
LIFE MEMBERSHIP

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

Life membership is not intended to be a reward for years of service or a retirement gift. There are appropriate ways of honouring members for their dedication to the League, such as the Bellelle Guerin award, certificates of merit and maple leaf service pins. Privilege entails responsibility. National council requires support and active service from its life members.

Only diocesan and provincial executives are entitled to submit nominations for life membership in accordance with the established criteria. The notice of nomination must be approved by the diocesan/provincial executive by motion at an executive meeting indicating support for the nomination. The responsibility for making the application is with the submitting diocesan/provincial executive as it knows the individual's record of service. The national executive verifies that the criteria have been met and approves the application for life membership. Provincial and diocesan executives should consider whether they wish to add requirements in their own policy and procedures manuals, provided these additions do not contravene the national criteria.

Criteria for Life Membership

- A. The nominee must have been a member of the League in good standing for at least 10 years.
- B. The nominee must have demonstrated her love of the League, her encouragement of others and her ability to participate in study, research, presentations, workshops, etc. She must be prepared to submit a detailed summary of past research, presentations and workshops she has initiated or led.
- C. The nominee must be available and willing to continue to serve the League at all levels on committees, preparing briefs, researching reports and resolutions, facilitating workshops and attending conferences at the request of the national president.
- D. League experience requirements:
 - i. In provinces with diocesan councils, except Ontario, the nominee must have held executive positions at diocesan level for a minimum of four years and at provincial level for a minimum of four years, for a combination of eight years, not to include term served as diocesan president at the time she is presented with her life membership
 - ii. In Ontario, with 13 diocesan councils, the nominee must have served in executive positions at diocesan level for a minimum of eight years. In this situation, years served at diocesan level must include two years as diocesan past president at the time of the anticipated date of presentation. The nominee must also have proven her willingness to serve on provincial level by letting her name stand for a previous provincial election.
 - iii. In provinces with no diocesan councils, Military Ordinariate, New Brunswick, Newfoundland and Labrador, and Prince Edward Island, the nominee must have served in executive positions at provincial level for a minimum of eight years. In this situation, years served at

provincial level must include two years as provincial past president at the time of the anticipated date of presentation.

The nomination process may begin if the nominee has met the criteria by the date of planned presentation.

Life Membership Nomination and Approval Procedure

The Notice of Nomination for Life Membership form is completed to confirm the nominee meets all criteria and is a worthy candidate for life membership. This notice of nomination is approved by motion at the diocesan/provincial executive at an executive meeting and is signed by the nominating council's secretary and president, and mailed to the executive director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5 by September 15th.

1. Nomination forms are available for download from the national website.
2. The Nomination for Life Membership form is completed by the submitting nominating diocesan/provincial executive and must be approved by the provincial executive **by secret ballot at an executive meeting.**
3. It is signed by the nominating council secretary (who verifies this executive action) and by both the diocesan and provincial presidents pending final approval upon completion of all other documentation (i.e. Life Member Nominee Questionnaire and final Life Member Checklist for the Provincial Council and signature of the provincial president). This form is mailed to the executive director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5. (Deadline Date: December 15th.)
4. The nominating council provides the contact names and addresses on the Life Member Nominee Questionnaire form and forwards the forms as indicated on the top of each form.
5. The Life Member Nominee Questionnaire is completed by the nominee, indicating her availability and willingness to continue actively serving the League, and forwards a copy to the nominating president, provincial president and executive director c/o CWL National Office, C-23 702 Scotland Avenue, Winnipeg, MB R3M 1X5 by December 15th.
6. National office verifies that the nominee meets criteria A and D and the executive director confirms this fact to the submitting nominating provincial or diocesan/provincial executives.
7. A Life Membership Checklist for the Provincial Council is completed by the provincial president who verifies completion of the Nomination Form for Life Membership and Life Member Nominee Questionnaire.
8. Upon majority vote of approval by the provincial executive (as noted by signature of the secretary and the date of motion), the Nomination Form for Life Membership and Life Member Checklist for the Provincial Council must be submitted for final acceptance to national office by December 15th and mailed to the executive director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5.
9. The Life Member Checklist for the Provincial Council along with a cheque for \$300.00 from the submitting nominating council and the specific date on which the life membership will be presented must be returned to national office by February 1st.
10. National office will forward the completed Nomination Form for Life Membership and Life Member Nominee Questionnaire forms to the national chairperson of organization for confirmation that the nominee meets all the requirements.

11. Upon confirmation that all criteria have been met, the list of nominees is presented to the national executive at its winter meeting for approval by secret ballot. Late submissions may reapply.
12. Following approval by majority vote of the national executive, the submitting provincial and diocesan executives and the nominee's parish council will be notified and a life membership pin and scroll will be sent to the nominating diocesan or provincial council prior to the anticipated date of presentation.

THE CATHOLIC WOMEN'S LEAGUE OF CANADA
NOTICE OF NOMINATION FOR LIFE MEMBERSHIP
(to be completed by the nominating council)

This notice of nomination form is to verify that the following member is being nominated for life membership within The Catholic Women's League of Canada. We believe this nominee meets all criteria and is a worthy candidate for life membership. Further investigation will confirm our nomination when we scrutinize carefully the information that we collect.

This notice of nomination was approved by the diocesan/provincial executive by secret ballot and motion at an executive meeting on the ____ day of _____, 20__ and is signed by the nominating council's secretary and the nominating council's president. The notice must be forwarded to the **Executive Director, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5 by September 15th.**

The following material:

1. criteria for life membership
2. Nomination Form for Life Membership (deadline date of December 15th)², including copies of required proof of workshops, presentations done by the nominee
3. Life Member Nominee Questionnaire form (deadline date of December 15th)
4. Life Member Checklist for the Provincial Council form (deadline date of February 1st)

will be forwarded from national office to the nominating diocesan/provincial president. She completes Section A of the Life Member Nominee Questionnaire and Life Member Checklist for the Provincial Council and forwards the forms as indicated on the top of each form.

NAME OF DIOCESAN/PROVINCIAL EXECUTIVE SUBMITTING THE NOMINATION:

Contact Person: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

NAME OF NOMINEE: _____

Home Address: _____

City: _____ Province: _____ Postal Code: _____

NAME AND LOCATION OF PARISH COUNCIL OF WHICH NOMINEE IS CURRENTLY A MEMBER:

CURRENT CWL POSITION: _____

(Signature of Nominating Council's Secretary)

(Signature of Nominating Council's President)

This form is mailed to the Executive Director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5. (Deadline Date: Postmarked by September 15th.)

THE CATHOLIC WOMEN'S LEAGUE OF CANADA
NOMINATION FORM FOR LIFE MEMBERSHIP
(to be completed by the nominating council)

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, accredited delegate privilege at an annual meeting or convention [C&B, Part XV, Section 2(c)], a voice in its affairs and eligibility for a national appointment. A life member receives notice of the annual meeting of members or convention and, at her request, a copy of the minutes, plus copies of all relevant mailings from national office.

Life membership is an honour that entails responsibility. Life membership is not intended to be a reward for years of service or a retirement gift. National council requires support and active service from its life members. It is expected that life members will serve when requested at all levels to do research, write briefs/position papers, serve as a facilitator/animator, program designer, resolutions committee member, speaker, sub-committee chairperson or advisor/mentor. **There is also the expectation that every life member will remain active in her own parish council.** If the nominee indicated on the Life Member Nominee Questionnaire that she is unable or unwilling at present to continue in active service to the League, please consider submitting her name at a future date. There are other appropriate ways of honouring members for their dedication to the League such as with a certificate, maple leaf service pin or the Bellelle Guerin award. **Recipients of the Bellelle Guerin award will not be eligible for life membership.**

This nomination form must be **approved by the provincial executive by motion with voting conducted by secret ballot at an executive meeting.** Upon majority vote of approval by the provincial executive (as noted by signature of the secretary and the date of motion), the nomination must be submitted for final approval to national office prior to **December 15th**. The life member checklist along with a cheque for \$300.00 from the submitting council must be submitted to national office by **February 1st**. Upon confirmation that all criteria have been met, the list of nominees is presented to the national executive at its winter meeting for approval by motion with voting conducted by secret ballot. Late submissions may reapply.

NAME OF DIOCESAN/PROVINCIAL EXECUTIVE SUBMITTING THE NOMINATION:

Contact Person: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

NAME OF NOMINEE: _____

Home Address: _____

City: _____ Province: _____ Postal Code: _____

NAME AND LOCATION OF PARISH COUNCIL OF WHICH NOMINEE IS CURRENTLY A MEMBER:

CURRENT CWL POSITION: _____

LEVEL: _____

The following must be answered to comply with the established criteria for life membership found in the *National Manual of Policy and Procedure*:

1. How many years has the nominee been a League member? _____
2. What is her present involvement at the parish council level? _____
3. Is the nominee a recipient of the Bellelle Guerin award? _____
4. Positions held at diocesan level (If positions were held concurrently, please list one only.):

Position	No. of Years	From	To
Standing committee(s):			
_____	_____	_____	- _____
_____	_____	_____	- _____
_____	_____	_____	- _____
Secretary	_____	_____	- _____
Treasurer	_____	_____	- _____
Vice-President(s)	_____	_____	- _____
Diocesan President	_____	_____	- _____
Past Diocesan President	_____	_____	- _____
TOTAL NUMBER OF YEARS AT DIOCESAN:	_____		

5. Positions held at provincial level (If positions were held concurrently, please list one only.):

Position	No. of Years	From	To
Standing committee(s):			
_____	_____	_____	- _____
_____	_____	_____	- _____
_____	_____	_____	- _____
Secretary	_____	_____	- _____
Treasurer	_____	_____	- _____
Vice-President(s)	_____	_____	- _____
Provincial President	_____	_____	- _____
Past Provincial President	_____	_____	- _____
TOTAL NUMBER OF YEARS AT PROVINCIAL: (after serving as diocesan president)	_____		

6. Attach a detailed list of the occasions and levels (include dates if possible) in which the nominee has demonstrated her involvement and rendered extraordinary service to The Catholic Women’s League of Canada. Include workshops, presentations that the nominee has created/presented.

7. What impact has the nominee’s accomplishments had on the League at the local, diocesan, provincial or national levels?

8. What gifts or skills have the nominee demonstrated which would be of a benefit to the future of the League as a life member?

The completed application must be sent to national office and postmarked by December 15th.

Approved by the executive of _____ diocesan/provincial council at an executive meeting on the _____ day of _____, 20____.

Nominating Secretary: _____

Diocesan President *: _____

Provincial President: _____

Date of Application: _____

Date of Presentation: _____

* In a provincial council without diocesan councils, please insert “not applicable”.

ALL SIGNATURES MUST BE AFFIXED PRIOR TO SUBMISSION OF THIS FORM TO NATIONAL OFFICE.

The Catholic Women's League of Canada
Life Member Nominee Questionnaire
(to be completed by the nominee)

SECTION A: COMPLETED BY NOMINATING PRESIDENT

Your name has been submitted by (nominating council) _____
for life membership in national council. This honour entails responsibility since national council requires support and active service from its life members. Only nominees available and willing to make the commitment actively to serve national council will be considered. Final approval of life membership applications (received by national office by December 15th) is made by motion with voting conducted by secret ballot at the winter national executive meeting.

As a life member, you would be expected to maintain membership by paying annual membership fees through your local parish council. You would also be responsible for registering for and attending diocesan, provincial and national meetings of members/conventions and would be expected to pay your own expenses.

Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Parish: _____ Diocese: _____

SECTION B: COMPLETED BY NOMINEE

1. Are you available, able and willing at this time to render further service to the League?

- Yes Possibly at a later date No

(If your response is no or possibly at a later date, the national executive reserves the right to return the nomination. Future nomination is welcomed.)

2. League work. Attach a detailed list of your League experience including positions held and other leadership and/or training roles you have undertaken.

3. Areas of particular interest:

4. Are you available to serve in any of the following capacities?

- Research Writing briefs/position papers Facilitator/animator
 Program designer Resolutions committee member Speaker
 Advisor Sub-committee chairperson

5. Are you available, able and willing to travel?

Yes Possibly at a later date No

6. Are you currently a member of the executive at any of the following levels?

Parish Regional Diocesan Regional Provincial National

7. What is your field of professional training/expertise?

8. Name the volunteer organizations in which you are currently involved.

9. Name other Catholic groups/organizations in which are you currently involved.

10. Additional information:

Signature of nominee: _____ Date: _____

Please complete this form and forward a copy to your nominating president, provincial president and the executive director, c/o National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5. (Deadline Date: Postmarked by December 15th)

SECTION C: SIGNED BY NOMINATING PRESIDENT AND PROVINCIAL PRESIDENT.

Nominating President Name

Provincial President Name

Nominating President Signature

Provincial President Signature

Date

Date

The Catholic Women's League of Canada
Life Member Checklist for the Provincial Council
(to be completed by the provincial president)

This Life Member Checklist for the Provincial Council, along with a cheque for \$300.00 from the submitting council and the specific date on which the life membership will be presented, must be returned to national office by **February 1st**.

SECTION A: COMPLETED BY NOMINATING PRESIDENT

Nominating Diocesan or Provincial Council: _____

Contact Person Regarding Nomination: _____

Address: _____

City/Town: _____ Postal Code: _____

Name of Nominee: _____

Address: _____

City/Town: _____ Postal Code: _____

Nominee's Parish Council [name and town]: _____

Nominee's Current CWL Position: _____ Level: _____

Proposed Date of Presentation: _____

SECTION B: COMPLETED BY PROVINCIAL PRESIDENT

The following documentation has been received, approved and forwarded:

- The diocesan/provincial executive approved the nomination by secret ballot and motion at an executive meeting.
- The completed Nomination Form for Life Membership was forwarded to national office and postmarked by **December 15th**.
- The completed Life Member Nominee Questionnaire was forwarded to the provincial president and national office by the nominee no later than **December 15th**.
- The cheque for \$300.00 from the submitting council is included with this checklist to national office by **February 1st**.

Approved by the executive of _____ Provincial Council at an executive meeting on the _____ day of _____, 20____.

Provincial Secretary: _____

Provincial President: _____