vote for the candidate of her choice.
- 24 12. If there is only one candidate for an office, a voting delegate moves that the candidate be  
25 declared elected, to be seconded by another voting delegate, and then voted on by all voting  
26 delegates.
- 27 13. Election of Officers shall be by majority vote:
  - 28 a. When a majority vote (more than half) has been obtained, the successful candidate shall be  
29 declared elected by the president.
  - 30 b. When no majority vote has been obtained, a second ballot will then be taken and, if  
31 necessary, a third.
  - 32 c. If three ballots fail to produce a majority vote for one candidate, then the candidate  
33 receiving the highest number of votes shall be declared elected. In the event of a tie vote on  
34 the third ballot, a fourth ballot will be taken using only the names of the tied candidates.
- 35 14. Election of Chairpersons shall be by plurality vote:
  - 36 a. The chairperson announces the number of chairpersons required to be elected.  
37 Chairpersons are not elected to a specific standing committee.
  - 38 b. Standing committees are assigned to chairpersons at the executive meeting immediately  
39 following election.
  - 40 c. If only the required number of candidates are standing for the office of chairperson, a voting  
41 delegate moves that the candidates be declared elected, to be seconded by another voting  
42 delegate, and then voted on by all voting delegates.

- 1 d. Ballots are distributed and members are asked to write the names of candidates for whom  
 2 they wish to vote on one ballot. They may vote for the required number or less. Voting for  
 3 more than the required number of candidates will result in a spoiled ballot.
- 4 e. After the ballots are collected and the votes are counted, the president declares elected  
 5 those candidates who have received the highest number of votes.
- 6 f. In the event of a tie involving the final position of the required number, balloting shall  
 7 continue until the required number of candidates is elected.
- 8 g. The president announces the successful candidates in alphabetical order.
- 9 15. The ballots shall be counted by members of the nominations and elections committee and the  
 10 spiritual advisor.
- 11 16. Any office left vacant following the election shall be filled by appointment from those eligible for  
 12 nomination to office, except the office of president-elect. The member shall be appointed by the  
 13 president in consultation with the executive and spiritual advisor and shall serve until the next  
 14 election. [C&B, Part XI, Section 4(d)]
- 15 17. When results of the election have been duly recorded, the nomination forms and the ballots  
 16 shall be destroyed by the committee and the nominations and elections committee dissolved.  
 17 Results of the elections (name and office) must be recorded in the annual meeting/convention  
 18 minutes.
- 19 18. The newly elected officers are introduced by the outgoing past president and assume the duties  
 20 and responsibilities of their respective office immediately following the annual meeting.
- 21 19. The formal installation of officers may take place at the convenience of the council in  
 22 consultation with the spiritual advisor.

23 Example of Plurality Vote to Elect Five Chairpersons

24 After the first ballot was counted –

25 (1) Member A received 14 votes	(2) Member A received 14 votes
26 Member B received 10 votes	Member B received 10 votes
27 Member C received 10 votes	Member C received 8 votes
28 Member D received 9 votes	Member D received 8 votes
29 Member E received 7 votes	Member E received 8 votes
30 Member F received 6 votes	Member F received 8 votes
31 ABCDE are declared elected	A and B are declared elected. There is a tie
32	involving the final positions, so further
33	balloting is necessary. On the 2 <sup>nd</sup> ballot,
34	members will vote for three chairpersons
35	from the remaining nominees. Voting will
36	continue until the required number of
37	candidates are elected.

38 [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

18 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

27 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: Considering the varying degree of risk based on their activities and financial situation,  
31 provincial and diocesan executives are strongly encouraged to investigate the need for directors’  
32 and officers’ liability insurance with legal counsel. Director’s and officers’ liability insurance  
33 reimburses (in part or in full) the costs resulting from law suits and judgments arising out of poor  
34 management decisions, employee dismissals, member grievances, and other such acts committed in  
35 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.]



## SECTION 10: MEDIA

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### THE CANADIAN LEAGUE (C&B PART XIX)

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*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
- Spotlight on Projects!

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/summer)
- resolutions and action plans passed at national convention (fall)
- new life membership group photograph (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



- 1 4. Spotlight on Projects submissions by councils should indicate innovative initiatives taken that  
2 have a 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 Spotlight on Projects, therefore, all  
7 submissions will 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 5<sup>th</sup> 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](mailto: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.

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## 32 BE LEAGUE E-NEWSLETTER

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33 The League has a monthly e-newsletter available to members on the website on the 15<sup>th</sup> of each  
34 month from September to June. An e-newsletter will be published in July if sufficient material is  
35 received.

1 This member-driven creative outlet serves the purpose of spreading the good news of parish  
2 council events. It is compiled at national office in consultation with the national chairperson of  
3 communications. The national chairperson of communications decides what material goes in the e-  
4 newsletter and what is saved for the magazine, which is more of a teaching tool.

5 The e-newsletter provides frequent coverage of council events. The e-newsletter remains a work in  
6 progress, constantly dependent on input from members. Sometimes it may contain a quiz or other  
7 information to sharpen members' skills.

#### 8 **Be League Spotlight Guidelines:**

9 Spotlights that meet the following criteria will be posted to the website:

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

31

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### STYLE GUIDE FOR PUBLICATIONS

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

#### 35 **Titles**

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

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

#### 4 **Names**

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

#### 10 **Bullets, Letters, Numbers, Punctuation**

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

- 15 • sunglasses
- 16 • sun screen
- 17 • beach towel (preferably a large one)
- 18 • bathing suit

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

- 22 • numbers 1. 2. 3.
- 23 • letters a. b. c.
- 24 • lowercase Roman numerals i. ii. iii.
- 25 • dashes —
- 26 • bullets

#### 27 **Spelling**

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

#### 29 **Capitalization**

- 30 • Use uppercase style with personal titles when used with a name; e.g., National President Betty  
31 Anne Brown Davidson; Betty Anne Brown Davidson, National President; Roman Catholic  
32 Church; United Church of Canada; St. Mary Parish Council; Archdiocese of Toronto. Exception:  
33 even when standing alone, “League” is capitalized.
- 34 • Lowercase subsequent references when the title stands alone; e.g., Catholic church, United  
35 church, national executive, national council, the task of a bishop, city hall, school board, priest,  
36 religious, parish council.
- 37 ▪ Capitalize names, titles and personal pronouns referring to God and sacred writings and their  
38 sections, the word “church” as part of the name of a building or denomination, and universities  
39 and colleges (but not their departments); e.g., Yahweh, Creator, Redeemer, Saviour, He, Him,  
40 Book of Genesis, Christian, St. Peter’s Catholic Church, Simon Fraser University, McGill Medical  
41 School, faculty of education.

- 1 • Capitalize Eucharist. Lowercase words related to other sacraments and rituals; e.g., baptism,  
2 mass, holy communion, bible, scripture, gospel, liturgy of the word. (Capitalize Mass if referring  
3 to a special one.)

#### 4 **Numbers, Times**

- 5 • Generally, numbers under 10 are spelled out; e.g., seven.  
6 • Generally, numbers 10 and over are written in figures, except at the beginning of a sentence;  
7 e.g., There are 21 children. Fifty-seven people were in attendance.  
8 • Decimals are written in figures, as are percentages even if they are under 10; e.g., 5.48, 2½%,  
9 0.10. Fractions less than one are spelled out; e.g., one-third, except unusual fractions under  
10 one; e.g., 43/100; fractions larger than one are written in figures; e.g., 1½.  
11 • School grades are written in figures; e.g., Grade 2. (Note that the word grade is capitalized,  
12 except if it is pluralized; e.g., grades 2 and 3.)  
13 • Time is written as follows: 10:00 a.m., 11:30 a.m., 3:00 p.m., 4:30 p.m., 1400 hrs.  
14 • Ages are hyphenated when used adjectivally; e.g., Five-year-old John Smith...  
15 • Numerical amounts are written as follows: \$2,134; \$75.00; 10¢ or \$0.10; \$1 million (but one  
16 million people).

#### 17 **Abbreviations**

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

#### 35 **Words As Such**

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

1 **Quotations**

- 2 • Any passage that is being quoted from a speech or from any published source should be put  
3 inside quotation marks or, if it is relatively long, indented five spaces and typed without  
4 quotation marks.
- 5 • Periods and commas always go inside the quotation marks. All other punctuation marks go  
6 inside the quotation marks when they are part of the quotation, otherwise outside when they  
7 apply to the entire sentence. Do not change anything in a quoted passage, with these exceptions:
- 8 a. You may leave out part of the quoted matter. Indicate the omission by three spaced periods.  
9 Use four spaced periods when omitting material that contains a period.
- 10 b. You may add an explanatory word or phrase. The addition should be placed within square  
11 brackets; e.g., “Mary decided that he [her son] should be questioned.” “The church is a  
12 communion of brothers [and sisters] ....” This is especially important because of the  
13 League’s commitment to inclusive language.

14 Sources:

15 *The Canadian Press Stylebook*

16 *Holy Bible, New Revised Standard Version*

17 *Paperback Oxford Canadian Dictionary*

18 *The Gregg Reference Manual, Tenth Edition*

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19 **ADVERTISING**

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

23 **Group 1: Core Organizations**

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

30 **Group 2: National Voluntary Funds**

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

1 **Group 3: Other Organizations**

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

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

15 **Group 4: CWL Members’ Requests**

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

19 **Group 5: Convention Committee Requests**

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

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24 WEBSITE

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25 **Procedure for Registration on the Internet**

26 National Domain Name cwl.ca

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

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

33 **Provincial/Diocesan Domain Name**

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

- 36 1. Request a formal letter of approval from national office before the registration request is  
37 submitted to the Internet registry.  
38 2. Assume responsibility for all setup, maintenance, and financial costs of their homepage.

1 3. Do not duplicate information found on the national homepage (links to the national homepage  
2 are encouraged).

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

### 5 **National Website**

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

- 7 1. About: why join, history, links, Objects, executive profiles, organizational structure, mission,  
8 staff, contact information
- 9 2. Communiqués: by standing committee
- 10 3. Conventions: past and present
- 11 4. Media: *Be League*, *The Canadian League*, letters, news releases, articles, memos, publication  
12 guidelines
- 13 5. Reports: annual reports
- 14 6. Resolutions: by position and year, and a list of archived resolutions
- 15 7. Resources: members' forum, *Catch the Fire*, price lists, forms, manuals, position papers,  
16 programs and workshops, promotional materials

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

### 19 **Thoughts Around Website Development**

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

### 32 **Suggested Do's**

- 33 • Report decisions of executive meetings and conventions relevant to the membership.
- 34 • List the executive, preferably with profiles.
- 35 • Post newsletters/magazines that should be available to all members.
- 36 • Post communiqués from officers of the same level that maintains the site (e.g., provincial  
37 officers on the provincial website).
- 38 • Provide copies of resolutions adopted at the intended level of their destination (e.g., if a  
39 resolution is directed to the national level for consideration and is not adopted, it does not  
40 become publishable or pursuable at any level).

- 1 • Provide an upcoming calendar of events that may include events occurring at other levels of the
- 2 League, at their request.
- 3 • Create a central e-mail box for receipt of comments and requests from members.
- 4 • Post convention information, agenda and registration form.
- 5 • Post photographs only when express permission has been given by all persons identified in the
- 6 photograph.
- 7 • Review carefully any suggested links, including associated links. A link can be considered an
- 8 association and investigation should be done in accordance with the affiliations section on page
- 9 23.
- 10 • Have a website committee, including the president and chairperson of communications to
- 11 review and approve/reject material for the website.
- 12 • Material that is copied from another source should appear with a credit line acknowledging the
- 13 source of the original material.

14 Suggested Don'ts

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

20

[The next page is page 151.]



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## 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

1 member who submits the proposed amendment to the meeting moves its adoption. It is  
2 seconded and opened for discussion. At this time, it may be amended or deferred. A two-thirds  
3 majority decides its fate. If accepted, the past president is responsible for:

- 4 • ensuring that the president and secretary sign the amendment form to verify that the  
5 amendment was accepted by a two-thirds majority vote by the council
- 6 • sending the amendment, immediately following the meeting, to the diocesan president for  
7 the upcoming annual diocesan convention

8 Diocesan Council – The diocesan president receives all accepted parish council amendments  
9 and any proposed amendment submitted on an official amendment form by a diocesan officer.  
10 The amendment is presented at the diocesan convention by the diocesan past president who  
11 moves its adoption. It is seconded and opened for discussion. At this time, it may be amended or  
12 deferred. A two-thirds majority vote decides its fate. If accepted, the past president is  
13 responsible for:

- 14 • ensuring that the president and secretary sign the original amendment form to verify that  
15 the amendment was accepted by a two-thirds majority vote by the council
- 16 • sending the amendment, immediately following the annual diocesan convention, to the  
17 provincial president for the upcoming annual provincial convention

18 Provincial Council – The provincial president receives all diocesan amendments and any  
19 proposed amendments submitted on an official form by a provincial officer. The amendment is  
20 presented at the provincial convention by the provincial past president who moves its adoption.  
21 It is seconded and opened for discussion. At this time, it may be amended or deferred. A two-  
22 thirds majority vote decides its fate. If accepted, the past president is responsible for:

- 23 • ensuring that the president and secretary sign the original amendment form to verify that  
24 the amendment was accepted by a two-thirds majority vote by the council
- 25 • sending the amendment, immediately following the annual provincial convention, to the  
26 national chairperson of laws to meet the deadline of August 31<sup>st</sup>

27 National Council – An officer at the national level may also submit a proposed amendment on an  
28 official amendment form to the executive of the national council for approval by a two-thirds  
29 majority vote prior to submission to the national chairperson of laws.

- 30 8. A proposed amendment must be submitted to the national chairperson of laws by August 31<sup>st</sup>.
- 31 9. At any time prior to the circulation of a proposed amendment to the general membership, the  
32 originating council may withdraw the proposed amendment.
- 33 10. The committee will review and consider all submitted proposed amendments and compile  
34 submissions according to article, section and subsection. The committee may:
  - 35 • combine proposed amendments dealing with the same article, section and subsection,  
36 where feasible
  - 37 • contact the submitter when wording, meaning or reasons stated need further clarification
  - 38 • edit submissions for grammatical and spelling errors and to ensure word/sentence  
39 standardization without changing the intent of the original proposal
  - 40 • prepare any additional proposed amendments required if a submission affects other  
41 articles, sections and subsections

- 1 11. The committee has the authority to prepare recommendations on a proposed amendment for  
2 the consideration of the national executive. Only a proposed amendment submitted in  
3 accordance with the general rules will be accepted for consideration. The chairperson of laws  
4 will notify the president of the submitting provincial council in writing if the committee rejects  
5 a proposed amendment.
- 6 12. The national executive shall review a proposed amendment as presented by the national  
7 chairperson of laws and shall give approval by a two-thirds majority vote to accept each  
8 proposed amendment for circulation to the membership. "Notice of the proposed amendments  
9 shall be circulated to all councils at least six months before the annual national convention."
- 10 13. The process for giving the voting delegate an instructed vote begins at the parish council  
11 meeting early in the year. Each parish council's instructed vote will be given to the diocesan  
12 council at the diocesan convention. The diocesan council's instructed vote will be given to the  
13 provincial council at the provincial convention. The provincial council's instructed vote is the  
14 final vote, and will be given at the annual national convention.

15 Parish Council Presidents

- 16 a. At a parish council meeting held at least one month prior to the diocesan convention,  
17 schedule a time to hold the vote on the proposed amendment. In the meeting  
18 announcement, inform members that the vote will be taken.
- 19 b. When the time for the vote arrives, read (or have someone read) the proposed amendment  
20 and the reasons for it. Allow time for discussion and questions.
- 21 c. Take the vote, both for and against. Count and record the numbers both for and against the  
22 proposed amendment. If two-thirds of the members present and voting have voted in  
23 favour of the proposed amendment, then the instructed vote that the president, as voting  
24 delegate, will take to the diocesan convention is "YES." If there are not two-thirds in favour  
25 of the proposed amendment, then the instructed vote to be taken to the diocesan  
26 convention is "NO."
- 27 d. Complete the Parish Council Instructed Vote Form provided with the information  
28 requested. Both the president and the secretary sign the form.
- 29 e. Keep the yellow copy of the form and send the white copy to the diocesan president at least  
30 two weeks prior to the diocesan convention.
- 31 f. Bring your copy to the diocesan convention to ensure that you vote as instructed.

32 Diocesan Council Presidents

- 33 a. Schedule a time on the agenda of the diocesan convention to hold the vote on the proposed  
34 amendment.
- 35 b. Upon receiving the parish council voting forms, note the results of the votes to ensure that  
36 the voting delegates vote as instructed. An abstention on any proposed amendment will be  
37 considered a "no" vote.
- 38 c. When the proposed amendment comes up on the agenda, inform the members that only the  
39 voting delegates (parish council presidents or designates) may vote and they must vote as  
40 instructed by their parish council. A roll call of the voting delegates (or designates) prior to  
41 the voting procedure will officially confirm the two-thirds vote required – "yes" (in favour)  
42 or "no" (against) the proposed amendment.

- 1 d. Read (or have someone read) the proposed amendment and take the vote, both for and  
2 against. Record the number of voting delegates (parish council presidents or designates)  
3 both for and against the proposed amendment. If two-thirds of the voting delegates present  
4 and voting have voted in favour of the proposed amendment, then the instructed vote that  
5 the diocesan president will take to the provincial convention is "YES." If there are not two-  
6 thirds in favour of the proposed amendment, then the instructed vote to be taken to the  
7 provincial convention is "NO."
- 8 e. Complete the Diocesan Council Instructed Vote Form provided with the information  
9 requested. Both the president and the secretary sign the form.
- 10 f. Keep the yellow copy of the form and send the white copy to the provincial president at  
11 least two weeks prior to the provincial convention.
- 12 g. Bring your copy to the provincial convention to ensure that you vote as instructed.

### 13 Provincial Council Presidents

- 14 a. Schedule a time on the agenda of the provincial convention to hold the vote on the proposed  
15 amendment.
- 16 b. Upon receiving the diocesan council voting forms, note the results of the votes to ensure  
17 that the voting delegates vote as instructed.
- 18 c. When the proposed amendment comes up on the agenda, inform the members that only the  
19 voting delegates (diocesan presidents or designates) may vote and they must vote as  
20 instructed by their diocesan council.
- 21 d. Read (or have someone read) the proposed amendment and take the vote, both for and  
22 against. Record the number of voting delegates (diocesan presidents or designates) both for  
23 and against the proposed amendment. If two-thirds of the voting delegates present and  
24 voting have voted in favour of the proposed amendment, then the instructed vote that the  
25 provincial president will take to the national convention is "YES." If there are not two-thirds  
26 in favour of the proposed amendment, then the instructed vote to be taken to the national  
27 convention is "NO."
- 28 e. Complete the Provincial Council Instructed Vote Form provided with the information  
29 requested. Both the president and the secretary sign the form.
- 30 f. Keep the yellow copy of the form and send the white copy to national office at least two  
31 weeks prior to the national convention.
- 32 g. Bring your copy to the national convention to ensure that you vote as instructed.

### 33 National President

- 34 a. Schedule a time on the agenda of the national convention to hold the vote on the proposed  
35 amendment.
- 36 b. Upon receiving the provincial council voting forms at national office, the results of the votes  
37 are noted to ensure that the voting delegates vote as instructed.
- 38 c. When the proposed amendment comes up on the agenda, inform the members that only the  
39 voting delegates (provincial presidents or designates) may vote and they must vote as  
40 instructed by their provincial council.
- 41 d. Read (or have someone read) the proposed amendment and take the vote, both for and  
42 against. Record the number of voting delegates (provincial presidents or designates) both  
43 for and against the proposed amendment. If two-thirds of the voting delegates present have

1 voted in favour of the amendment, then the proposed amendment is adopted. If there are  
2 not two-thirds in favour of the proposed amendment, then the proposed amendment is lost.

3 14. Amendments accepted by instructed vote at the annual national convention require the  
4 approval of the Canadian Conference of Catholic Bishops. This approval shall be applied for  
5 within sixty (60) days following the annual national convention and no amendment shall enter  
6 into force or be acted upon prior to approval being received. Duly adopted amendments are  
7 forwarded to and retained by Industry Canada.

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## 8 P&P PURPOSE AND REVISION

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9 Purpose: The *National Manual of Policy and Procedure* is complementary to the C&B because it  
10 provides more detailed information and helpful examples on how to best implement League  
11 policies. This policy is meant to provide a common standard for councils at all levels to follow when  
12 performing the work of the League.

13 Revision: Councils and members are encouraged to forward proposed revisions to this manual  
14 using the form found on the website and submit them to national office by December 1<sup>st</sup>. Proposed  
15 revisions to this manual may not conflict with existing League policy in the C&B. If the revision  
16 being sought does conflict, then an amendment to the C&B must first be requested using the  
17 procedure outlined on page 151.

18 The national chairperson of laws shall be responsible for reviewing all proposed revisions to this  
19 manual and submitting her recommendations to the national executive for approval at its winter  
20 meeting.

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## 21 PARLIAMENTARY PROCEDURE (C&B PART XXI)

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### 22 Rules of Order

- 23 1. *Robert's Rules of Order* shall apply to those questions of parliamentary procedure not specified  
24 in the *Constitution & Bylaws* or adopted as standing rules of convention.
- 25 2. A parliamentarian may be appointed for the convention at the discretion of the president.

26 Rules of order are the rules necessary to conduct business meetings in an orderly fashion, with due  
27 regard for the opinion of all members and in order to complete as much business as possible in as  
28 short a time as possible.

29 The Catholic Women's League of Canada has adopted *Robert's Rules of Order* as the parliamentary  
30 authority for conducting business meetings at all levels.

31 Knowing and understanding the basic principles behind the rules of order is the first step in  
32 learning how to take part in a democratically run business meeting. Not everyone who attends  
33 meetings is able to memorize a long set of detailed rules; but everyone can learn the democratic  
34 principles underlying the rules. The rules follow logically from the principles behind them. When  
35 the basic principles are understood, the rules often become self-evident without having to refer to  
36 the book of rules.

1 The basic principles are:

- 2 1. That all members have equal rights and obligations. These include proposing motions,  
3 seconding motions, amending motions, expressing a point of view, asking questions,  
4 nominating, running for office and voting.
- 5 2. That the majority rules. All motions are decided by a majority vote except when the bylaws  
6 state otherwise or when the rights of the members are involved.
- 7 3. That the minority be heard. All members have the right to express their views and to have  
8 those views respected.
- 9 4. That only one matter be under consideration at one time. Questions or issues are presented to  
10 the assembly in the form of motions and only one main motion can be dealt with at a time. It  
11 must be settled in some way before another subject can be proposed. Secondary motions (i.e. to  
12 amend, to refer to a committee) may be presented at the same time as a main motion in order to  
13 settle the main motion.
- 14 5. That all matters be open to full and free discussion before decisions are made on them.  
15 Members have the right to discuss matters before the assembly, as long as the rules of the  
16 organization are followed. Members also have the right to be informed on the issue and its  
17 effect before voting on it.
- 18 6. That the chair be impartial. To be fair to the members during discussion, the chair must remain  
19 impartial. If the president wishes to state an opinion while presiding at a meeting, she must  
20 vacate the chair. There are occasions when other officers or members should retain  
21 impartiality.
- 22 7. That simplicity and good will prevail. Simple, easily understood procedures are the ideal and  
23 will promote good will. Confusing technicalities may lead to dissension.

#### 24 **Standing Rules of Convention**

25 Each convention sets its own standing rules in accordance with *Robert's Rules of Order*. They are  
26 applicable for the duration of the convention in session only. Even though the standard rules may  
27 be the same from one year to the next, the rules must be adopted by each new convention. Copies  
28 should be available to all who register.

29 At the beginning of the business session of a convention, the rules are read and a motion is  
30 proposed, discussed and voted on to adopt the standing rules of the convention. This motion  
31 requires a two-thirds vote. To rescind or amend the rules once they have been adopted requires a  
32 two-thirds vote. To suspend a rule requires a majority vote.

33 Sample standing rules are found in Appendix 3.

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## 34 MOTIONS

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#### 35 **How to Introduce and Process a Motion**

- 36 1. Member rises to address the chair – “Madam President” and waits for recognition. Chair  
37 recognizes the member, by name, if possible. More than one person may have stood at the same  
38 time, so it is the duty of the chair to decide who to recognize first.

- 1 2. Member presents a motion or resolution – “I move that ...” or “I move the adoption of the  
2 following resolutions...”
- 3 3. Another member must second the motion. This is simply to show that more than one person is  
4 interested in discussing the proposal. If there is no seconder, the motion is not accepted.
- 5 4. Chair restates the motion and opens it for discussion – “It has been moved and seconded that...;  
6 is there any discussion?”
- 7 5. Discussion takes place. Mover usually speaks first. Members must be recognized by the chair  
8 before speaking. Discussion must be relevant to the topic. All remarks must be addressed to the  
9 chair. Each member has the right to speak and no member should be allowed to speak a second  
10 time until all others have had a chance to speak. If necessary, time limits on speeches or on the  
11 length of the discussion can be set by the members. The member speaking must avoid attacking  
12 the motives of other members. It is at this point that the motion can be amended or postponed  
13 or referred to a committee. When there is no further discussion, the chair restates the motion  
14 and asks “Are you ready to vote?”
- 15 6. Chair takes the vote – “All those in favour of the motion, please raise your hand”; “All those  
16 opposed, please raise your hand.” The chair must always ask for the negative vote even if all  
17 have voted in favour because members have a right to change their vote up until the vote is  
18 completed.
- 19 7. The chair announces the result of the vote – “The motion is carried,” or “The motion is  
20 defeated.” This announcement is necessary so that it can be recorded in the minutes accurately.  
21 If anyone is in doubt as to the result of the vote, she may ask for a counted vote and this must be  
22 taken. Motions are adopted by a majority vote unless some other figure is stipulated in the rules  
23 of the group. After giving the result of the vote, the chair should give direction for the action to  
24 be taken as stated in the motion. Example: “The motion is carried. The treasurer will please  
25 send a cheque to...”
- 26 8. The next item of business is introduced to indicate the end of that motion. No further discussion  
27 on that subject should be allowed.

28  
29

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MOTION CHART (for commonly used motions)						
MOTIONS	EXAMPLE	SECOND	DEBATABLE	AMENDABLE	VOTE	NOTES
<b>In order of precedence</b>						
ADJOURN	I move to adjourn	yes	no	no	maj	privileged motion
RECESS	I move to recess for 5 minutes	yes	no	yes	maj	privileged motion
LAY ON TABLE	I move that the motion be laid on the table	yes	no	no	maj	lays aside a motion when more urgent business arises
PREVIOUS QUESTION	I move the previous question	yes	no	no	2/3	if adopted, closes debate
LIMIT/EXTEND DEBATE	I move to limit debate to 30 minutes	yes	no	yes	2/3	may change length of speeches or length of debate
POSTPONE DEFINITELY	I move to postpone the motion until the next meeting	yes	yes	yes	maj	debate confined to merits of postponing question
COMMIT/REFER	I move to refer this motion to a committee	yes	yes	yes	maj	debate confined to merits of referring motion to committee
AMEND	I move to amend the motion by...	yes	yes	yes	maj	debate only if applicable motion is debatable
POSTPONE INDEFINITELY	I move to postpone this motion indefinitely	yes	yes	no	maj	debate may go into merits of main motion; kills main motion
MAIN MOTION	I move that...	yes	yes	yes	maj	introduces business to assembly

MOTION CHART (for commonly used motions)						
MOTIONS	EXAMPLE	SECOND	DEBATABLE	AMENDABLE	VOTE	NOTES
<b>No special order</b>						
POINT OF ORDER	I rise to a point of order	no	no	no	no	ruled upon by chair, may interrupt a speaker
APPEAL	I appeal the decision of the chair	yes	yes	no	maj	must be made at times of ruling by chair; undebatable if pending question is undebatable
SUSPEND RULES	I move to suspend the rule and...	yes	no	no	2/3	bylaws may never be suspended
OBJECTION TO CONSIDERATION	I object to the consideration of this question	no	no	no	2/3	in order only until debate on main motion begins
DIVISION OF ASSEMBLY	I doubt the vote	no	no	no	no	in order only after vote is announced; rising vote is then taken
DIVISION OF QUESTION	I move to divide the motion by...	yes	no	yes	maj	separates motion if possible and desirable
POINT OF INFORMATION	Point of information	no	no	no	no	may interrupt a speaker if important
RECONSIDER	I move to reconsider the vote on the motion re...	yes	yes	no	maj	undebatable if motion to be reconsidered is undebatable; must be made by member who voted on prevailing side

N.B. for complete list of motions, see *Robert's Rules of Order*

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[The next page is page 171.]

# APPENDIX 1: PRIVACY POLICY

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## PREAMBLE

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The federal *Personal Information and Electronics Document Act* (PIPEDA) came into force January 1, 2004 and applies to personal information collected in the course of commercial activities. The Privacy Commissioner of Canada has ruled The Catholic Women's League of Canada does not conduct commercial activities and is therefore exempt from PIPEDA. Notwithstanding the foregoing, the League strives to share with members how their personal information is protected in the areas of management, notice, choice and consent, collection, use and retention, access disclosure to third parties, security, quality, and monitoring and enforcement.

## MANAGEMENT

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### **Policies and Communications**

1. The League defines, documents, communicates and assigns accountability for its privacy policies and procedures.
2. 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 of The Catholic Women's League of Canada.
3. The national administrative committee is responsible for ensuring that the League's privacy policies are monitored and updated regularly, including in its regular review of organizational governance.
4. The privacy officer is responsible for implementing the policy, monitoring compliance and initiating action to clarify policies and practices.
5. The privacy officer also trains and regularly updates employees about their responsibility and the consequences of non-compliance.
6. The privacy officer ensures that the privacy policy is documented and readily available to employees, members and relevant third parties.

### **Procedures and Controls**

1. The privacy policy and procedures are periodically reviewed by the national administrative committee, ensuring consistency with all applicable laws and regulations. Any suggested modifications to the policy are recommended for approval to the national executive.
2. The privacy officer governs the development, acquisition, implementation and maintenance of information systems and the related technology used to collect, use, retain and disclose personal information.
3. The privacy officer ensures that the hiring process includes procedures to screen for employees who would be diligent in protecting members' privacy.

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1 NOTICE

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2 **Policies and Communications**

- 3 1. The League provides notice about its privacy policies and procedures and identifies the  
4 purposes for which personal information is collected, used, retained and disclosed.
- 5 2. The League's privacy notice describes:
- 6 a. the reason for collecting personal information
  - 7 b. the form of consent required
  - 8 c. procedures used for collection
  - 9 d. uses and retention of information
  - 10 e. methods of access by members
  - 11 f. required disclosures, including third-party users
  - 12 g. security of information procedures
  - 13 h. quality of information provided
  - 14 i. how the policy is monitored and enforced

15 **Procedures and Controls**

- 16 1. The League's privacy notice must be readily accessible and available when personal  
17 information is first collected from the member. It can be found:
- 18 a. in the membership renewal packages sent annually to parish council presidents with  
19 instructions that the notice be prominently displayed wherever the council is accepting  
20 renewals
  - 21 b. on the League's website
- 22 2. The privacy notice will be dated to allow members to determine whether the notice has  
23 changed since they submitted personal information.

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24 CHOICE AND CONSENT

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25 **Policies and Communications**

- 26 1. The League describes the choices available to the member and obtains implicit consent with  
27 respect to the collection, use and disclosure of personal information.
- 28 2. The League collects sufficient personal information to allow for the processing of a subscription  
29 to *The Canadian League* magazine. It is assumed that because the subscription is automatic,  
30 consent is implied when the membership fees are received. The information is used by  
31 employees and disclosed to a third-party mailing company to apply address labels to the  
32 magazine.
- 33 3. The League collects contact information for those who hold elected office at all levels of the  
34 League. It is assumed that because the member is willing to hold office, consent is implied to  
35 allow other members to contact her about League undertakings. The information is used by  
36 members only and disclosed to no other parties without the express written consent of the  
37 individual member.

- 1 4. The League collects educational information and personal goals for those interested in applying  
2 for League bursaries. It is assumed that because the member is willing to have a committee  
3 review her application to assess her credentials consent is implied when the bursary  
4 application is received. The information is used by the bursary committee only and disclosed to  
5 no other parties.
- 6 5. The League collects service history and personal interests for those interested in being awarded  
7 life memberships. It is assumed that because the member is willing to serve, consent is implied  
8 to allow national executive members to determine how to best ask the candidate to serve. The  
9 information is used by the national executive and the life member liaisons and disclosed to no  
10 other parties.
- 11 6. The League collects shipping addresses and credit card information for those interested in  
12 purchasing national office supplies either via telephone, fax or e-mail. It is assumed that  
13 because the member wishes to receive the order, consent is implied to allow for national office  
14 staff to process the payment and ship the order.
- 15 7. The League collects and publishes photographs of members involved in League activities for  
16 use in internal League publications. It is assumed that members involved in League activities  
17 consent to having their photographs used in internal publications when League events or  
18 League sponsored events are being attended.
- 19 8. Members will be informed of their right to “opt-out” in the privacy notice.
- 20 9. Consent may be withdrawn at any time by providing written notice to the privacy officer, and  
21 allowing a 30-day processing time. Members are informed of the consequences of refusing to  
22 provide personal information or of withdrawing consent for the purposes identified in the  
23 privacy notice.

#### 24 **Procedures and Controls**

- 25 1. Implicit consent to collect, use and disclose personal information is obtained for all purposes  
26 identified in Policies and Communications.
- 27 2. All members will receive the option to “opt out” of receiving the magazine by stating their intent  
28 to the membership chairperson at the parish level. An “opt out” box will be placed on the  
29 annual membership list.
- 30 3. It is presumed that those holding office will be accessible to sister members, that bursary  
31 applicants would wish to fully meet the criteria and that life members are choosing to be  
32 contacted in order to serve. For those reasons, no “opt out” provision is available. Instead,  
33 members with reservations should decline to serve/apply if they cannot meet these criteria.
- 34 4. If personal information is to be used for a purpose not specified in the privacy notice, express  
35 written permission must be obtained from the member. This is especially applicable when a  
36 council at another level wishes to disclose members’ information to an external third party.

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### 37 **COLLECTION**

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#### 38 **Policies and Communications**

- 39 1. The League collects personal information only for the purposes identified in the privacy notice.

- 1 2. The privacy notice discloses the types of personal information collected and the methods used  
2 to collect the personal information.
- 3 3. The League uses personal contact, and in some instances League approved forms, to collect  
4 personal information. No information is obtained from external third parties or by way of  
5 Internet cookies and other tracking techniques.

## 6 **Procedures and Controls**

- 7 1. Personal information for all members includes the member's name and address and is added  
8 automatically by the membership database is the year joined, the years paid and the years of  
9 service of each member. Information is collected by internal third parties, i.e., the member  
10 assigned to collecting per capita fees within the parish. Parish councils are responsible for  
11 ensuring that the information is collected by fair and lawful means.
- 12 2. Contact information for parish council presidents and treasurers, and diocesan, provincial and  
13 national officers includes telephone numbers and e-mail addresses, where available.  
14 Information for parish council presidents and treasurers is collected and mailed along with the  
15 annual membership list. Information for diocesan, provincial and national officers is collected at  
16 the first executive meeting following election and forwarded to national office for distribution.
- 17 3. Information for use in tracking re-applications for bursary awards is collected from the results  
18 of the bursary committee meeting and is obtained directly from the applicant when completing  
19 the form.
- 20 4. A history of executive positions held at diocesan, provincial and national levels that is used to  
21 verify life membership applications is collected from the contact information received in 2  
22 above. Life membership information is collected from both the submitting council and the  
23 member nominated.

24

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## USE AND RETENTION

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## 25 **Policies and Communications**

- 26 1. The League limits the use of personal information to the purposes identified in the privacy  
27 notice and for which the individual has provided implicit consent.
- 28 2. The League retains personal information for only as long as necessary to fulfil the stated  
29 purposes.
- 30 3. Members will be notified of the use and retention of personal information in the privacy notice.

## 31 **Procedures and Controls**

- 32 1. National office staff will not disclose the information on record for any "non-executive" member  
33 without the express consent of the member. This includes inquiries from sister members. The  
34 only exception will be the mailing of the annual membership lists to allow the membership  
35 chairperson an opportunity to ensure that the record is both complete and accurate. The  
36 membership chairperson, as the keeper of personal information, is also bound by the privacy  
37 notice.

- 1 2. National office staff will disclose the contact information on record for executive members in  
2 accordance with the established protocol of the League; i.e., members to parish council  
3 presidents, parish council presidents to diocesan presidents, etc.
- 4 3. The membership database will include “anonymous subscriber” records for members who wish  
5 to “opt out” of obtaining the magazine. Each record will count as one member for the  
6 membership statistics, but no subscription information will be collected or retained in order to  
7 mail the member her copy of *The Canadian League*. The parish membership chairperson will be  
8 expected to retain enough personal information on anonymous subscribers, on a confidential  
9 basis, to allow for annual renewal of membership.
- 10 4. Information on members is stored with a professional IT service provider in Toronto. Hard  
11 copies of membership lists are shredded after two years.
- 12 5. Information on life members is kept on file as long as they remain members of the League.  
13 When no longer needed, the information is shredded.
- 14 6. Information on bursary applicants is kept for a five-year period, after which the information is  
15 shredded.
- 16 7. Information on orders is retained electronically until the end of the fiscal year when completed  
17 orders are purged. Hard copies are retained for seven years.

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## ACCESS

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### 19 **Policies and Communications**

- 20 1. The League provides individuals with access to their personal information for review and  
21 update.
- 22 2. Members will be notified of their right to access personal information in the privacy notice, and  
23 the procedure for doing so.

### 24 **Procedures and Controls**

- 25 1. Members have two methods for accessing their personal information. They can request to see  
26 the membership list from the membership chairperson. The membership chairperson is  
27 authorized, on behalf of all members in her council, to modify personal information contained  
28 on the membership list when disparities or inaccuracies are noticed, via telephone, fax or e-  
29 mail.
- 30 2. Members may also contact national office in writing to obtain a copy of their personal  
31 information. The requests should be sent c/o the privacy officer, and responses should be  
32 received within 45 days of the original date of the request. All requests should include a self-  
33 addressed stamped envelope in which to return the information.
- 34 3. A member’s identity is confirmed prior to providing access to the personal information by  
35 comparing the return address to the membership database.
- 36 4. All validated members’ requests will be honoured.
- 37 5. Members may call in modifications to their personal information at any time, with the exception  
38 of modifications to diocesan, provincial and national offices held. Any suggested modifications  
39 to offices held must be supported by a letter from the current council executive, signed by the  
40 council secretary and president and supported by executive listings from the years in question.

- 1 6. Because national office staff is required to make information changes on behalf of the members,  
2 a record of the date, time and identification of the member making a modification will be kept.
- 3 7. If a disagreement arises about the accuracy and completeness of the personal information,  
4 either between national office and the member, or the membership chairperson and the  
5 member, the member will be informed in writing about the reason a request for correction of  
6 personal information was denied, and that an appeal could be made to the national  
7 administrative committee.

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## 8 DISCLOSURE TO THIRD PARTIES

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### 9 Policies and Communications

- 10 1. The League discloses personal information to third parties only for the purposes identified in  
11 the privacy notice and with the implicit consent of the member.
- 12 2. The League communicates its privacy policy to all identified third parties and obtains written  
13 agreements from these parties that its practices ensure the security and confidentiality of the  
14 personal information given.

### 15 Procedures and Controls

- 16 1. The only identified third party that requires members' personal information is the mailing  
17 company, entrusted with labelling magazines for the post. The personal information forwarded  
18 includes only members' names, addresses and the council to which they belong. These records,  
19 sent on disk, are promptly returned following the labelling process. No information is retained  
20 by the mailing company.
- 21 2. A contract exists between the mailing company and the League that members' personal  
22 information will be protected from loss, misuse, unauthorized access, disclosure, alteration  
23 (with the exception of an address accuracy check required by Canada Post) and destruction.  
24 The contract stipulates that the level of protection is equivalent to that of the League and limits  
25 the use of the personal information to purposes necessary to fulfill the contract.
- 26 3. Should the need arise to disclose personal information to additional third parties for new  
27 purposes or uses not outlined in the privacy notice, members will be informed in *The Canadian*  
28 *League*, at least six months in advance, and consent will be implied. Written requests to "opt  
29 out" will be accepted.
- 30 4. For external and identified third parties, the privacy officer will:
  - 31 a. monitor complaints to identify indications of any misuse of personal information by third  
32 parties
  - 33 b. respond to any knowledge of a third party using or disclosing personal information in  
34 variance with the League's privacy policies and procedures and contractual arrangements
  - 35 c. mitigate any harm caused by the use or disclosure of personal information by an identified  
36 third party in violation of the League's privacy policies and procedures
  - 37 d. take remedial action in the event that a third party misuses personal information
- 38 5. For internal unidentified third parties (i.e., councils at other levels), the privacy officer will:
  - 39 a. inform the third party of its breach of policy and request that it immediately cease using the  
40 information



- 1 b. request that the third party retrieve any personal information circulated
- 2 c. inform the third party that it must contact each member whose personal information has
- 3 been disclosed and take appropriate remedial action to mitigate any harm

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## 4 SECURITY

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### 5 Policies and Communications

- 6 1. The League protects personal information against unauthorized access.
- 7 2. Members will be notified of the types of security measures used to protect their personal
- 8 information.

### 9 Procedures and Controls

- 10 1. Only authorized national office staff has access to personal information through the application
- 11 of user names and passwords.
- 12 2. All changes to personal information are dated and include the name of the user who has
- 13 modified the record.
- 14 3. Information on members is stored with a professional IT service provider in Toronto.
- 15 4. The file server is accessible by national office staff through a series of security names and
- 16 passwords.
- 17 5. Hard copies of the membership lists are placed in locked filing cabinets.

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## 18 QUALITY

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### 19 Policies and Communications

- 20 1. The League endeavours to maintain accurate, complete and relevant personal information for
- 21 the purposes identified in the privacy notice.
- 22 2. Members will be notified of the League reliance on the membership chairperson to supply
- 23 accurate and complete personal information for their council members.

### 24 Procedures and Controls

- 25 1. National office relies on the membership chairperson to systematically update and maintain
- 26 relevant, accurate and complete personal information on her council members, submitting
- 27 changes to national office on a timely basis.
- 28 2. The membership chairperson does so by maintaining regular, periodic contact with each
- 29 member, at least once annually during the membership renewal drive.
- 30 3. Postal codes are verified using an address accuracy program provided by Canada Post.

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## 31 MONITORING AND ENFORCEMENT

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### 32 Policies and Communications

- 33 1. The League monitors compliance with its privacy policies and procedures and has procedures
- 34 to address privacy-related complaints and disputes.
- 35 2. Members will be notified of how to contact the privacy officer with complaints.

1 **Procedures and Controls**

- 2 1. The privacy officer will address all privacy-related complaints and disputes, once notified of the  
3 complaint or dispute in writing, using the procedure outlined in Disclosure to Third Parties on  
4 page 176.
- 5 2. Should the complaints and disputes not be resolved satisfactorily, the complainant may appeal  
6 to the national administrative committee for resolution.
- 7 3. All complaints and disputes will be reviewed periodically by the laws chairperson in concert  
8 with the annual revisions to the *National Manual of Policy and Procedure*, with suggested  
9 changes to be raised at the winter executive meeting.
- 10 4. Compliance with privacy policies and procedures is examined annually.

11 [The next page is page 181.]

## APPENDIX 2: ETHICAL GUIDELINES

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Baptism in the life and mission of Jesus Christ involves ongoing faithfulness to the life and the mission of the church. The mission of The Catholic Women’s League of Canada flows from the Mission Statement as:

a national organization  
rooted in gospel values,  
calling its members to holiness  
through service to the people of God

The Mission Statement pledges each member to try, as far as humanly possible, to conduct herself, with love and care, in a manner respectful of those whom she serves.

As the *Catechism of the Catholic Church* quotes from Pius XII in his February 20, 1946, Discourse: “Lay believers are in the front line of Church life....they in particular ought to have an ever-clearer consciousness not only of belonging to the Church, but of being the Church, that is to say, the community of the faithful on earth under the leadership of the Pope, the common Head, and of the bishops in communion with him. They are the Church.” (899) These ethical guidelines are also, therefore, situated within the context of lay ministry and participation as members in the common mission of the church.

In response to an emerging consensus in recent years about the need for clearer ethical guidelines in Catholic institutions and associations, the League recognizes its responsibility to provide a set of clear ethical guidelines for its members, in keeping with both the Mission Statement and the Objects of the League.

The Objects of the League shall be to unite Catholic women of Canada:

1. to achieve individual and collective spiritual development
2. to promote the teachings of the Catholic church
3. to exemplify the Christian ideal in home and family life
4. to protect the sanctity of human life
5. to enhance the role of women in the church and society
6. to recognize the human dignity of all people everywhere
7. to uphold and defend Christian education and values in the modern world
8. to contribute to the understanding and growth of religious freedom, social justice, peace and harmony

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### GENERAL NORMS OF BASIC RESPECT AND CARE

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Catholic moral and social teachings are founded on the affirmation of the sacred dignity of every human person created in the image and likeness of God. (Genesis 1)

(Note: The bracketed numbers that follow in the guidelines refer to the corresponding Objects of the League.)

- 1 In all areas of service, members are called upon to:
- 2 • Speak and act in a manner that is consistent with the common mission of the church (2)
  - 3 • Maintain an active relationship and good standing with the Catholic church (2)
  - 4 • Seek ongoing faith education and spiritual development (1)
  - 5 • Speak and act in ways that respect the equal dignity and worth of every individual (6)
  - 6 • Speak and act in ways that reach out to those who are suffering, weak or vulnerable (6)
  - 7 • Demonstrate respect for diverse cultures (8)
  - 8 • Avoid discrimination “based on race, national or ethnic origin, colour, religion, sex, age or
  - 9 mental or physical disability” (*Canadian Charter of Rights and Freedoms*) (8)
  - 10 • Refrain from and protect others from any form of coercion, intimidation, questionable
  - 11 behaviour or abusive words or actions (6)

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12 **TRANSPARENCY AND TRUST IN RELATIONSHIPS**

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13 Christian leaders are called to be “good shepherds” who care about those whom they serve and who  
14 refrain from exploiting their position for their own personal interests or agenda. (John 10, 1 Peter  
15 5)

- 16 Where League service involves confidential communication, counseling and trust, members should:
- 17 • work always to promote the interests and well-being of those being served, refraining from
  - 18 exploiting relationships of trust and authority
  - 19 • treat all communications from those they serve with confidentiality except when permission for
  - 20 disclosure is granted
  - 21 • understand the limits of their own competence and make referrals to other professionals when
  - 22 appropriate

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23 **RELATIONSHIPS WITH YOUNG PERSONS**

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24 Jesus encouraged His disciples to welcome and reach out to children (Mark 10) and His teachings  
25 underline the need to develop a moral environment that protects the well-being of young people.

- 26 In any outreach to young persons, members should exercise ethical vigilance and:
- 27 • promote programs or services for children and adolescents aimed at a healthy, integrated
  - 28 development of the young person’s faith, values, personality, talents and mental and physical
  - 29 abilities
  - 30 • promote the rights and dignity of young people while remaining mindful of parental rights and
  - 31 obligations
  - 32 • promote respect for the young person’s cultural background and identity
  - 33 • foster a culture that promotes balanced and reasonable goals for young people
  - 34 • monitor and report any form of behaviour, inappropriate speech and over-familiarity towards
  - 35 young persons
  - 36 • ensure that two adults are always present when accompanying one or a group of young persons
  - 37 or when transporting them

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## RELATIONSHIPS WITH COLLEAGUES AND THE CLERGY

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Jesus Christ called His disciples to a new type of servant leadership that sees authority as a form of dedicated service rather than an entitlement or privilege (Mark 10)

These guidelines are relevant to members in leadership roles in the League.

- Treat leadership responsibilities as a work of dedicated service rather than as a form of entitlement or privilege.
- Foster transparency and accountability to fellow members as well as to those who are served by keeping them informed of policies, procedures and decisions related to their field of service, including any changes affecting them.
- Solicit and attend to feedback from members and those who are served.
- Exercise good stewardship of resources entrusted to one's care and employ good financial practices.
- Recognize that good judgement is achieved through consultation rather than through isolated decision-making.
- Follow established rules of fair procedure at meetings, in committees and when making executive decisions.
- Seek advice and counsel of clergy, colleagues and other professionals whenever it is in the best interest of those being served.
- Promote solidarity, justice and service in a spirit of collaboration.
- Refrain from maligning other members or the clergy.
- When conflict occurs, seek dialogue, reconciliation and counsel, and if necessary, professional mediation.
- Take collegial and responsible action when concerns about or direct knowledge of misconduct occur.

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## PERSONAL COMMITMENTS AND RESPONSIBILITIES

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The lay faithful are called to live with integrity and to be strong in their inner selves (Ephesians 3:16). In order truly to love one's neighbour as themselves, members must also care for their own spiritual, physical and psychological needs.

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## CIVIC DUTIES

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Because the League is a Catholic lay association, its services and activities are important elements of the dynamic civil society life that is so vital to free democracies. Members should strive to be engaged citizens as well as faithful members of the church.

The following guidelines apply to all areas of League service.

- Speak and act in a manner that is consistent with the "supremacy of God and the rule of law" (*Canadian Charter of Rights and Freedoms*). (6)
- Speak and act in ways that promote a "culture of life" and respect the inviolable right to life of all human beings. (4)

- 1 • Speak and act in ways that respect and promote the Catholic vision of marriage and family life.  
2 (3)
- 3 • Promote justice in relationships with others, especially on behalf of persons in need. (6)
- 4 • Encourage informed public debate on issues of social and moral concern. (7)
- 5 • Foster responsible and active citizenship in a pluralistic, democratic country. (8)

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## 6 SCREENING PROCEDURES

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7 Councils may avail themselves of the screening procedures offered by their dioceses or the local  
8 police department. This procedure ensures the integrity, safety and reputation of volunteer League  
9 members, in particular the positions of president, treasurer and, where relevant, the chairperson of  
10 the Christian family life standing committee and any members who minister to young persons.

11 Final ratification of the screening process is the responsibility of the League's parish council  
12 president.

13 *These guidelines have been drawn from a document prepared in 2007 by the English-Speaking Catholic Council*  
14 *of Greater Montreal, following an in-depth consultative process involving both lay and clergy input, and they*  
15 *have been adapted for the needs of the League. Used with permission.*

16 [The next page is page 191.]

1 APPENDIX 3: SAMPLES

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2 SAMPLE AGENDA

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3 Record the date, place and time of the meeting.

4 a. The meeting is called to order.

5 b. The president gives her remarks, which include announcements and details of programs or  
6 activities following the meeting.

7 c. The League Prayer is recited by members.

8 d. A scripture reading/reflection or other liturgical prayer, adapted to local customs, is given.

9 e. The president asks for a motion to adopt the agenda.

10 f. If the minutes were not circulated prior to the meeting, the recording secretary reads a  
11 summary of the previous general meeting and a report of executive meeting.

12 g. The corresponding secretary reads the list of correspondence received and, where indicated,  
13 attends to outgoing correspondence or brings back under "New Business."

14 h. The treasurer presents the report of receipts and disbursements since the previous general  
15 meeting and, where indicated, is authorized to pay accounts.

16 i. Reports are given from standing committee chairpersons or chairpersons of any special  
17 committees. All reports are tabled with the secretary.

18 j. Unfinished business from minutes and reports is then dealt with and should be itemized on the  
19 agenda.

20 a. ....

21 b. .... etc.

22 k. New business, if any, is dealt with and should be itemized on the agenda.

23 a. ....

24 b. .... etc.

25 l. The spiritual advisor is asked for a message and blessing.

26 m. The president asks – "Is there any further business to come before this meeting?" If not, then a  
27 motion to adjourn is in order.

28 The meeting may close with a prayer and a hymn.

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SAMPLE MINUTES

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St. Mary Parish Council of The Catholic Women's League of Canada  
Minutes of the Regular General Meeting Held on February 16, 2013

The regular general meeting of St. Mary Parish Council of The Catholic Women's League of Canada was held on February 16, 2013, at 7:00 p.m., in the parish hall.

1. President Kay Fine called the meeting to order at 7:00 p.m.
2. Spiritual Advisor Fr. James Brown led the members in the recitation of the League Prayer.
3. A scripture reading and reflection was given by Spiritual Development Chairperson Cathy Baker.
4. President Kay Fine requested the adoption of the agenda.

**MOVED** by Joan Smith that the agenda for the February 16, 2013, regular meeting of St. Mary Parish Council be adopted. **MOTION CARRIED**

5. Secretary Betty Green read the minutes of the January 14, 2013, general meeting and the following correction was made: "The treasurer reported a bank balance of \$516.24." Minutes were approved as corrected. She then read a report of the executive meeting held on February 4, 2013.
6. Corresponding Secretary May Smith reported the following correspondence:
  - received a thank you from Fr. Smith for anniversary gift and information on diocesan convention from diocesan president
  - sent a sympathy card to family of Irma White
7. Treasurer Fern Plant reported a balance of \$560.00 on hand as of February 15, 2013. Financial report was filed for audit.

**MOVED** by Joan Smith that the bill for \$14.60 presented by Betty Green for supplies and stationery be paid. Seconded by Fran Jones. **MOTION CARRIED**

8. Standing Committee Reports

Spiritual Development: Chairperson Cathy Baker reported on the World Day of Prayer and informed members of the Easter celebrations. Copy attached.

Organization: Chairperson Joan Smith reported that attendance at this meeting was 25 members including all the officers. Attendance report attached. Joan then described the CWL training material she had received from national office and suggested ways it could be used.

Community Life: Chairperson Thelma Baxter reported on the CCOBP program, the Valentine's Day party held at the seniors' home and on the request to assist with the Cancer Fund. Report attached.

**MOVED** by Thelma Baxter that members of this council assist the Cancer Fund by canvassing during the drive for funds. Seconded by Ann Brown. **MOTION CARRIED**



- 1 Special Committee Reports
- 2 Convention Committee: Chairperson Ann Brown reported that plans to host the diocesan  
3 convention were progressing. A copy of the committee’s report is attached.
- 4 9. Unfinished Business
- 5 Reception for First Communion – the following motion was postponed from the January  
6 meeting: **MOVED** that this council purchase a rosary for each first communicant at a cost of  
7 \$5.00 each. **MOTION CARRIED**
- 8 10. New business
- 9 Recognition of Charter Members – **MOVED** by Ellen Brown that this council present 25-year  
10 pins to our charter members on the occasion of the council’s 25<sup>th</sup> anniversary. Seconded by  
11 Fran Smith. **MOTION CARRIED**
- 12 Announcements – The diocesan CWL meeting to be held on Saturday, March 17, 2013, at the  
13 Diocesan Centre at 2:00 p.m.
- 14 11. Fr. Brown spoke about the catechetical program for adult parishioners and imparted his  
15 blessing.
- 16 12. President Fine announced the program for the evening; an audio-visual presentation on Family  
17 Life Education with a social hour to follow.
- 18 13. Meeting adjourned at 8:10 p.m.
- 19 14. Meeting closed with the Prayer to Our Lady of Good Counsel and the singing of the hymn to Our  
20 Lady of Good Counsel.

21 \_\_\_\_\_  
22 Betty Green, Secretary

\_\_\_\_\_ Date Approved

23 \_\_\_\_\_  
24 Kay Fine, President

25 Note Points of Procedure: 7: motion to pay bill  
26 9: postponed motion as unfinished business

27

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SAMPLE PARISH COUNCIL BUDGET

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Our Lady of Good Counsel Parish Council  
January 1, 20 \_\_ to December 31, 20\_\_

**Estimated Receipts**

5	Membership fees	\$ 1,500
6	Sale of CWL items	100
7	Fundraising events	
8	Bazaar	3,000
9	Card party	900
10	Bake sale	300
11	Sale of calendars	100
12	Interest on bank balance	<u>10</u>
13		5,910

**Estimated Expenditures**

15	Per capita to national	\$ 1,300
16	Hall rental	250
17	League supplies	400
18	Cards and gifts for shut-ins	35
19	Stationery	25
20	Postage	50
21	Kitchen supplies	100
22	Christmas gifts	150
23	Convention expenses (president and spiritual advisor)	500
24	Honorariums	200
25	Donations to voluntary funds	
26	Coady International Institute Fund	200
27	National Pro-Life Fund	200
28	Canadian Catholic Organization for Development and Peace	200
29	Other donations	
30	Meals on Wheels	100
31	Breakfast program	100
32	Women's shelter	75
33	Birthright	150
34	Elementary school prize	50
35	High school leaving bursary	100
36	First communicants	100
37	New tables and chairs for the church hall	600
38	Bank charges	25
39	New initiatives if revenue allows	<u>1,000</u>
40		5,910

**Net Revenue** **\$ 0**

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SAMPLE PARISH ACTIVITIES REPORT

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1			
2	Parish:	St. Mary's	
3	Diocese:	Hamilton, Ontario	
4	Parish Activity:	Attended all meetings of the parish pastoral council and reported League	
5		activities; brought reports back to membership from pastoral council.	
6		In cooperation with various committees of the pastoral council, the	
7		following activities took place:	
8		• catered to reception for newly ordained priest	
9		• assisted in arranging marriage encounter weekend	
10		• arranged parish anniversary celebrations for those parishioners married	
11		for 25 or 50 years	
12	Funds Raised:	Irish Concert	\$ 400
13		Fall Bazaar	4,000
14		Wedding Dinner	2,500
15		Sale of tickets on quilt	<u>500</u>
16			<u>\$7,400</u>
17	Parish Assistance:	Purchase chairs for sanctuary	\$ 2,000
18	(Financial)	Purchase tables for parish centre	800
19		Purchase instructional materials for	
20		Religious Education Program	<u>1,000</u>
21			<u>\$3,800</u>
22	Parish Assistance:		
23	(Other)	CWL Members	
24		• serve as sacristans	
25		• assist with hospitality program for weekend masses	
26		• count Sunday collection and prepare bank deposit	
27		• assist religious education coordinator in preparation of children for first	
28		communion and confirmation	
29			
30			

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## SAMPLE STANDING RULES

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### **Registration**

1. Each person attending this convention shall register at the convention registration desk and shall be required to wear the official convention badge for admission to all meetings.
2. Registrants shall be classified as voting delegates (provincial presidents), accredited delegates (national officers, provincial accredited, diocesan accredited, honorary life members, life members), CWL members, spiritual advisors and guests.
3. The registration and credentials committee, at the beginning of the first business session, shall report the number of voting members registered at the convention and shall submit a list of the names. When adopted, this list shall be the official roll of voting members to this convention. Supplementary reports shall be given at the beginning of each day's business session.

### **Publicity**

4. Official public statements of the national council shall be released by the national president or the national administrative committee only. Interviews about the work and policies of the CWL shall be at the discretion of the national president.
5. All publicity shall be under the supervision of the convention communications chairperson in cooperation with the national chairperson of communications. Registrants with news items are requested to submit them to the national chairperson of communications.

### **Seating Arrangements**

6. The business sessions of the convention shall have a designated area in which all voting members will be seated. All members are requested to be in their seats at least five (5) minutes before the scheduled sessions open.

### **Debate**

7. The mover of a motion, or her designate, may speak to open and close debate. No other member shall speak more than once on the same motion on the same day, or longer than three (3) minutes without permission of the assembly granted by a two-thirds vote without debate.
8. Those wishing to speak shall use the floor microphones, take a place in line and, upon being recognized by the chair, state name, status, diocese and province.
9. When time is of the essence, voting members shall be given priority to speak over non-voting members.

### **Voting**

10. Voting cards shall be issued to voting members and these cards shall be exhibited when a member votes.
11. The chair shall ask for affirmative and negative votes only. A voting member wishing her abstention to be recorded in the minutes shall request same before the vote is taken.

### **Motions/Resolutions**

12. Five (5) copies of substantive motions or amendments to resolutions shall be prepared in advance of the time of presentation to the assembly: four (4) copies submitted to the executive director and one (1) retained by the mover.

- 1 13. Only resolutions submitted to the resolutions committee by provincial councils or national  
2 chairpersons by the deadline date set by the national resolutions chairperson shall be  
3 considered for presentation to this convention.
- 4 14. Resolutions concerning urgent matters may be accepted after the deadline date and shall be  
5 presented to the convention at the discretion of the resolutions committee.
- 6 15. The procedure for presenting resolutions to the business sessions shall be:  
7 a. the resolutions chairperson shall read the resolutions after the appropriate chairperson's  
8 report  
9 b. the president of the province submitting the resolution shall move its adoption; if more than  
10 one province has submitted the resolution, the provincial presidents concerned shall decide  
11 prior to the meeting who will move its adoption  
12 c. the president of the province submitting the resolution, or her designate, shall speak first to  
13 the resolution
- 14 16. Final wording of titles and briefs shall be the responsibility of the resolutions committee.
- 15 17. Adopted resolutions shall be printed in the fall issue of *The Canadian League*.
- 16 18. Grammatical or minor corrections to a resolution may not need to be formally amended, but  
17 may be given to the resolutions committee prior to the resolution being presented to the  
18 assembly.

19 **Miscellaneous**

- 20 19. No materials shall be distributed, displayed or sold at this convention without the prior  
21 approval of the national administrative committee.
- 22 20. No appeals for support or collections of any kind shall be made unless a written request, clearly  
23 stating the purpose and identifying the persons making the request, is presented in advance to  
24 the national president and approved by the national executive.
- 25 21. Any motion adopted at this convention shall become effective at the adjournment of the  
26 convention unless the motion has set an alternate time for the action to become effective.
- 27 22. Minutes:  
28 a. The national president shall appoint a minutes review committee to verify the minutes of all  
29 meetings of the convention.  
30 b. The national executive shall approve the minutes of this convention at its winter meeting. If  
31 corrections are necessary after approval, they may be made by motion at a convention.

32 [The next page is page 201.]

1 **APPENDIX 4: REVISIONS TO THE P&P**

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2 **Submission Format**

3 **Note 1:** Proposed amendments to this manual **may not** conflict with existing League policy as  
4 stated in the C&B. Refer to Section 11 P&P Purpose and Revision on page 155 for additional  
5 information.

6 **Note 2:** In order for the national executive to have time to consider proposed changes to the P&P,  
7 this form must be received at national office **no later than December 1<sup>st</sup>**.

Page and Line Number(s)	Current Wording	Proposed Wording	Reason for Change

8 **Date:** \_\_\_\_\_

9 **Name of Submitter:** \_\_\_\_\_

10 **Parish/Diocese/Province:** \_\_\_\_\_

11 **Contact Information:** \_\_\_\_\_

## APPENDIX 5: ARCHIVES GUIDELINES FOR LEAGUE HISTORY PROVINCIAL, DIOCESAN AND PARISH COUNCILS

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Archives are the permanent history of the League. Preservation of archives is a priority for every past president! If archives and history are not her priority or interest, the past president is encouraged to appoint an archives sub-committee or an interested and experienced council member to maintain the archives and history. Funds should be included in the council budget to purchase required archival supplies. The sub-committee or interested member will inform the past president about any requirements for archival supplies prior to the setting of the council's budget.

### **Location of Archive**

All archives should be kept in a locked filing cabinet on church property or in a secure facility at the diocesan archives location. However, League archives must always be kept separately from other diocesan files.

### **Updating and Indexing Archives**

Archives should be updated and reviewed every two years. An inventory of archival materials should be maintained. Three copies of the inventory will ensure continuity. One copy is to be kept with the archival files, one copy kept in the past president's archival file (with this guideline) and a copy given to the current president and noted in the minutes.

### **History Books**

All councils (parish, diocesan and provincial) are encouraged to send a copy of their own history book to CWL national office at C-702 Scotland Avenue, Winnipeg, MB R3M 1X5, marked "Archives." A letter, signed by the current president of that council, authorizing the League to place this history along with other histories of that year in the League archives at the Archives of Manitoba must be included. (National archives are kept at this location.) Once a year, national office staff will prepare an acid free file box with the council histories received that year and submit it and an index of the contents to the Archives of Manitoba. An index of the contents of each box will be kept at national office.

### **Recommended Filing of Information**

- a. Binders (large three-ring) and acid free file folders or large envelopes are usually the best manner in which to preserve historical information.
- b. Photograph albums, with names, dates, location and occasion noted, are invaluable. Use of an acid free pen on acid free paper or typewritten information placed near the picture will give information about the people in the photograph when memories fail.
- c. All information (especially newspaper clippings) should include names, publication and date.
- d. Computer discs can be utilized for preservation of written information, but members need the visual history so all information stored on discs should also be committed to paper (acid free paper, where possible).
- e. Treasurers' books (ledgers only) are retained and may be placed in archives after five years. Cheques and receipts are kept for five years and then destroyed.

### **Contents of Binders or Archival Files**

- a. Members: Councils are encouraged to set up a binder with a page, in alphabetical order, for each member. This page will include information about the member, including the year she

- 1 became a member, offices held (which should be updated if the member advances to other  
2 League levels), other League work (projects, convention convener, dinners, League community  
3 related activities, World Day of Prayer, etc.), ministries in the church, awards and pins received,  
4 a photograph of the member and any other pertinent information as determined by the council.  
5 In large councils, a file box could be used for each member's information. This page should be  
6 sent to the new council when a member moves. When the member dies, this page should be  
7 transferred to a separate binder or file for deceased members, noting the date of death and  
8 including death notices and funeral cards where available (see "c" below).
- 9 b. Past Presidents: Each past president is encouraged to write two or three pages outlining the  
10 highlights of her term as president. These highlights become valued historical notes for future  
11 council histories. There should be a photograph of the past president and of the executive.
- 12 c. Deceased Members: When the council keeps a page record of each member (as indicated in "a"),  
13 the page will be kept in an archival binder, alphabetically or by the year of death, to be  
14 determined by the council. This file can be in addition to or as part of the *Book of Life*, in which  
15 the names of all deceased council members are kept.
- 16 d. Minutes: Past minutes are archived after six years. They should be retained in dated binders or  
17 files. These minutes are a permanent record of council activities and must be kept forever.  
18 (Council minutes are kept by the secretary for the current president's term and the previous  
19 two terms for a total of six years before being archived.)
- 20 e. Motions Books: A motion book should be kept in an active file by the secretary for six years and  
21 then placed into an archival motions binder for historical purposes. Standing motions are  
22 retained in the active file until a motion is made to rescind that particular standing motion  
23 when it will be placed into the archival motions binder. Standing motions may be amended and  
24 as amended are kept in the current motions book.
- 25 f. Annual Reports: Annual reports of the council and standing committee chairpersons are kept by  
26 the secretary for six years and then retained in an archival binder for reference and indexed by  
27 the year the report was given.
- 28 g. Resolutions: Resolutions initiated or adopted by the council are kept until the resolution has  
29 been acted upon and resolved. The resolution and brief only then will be placed in the archives.
- 30 h. Miscellaneous Archives:
- 31 - list of presidents, spiritual advisors, addresses, terms in office, dates
  - 32 - list of the council's executive for each year
  - 33 - list of recipients of awards, maple leaf service pins, other pins, with date of presentation
  - 34 - list of life members, honorary life members, addresses and year awarded
  - 35 - correspondence of historical interest, i.e., letters from/to church, political or community
  - 36 leaders, congratulations, plaques, documents for anniversaries, special services, etc.
  - 37 - special projects, including financial statements of the project
  - 38 - copies of council newsletters (one per year, unless several were outstanding)
  - 39 - a record of the charter, dates, names of charter members