



National Manual of Policy and Procedure

2023

The Catholic Women's League of Canada

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INTRODUCTION

The national executive has approved the *National Manual of Policy and Procedure* (P&P) for use by councils and members at all levels to ensure an orderly administration of League affairs. This manual is complementary to the *Constitution & Bylaws* (C&B) and must be used in conjunction with that document.

Councils and members are encouraged to forward proposed revisions to this manual, following the process outlined in Policy & Procedure Purpose and Revision section.

The official approved version of the P&P is located at national office with a digital copy placed on the national website. Uncontrolled paper copies are distributed to councils/members who purchase a manual for their use. Revisions will be adopted by motion of the national executive at its winter meeting. Adopted revisions will be posted on the national website following their adoption. Councils/members who wish to receive a printed copy of the adopted revisions by mail may request them from national office.

Councils at all levels are encouraged to develop and adopt manuals of policy and procedure specifically designed for their own level.

THIS MANUAL SHOULD BE PLACED IN A 3-RING BINDER AND MAY BE REPRODUCED FOR USE.

[The next page is page 11.]

SECTION 1: GENERAL INFORMATION

HISTORICAL BACKGROUND (C&B PART I)

The history of The Catholic Women's League of Canada began with the papal encyclical *Rerum Novarum* by Pope Leo XIII, May 18, 1891. This set the church on a dramatic path into the 20th century calling for workers to have the right to dignity, to form unions, to just wages and fair working conditions. Later, Pope Pius XI called for Catholic lay action designated as "the participation of the laity in the apostolate of the hierarchy." In 1906, this call was heard in England by Margaret Fletcher. She founded a national organization for Catholic women, a non-political organization for the formation of religious and intellectual interests, as a response to the call for Catholic lay action and to address the severe socio-economic needs of the working classes in Britain.

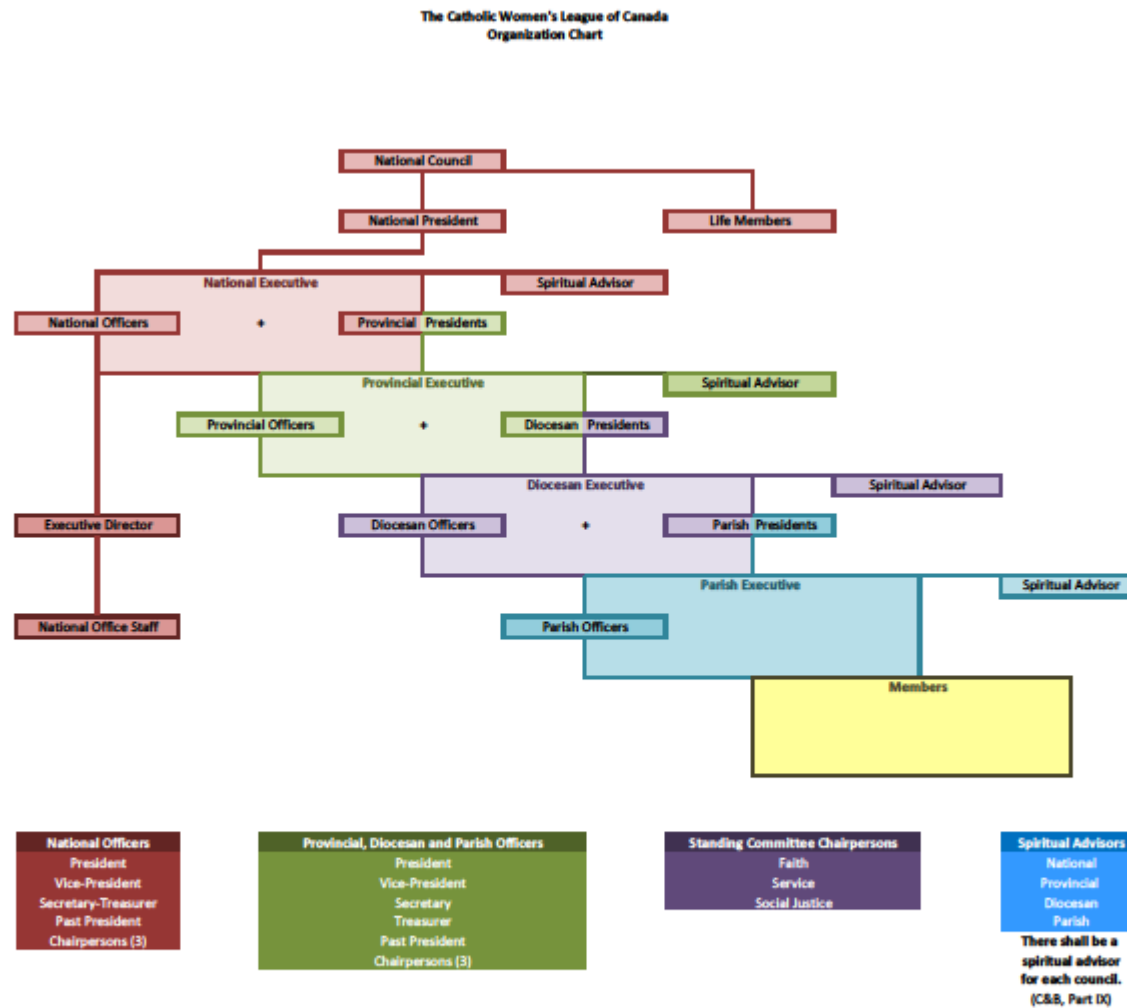
Word spread across the Atlantic and, in 1910, the call for lay action was brought to the Eucharistic Congress in Montreal by Cardinal Bourne of Westminster. He called for all English-speaking Catholic women of Canada to join into one union and to affiliate with similar groups forming in England and other European countries. About the same time, Katherine Hughes of Edmonton became aware of the Catholic Women's League in England while traveling overseas and brought the message home to her bishop. Many young immigrant women were finding their way to western cities. Bishop Legal recognized the need for organized assistance for these women and called upon Katherine Hughes and Abbe Casgrain to organize a meeting, which was held on November 7, 1912. The group that formed was called the Catholic Women's League, after the English group, with objectives to provide protection and support to women and girls, especially immigrants, seeking work in Edmonton.

Catholic women's groups in Canada were forming in the major cities of Montreal (1917), Toronto (1918), and Halifax (1919), with each group functioning in its own territory, whether in parish or diocese. In 1918, all nationally organized groups were called to Ottawa to share their opinions with the federal government about the settling of immigrants flocking to Canada. However, there was no national organization of Catholic women represented, so Loretta Kneil, sister of Katherine Hughes, contacted Bellelles Guerin, President of the Catholic Women's Club of Montreal, who subsequently met with the federal minister and was inspired to push for such a national organization. Invitations were sent to cities where the League was established locally and to other centres with societies of Catholic women in Hamilton, St. Catharines and Saint John. The first conference was held in Montreal and on June 17, 1920, The Catholic Women's League of Canada was founded and placed under the patronage of the Canadian hierarchy. More than one hundred "sub-divisions" (councils) were organized within the first year by women traveling across the vast country by train, visiting small and large centres in every diocese, inspired by the motto "For God and Canada."

The Catholic Women's League of Canada was:

- placed under the patronage of
 - ❖ Most Rev. Pietro di Maria, Apostolic Delegate to Canada and Newfoundland, 1922–28

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



October 19, 2022

CORE PRINCIPLES

Core Purpose: Uniting Catholic women to grow in faith, and to promote social justice through service to the church, Canada and the world

Core Values:

- Faith, following Catholic teaching
- Service, local, national and international
- Social Justice, actively involved in society

Mission Statement: The Catholic Women's League of Canada calls its members to grow in faith, and to witness to the love of God through ministry and service.

Envisioned Future: The Catholic Women's League of Canada is an inclusive and engaged community of Catholic women inspired by faith. It is:

- A vital participant in the church
- A valued partner for social justice
- A respected advocate at all government levels
- Connected to the world.

OBJECTS (C&B PART IV)

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

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

PRINCIPAL MINISTRIES

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

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

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

SPIRITUAL PROGRAM (C&B PART VI)

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

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

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

PATRONESS (C&B PART II)

History of the Picture of Our Lady of Good Counsel

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

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

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



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

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

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

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



19 SYMBOLS (C&B PART III)

20 Crest

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

24 Permission to use the crest must be obtained from the national
25 executive by letter forwarded to national office outlining the
26 intended use or by completing and submitting the Crest
27 Permission Form available on the national website.

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

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

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

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



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

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

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

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

Corporate Seal

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

Flag

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



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

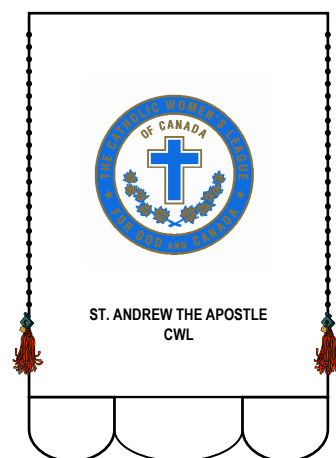
The colours of the flag, like those of the crest, are the League colours of blue (bottom), white (centre) and gold (top); blue chosen for Our Lady and white and gold for the papal colours. Blue symbolizes loyalty and faithfulness, white, purity and joy, and gold, kingdom and royalty.

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

Banner

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

[The next page of text is page 21.]



SECTION 2: POLICY (C&B PART VII)

POLICY

The policy of the League shall be:

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

CWL COUNCILS AND THE LOCAL CHURCH

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

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

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

WUCWO AFFILIATION

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

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

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

Currently, 91 organizations belong to WUCWO. These organizations are from Africa, Asia Pacific, Europe, Latin America and the Caribbean, and North America. WUCWO has non-governmental organization (NGO) status at the United Nations (UN) in New York; United Nations Educational, Scientific and Cultural Organization (UNESCO) in Paris; the UN in Geneva; Food and Agriculture Organization (FAO) of the UN in Rome; and the Council of Europe in Strasbourg.

To achieve its objectives, WUCWO:

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

WUCWO has a permanent direct relationship in the Dicastery for Laity, Family and Life as established by canon law for international public associations of the faithful. It maintain relations with:

- | | |
|--|---|
| • Secretariat of State | • Pontifical Council for Promoting New |
| • Dicastery for Life, Family and Faith | Evangelization |
| • Dicastery for Promoting Integral Human | • Congregation for Propagation of the Faith |
| Development | • Congregation for Catholic Education |
| • Dicastery for Communication | • Pontifical Academy for Life |
| • Pontifical Council for Culture | • Secretariat for the Synod of Bishops |
| • Pontifical Council for Promoting Christian | • Pontifical Commission for Latin America |
| Unity | • Various pontifical universities |

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

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

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

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

Canadian Catholic women's organizations in nominating a Canadian board member to WUCWO. The League's commitment to having an elected board member is the payment of all expenses for the board member to attend all board meetings during her four-year term of office.

Recognizing the great need for active League participation in WUCWO, the League also makes ongoing financial provision for the national president and the national vice-president to attend WUCWO general assemblies held every four years.

OTHER AFFILIATIONS

COOPERATION WITH OTHER ORGANIZATIONS

The League's policy is "to cooperate at all levels with other organizations where and in whatever manner the council concerned agrees is necessary or desirable to accomplish the objects of the League."

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

Before councils cooperate with another organization, the following guidelines shall be considered:

1. Review the organization's constitution, bylaws, list of offices/officers, sponsors, policies and objects.
2. Ensure that the policies and objects of the organization conform with the objects and policies of the League.
3. Investigate the reputation of the organization in the community.

In financially supporting another organization, care should be taken that donated funds will be used by organizations that uphold Catholic teachings and values.

In cooperating with other organizations, councils are required to:

1. Enter into a cooperation agreement by motion of their council.
2. Implement policies and guidelines outlining their council's level of cooperation with the organization.
3. Not send representation nor hold position/office in the other organization.
4. Not undertake the work of the other organization.

AFFILIATIONS

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

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

1. Review the organization's constitution, bylaws, list of offices/officers, sponsors, policies and objects.
2. Ensure that the policies and objects of the organization conform with the Objects and policies of the League.

3. Investigate the reputation of the organization in the community.
4. While League involvement with another organization may focus on one common issue or concern, the council must ensure such involvement does not give credibility to or condone other stands taken by the proposed coalition/affiliation organization that are not compatible with the objects and policies of the League.
5. It is not advisable for councils to affiliate with any other organization/group by payment of membership dues.
6. Determine how the proposed coalition/affiliation would affect the League in matters such as:
 - a. circulation of common material by either i) the coalition/affiliation, or ii) the League.
 - b. the duration of the coalition/affiliation between the organizations.
 - c. if the League name is to be used in publications and what control the League has over publication content.
 - d. if League participation is for a specific issue/topic and if the issue/topic is to be named.
 - e. if the coalition/affiliation is to be allowed to include the League's name in advertising and in any common publication or material, and what control the League has over the content of such material.
7. Participation in a coalition/affiliation shall be determined by a motion of the members at a council meeting, after matters outlined in sections one to six have been determined and agreed upon by both the League and the coalition/affiliation organization, or by motion to become effective subject to the satisfaction of all such matters.
8. Resolutions that have been developed and researched by other groups or organizations shall not be accepted as resolutions of The Catholic Women's League of Canada.

IMPACT OF AFFILIATION WITH ANOTHER ORGANIZATION

Any member who becomes a director of another organization is bound to a duty of loyalty to that organization while she is at that table and is not a representative of the League.

As a member on a board of another organization, The Catholic Women's League of Canada's directors' and officers' liability insurance will not cover her in that position.

[The next page is page 31.]

SECTION 3: MEMBERSHIP (C&B PART VII)

GENERAL MEMBERSHIP

1. Membership in the League is established and maintained by payment of the annual prescribed membership fee through a local parish council in accordance with Part XVII, Section 4.
 2. It is the responsibility of the treasurer at parish council level to remit promptly to national office, all per capita fees when collected. A paid up membership entitles the member:
 - To voting privileges, where applicable, and eligibility for office by election or appointment
 - To receive a copy of *The Canadian League* magazine.
- Non-payment of membership fees results in the membership being terminated and the loss of membership privileges. Membership is reinstated upon payment of fees.
- The Reception of New Members ceremony may be found in the *Handbook for Spiritual Advisors* and *Ceremonies Booklet* available from national office.
- The Catholic Women's League of Canada has, at times in its history, had to deal with issues where the present culture and the church have collided. While difficult and often uncomfortable, it is necessary to rely on the church's teachings to assist in making decisions. Such is the case when at the parish level, membership issues arise from which there may be no policy in the *National Manual of Policy and Procedure*.
- The League remembers that it is "officially recognized by the Canadian Conference of Catholic Bishops as a national private association of the faithful, 2005" [C&B 2013], and as such, consults with the bishops.
- Protocol, which calls for acting prudently in the event of difficulties with membership decisions, following consultation with the Vatican's Dicastery for the Laity, Family and Life:
- 1) Review the most recent edition of the *Constitution & Bylaws* and the *National Manual of Policy and Procedure* to ascertain whether the issue is addressed therein.
 - 2) In consultation with the parish council spiritual advisor, the diocesan bishop and diocesan council president, seek advice and direction in order to make an informed decision as to whether the membership in question is counter to church teaching. The local bishop must have as much information as possible in order to assist the parish council where a membership issue is in question. The local bishop will consult the League's national spiritual advisor and assist in setting a direction.
 - 3) Following consultation and a decision, the parish council president, diocesan council president and parish council spiritual advisor will meet with the person to communicate the decision.
 - 4) While a person may not have been accepted as a member of the League, it is still essential to accompany with compassion the person whose membership has been declined. Use methods

1 that would model how Jesus would respond to a person in His midst, and find ways to affirm the
2 person's willingness to serve.

3 TRANSFER OF MEMBERSHIP

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

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

9 LIFE MEMBERSHIP

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

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

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

28 **Criteria for Life Membership**

- 29 A. The nominee must have been a member of the League in good standing for at least 10 years.
- 30 B. The nominee must have demonstrated her love of the League, her encouragement of others and
31 her ability to participate in study, research, presentations, workshops, etc. She must be
32 prepared to submit a detailed summary of past research, presentations and workshops she has
33 initiated or led.
- 34 C. The nominee must be available and willing to continue to serve the League at all levels on
35 committees, preparing briefs, researching reports and resolutions, facilitating workshops and
36 attending conferences at the request of the national president.

1 D. League experience requirements:

- 2 i. In provinces with diocesan councils, except Ontario, the nominee must have held executive
3 positions at diocesan level for a minimum of four years and at provincial level for a
4 minimum of four years, for a combination of eight years, not to include term served as
5 diocesan president at the time she is presented with her life membership.
- 6 ii. In Ontario, with 13 diocesan councils, the nominee must have served in executive positions
7 at diocesan level for a minimum of eight years. In this situation, years served at diocesan
8 level must include two years as diocesan past president at the time of the anticipated date of
9 presentation. The nominee must also have proven her willingness to serve on provincial
10 level by letting her name stand for a previous provincial election.
- 11 iii. In provinces with no diocesan councils, Military Ordinariate, New Brunswick, Newfoundland
12 and Labrador, and Prince Edward Island, the nominee must have served in executive
13 positions at provincial level for a minimum of eight years. In this situation, years served at
14 provincial level must include two years as provincial past president at the time of the
15 anticipated date of presentation.

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

18 **Life Membership Nomination and Approval Procedure**

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

- 24 1. Nomination forms are available for download from the national website.
- 25 2. The Nomination for Life Membership form is completed by the submitting nominating
26 diocesan/provincial executive and must be approved by the provincial executive **by secret**
27 **ballot at an executive meeting.**
- 28 3. It is signed by the nominating council secretary (who verifies this executive action) and by both
29 the diocesan and provincial presidents pending final approval upon completion of all other
30 documentation (i.e. Life Member Nominee Questionnaire and final Life Member Checklist for
31 the Provincial Council and signature of the provincial president). This form is mailed to the
32 executive director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5.
33 (Deadline Date: December 15th.)
- 34 4. The nominating council provides the contact names and addresses on the Life Member
35 Nominee Questionnaire form and forwards the forms as indicated on the top of each form.
- 36 5. The Life Member Nominee Questionnaire is completed by the nominee, indicating her
37 availability and willingness to continue actively serving the League, and forwards a copy to the
38 nominating president, provincial president and executive director c/o CWL National Office, C-
39 23 702 Scotland Avenue, Winnipeg, MB R3M 1X5 by December 15th.
- 40 6. National office verifies that the nominee meets criteria A and D and the executive director
41 confirms this fact to the submitting nominating provincial or diocesan/provincial executives.

- 1 7. A Life Membership Checklist for the Provincial Council is completed by the provincial president
2 who verifies completion of the Nomination Form for Life Membership and Life Member
3 Nominee Questionnaire.
- 4 8. Upon majority vote of approval by the provincial executive (as noted by signature of the
5 secretary and the date of motion), the Nomination Form for Life Membership and Life Member
6 Checklist for the Provincial Council must be submitted for final acceptance to national office by
7 December 15th and mailed to the executive director, c/o CWL National Office, C-702 Scotland
8 Avenue, Winnipeg, MB R3M 1X5.
- 9 9. The Life Member Checklist for the Provincial Council along with a cheque for \$300.00 from the
10 submitting nominating council and the specific date on which the life membership will be
11 presented must be returned to national office by February 1st.
- 12 10. National office will forward the completed Nomination Form for Life Membership and Life
13 Member Nominee Questionnaire forms to the national chairperson of organization for
14 confirmation that the nominee meets all the requirements.
- 15 11. Upon confirmation that all criteria have been met, the list of nominees is presented to the
16 national executive at its winter meeting for approval by secret ballot. Late submissions may
17 reapply.
- 18 12. Following approval by majority vote of the national executive, the submitting provincial and
19 diocesan executives and the nominee's parish council will be notified and a life membership pin
20 and scroll will be sent to the nominating diocesan or provincial council prior to the anticipated
21 date of presentation.

22

PRIVACY POLICY

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

ETHICAL GUIDELINES

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

CONFLICT OF INTEREST

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

MEMBER RECOGNITION: PINS AND AWARDS

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

The Ceremony for the Presentation of Service Awards is included in the *Ceremonies Booklet*, available from national office and on the national website. 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. Years of service pins are available in five year increments.

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.

Spiritual Advisor Pin

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

President Pin

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

Past President Pin

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

Diocesan and Provincial Bars

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

Regional Bar

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

Maple Leaf Service Pin

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

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

Bellelle Guerin Award and Pin

The Bellelle Guerin Award was introduced in 2007 for members who do not qualify for life membership and who demonstrate love of the League and an availability and willingness to continue to serve. Nominating councils are reminded that the nominee must be an exemplary member of the League, serving at more than one level, who does not and will not qualify for life membership.

Criteria for Bellelle Guerin Award

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

Nomination Process for the Bellelle Guerin Award

1. Nominations for the Bellelle Guerin Award may be submitted by a parish, diocesan and/or provincial council.
2. The nomination form for the Bellelle Guerin Award completed by the nominating council president, the Bellelle Guerin Recipient Life Member Waiver completed by the nominee, and the \$100.00 paid by the nominating council form the complete application.
3. The nominating president forwards the nomination form to the parish, diocesan [where applicable] and/or provincial president for signature.
4. The nomination form must be signed by the parish, diocesan [where applicable] and provincial president for approval. It is the responsibility of the nominating council to ensure that the nomination form is signed by all levels.
5. The nominating council forwards the signed nomination form and signed waiver to national office along with the \$100.00 fee.
6. National office sends the certificate and pin to the nominating council for presentation. The presentation may take place at a parish celebration or a diocesan or provincial annual meeting of members/convention where appropriate.

Life Member Pin

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

Honorary Life Member Pin

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

Certificate of Merit

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

Council Anniversary Certificate

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

Scholarship Certificate

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

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">1. Active service at the parish level2. Service on the parish executive3. Service at diocesan and/or provincial level4. Extraordinary service to the League, contributing at the parish and diocesan [where applicable] and/or provincial level	<ol style="list-style-type: none">1. Continued involvement at the parish level2. Four years at diocesan level, including term as diocesan president3. Four years at provincial level, excluding term served as diocesan president4. Special norms for Military Ordinate, Newfoundland and Labrador, Ontario and Prince Edward Island are on page Error! Bookmark not defined.

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

FUNERAL AND HONOUR GUARD PROTOCOL

Preface:

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

Supplies:

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

Protocol:

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

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

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

Members will:

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

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

Other Considerations:

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

[The next page is page 51.]

SECTION 4: ORGANIZATION (C&B PART VIII)

GENERAL

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

ORGANIZING A PARISH COUNCIL

Preparatory Plans

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

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

The interested group should do the following:

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

Elections

The diocesan president, or her designate, shall be asked to chair the elections procedure. Officers required are president, vice-president, secretary, treasurer and chairpersons (three) 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 designate, 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]

Charter Members

1 Only those members in attendance at the organization meeting who sign their names on the reverse
2 side of the Application for Certificate of Organization and pay the prescribed membership fee will
3 be considered charter members of the newly organized council.

4 Having been officially organized, the council is then required to conduct its affairs in accordance
5 with the *Constitution & Bylaws* of The Catholic Women's League of Canada and is granted voting
6 privileges. [C&B, Part XV] Upon receipt of the Application for Certificate of Organization at national
7 office, a charter is prepared and sent to the president of the newly organized parish council, along
8 with a President's Kit.

9 **Installation of Officers**

10 The newly elected officers should be formally installed during a parish Eucharistic celebration,
11 preferably on a Sunday. A copy of the installation ceremony may be found in the *Handbook for*
12 *Spiritual Advisors* and the *Ceremonies Booklet* and on the national website.

13 **Installation of Spiritual Advisor**

14 After the installation of the newly organized parish council, the president or chairperson of faith
15 may formally install the spiritual advisor, preferably at the same occasion that the newly elected
16 officers are installed, using Installation of a Spiritual Advisor found in the *Ceremonies Booklet* and
17 on the national website under Resources. A spiritual advisor's pin may be purchased beforehand
18 and presented at the conclusion of the installation. The council may consider purchasing a spiritual
19 advisor's stole for clergy available from national office. It is understood that the stole is parish
20 council inventory for future clergy also serving in the role of spiritual advisor to the council.

21 **AMALGAMATING PARISH COUNCILS AS A RESULT OF PARISH RESTRUCTURING**

22 The changing face of the church in Canada has resulted in the restructuring of parishes. Presidents
23 of parish councils affected by these changes may find these guidelines helpful in planning for the
24 future of their councils, making every effort to coordinate the needs of local councils with those of
25 the local church.

26 **Definition of Terms**

27 When parishes are "twinned," two or more parishes are brought together under the administration
28 of one parish with the pastor serving as pastor of the combined parishes.

29 When parishes "form a cluster," two or more parishes work together as pastoral teams to enliven
30 the life of each parish, maintaining individual autonomy but following a common pastoral approach.

31 When parishes "amalgamate," two or more parishes are dissolved and a new parish is formed with
32 a new name, one place of worship and one pastoral team.

33 The closure of a parish is a canonical decision made at the discretion of the ordinary of the diocese.

34 In all restructuring, the local ordinary designates the seat of the parish. The CWL council located in
35 the seat of the parish becomes the "host" council.

36 **When Parishes are Twinned**

1 Where parishes twin and the CWL members of one or both of these parishes wish to maintain their
2 local CWL parish council, the following steps should be taken by the CWL parish council president:
3 1. Discuss the possibility of the spiritual advisor serving in both CWL councils.
4 2. If he is unable to do so, suggest that a lay parish worker or religious sister be appointed to
5 provide spiritual direction for the members.
6 3. Have the chairperson of faith work closely with the appointee until he/she is familiar with
7 League programs.
8 4. Consult with the diocesan president and diocesan spiritual advisor if no spiritual advisor is
9 appointed for the council or if problems arise.

10 **When Parishes Form a Cluster**

11 Where parishes cluster and the CWL members of one or more of these parishes wish to maintain
12 their local CWL parish council, the following steps should be taken by the CWL parish council
13 president:
14 1. Notify the diocesan president and diocesan spiritual advisor of the members' wishes.
15 2. Dialogue with the parish priests in an effort to foster mutual understanding of the members'
16 desire to continue their League commitment.
17 3. Submit, to the pastor in the seat of the parish, the name and address of a lay deacon/religious
18 sister or parish worker who could serve as spiritual advisor. Keep spiritual activities alive in the
19 parish and continue with League programs.
20 4. Maintain close liaison with the diocesan council. Be prepared to promote and encourage women
21 of the "host" parish either to join the existing CWL parish council or to form a CWL parish
22 council of their own.

23 **When Parishes Amalgamate**

24 In the case where two or more parishes amalgamate and the CWL parish councils decide to
25 amalgamate to form a new council, the parish council presidents should follow these procedures:
26 1. Take time to allow members to adapt to the change.
27 2. Seek assistance from the diocesan/provincial president and spiritual advisor.
28 3. Prepare a written notice to amalgamate to be sent to all members in both councils advising of
29 the intention to discuss and vote on the proposed amalgamation.
30 4. Arrange a special joint meeting of the CWL parish councils. Invite the diocesan/provincial
31 president to attend and take the vote on amalgamation.
32 5. Arrange a special joint liturgical service planned by the chairpersons of faith of both councils.
33 6. Once the motion to amalgamate is adopted, all members automatically become members of the
34 new council. Everyone who is a paid member at the time of amalgamation shall be listed as a
35 charter member on the new charter issued by national office.
36 7. Notify the bishop of the diocese and the diocesan, provincial and national presidents and
37 spiritual advisors of the decision to amalgamate.
38 8. By motion, vote on the distribution of funds of the former councils after the motion to
39 amalgamate is adopted. When all outstanding bills have been paid and obligations met, any
40 remaining funds should be transferred to the newly amalgamated parish council's bank
41 account, and the former councils' bank accounts should be closed.

1 9. Ensure that valuable books, records, archival material, etc. are sent to the diocesan council for
2 safekeeping. Return the former council's original charters to national office for safekeeping.
3 Consideration may be given to making a copy of the original charters for display in the "host"
4 parish, along with the new charter that will be received.

5 10. Prepare an annual report of activities for the year the council amalgamates to the diocesan
6 council for inclusion in the diocesan annual report book. Include a brief history and reasons for
7 amalgamation.

8 The diocesan president should:

9 1. Provide support and assistance.

10 2. Preside over the meeting called to take the vote to amalgamate, and ensure the amalgamation is
11 recorded in the minutes.

12 3. Assist in the procedure and encourage members to continue their membership.

13 4. Accept the council information and history. Record details in the diocesan minutes for future
14 reference, noting date.

15 5. Send a letter of appreciation to the newly formed parish council and officially inform the
16 provincial president and vice-president of the amalgamation. Inform national office that the
17 CWL parish council is officially amalgamated, and send a copy of the minutes of the meeting to
18 national office.

19 **When Parishes Close**

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

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

26 1. Notify the diocesan president and consult with her about impending changes in status of the
27 parish and the future options available to the CWL parish council.

28 2. Inform the bishop in writing of members' wishes to pursue ongoing commitments in the
29 community. Be specific about parish work and members' involvement in parish life.

30 3. Ask the bishop to assign a spiritual advisor for the parish council — perhaps a religious sister of
31 lay parish work to provide spiritual direction.

32 4. Allow healing time associated with a parish closure.

33 If a decision is eventually taken to close the council (this may take one or two years), follow the
34 procedure for Disbanding a Parish Council. Diocesan presidents should follow the guideline as
35 outlined on page 57.

INACTIVATING A PARISH COUNCIL

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

The parish council president should:

1. Prepare a written notice of motion to become inactive. Send it to all parish council members, including the parish spiritual advisor and the diocesan president, advising of the intention to discuss and vote on the motion and the date of the meeting.
2. By motion, vote for the distribution of council funds, after the vote on the motion to become inactive is adopted.
3. Provide Member's Transfer Forms.
4. Notify nearby parish councils who will welcome transfer members.
5. If council members agree by motion that the council will become inactive, the council's activities will cease however the members will still pay the annual prescribed fee in order to retain their membership and years of service. In these instances, one member must agree to collect and remit per capita fees and to remain the contact person for all communications. Required attendance at conventions and all reporting will cease as the council subscribes to not conducting activities or holding meetings. The diocesan president and national office should be informed of the decision of the membership to become inactive.
6. If this inactive parish council has not remitted per capita fees on behalf of its members for more than two years, the council no longer has voting members and is no longer in a position to be inactive or to disband itself. If this occurs, national office will inform the diocesan and provincial president of the situation and request of the diocesan (provincial if no diocesan) executive to disband the council by motion at its next executive meeting. The last recorded member on record of the parish council will be notified in writing of the decision to disband the council.
7. Send notification of the decision to become inactive to the diocesan president with a copy forwarded to national office.
8. Ensure that valuable books, records, minutes, treasurer's books, annual reports and other important documents are listed and stored in a safe place. Copies of this information, including the location of records, should be sent to the diocesan president, the parish priest and national office.
9. Send the council charter to national office for safekeeping with a letter of explanation. Should the council reactivate at some future time, national office will forward the council charter upon request.
10. Prepare an annual report of activities for the year the council became inactive and send it to the diocesan council, for inclusion in the diocesan annual report book. Include a brief history and reasons for becoming inactive.

1 The diocesan president should:

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

11 DISBANDING A PARISH COUNCIL

12 It is always a difficult decision to disband a CWL parish council as it involves members who love the

13 League and have dedicated many years to League service, both in the parish and in the community.

14 Do not rush into disbanding.

15 The parish council president should:

16 Refer to Disbanding Forms Package-Checklist/Certificate/In Trust and Transfer form. (Current

17 forms are found on the national website.)

- 18 1. Encourage prayer sessions and open discussions with the parish priest, executive members and
- 19 all parish CWL members. As soon as an indication that a parish council wishes to disband, the
- 20 parish council president must notify and seek assistance from the diocesan/provincial
- 21 presidents to review all options available before undertaking the steps to formally disband.
- 22 2. Prepare a written Notice of Motion to disband. This notice and the date of the meeting must be
- 23 sent at least 21 days in advance to all parish CWL members and the parish spiritual advisor,
- 24 advising of the intention to discuss and vote on a motion to disband the council. Copies must be
- 25 sent to the bishop, diocesan president and diocesan spiritual advisor. Publicize the motion in
- 26 the parish bulletin and on notice boards.
- 27 3. Arrange a special meeting of the CWL parish council and invite the diocesan or provincial
- 28 president to attend. Read the motion and take the vote. A two-thirds vote (to calculate $\frac{2}{3}$ use x
- 29 .667) of those present need to vote in favour to disband.
- 30 4. Take a vote for the distribution of council funds, after the vote on the motion to disband is
- 31 adopted. Any remaining funds must be disbursed, outstanding bills must be paid and the bank
- 32 account closed.
- 33 5. Provide Member's Transfer Forms, found on the national website.
- 34 6. Send a notification of decision to disband to the diocesan council, which will then become
- 35 responsible for notifying provincial presidents, provincial spiritual advisors, the national
- 36 president and national spiritual advisor.
- 37 7. Storage of Documents: Refer to Disbanding Checklist
- 38 8. Send the council charter to national office for safekeeping with the completed Disbanding
- 39 Certificate. Should the council reorganize, national office will return the charter to them with
- 40 the added information: Council disbanded: (Date) Council reorganized: (Date) Refer to
- 41 Disbanding Certificate Form.

9. Prepare a final report of activities for the year the council disbanded to the diocesan council for recording in the diocesan annual report book. Include a brief history and reasons for disbanding.
10. Notify nearby CWL parish councils that will welcome transfer members. Invite the members of the disbanding CWL council to join neighbouring councils.
11. Plan to disband a CWL parish council so that it coincides with the end of the League year – December 31st – if possible.

The diocesan president (provincial where applicable) must:

1. Maintain open communication with parish council presidents, allowing them freedom to write or call, before a vote has been taken and before the council has deteriorated to the point where disbanding is the only solution.
2. Visit the parish council, along with the spiritual advisor. When help is requested, assist in evaluating the situation within the council, be understanding and discuss possible solutions.
3. Attend the meeting called to take the vote to disband, assist in the procedure and encourage members to join neighbouring councils.
4. Accept the council information and history. Record details in the diocesan minutes for future reference, noting date.
5. Send a letter of regret to the parish. This letter of regret is an opportunity to thank the parish council for its service and dedication, and to encourage members to transfer their membership to another council. Inform the provincial president. Indicate that the charter has been sent to national office.
6. Remove the name of the disbanded council from mailing lists and inform other councils in the diocese of the disbandment. Request their prayerful and moral support for the members.
7. Monitor the situation with a view to reorganizing the council at an appropriate time. Stay connected with members of the disbanded council, wherever possible.

There are circumstances where a parish council membership list may be released by national office to an inquiring diocesan president (provincial president where no diocesan councils exist) for a parish council that

- has not paid per capita fees on behalf of its membership for the previous fiscal year,
- is in the process of disbanding, or
- has disbanded within the past six months.

The following procedure may be used after other outreach and investigation has been exhausted.

1. In the ordinary course of League communications, the diocesan executive (provincial executive where no diocesan councils exist) should have on hand a contact list of parish council executive members from each parish council.
2. Using the contact list supplied, the diocesan executive should attempt to contact parish council executive members as soon as it becomes aware that a parish council has not paid per capita fees on behalf of its members, may be disbanding or has disbanded.
3. After exhausting all possible contact opportunities with the parish council executive, a written request may be made by the diocesan executive (provincial executive where no diocesan councils exist) to national office to receive the membership list of that parish council for the sole

1 purpose of offering support and information for obtaining and keeping membership in the
2 League.

3 4. The written request must outline all actions taken to contact the parish council and its executive
4 and attest that no responses to the requests were received.

5 5. The written request will be reviewed by the national vice president who will make the
6 determination if the membership list should be released by national office.

7 REACTIVATING A PARISH COUNCIL

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

16 If, however, national office is aware of the council's previous existence, then the council wishing to
17 reactivate shall obtain a duplicate of their original charter (without original signatures) from
18 national office, providing all of the necessary information is available. The council then resumes
19 operation under the original charter number. A Parish Council Remittance Form for Per Capita Fees
20 and a New and Reinstated Members List, along with a cheque, must be first sent to national office. A
21 copy of the initial meeting minutes is also required. If a council chooses to reactivate under a new
22 charter, the council's years of service will be calculated from the new charter date. A form signed by
23 the new council president, concerning this decision will be added to the council file.

24 ORGANIZING A DIOCESAN COUNCIL

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

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

33 The provincial spiritual advisor should be invited to participate and may be asked to provide an
34 opening prayer and remarks. The provincial spiritual advisor, being the liaison between the church
35 and the League, will inform the bishop of the diocese concerned as to the organizational
36 developments. He would make the request to the ordinary of the diocese to appoint the first
37 spiritual advisor.

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

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

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

Arrangements should be made for the installation of officers.

Installation of Spiritual Advisor

After the installation of the newly organized diocesan council, the appointing bishop may formally install the spiritual advisor, preferably at the same occasion that the newly elected officers are installed, using *Installation of a Spiritual Advisor* found in the *Ceremonies Booklet* and on the national website. A spiritual advisor’s pin may be purchased beforehand and presented at the conclusion of the installation. The council may purchase a spiritual advisor’s stole available from national office. It is understood that the stole is council inventory for future pastors also serving in the role of spiritual advisor to the council.

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

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

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

AMALGAMATING A DIOCESAN COUNCIL

The changing face of the church in Canada may result in the amalgamation of dioceses. The following procedures should be followed by the executive of the diocesan councils in planning for the amalgamation.

Definition of Terms

- When dioceses ‘amalgamate’, two or more diocesan councils are to be dissolved; one new diocesan council is recommended to be organized with a new charter.
- The Vatican designates the seat of the amalgamated diocese. The new CWL diocesan council is connected to that diocese.
- CWL diocesan councils are organized based on the geographical boundaries of their diocese. Therefore, one diocese equals one CWL diocesan council.

- 1 • The term “diocesan council” also applies to a council of the same composition within an
- 2 archdiocese.
- 3 • The diocesan council shall be composed of its officers, presidents of parish councils in the
- 4 diocese, parish delegates accredited to the diocesan convention and honorary life members and
- 5 life members holding a membership in the diocese. [C&B, Part VIII, Section 1(b)]
- 6 • The parish council shall be composed of the individual members. [C&B, Part VIII, Section 1(a)]
- 7 • Diocesan and provincial councils are representation levels of the national organization.

8 **When Dioceses Amalgamate**

9 **Planning Process**

- 10 1. The diocesan council president and spiritual advisor arrange to meet with the bishop,
- 11 chancellor, or a representative of their respective diocese to obtain firsthand information.
- 12 2. Diocesan council presidents, spiritual advisors and officers arrange a meeting to discuss
- 13 strategies for dissolution and timelines for amalgamation (next steps) of diocesan councils.
- 14 3. Each diocesan president calls a special meeting of her diocesan executive (which includes the
- 15 parish council presidents) for the purpose of parish councils collaborating in the amalgamation
- 16 process. Parish presidents are entrusted with the responsibility to communicate the next steps
- 17 to all members.
- 18 4. The diocesan councils arrange a special joint meeting of both diocesan executives to discuss
- 19 strategies for dissolution and timelines for amalgamation. Discussion should include financial
- 20 resources for startup and the process for election of the new diocesan executive officers. The
- 21 provincial president, or her designate, is invited to chair this meeting.
- 22 5. Communication must be maintained between both diocesan presidents as well as with the
- 23 provincial president throughout the process.

24 **Amalgamation Process**

- 25 1. Diocesan executives prepare a Notice of Motion requiring an instructed vote to dissolve each of
- 26 the chartered diocesan councils. Notice is sent at least 90 days in advance via the parish council
- 27 presidents to all members of the parish councils comprising the diocesan councils.
- 28 2. Parish councils in each diocese shall convene a meeting of membership to vote on formal
- 29 dissolution of their respective diocesan councils. A majority (more than half) vote is needed for
- 30 the adoption of the motion. The parish council president, or her designate, shall carry their
- 31 instructed vote to the dissolution meeting of their respective diocesan council.
- 32 3. Each diocesan council shall convene a meeting to receive the formal vote to dissolve their
- 33 respective diocesan councils. Members of parish councils are encouraged to attend. It is
- 34 recommended that this meeting include a liturgical celebration, prepared by the diocesan
- 35 chairperson of faith and the diocesan spiritual advisor, to facilitate the transition towards
- 36 amalgamation. The meeting to dissolve the diocesan council shall address the following:
- 37 a. Each diocesan executive decides by majority vote (more than half) how the distribution of
- 38 the council’s funds shall occur following dissolution. When all outstanding bills have been
- 39 paid and obligations met, any remaining funds shall be transferred to the newly organized
- 40 diocesan council, and the former councils’ financial accounts shall be closed.

- 1 b. Each diocesan council shall send a report in the year of amalgamation to the provincial
2 council for inclusion in the provincial annual report book. Include a brief history and
3 reasons for amalgamation.
- 4 c. Each diocesan council shall ensure that valuable books, records, archival material, etc. are
5 sent to the new diocesan council for safekeeping. The former councils' original charters
6 shall be returned to national office for safekeeping, along with the minutes of the dissolution
7 meeting. Consideration may be given to making a copy of their original charters for the new
8 diocesan council to display at the next convention, along with the new charter that will be
9 received. Consideration could also be made to display both Books of Life along with the new
10 diocesan Book of Life.
- 11 4. The provincial president shall send notice of a special meeting for the purpose of organizing the
12 new diocesan council and the Notice of Motion requiring an instructed vote to organize a new
13 diocesan council. The documents shall be circulated to all parish councils at least six months
14 before the organizational meeting.
- 15 5. The parish councils of both former diocesan councils shall meet to discuss and vote on the
16 Notice of Motion to organize a new diocesan council. The parish council president, or her
17 designate, brings the instructed vote of her council to the special organizational meeting of the
18 new diocesan council.
- 19 6. The provincial president shall chair the organizational meeting. The provincial spiritual advisor
20 should be invited to participate and may be asked to provide an opening prayer and remarks. A
21 vote is held according to the instructed votes on the Notice of Motion to organize a new
22 diocesan council. It is approved by a majority vote of the voting delegates present at the
23 organizational meeting.
- 24 7. In conjunction with the organizational meeting, it is recommended to include a liturgical
25 celebration, prepared by the former diocesan chairpersons of faith and their diocesan spiritual
26 advisors, to facilitate the transition towards amalgamation.
- 27 8. When the motion to organize a diocesan council has been adopted by a majority of the
28 participating councils, provision must be made for the election of officers.
- 29 a. The provincial president and the provincial spiritual advisor:
- 30 i. shall appoint a nominating committee comprised of three experienced members: and
31 ii. shall set the date for a meeting to conduct election of officers for the newly organized
32 diocesan council.
- 33 b. The Nominations and Elections Committee shall follow the procedure for nominations and
34 elections in [C&B, Part XVI, Section 1(b)] and parish council executives shall follow C&B Part
35 XVI Section 4 (e)].
- 36 i. According to eligibility for diocesan elections, an Elections Register is prepared by the
37 committee using names from both dissolved diocesan councils.
- 38 ii. Former diocesan officers who meet eligibility criteria shall remain eligible for three
39 elections following the last term served on the new diocesan council.
- 40 iii. Consistent with the *National Manual of Policy and Procedure*, the vote shall be obtained
41 by the Instructed Vote on the Nomination Form sent to parish council presidents;
42 nominations are done by the parish council executive according to names appearing on
43 the Acceptance List.

- 1 3. The regional committee shall be composed of a chairperson, the presidents of the parish or
2 diocesan councils concerned and other members as required. The presidents of the parish or
3 diocesan councils on a regional committee are also members of the diocesan or provincial
4 executive (Part VIII, Section 2(b)). The regional chairperson, while not a member of the
5 diocesan/provincial executive, is responsible for facilitating timely communication between the
6 presidents on the regional committee and the diocesan/provincial president to enable those
7 presidents to fulfill their diocesan/provincial executive responsibilities (Part VIII, Section 3).
8 4. Where it is agreed by motion by diocesan or provincial councils, the chairpersons of a regional
9 committee may be members of that council. [Part VIII, Section 1 (b) & (c) and Part XV, Section 2
10 (d)]

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

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

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

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

36 **Regional Chairpersons of Standing Committees**

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

Regional Meetings

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

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

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

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

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

FUNDING REGIONAL COMMITTEES

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

It is the responsibility of the diocesan/provincial councils, to see that full funding is provided to meet the expenses of the regional chairperson to attend diocesan/provincial annual meetings of members, executive meetings, etc.

[The next page is page 71.]

SECTION 5: POSITIONS AND RESPONSIBILITIES

SPIRITUAL ADVISOR (C&B PART IX)

There shall be a spiritual advisor for each parish council and at every level of the League (diocesan, provincial and national). Therefore, it is essential that the group of women wishing to organize 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 chairperson of faith, provides advice and guidance for the spiritual program of members.

The spiritual advisor should be advised of executive and council meetings and annual meetings of members 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.

At all levels, the spiritual advisor's role is valued. The spiritual advisor is installed, using *Installation of a Spiritual Advisor* found in the *Ceremonies Booklet* on the national website.

The ceremony for installation should occur when being appointed to serve a newly organized parish or diocesan council, or when a new spiritual advisor is appointed at diocesan, provincial or national levels.

A spiritual advisor's pin may be purchased beforehand and presented at the conclusion of the installation. The council may consider purchasing a spiritual advisor's stole available from national office. It is understood that the stole is council inventory for future spiritual advisors of the council.

DIRECTORS (C&B PART X)

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

OFFICERS (C&B PART XI)

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.

Vacancies at Any Level of the League

In the event of a vacancy in the office of president, the vice-president will become president for the remainder of the term.

In the event of a vacancy in the office of vice-president, the secretary shall perform the duties of the vice-president until the next election. She shall not be appointed to the office of vice-president nor assume the office of president.

In the event of a vacancy in any other office, a member shall be appointed by the president in consultation with the executive and shall serve until the next election.

Removal of Officers at Parish, Diocesan or Provincial Levels

Any officer whose conduct or activity is detrimental to or incompatible with the Objects and Policy of the League may be removed from office. Removal of an officer must be dealt with great sensitivity and should be seen as a last resort. Great care must be taken to ensure that the conduct, activity and beliefs of the officer are indeed opposed to the Objects and Policy of the League. If after having discussed the matter with the member concerned, the matter is not resolved, the officer may be removed following the procedure in accordance with Part XI, Section 5 of the *Constitution & Bylaws*.

1. This very serious matter must be dealt with in strict confidence and with sensitivity at a special meeting of the executive of the council concerned. Consultation should be made with the president at the next level before any decision is made.
2. Notice of Motion for removal of any officer must be given in writing one month before the meeting to the officer concerned, members of the executive, the spiritual advisor and the president at the next level.
3. The officer in question shall be invited to make a statement at the meeting.
4. For parish, diocesan and provincial levels, attending the special meeting shall be the officer in question, members of the executive, the spiritual advisor and the president or an officer of the next level of the League.
5. The motion to remove an officer must be adopted by a two-thirds vote at such a meeting.
6. An officer at any level who is removed shall, in accordance with Part XVI, Section 1(e), forfeit eligibility for any future position.

DUTIES OF OFFICERS AND STANDING COMMITTEES (C&B PART XII)

Officers are members of the executive and are expected to attend all meetings and report regularly. If an officer will be absent, she should inform the president and arrange to send a report, if she has one, in advance of the meeting.

In addition to the duties listed, the following suggested duties should be considered.

President

The president sets the agenda for all meetings and convention of the council concerned. A sample agenda is available in Appendix 3. For more information on meeting preparation, refer to page 81.

Special or ad hoc committees are set up by the adoption of a motion by the members at a regular meeting of the council concerned. The motion should include:

- number of members to be appointed by the president
- instructions as to purpose/task
- allowable expenses, if applicable

Once the assigned task has been completed, the committee ceases to exist. In the CWL, special committees should not be assigned a task that falls under the responsibilities of a standing committee.

Vice-President

1. Become aware of organizational requirements and current activities of council in order to be prepared to fill in for the president at the meeting.
2. For financial aid to encourage League development and leadership training, refer to National Development Fund Guidelines, Application for Subsidy from the Development Fund, National Development Fund – Report of Workshop, and National Development Fund – Follow Up Summary.
3. Become president automatically after serving her elected term as vice-president.
4. Perform the duties of the president in her absence or inability to serve.
5. Recruit members and maintain membership.
6. Develop League resource material.
7. Oversee life membership.
8. Be responsible for League development and leadership training.
9. Perform such other duties as may be delegates to her by the president.

Secretary

1. Assist the president in preparing the agenda for executive and general meetings.
2. Review all correspondence to be brought to the meeting.
3. Record the minutes of all meetings of the council concerned and retain as a permanent record. Include:
 - kind of meeting (general, annual, executive)
 - name of organization
 - date, time and place
 - name of presiding officer and secretary

- whether or not the previous minutes were read, circulated and approved
- brief financial report
- motions with action decided upon
- names of movers and seconders
- number of votes for and against if ballot or counted vote
- details of debate, only if meeting instructs
- title of committee reporting, highlights of report filed for reference
- no opinion or personal comments
- time of adjournment

Sample minutes are available in Appendix 3.

4. Be a signing officer for all official documents.
5. Have charge of all papers and records of the council concerned.
6. Be responsible for reports as required.
7. Attend to correspondence as required.
8. Be responsible for communications to members.
9. Distribute copies of minutes prior to meeting if possible. Otherwise, be prepared to read the minutes at the meeting.
10. Have motion book containing past motions at all meetings.

When are minutes approved?

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

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

At diocesan, provincial and national levels, minutes of business sessions of the annual meetings of members, after prior distribution, are adopted at the next regular meeting.

Minutes of executive meetings are adopted by the executive at the next executive meeting, unless the meetings are far enough apart to warrant having a committee adopt them.

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

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

Treasurer

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

At diocesan/provincial level, in consultation with the executive, the treasurer drafts a budget for the following fiscal year for adoption (by majority vote) at the fall executive meeting. An interim

1 financial statement (since January 1) should be prepared for the annual meeting of members – for
2 delegates information only.

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

5 At the national level, the audited financial statement presented by the secretary-treasurer is
6 adopted by motion at the winter national executive meeting. The oral report of the secretary-
7 treasurer is not adopted by motion. No action of acceptance by the assembly is required – or proper
8 – on a financial report of the secretary-treasurer unless it is of sufficient importance, as an annual
9 report, to be referred to auditors. A Financial Management Policy for national level is available on
10 request from national office.

11 **Past President**

12 Take charge of League history and archives or appoint an interested member. Bring scrapbook or
13 history to some meetings for members to see. Be responsible for reviewing biannually the council's
14 manual of policy and procedure for any needed additions, deletions and corrections; all changes
15 must be brought to the membership (for parish councils) or the executive (for diocesan and
16 provincial councils) for approval before amending the manual. Engage members in the revisions
17 process by inviting them to forward to national office proposed revisions to the *National Manual of*
18 *Policy and Procedure* by December 1st of each year. Monitor/review the *National Manual of Policy*
19 *and Procedure* and the council manual.

20 **Standing Committees**

21 The core purpose of the Catholic Women's League is to unite Catholic women to grow in faith, and
22 promote social justice through service to the church, Canada and the world. Through the core
23 values of faith, service and social justice, members are called to "grow in faith, and to witness to the
24 love of God through ministry and service" (Mission Statement).

25 Through the work of these three standing committees, that reflect the core values, "The Catholic
26 Women's League of Canada will become an inclusive and engaged community of Catholic women
27 inspired by faith." The members will be vital participants in the church, valued partners for social
28 justice, respected advocates at all government levels and connected to the world (Envisioned
29 Future).

30 **Faith**

31 Spiritual development is the essence of the League. Its core value of faith is what sets it apart from
32 all other women's organizations.

33 Members of the League honour Mary, Our Lady of Good Counsel, as their patroness. Mary
34 responded to the Lord's call, despite doubts. Her faith is an example for all members. Through their
35 baptism, women are inspired by the Spirit to respond to God's call and to be a transforming force in
36 wider society (*Lumen Gentium*).

37 Ministry in faith includes spiritual ministries, liturgical ministries and church ministries.

Service

The League and its members have always provided service to members in their time of need, to their parish, their local community, the country and the world. Through this standing committee, peaceful, just and prosperous communities will be realized.

Social Justice

The League is a respected advocate at all government levels. Social justice is critical in supporting this endeavour and is vital to accomplishing several Objects of the League. Exemplifying the Christian ideal in home and family life, upholding and defending Christian education and values, protecting the sanctity of human life, recognizing human dignity of all people and contributing to the understanding and growth of religious freedom are all foundational in achieving social justice. Social justice enables the League to affect change in areas like policies and legislation within various levels of government. Social justice is guided by Catholic teaching.

Chairpersons of Standing Committees (C&B Part XIII)

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

The standing committee chairperson shall:

1. Summarize memos or communiques from other levels and include the summary in her report.
2. Prepare a report of committee activities since the last regular meeting and incorporate recommendations and plans for the future.
3. Have two copies of the report, one for her file and one for secretary (may be e-mailed).
4. Find more detailed information in *Parliamentary Procedure*, available from national office and on the national website.
5. In consultation with the council president, appoint sub-committee chairpersons to cover specific headings under the committee to allow for more in-depth study and support for the chairperson.
6. Be familiar with and apply the procedures in Appendix 7: National Position Papers.
7. Be familiar with and apply the procedures in Appendix 8: Briefs, Petitions, Letter-Writing and Postcards.

A sub-committee chairperson shall:

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

- any special emphasis needed...when...why
5. Be prepared to attend meetings, conferences and seminars on the topic, with prior approval of the chairperson.
 6. Send information/communiques to the chairperson for circulation in order to avoid duplication of effort.
 7. Send a brief report of the work accomplished to the chairperson according to *Executive Handbook* guidelines.

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

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

Signing Officers

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

GUIDELINES FOR ANNUAL WRITTEN REPORTS

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

From	To	By
Parish President	Diocesan President	December 15
Parish Officers	Diocesan Officers	December 15
Diocesan Officers	Diocesan President & Provincial Officers	February 15
Diocesan Life Member Liaison	Provincial Life Member Liaison	February 15
Diocesan President	Provincial President	March 1
Provincial Officers	Provincial President & National Officers	March 15
Provincial Life Member Liaison	National Life Member Liaison	March 15
Provincial Presidents	National President & National Office	March 31
National Life Member Liaison	National Vice-President	March 31
National Officers	National President & National Office	April 15
National President	National Office	April 30

Annual reports bring accountability and credibility to the achievements of each standing committee and reflect the work of all members across Canada. Annual reports are an important means of communicating to others in the parish, community and country at large the activities that occurred over the past year. The activities of a council often pertain to a particular standing committee even though the office may be vacant. At all levels, where there is a vacancy to fill an officer position, the president and her executive are responsible for completing the annual report pertaining to that office.

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

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

Annual Reporting Guidelines for Diocesan, Provincial and National Officers

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

In preparing your report:

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

When you have completed your report:

- Read it again. Did you include all the information? Did you report exclusively on activities that occurred, with a brief mention of plans for the future?
- Check for accuracy in figures, spelling, typographical errors, grammar and punctuation.

- Be clear so that the reader will better understand.
- Add to it if a point was left out or an explanation is needed.
- Edit your report if it is longer than 1,800-2,000 words.

PARISH ACTIVITIES

This standing committee is included in the *Constitution & Bylaws* to assist CWL parish councils in accurate reporting on parish activities vs. CWL activities to the diocesan president.

Parish activities may include fundraising, financial support to the parish or liaising and cooperating with parish pastoral councils and/or other groups operating in the parish. These activities may vary from parish to parish, depending on the size and nature of the council. The parish activities standing committee comprises an elected chairperson at the parish level and, as such, is an optional standing committee for any parish council.

The parish activities chairperson, in consultation with the president and executive, shall complete an annual report on her activities and forward same to the diocesan president. If no standing committee has been established, the president and her executive are responsible for reporting to the diocesan president. A sample parish activities report is printed in Appendix 3.

[The next page is page 81.]

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

QUORUM AT ALL LEVELS

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
- a diocesan or provincial annual meeting of members shall be 10% of the voting members of the council
- a national executive meeting shall be a majority of the members of the executive
- a national annual meeting of members shall be 25 members of the national council

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

MEETINGS

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.

A partially-virtual meeting, where some participants attend in person and others participate through a digital channel that allows participants to communicate adequately with each other during the meetings, is permitted according to the *Canada Not-for-profit Corporations Act*. Participants can vote digitally as long as the votes can be gathered in a way that allows them to be verified, tallied and presented while maintaining the anonymity of the voter.

Councils at all levels should acknowledge territory before all meetings, conventions and gatherings, i.e., "We acknowledge that we are on treaty (#) territory and the traditional homeland of the (insert first nation) and the Metis nation, where applicable.

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.

Ideally, members benefit from in-person meetings. Unforeseen circumstances such as fires, floods, snowstorms, blackouts or epidemics may interfere with the ability to meet in person.

1 In case of government declared emergencies, council regular and annual meetings of members may
2 be held electronically for the purpose of making decisions to keep the League operational in
3 unprecedented circumstances (C&B Part XIV, Section 2(j)). All motions made at these meetings
4 must be ratified at the next in-person regular meeting.

5 As determined by Corporations Canada and with consultation by the League's corporate lawyer,
6 councils may conduct partial virtual meetings, but may not conduct a fully virtual meetings. The
7 following conditions are required:

- 8 1. A few participants must be in attendance in person (preferably the executive, at least the
9 officers, or a minimum of three (3) members)
- 10 2. A digital channel must be provided that allows virtual attendees to communicate
- 11 3. A voting system that allows votes to be gathered, tallied and presented
- 12 4. A voting system that must maintain the anonymity of voters.

13 **Parish Executive Meetings**

14 The parish council president should:

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

23 If a question under discussion at the executive meeting is particularly controversial, the president
24 may ask two executive members to prepare for the general meeting by having each one write down
25 the points, both pro and con, that can then be presented at the time the issue appears on the
26 agenda.

27 **Parish Regular Meetings**

28 The parish council president should:

- 29 1. Prepare an agenda based on the business arising from the executive meeting.
- 30 2. Notify the members of the time and place and any other special happening for the meeting, i.e., a
31 speaker or a specific topic that will be discussed. This can be done through a phone committee,
32 a bulletin or by other methods employed by the council.
- 33 3. Solicit the help of members to prepare the meeting room so that it is comfortable, well-
34 ventilated and with adequate lighting. There should be no obstructions between the president
35 and the members. Chairs may be arranged in a semicircle, which is more conducive to
36 participation than traditional row seating. The semicircle should face away from the entrance
37 so that people entering or leaving will not distract the members.
- 38 4. Have on hand League Prayer leaflets, a picture of our patroness and other items needed for the
39 program.

5. Give special consideration to having “hospitality” members greeting and welcoming members. Arrange for a social period following the meeting to promote a “family” feeling among members.
6. If a guest speaker is invited, appoint someone specifically to watch for and greet the guest at the door and look after the common courtesies, i.e., introduction, appreciation.

Other Suggestions

1. Meetings held on the same day each month and at the same time (e.g., the second Tuesday of each month at 7:30 p.m.) make it easier for members to remember the meeting and reserve the night.
2. Start the meeting on time. Waiting for late-comers is not being fair to those who are on time.
3. Speak so everyone can hear; stand up if necessary.
4. Avoid holding a private conversation with the secretary or with anyone else. Doing this usually results in other private conversations among the members.
5. Follow the agenda; if it is necessary to change it, ask the members for their permission. Complete one item on the agenda before going on to the next.
6. Help members formulate motions, if required. Motions should include all applicable details, such as, date, time, numbers, amount of money, etc. Ensure that all relevant details are included.
7. Encourage discussion when necessary by reminding members that their opinions are valid and essential in order that the group may reach a decision.
8. Keep discussion on the topic. If a speaker strays from the topic or does not speak clearly enough, or if the meeting is hampered by whispering, interrupt the speaker and ask politely that the problem be corrected.
9. During a discussion, if ideas are being repeated, ask “Are there any new points to be raised?” If not, repeat the motion and call for the vote.
10. When calling for the vote, do not forget to ask for both the affirmative and negative votes, even if all hands are up on the first call. Members are allowed to change their vote at this point. It is not necessary to ask for abstainers. Due to perceived or direct conflict of interest on a motion, a member should abstain from voting. A voting member wishing her abstention to be recorded in the minutes shall request same before the vote is taken, reflecting her conflict with the issue.
11. To avoid having one or two members monopolize discussion during a meeting, enforce the rule that a member may speak only once if another member who has not spoken wishes to do so.
12. Be impartial; allow the members to make the decisions during the meeting.
13. Be fair and courteous at all times.
14. Be gracious about the outcome of the vote on a matter, even if you voted against it
15. Support the decisions of members taken by majority vote and assist in carrying it out; avoid negativity and complaining subsequently. A majority vote of members becomes a council decision arrived at through democratic process.

Member Responsibilities

Members should:

1. Plan to attend the meeting and to arrive on time.
2. Bring a copy of the minutes from the last meeting if they have been circulated. Read them ahead of time and note any errors.

3. If notice has been given that a particular topic will be discussed, do some homework on it and be prepared to speak. Your views are valid and necessary in order that an informed decision may be reached.

4. Inform the president ahead of time if you plan to bring up new business so she can allow time for it on the agenda.

Other Suggestions

1. Do not hold private conversations during the meeting.

2. Be ready and willing to give your opinion during discussion of an issue.

3. When speaking or giving a report, stand and speak so you can be heard.

4. Address all remarks to the chair by saying, "Madam President."

5. Keep remarks pertinent to the subject under discussion.

6. Do not repeat points that have already been made.

7. Pay attention to the discussion so you do not have to ask to have something repeated.

8. Ask questions if you do not understand, so that you can vote knowledgeably. It could be that others may have not understood.

9. Assist the president in getting a discussion started, if necessary.

10. When a discussion is going nowhere because more information is required, make a motion to refer the business to a committee, or to postpone the discussion until a later time.

11. Inform the president prior to the meeting if you plan to introduce new business, so she can allow time for it.

12. If you do not like, or do not understand, the way something is being done, speak out at the time, requesting clarification. Later is too late.

13. Be fair and courteous at all times.

Diocesan and Provincial Executive Meetings

The executive of the diocesan and provincial councils shall meet at least twice a year, before and after their annual meeting of members. In addition, they are encouraged to meet in the spring and fall. When geography and weather necessitate, teleconferencing could be an option.

ANNUAL MEETINGS OF MEMBERS & CONVENTIONS

Attendance at Annual Meetings of Members (C&B Part XV)

Members of parish executives and councils are encouraged to attend their diocesan and provincial annual meetings of members. Attendance at national annual meetings of members when held in an area or province nearby is also recommended. Provincial presidents, as voting delegates, are expected to attend all national annual meetings of members during their terms of office. Diocesan presidents are encouraged to attend, whenever possible, as they have accredited voting powers along with officers of the national council, honorary life and life members with the exceptions as stated in Part XV, Section 2(b). Annual meetings of members and conventions are a celebration of the work accomplished by the League in the past year where members meet old friends and make new ones and learn from speakers and workshops presented.

Duties of a Delegate

1. Registration forms should be signed, with necessary fees paid and checked to see that delegate's name is listed officially according to the voting powers of the delegate. It is the council's responsibility to ensure the membership of a member is current (paid up) prior to assigning the delegate voting powers for annual convention. Delegates attending a national annual meeting of members must complete the registration form, have credential cards signed, and send both in to national office along with the necessary fees.
2. Seek input from the executive on matters to be discussed at the annual meeting of members.
3. Keep an accurate record of expenses. This will help the council to budget for the next annual meeting of members.
4. It is the responsibility of an annual meeting of members delegate to be present and participate at all business sessions.
5. Report to the council on the annual meeting of members, including main items of business, summary of discussion, vote and results, evaluation, new ideas and outstanding achievements.

Voting Rights Chart

	Annual Meeting of Members		
Level	Diocesan	Provincial	National
Parish *	1 voting, 2 accredited	1 accredited	-
Diocesan	-	1 voting, 2 accredited	2 accredited
Provincial	-	-	1 voting, 2 accredited

- * In provincial councils without diocesan councils, parish councils may send one voting delegate and two accredited delegates to the provincial annual meeting of members.

Instructed Vote

The *Constitution & Bylaws*, Part XV, Section 3(c) requires that instructed votes be used for:

- election of officers
- increase in per capita fees
- amendments to the *Constitution & Bylaws*

The procedure for handling instructed voting for electing officers is outlined in Part XVI: Eligibility, Nominations and Elections. The procedure for handling instructed voting for increasing per capita fees is outlined in Part XVII: Finance. The procedure for handling instructed voting to amend the *Constitution & Bylaws* is outlined in Part XX: Amendment of *Constitution & Bylaws*.

Guidelines for Oral Reports

1. Address the chair only; (e.g., Madam President, Madam Chairperson...). Arrange with those reporting for a simple, uniform greeting (e.g., Dear sisters in the League, ladies and gentlemen, ...).
2. Reporting should be done with accuracy, brevity and clarity and within the assigned period.
3. Make every effort to have the oral report typed prior to the annual meeting of members.

4. In the first year of your term, provide an update of activities from the time of the annual report, i.e. from January 1st of the current calendar year to the date of the oral report. Also, describe your goals/plans for the remainder of your term.
5. In the second year of your term, provide an update of activities from the time of the annual report, and include a summary of accomplishments and recommendations for future consideration.
6. Be explicit; e.g., choose “the committee” instead of “it,” or “the members” instead of “they.”
7. Bring dignity to the work of the League through the message. This is not a time for grandstanding, singing, silly jokes, poems or prayers. This approach takes more time than one realizes and does not fit into the category of reporting. These are more appropriate and appreciated as resource material in communiqués or as inspiration for workshops. Taking more than the allotted time means that someone else will have less or the meeting agenda will be challenged to remain on time.
8. This is not the time for a “thank you.” Chairpersons, executive or others may be thanked privately.

Recommendations for Action

Oral reports presented at an annual meeting of members are recorded in the minutes of that meeting. They are not adopted. One of the reasons for not having a chairperson move the adoption of her report is that, on being seconded and carried, all information, including recommendations within that report, has technically speaking been accepted as policy for the council. Any recommendations for action should be presented at the end of the report in the form of a motion.

A chairperson should have the approval of the executive members to bring the motion to the council and to receive their assistance in wording such a motion. The wording of the motion should specify how, when and by whom the action is to be implemented. Once the motion is adopted by the council, it is committed to carry out the action. The matter would be brought to the next executive meeting by the appropriate chairperson for discussion on procedure of implementation and would become part of the council plan of action.

Unless a recommendation arising from the report is put in the form of a motion, it remains simply a suggestion with no obligation to carry it out.

Resolutions

Adoption: A resolution, like a motion, introduces new business to the assembly. The new business will be introduced in the form of a resolution when the subject is formal, lengthy or complex. The rules around presentation are the same as for motions – moved, seconded, debated and adopted by majority vote.

To be presented at the national annual meeting of members, a resolution must:

- be in accordance with the teachings of the church and established policy of the League (C&B Parts IV and V)
- not have been developed and researched by other groups
- be on a topic the League has not already set a position on

- be on a topic that is current and one that requires action by the federal government or a national organization
- be accompanied by an explanatory brief and sufficient support material to substantiate the resolution
- have been adopted by majority vote at a provincial annual meeting of members and received by the national chairperson of social justice by the deadline.

Resolutions that meet these criteria and that are adopted by the national executive to be presented to the assembly will be presented for adoption at the annual meeting of members.

Resolutions adopted at the national annual meeting of members will be included in the fall magazine and posted on the national website where they will remain active until archived.

Archiving: Resolutions will be archived when they meet one of the following criteria:

- the action requested of the federal government or national organization has been addressed
- the topic or action has been addressed in a more current resolution with more current references
- the resolution contains non-specific rationale or action steps
- the resolution is referring to organizations that no longer exist
- the resolution issue, focus or topic has changed
- it is a courtesy resolution
- the resolution covers actions that may only be taken by members (e.g., awareness on health and safety issues)

Resolutions that meet one of these criteria and have been adopted by the national executive for archiving will be identified during the archiving ceremony at the annual meeting of members.

Refer to the *Resolutions Supplement to the Executive Handbook* for more information on both these processes.

Invitation to Host a Convention

The invitation to host a national convention is initiated by a diocesan council or a provincial council. Once a diocesan council has determined that an invitation can be extended, the bishop of the diocese and the provincial president should be notified. If the national convention is being hosted by the provincial council, every effort should be made to involve the membership and bishops of all dioceses in the province. Upon their concurrence, a formal invitation is sent by the host bishop to the national spiritual advisor. The date of the national convention is set in consultation with the national president in office at the time of the invitation and will be the second week of August.

Annual Convention Committees

Convention committees are to be formed at diocesan, provincial and national levels according to guidelines contained in *A Guide to Hosting the National Convention*, *A Guide to Hosting the Diocesan/Provincial Convention* and *Parliamentary Procedure*.

Information on the structure and responsibilities of a convention committee are clearly outlined in these handbooks. Copies of the appropriate handbook should be ordered from national office as soon as the council's invitation to host a convention has been accepted.

1 The president of the hosting council appoints a general chairperson and a co-chairperson. They, in
2 turn, choose a secretary for their convention committee and select members to chair each of the
3 sub-committees as required. It is recommended that each sub-committee chairperson select a co-
4 chair. Together, they invite other members to be on their sub-committee.

5 *A Guide to Hosting the Diocesan/Provincial Convention* handbook is intended as a guide and is
6 written in general terms, keeping in mind that conventions vary greatly from diocese to diocese and
7 province to province and that each has its own unique quality, encompassing long-standing
8 customs.

9 *A Guide to Hosting the National Convention* is available from national office free of charge to
10 committees hosting a national convention.

11 **Expenses**

12 Provincial Annual Meetings of Members and Conventions

- 13 • Transportation expenses of the national president or national spiritual advisor attending a
14 provincial annual meeting of members are paid from the national treasury. The host council is
15 responsible for their registration, accommodation and meals.
- 16 • The national president should be invited to attend at least one provincial annual meeting of
17 members or convention in each province during her two-year term of office; therefore,
18 provincial presidents should advise the national president of dates of provincial annual
19 meetings of members and conventions as early as possible.

20 Diocesan Annual Meetings of Members and Conventions

- 21 • If the national president is invited, and where budget and personal commitments permit, she
22 should be prepared to attend diocesan annual meetings of members and/or conventions.
23 Transportation expenses are paid from the national treasury. The host council is responsible for
24 her registration, accommodation and meals.

25 League Functions

26 Transportation expenses of national officers attending League functions at the direction of the
27 national president will be paid from the national treasury. The host council is responsible for their
28 registration, accommodation and meals.

29 If a member of the national executive, other than the president, is invited by a council (parish,
30 diocesan or provincial level) to attend a function, the host council is responsible for all costs,
31 including transportation, registration, accommodation and meals.

32 It is advised that provincial and diocesan executives establish a policy to cover the expenses of their
33 presidents and other officers attending annual meetings of members and conventions and special
34 functions at other levels of the League.

35 [The next page is page 101.]

SECTION 7: ELIGIBILITY, NOMINATIONS AND ELECTIONS (C&B PART XVI)

ELIGIBILITY FOR OFFICE

Parish Councils

All members who have paid their membership fee for the current year, except for associate members, are eligible to hold office at the parish level subject to the provisions of C&B Part XVI, Section 1(a).

Diocesan and Provincial Councils

1. Present officers (except for the past president) who, at the time of election, have served a full term
2. Parish/diocesan council presidents and regional chairpersons where applicable who, at the time of election, have served a full term
3. A member eligible for nomination to office at diocesan/provincial level in one diocese/province shall be eligible for nomination to office at that level in any other diocese/province to which she has moved
4. Officers, council presidents and regional chairpersons where applicable shall remain eligible for three elections following their term last served

National Council

1. Present officers (except for the past president) who have served a full term, subject to the provisions of C&B Part XVI, Section 1(d)
2. Provincial council presidents who, at the time of election, have served a full term
3. National officers (except the past president) and provincial council presidents shall remain eligible for three elections following their term last served

At All Levels

1. A member shall hold only one office at a time at the level concerned.
2. If an officer has been removed in accordance with Part XI, Section 5, her existing eligibility is forfeited.

TERM OF OFFICE

1. The term of office for elected officers shall be two years.
2. An elected or appointed officer shall serve but not exceed one full term in the same office, except the chairpersons and treasurers (secretary-treasurer at national level) who may be elected to a second term. A chairperson shall be assigned a different standing committee to chair in her second term.
3. If the time served by an appointed officer is more than one year, it shall be considered a full term.

NOMINATIONS AND ELECTIONS

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 15th, 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 diocesan/provincial/national annual meeting of members.

Nominations

Parish Nominations

1. Where there is a vice-president, she must be contacted by the chairperson to affirm her willingness to assume the office of president.
2. If the office of vice-president 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, (2) emailed and mailed as necessary or (3) distributed at the 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
- Eligibility List — names of members who are eligible for nomination to diocesan/provincial/national council

- Acceptance List — names of members who are willing to accept nomination to office
- Candidates List — final list of members nominated for elected office

Elections Register

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

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

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

SAMPLE #1:

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

SAMPLE #2

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

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

SAMPLE #3

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

ELECTIONS REGISTER – January 1, 2014

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

Eligibility List

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

SAMPLE

Using sample #3 2014 Elections Register, the following members' names are transferred to an Eligibility List:

Brown, Jane

Smith, Ann

Jones, Mary – not eligible for office of treasurer, has served two terms

Lewis, Beth

Fiction, Sue

Not eligible:

Lee, Roberta – is currently serving first year of term as parish/diocesan president and is therefore not eligible yet

Macken, Alberta – came on executive in 2005, was eligible for election in 2007, but chose not to let her name stand; her name remained on the Elections Register for three elections and is removed from the elections register as of December 31, 2013

Nominations

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

Acceptance List

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

SAMPLE Acceptance List			
<u>Vice-President</u>	<u>Secretary</u>	<u>Treasurer</u>	<u>Chairperson</u>
Jane Brown		Beth Lewis	Sue Fiction
Mary Jones		Sue Fiction	

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

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

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

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

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

Nomination Form Completion by Parish/Diocese/Province

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

Candidates List

1. Following receipt of all completed nomination forms, the chairperson of the nominations and elections committee (executive director for national elections) prepares a Candidates List with the names of members and the office(s) for which they are nominated. For national, the executive director will provide a copy of the candidates list to the national chairperson of elections. Prior to the deadline date inscribed on the nomination form, if a nomination form has not been received from a council or councils, the chairperson will contact the council

1 president(s) stressing the importance of the nominating procedure and requesting that the
2 nomination form be submitted. If the deadline date has passed, that council forfeits its privilege
3 to nominate candidates for election.

4 2. Using the Candidates List, the chairperson (executive director for national elections) shall notify
5 each member in writing of the office(s) for which she has been nominated. No information shall
6 be given regarding the number of nominations received. No reply is required.

7 3. The chairperson of the nominations and elections committee (executive director for national
8 elections) shall send a letter to any member on the Acceptance List not nominated for office
9 advising her of this fact.

10 Elections

11 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 meeting of members	
Is there an instructed vote on the first ballot?	No	Yes	

12 1. The president shall appoint a member, who is not a candidate for office, to be secretary of
13 elections. At the national level, the executive director shall act as secretary of elections.

14 2. The president remains in the chair to preside over the annual meeting of members, which is still
15 in session. At the request of the president, the chairperson of elections provides a brief
16 overview of the election procedure. The president announces the voting results provided to her
17 by the elections committee.

18 3. Prior to the actual election, the committee shall prepare to display a complete list of offices and
19 the names of the candidates for each office. This list is kept in confidence until time for its
20 posting.

21 4. At the parish level, the elections committee may request candidates to speak for a short time
22 (approximately two minutes) about their objectives and experiences.

23 5. At the national level only, once the nomination forms have been received, the executive director
24 shall provide the chairperson of elections with a copy of the Candidates' List including the
25 office(s) for which candidates were nominated, and copies of the nomination forms submitted
26 by the provincial councils.

27 6. After the Candidates' List is posted at the beginning of the election procedure, the chairperson
28 introduces the candidates for office.

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

- d. Ballots are distributed and members are asked to write the names of candidates for whom they wish to vote on one ballot. They may vote for the required number or less. Voting for more than the required number of candidates will result in a spoiled ballot.
- e. After the ballots are collected and the votes are counted, the president declares elected those candidates who have received the highest number of votes.
- f. In the event of a tie involving the final position of the required number, balloting shall continue until the required number of candidates is elected.
- g. The president announces the successful candidates in alphabetical order.
15. The ballots shall be counted by members of the nominations and elections committee and the spiritual advisor.
16. Any office left vacant following the election shall be filled by appointment from those eligible for nomination to office, except for the offices of president and vice-president. The member shall be appointed by the president in consultation with the executive and spiritual advisor and shall serve until the next election. If the office of president is vacant following elections, an “acting president” should be adopted by motion of the executive of the council.
17. When results of the election have been duly recorded, the nomination forms and the ballots shall be destroyed by the committee and the nominations and elections committee dissolved. Results of the elections (name and office) must be recorded in the annual meeting of members minutes.
18. The newly elected officers are introduced by the outgoing past president and assume the duties and responsibilities of their respective office immediately following the annual meeting.
19. The formal installation of officers may take place at the convenience of the council in consultation with the spiritual advisor.

Example of Plurality Vote to Elect Three Chairpersons

After the first ballot was counted –

(1) Member A received 14 votes
Member B received 10 votes
Member C received 9 votes

ABC are declared elected

(2) Member A received 14 votes
Member B received 10 votes
Member C received 8 votes
Member D received 8 votes
Member E received 8 votes
Member F received 8 votes

A and B are declared elected. There is a tie involving the final position, so further balloting is necessary. On the 2nd ballot, members will vote for one chairperson from the remaining nominees.

[the next page is page 121.]

SECTION 8: FINANCE (C&B PART XVII)

PER CAPITA FEES: DIOCESAN, PROVINCIAL AND NATIONAL

Diocesan, provincial and national councils are financed by per capita fees collected from the membership at the parish level. Per capita fees are administered by the appropriate executive at each level, in accordance with the aims and objects of the League. Proper management of funds and prudent monitoring of expenses vs. income must be a priority at all levels. To encourage responsible financial stewardship, it is recommended that the executive draw up financial guidelines and policies and prepare an annual budget. The audited/examined financial statement is presented at the annual meeting of members. At the parish level, the audited/examined financial statement is presented at the annual meeting of members.

It is recommended that the council receive sufficient per capita fees to cover its operating expenses including expenses for the president, elected officers and spiritual advisor for travel, convention, meetings, food and accommodation, when necessary.

INCREASING PER CAPITA FEES

To initiate an increase in a per capita fee, the executive of the level considering the increase must agree on the wording of a motion at an executive meeting. The motion must state the exact amount of the increase and the date it is to become effective. A Notice of Motion is then sent to each parish council at least six months prior to the annual meeting of members. The Notice of Motion must include the proposed wording of the motion, along with other necessary information, to help the councils with making their decision. This information may include reasons for the increase. At the national level, the Notice of Motion is also published in *The Canadian League* at least six months in advance of the annual meeting of members.

An increase in diocesan per capita fees must be voted on by the voting delegates (parish council presidents or their designate) who carry an instructed vote from the parish councils. It is adopted by a majority vote of the voting delegates present at the diocesan annual meeting of members.

An increase in provincial per capita fees must be voted on by the voting delegates (diocesan council presidents or their designate) who carry an instructed vote from the diocesan annual meeting of members. It is adopted by a majority vote of the voting delegates present at the provincial annual meeting of members.

An increase in national per capita fees must be voted on by the voting delegates (provincial council presidents or their designate) who carry an instructed vote from the provincial annual meeting of members. It is adopted by a majority vote of the voting delegates present at the national annual meeting of members.

The process is as follows:

1. A motion to raise per capita fees must be adopted by the executive of the level that is requesting the increase.

2. A Notice of Motion is circulated a minimum of six months prior to the annual meeting of members and requires a majority vote of the voting delegates present at an annual meeting of members to achieve a per capita increase. The voting delegate votes according to the instructions of the council she represents. Therefore, the process for giving the voting delegate an instructed vote begins at a parish council meeting. Each parish council's instructed vote is given to the diocesan council at the diocesan annual meeting of members. The diocesan council's instructed vote is given to the provincial council at the provincial annual meeting of members. The provincial council's instructed vote is the final vote, and it is given at the national annual meeting of members.
3. Forms are circulated to all relevant levels and must be used to record the instructed vote. The signature of the council president and secretary undertaking the instructed vote validate the results of the vote.
4. Completed and validated forms must be presented or mailed to the presidents who will preside over the instructed vote at least two weeks prior to the date of the annual meeting of members.
5. Only the council president (or her designate) as the voting delegate may vote on the increase.
6. Only voting delegates present at the annual meeting of members may vote on the increase. Validated forms are not a proxy for the presence of a voting delegate.
7. Failure to submit the validated form and attend the annual meeting of members will result in a spoiled ballot.

Parish Council Presidents

1. At a parish council meeting held at least one month prior to the diocesan annual meeting of members, schedule a time to hold the vote on the proposals. In the meeting announcement, inform members that the vote will be taken.
2. When the time for the vote arrives, read (or have someone read) the proposal and the reasons for it. Allow time for discussion and questions.
3. Take the vote, both for and against. Count and record the numbers both for and against the proposal outlined in the Notice of Motion. If a majority of the members present and voting have voted in favour of the proposal, then the instructed vote that the president, as voting delegate, will take to the diocesan annual meeting of members is "YES." If there is not a majority in favour of the proposal, then the instructed vote to be taken to the diocesan annual meeting of members is "NO."
4. Complete the Parish Council Instructed Vote Form, if circulated, with the information requested. Both the president and the secretary sign the form. Keep one copy of the form and send one copy to the diocesan president at least two weeks prior to the diocesan annual meeting of members. Bring your copy to the diocesan annual meeting of members to ensure that you vote as instructed.

Diocesan Council Presidents

If the diocesan executive has prepared the Notice of Motion, please skip to the section heading "National President" and replace "national" with "diocesan" and "provincial" with "parish" in all instances. If this is a provincial or national Notice of Motion, please follow points 1 to 5 outlined here.

1. Schedule a time on the agenda of the diocesan annual meeting of members to hold the vote on the proposal outlined in the Notice of Motion.

2. Upon receiving the parish council voting forms, note the results of the votes to ensure that the voting delegates vote as instructed.
3. When the proposal outlined in the Notice of Motion comes up on the agenda, inform the members that only voting delegates (parish council presidents or designates) may vote and they must vote as instructed by their parish council.
4. Read (or have someone read) the proposal outlined in the Notice of Motion and take the vote, both for and against. Record the number of voting delegates present and voting (parish council presidents or designates) both for and against the proposal. If a majority of the voting delegates present and voting have voted in favour of the proposal, then the instructed vote that the diocesan president will take to the provincial annual meeting of members is "YES." If there is not a majority in favour of the proposal outlined in the Notice of Motion, then the instructed vote to be taken to the provincial annual meeting of members is "NO."
5. Complete the Diocesan Council Instructed Vote Form, if circulated, with the information requested. Both the president and the secretary sign the form. Keep one copy of the form and send one copy to the provincial president at least two weeks prior to the provincial annual meeting of members. Bring your copy to the provincial annual meeting of members to ensure that you vote as instructed.

Provincial Council Presidents

If the provincial executive has prepared the Notice of Motion, please skip to the section heading "National President" and replace "national" with "provincial" and "provincial" with "diocesan" in all instances. If this is a national Notice of Motion, please follow points 1 to 5 outlined here.

1. Schedule a time on the agenda of the provincial annual meeting of members to hold the vote on the proposal outlined in the Notice of Motion.
2. Upon receiving the diocesan council voting forms, note the results of the votes to ensure that the voting delegates vote as instructed.
3. When the proposal outlined in the Notice of Motion comes up on the agenda, inform the members that only the voting delegates (diocesan presidents or designates) may vote and they must vote as instructed by their diocesan council.
4. Read (or have someone read) the proposal outlined in the Notice of Motion and take the vote, both for and against. Record the number of voting delegates present and voting (diocesan presidents or designates) both for and against the proposal. If a majority of the voting delegates present and voting have voted in favour of the proposal, then the instructed vote that the provincial president will take to the national annual meeting of members is "YES." If there is not a majority in favour of the proposal, then the instructed vote to be taken to the national annual meeting of members is "NO."
5. Complete the Provincial Council Instructed Vote Form, if circulated, with the information requested. Both the president and the secretary sign the form. Keep one copy of the form and send one copy to national office at least two weeks prior to the national annual meeting of members. Bring your copy to the national annual meeting of members to ensure that you vote as instructed.

National President

1. Schedule a time on the agenda of the national annual meeting of members to hold the vote on the proposal outlined in the Notice of Motion.

2. Upon receiving the provincial council voting forms, note the results of the votes to ensure that the voting delegates vote as instructed.
3. When the proposal outlined in the Notice of Motion comes up on the agenda, inform the members that only the voting delegates (provincial presidents or designates) may vote and they must vote as instructed by their provincial council.
4. Read (or have someone read) the proposal outlined in the Notice of Motion and take the vote, both for and against. Record the number of voting delegates present and voting (provincial presidents or designates) both for and against the proposal. If a majority of the voting delegates present have voted in favour of the proposal, then the proposal is adopted. If there is not a majority in favour of the proposal, then the proposal is lost.

Sample of instructed vote for a per capita fee increase

Parish Instructed Vote

At a meeting of _____ CWL Council of
(name of council)
_____ held on _____, members
(city/town/province) (month/day/year)
voted on the Notice of Motion to raise the (diocesan) (provincial) (national) per capita fee
from _____ to _____ effective _____.
(present amount) (proposed amount) (month/day/year)

Number of members attending the meeting _____

Affirmative _____ Negative _____
(For information at diocesan level only.)

Motion adopted/lost _____

Sample Recording of Instructed Vote

No. of Councils
Affirmative

No. of Councils
Negative

Motion
Carried/Defeated

MEMBERSHIP FEES

The annual membership fee is payable at the parish level and due on January 1st. The fee is comprised of the current national (\$25.00), provincial (determined by each provincial council) and diocesan (determined by each diocesan council) per capita plus the amount agreed by the parish council to be retained for the operation of the parish council. [C&B, Part XVII, Section 4]

1 Parish councils may choose to pay their per capita fees to national office using a manual process or
2 using the online membership database through a secure website.

3 Membership lists: National office forwards computerized membership lists (in duplicate) to parish
4 councils in October of each year that are not using the online membership system. A set of detailed
5 instructions on how the lists should be completed is included. After the membership list has been
6 updated/corrected and the per capita fees calculated, the council membership administrator, with
7 the council treasurer, completes the Parish Council Remittance Form for Per Capita Fees, issues a
8 cheque and forwards the same to national office, keeping one copy for council records and
9 requesting an updated list of unpaid members. If using online membership, see lines 17-23.

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

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

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

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

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

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

31 INCREASING MEMBERSHIP FEES

32 An increase in the membership fee of an individual parish council is determined by the
33 recommendation of the parish council executive, followed by a notice of motion at a parish council
34 meeting, and approved by a majority (more than half) of the members voting at the next meeting.
35 Parish council members shall be notified of this agenda item 30 days prior to the vote.

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

FINANCIAL PROJECTS

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

When considering a donation to an organization, a council is responsible to vet the organization to ensure its practices are in accordance with the values and teachings of the Catholic church.

NATIONAL VOLUNTARY FUNDS

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

Permanent Voluntary Funds

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

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

Temporary Voluntary Funds

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

AUDITORS AND AUDIT OF ACCOUNTS

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

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

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

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

GENERAL LIABILITY INSURANCE

Parish General Liability Insurance

Commercial general liability insurance is provided to parish councils, the cost of which is to be remitted with per capita fees. Proof of insurance is provided to all parish councils in the spring parish council mailing.

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

Effective Date: January 1st to December 31st annually

Who Is Covered by the Policy?

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

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

Diocesan and Provincial General Liability Insurance

Commercial general liability insurance is mandatory for diocesan and provincial executives. Annual premium rates are set by the insurer and are communicated to the executives. Proof of insurance is provided to all diocesan and provincial executives upon payment of the annual premium.

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

Effective Date: January 1st to December 31st annually

Who Is Covered by the Policy?

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

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

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

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

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

1 licensed in the name of the insured, and resulting from bodily injury to or the death of any
2 person or damage to property of others not in the care, custody or control of the insured.

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

6 [The next page is page 131.]
7

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

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

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

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

- by telephone (204) 927-2310
- by e-mail info@cwl.ca

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

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

Website address: <http://www.cwl.ca>

[The next page is page 141.]

SECTION 10: MEDIA

THE CANADIAN LEAGUE (C&B PART XIX)

The Canadian League magazine is published three times a year and mailed to all members who do not subscribe to the electronic version. It is the official publication of The Catholic Women's League of Canada. The publication can be accessed in digital format on the national website. The publication of the magazine is directed by an editorial board. Submissions are subject to the approval of the magazine 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:

- president's message
- articles, including head shots, by chairpersons and others that are assigned to do so
- listing of current national executive
- listing of magazine editorial board
- article by national spiritual advisor
- provincial presidents' profiles
- activities/achievements/projects/events/photographs from parish councils
- provincial activities/projects featured with photographs on a rotational basis
- prayers, reflections, motivating faith stories, inspirational articles
- personal/human interest stories
- special council anniversaries / birthdays / milestone notices
- Spotlight

2. Features appearing in specific issues:

- national annual meeting of members/convention highlights (fall)
- annual disbursement of voluntary funds (fall)
- information re: CWL national bursary/list of recipients (fall)
- resolutions adopted at national annual meetings of members (fall)
- photograph and biographies of new life members (fall)
- national convention information and forms (winter)
- detailed convention program (spring)

3. Features published periodically:

- practical ideas for recruiting new members and maintaining memberships
- articles/statements from Canadian Conference of Catholic Bishops
- laws corner
- letters to the editor
- listing of new and/or reactivated councils
- Catholic Women's Leadership Foundation

4. Letters to the editor must be signed before being considered for publication. The decision to publish, and the editing of letters, will be at the discretion of the editorial board.
 5. Names of councils celebrating 25, 50, 75, and every 5th anniversary beyond 75 years will be printed.
 6. Names of members and former members celebrating birthdays of 100 years and over will be printed.
 7. In the event of the death of a member of the current national executive or an honorary life member, an obituary and picture will be published; for life members, an obituary notice will be published.
 8. Councils that have received authorization from the national executive for the production and sale of items bearing the CWL crest may submit a small advertisement describing the item. Such advertisements will be printed if space is available.
 9. An honorarium will be offered at the discretion of the editorial board for solicited articles/photos that have been requested.
- All submissions for publication should be sent to:
CWL National Office, C-702 Scotland Ave., Winnipeg, MB R3M 1X5
e-mail: communications@cwl.ca
- Deadlines dates for submission are listed in each issue of *The Canadian League*.
- Note: Archived articles that have been published in *The Canadian League* are available from national office and on the national website.

SPOTLIGHT COUNCIL SUBMISSIONS

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

Spotlight Guidelines:

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

1. Each submission shall be typed and not exceed one paragraph or about 50 words.
2. Each submission shall be limited to one topic and one photograph.
3. Councils may send more than one submission.
4. Items must be about CWL events. How was the CWL involved?
5. Council title and location must be mentioned.
6. Items should be new or innovative and able to be replicated by councils.
7. There will be limited focus on council anniversaries, service pins, members' years of service and members' birthdays. They may be listed. Details will be included only if there is significant importance to the event.
8. In order to ensure the highest quality photographic reproductions in all communications, it is important to supply well lit, blur free, high resolution photographs (ideally 300 dpi). Whenever possible please submit the original photograph (either electronically or by mail).

9. Photographs should be cropped to eliminate distracting details and provide better balance.
10. Newspaper articles will be eliminated unless they are clearly readable and authorization to reprint has been received.
11. Personal comments shall be excluded or edited out.
12. The executive director in consultation with the secretary may decide not to publish a submission.

COUNCIL FACEBOOK GUIDELINES

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

Do:

- Request written permission if the council intends to use the League crest.
- Assign one or two administrators to moderate the account and post messages.
- Be respectful of the League and its members.
- Know your members and tailor content to their needs.
- Engage your members. Ask for feedback, ask questions, communicate with them, etc.
- Reply to questions as quickly as possible.
- Use a recognizable profile picture.
- Promote the League through your own contacts. Follow others first, comment, like, etc.
- Keep posts brief, timely and concise.
- Compose posts carefully and thoughtfully. You do not want to offend or harm the reputation of the League.
- Proofread and be sure material referenced is accurate before publishing.
- Vary your posts (text, links, photos, videos, etc.) and vary your content.
- Post at strategic times during the day based on your audience. Facebook posts should be limited to one or twice per day to encourage engagement.
- Share posts and information relevant to your members from the national Facebook page.
- Tag other people and businesses when mentioned in photos, text posts, etc., but be considerate of those you are tagging. Be courteous and ask permission first.
- Be aware that individual members do not speak on behalf of the League.
- Be sure to indicate when views are personal, and not the League's.
- Periodically update the "About" page.

Don't

- Post private matters on a public wall. Use private messaging.
- Overshare/Overpost.
- Abuse hashtags.
- Oversell/overmarket.
- Let your page become dormant.
- Use Caps Lock.
- Repeat the same post.

STYLE GUIDE FOR PUBLICATIONS

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

Titles

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

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

Names

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

Bullets, Letters, Numbers, Punctuation

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

- sunglasses
- sun screen
- beach towel (preferably a large one)
- bathing suit

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

- numbers 1. 2. 3.
- letters a. b. c.
- lowercase Roman numerals i. ii. iii.
- dashes —
- bullets

Spelling

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

Capitalization

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

Numbers, Times

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

Abbreviations

- Omit periods in all capital abbreviations unless the abbreviation refers to a person or geographical region/area; e.g., CWL, OMI, MP, YWCA, EST (Eastern Standard Time), E (East), J.A. Smith, B.C., P.E.I. (BC and PE are used for addressing only.)
- Plurals and possessives are as follows: CWLs, MPs, MLAs, CWL’s, MP’s, MLAs’, MPs’.
- Use periods in mixed abbreviations, except for abbreviations that begin and end with a capital; e.g., m.p.h., B.Comm., PhD, PoW (prisoner of war), U of T (University of Toronto).
- The abbreviation for “that is” is i.e. The abbreviation for “for example” is e.g.
- Use the abbreviation or acronym for an organization if the name appears more than once within the same article; e.g., World Union of Catholic Women’s Organizations (WUCWO), Canadian Conference of Catholic Bishops (CCCB).
- Spell out months, except where space is limited. Do not use a comma to separate the month and year when a day is not included; e.g., October 1, 1982, was a Friday. January 1996 was cold.
- Say “in November” and “in 1993” rather than “in the month of November” or “in the year 1933.”
- Terms like 31st and 60th or VII require no period.

- Do not abbreviate books of the bible when standing alone. When referring to a book for a textual quote, abbreviations may be used; e.g., Genesis is the first book in the bible. “The Lord is my shepherd, I shall not want.” (Ps 23.1)

Words As Such

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

Quotations

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

Sources:

The Canadian Press Stylebook

Holy Bible, New Revised Standard Version

Paperback *Oxford Canadian Dictionary*

The Gregg Reference Manual, Tenth Edition

ADVERTISING

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

Group 1: Core Organizations

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

Group 2: National Voluntary Funds

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

Group 3: Other Organizations

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

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

The Catholic Women's Leadership Foundation was founded by a partnership between The Catholic Women's League of Canada and the Sisters of Service, and operates at arms-length from the League. In addition to the foregoing opportunities, the Foundation is permitted to submit one article to *The Canadian League* annually to educate and update members on its activities.

Group 4: CWL Members' Requests

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

Group 5: Annual Meeting of Members/Convention Committee Requests

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

WEBSITE

Procedure for Registration on the Internet

National Domain Name cwl.ca

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

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

Provincial/Diocesan Domain Name

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

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

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

National Website

Following is a list of what can be found on the website: Home, About Us, to Inspire, To Organize, To Act On, To Inform, Get in Touch, Join.

1. Communiques: by standing committee
2. Annual Meetings of Members/Conventions: past and present
3. Media: Spotlight, *The Canadian League*, letters, news releases, articles, memos, publication guidelines
4. Reports: annual reports
5. Resolutions: by position and year, and a list of archived resolutions
6. Resources: *Catch the Fire*, price lists, forms, manuals, position papers, programs and workshops, promotional materials

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

Thoughts Around Website Development

- Consider how your website will be used. What are your overall communications goals? Is the website a hub for members? Recruiting tool? Advocacy or call to action resource? This will help in determining what should be emphasized and what should be less prominent.
- Try to have a lot of information on the front page. When photos and stories change, people can see it right away. They don’t have to spend time looking.

- Make the site clear and user-friendly. Visitors should always be able to get to the page they need within two to three clicks.
- How will the site be updated? Will you contract services to a web designer to make updates or can simple changes and updates be made by members. If you're paying for updates, consider what kind of budget you will have for ongoing updates.
- Try to track your traffic. This is a critical tool for evaluating the site's effectiveness.
- Keep in mind that what you include on your website can be viewed by many!

Suggested Do's

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

Suggested Don'ts

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

[The next page is page 151.]

SECTION 11: GOVERNANCE OF THE ORGANIZATION

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

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 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 national past president, the national president, the national vice-president 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

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

- ensuring that the president and secretary sign the amendment form to verify that the amendment was adopted by a two-thirds vote by the council
- sending the amendment, immediately following the meeting, to the diocesan president for the upcoming diocesan annual meeting of members

Diocesan Council – The diocesan president receives all accepted parish council amendments and any proposed amendment submitted on an official amendment form by a diocesan officer. The amendment is presented at the diocesan annual meeting of members by the diocesan past president who moves its adoption. It is seconded and opened for discussion. At this time, it may be amended or postponed as defined by *Robert's Rules of Order*. A two-thirds vote decides its fate. If adopted, the past president is responsible for:

- ensuring that the president and secretary sign the original amendment form to verify that the amendment was adopted by a two-thirds vote by the council
- sending the amendment, immediately following the diocesan annual meeting of members, to the provincial president for the upcoming provincial annual meeting of members

Provincial Council – The provincial president receives all diocesan amendments and any proposed amendments submitted on an official form by a provincial officer. The amendment is presented at the provincial annual meeting of members by the provincial past president who moves its adoption. It is seconded and opened for discussion. At this time, it may be amended or postponed as defined by *Robert's Rules of Order*. A two-thirds vote decides its fate. If adopted, the past president is responsible for:

- ensuring that the president and secretary sign the original amendment form to verify that the amendment was adopted by a two-thirds vote by the council
- sending the amendment, immediately following the provincial annual meeting of members, to the national past president to meet the deadline of August 31st

National Council – An officer at the national level may also submit a proposed amendment on an official amendment form to the executive of the national council for adoption by a two-thirds vote prior to submission to the national past president.

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

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

Parish Council Presidents

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

Diocesan Council Presidents

- a. Schedule a time on the agenda of the diocesan annual meeting of members to hold the vote on the proposed amendment.
- b. Upon receiving the parish council voting forms, note the results of the votes to ensure that the voting delegates vote as instructed. An abstention on any proposed amendment will be considered a "no" vote.
- c. When the proposed amendment comes up on the agenda, inform the members that only the voting delegates (parish council presidents or designates) may vote and they must vote as instructed by their parish council. A roll call of the voting delegates (or designates) prior to

the voting procedure will officially confirm the two-thirds vote required – “yes” (in favour) or “no” (against) the proposed amendment.

- d. Read (or have someone read) the proposed amendment and take the vote, both for and against. Record the number of voting delegates (parish council presidents or designates) both for and against the proposed amendment. If two-thirds of the voting delegates present and voting have voted in favour of the proposed amendment, then the instructed vote that the diocesan president will take to the provincial annual meeting of members is “YES.” If there are not two-thirds in favour of the proposed amendment, then the instructed vote to be taken to the provincial annual meeting of members is “NO.”
- e. Complete the Diocesan Council Instructed Vote Form provided with the information requested. Both the president and the secretary sign the form.
- f. Keep the yellow copy of the form and send the white copy to the provincial president at least two weeks prior to the provincial annual meeting of members.
- g. Bring the copy to the provincial annual meeting of members to ensure that the voting delegate votes as instructed.

Provincial Council Presidents

- a. Schedule a time on the agenda of the provincial annual meeting of members to hold the vote on the proposed amendment.
- b. Upon receiving the diocesan council voting forms, note the results of the votes to ensure that the voting delegates vote as instructed.
- c. When the proposed amendment comes up on the agenda, inform the members that only the voting delegates (diocesan presidents or designates) may vote and they must vote as instructed by their diocesan council.
- d. Read (or have someone read) the proposed amendment and take the vote, both for and against. Record the number of voting delegates (diocesan presidents or designates) both for and against the proposed amendment. If two-thirds of the voting delegates present and voting have voted in favour of the proposed amendment, then the instructed vote that the provincial president will take to the national annual meeting of members is “YES.” If there are not two-thirds in favour of the proposed amendment, then the instructed vote to be taken to the national annual meeting of members is “NO.”
- e. Complete the Provincial Council Instructed Vote Form provided with the information requested. Both the president and the secretary sign the form.
- f. Keep the yellow copy of the form and send the white copy to national office at least two weeks prior to the national annual meeting of members.
- g. Bring the copy to the national annual meeting of members to ensure that the voting delegate votes as instructed.

National President

- a. Schedule a time on the agenda of the national annual meeting of members to hold the vote on the proposed amendment.
- b. Upon receiving the provincial council voting forms at national office, the results of the votes are noted to ensure that the voting delegates vote as instructed.

- 1 c. When the proposed amendment comes up on the agenda, inform the members that only the
2 voting delegates (provincial presidents or designates) may vote and they must vote as
3 instructed by their provincial council.
- 4 d. Read (or have someone read) the proposed amendment and take the vote, both for and
5 against. Record the number of voting delegates (provincial presidents or designates) both
6 for and against the proposed amendment. If two-thirds of the voting delegates present have
7 voted in favour of the amendment, then the proposed amendment is adopted. If there are
8 not two-thirds in favour of the proposed amendment, then the proposed amendment is lost.

9 14. Amendments adopted by instructed vote at the national annual meeting of members require the
10 approval of the Canadian Conference of Catholic Bishops. This approval shall be applied for
11 within sixty (60) days following the national annual meeting of members and no amendment
12 shall enter into force or be acted upon prior to approval being received. Duly adopted
13 amendments are forwarded to and retained by Industry Canada.

14 P&P PURPOSE AND REVISION

15 Purpose: The *National Manual of Policy and Procedure* is complementary to the *Constitution &*
16 *Bylaws* because it provides more detailed information and helpful examples on how to best
17 implement League policies. This policy is meant to provide a common standard for councils at all
18 levels to follow when performing the work of the League.

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

24 The national past president shall be responsible for reviewing all proposed revisions to this manual
25 and submitting her recommendations to the national executive for adoption at its winter meeting.

26 PARLIAMENTARY PROCEDURE (C&B PART XXI)

27 Rules of Order

- 28 1. *Robert's Rules of Order* shall apply to those questions of parliamentary procedure not specified
29 in the *Constitution & Bylaws* or adopted as standing rules of an annual meeting of members.
- 30 2. A parliamentarian may be appointed for the annual meeting of members at the discretion of the
31 president.

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

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

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

7 The basic principles are:

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

30 **Standing Rules of an Annual Meeting of Members**

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

35 Standing rules are printed in the annual report and program book. At the beginning of the business
36 session of an annual meeting of members, a motion is proposed, debated and voted on to adopt the
37 standing rules of the annual meeting of members. This motion requires a two-thirds vote. To
38 rescind or amend the rules once they have been adopted requires a two-thirds vote. To suspend a
39 rule requires a majority vote.

40 Sample standing rules are found in Appendix 3.

MOTIONS

How to Introduce and Process a Motion

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

MOTION CHART (for commonly used motions)						
MOTIONS	EXAMPLE	SECOND	DEBATABLE	AMENDABLE	VOTE	NOTES
In order of precedence						
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
No special order						
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*

APPENDIX 1: PRIVACY POLICY

PREAMBLE

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

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.

NOTICE

Policies and Communications

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

Procedures and Controls

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

CHOICE AND CONSENT

Policies and Communications

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

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

Procedures and Controls

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

COLLECTION

Policies and Communications

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

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

Procedures and Controls

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

USE AND RETENTION

Policies and Communications

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

Procedures and Controls

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

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

ACCESS

Policies and Communications

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

Procedures and Controls

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

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

DISCLOSURE TO THIRD PARTIES

Policies and Communications

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

Procedures and Controls

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

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

SECURITY

Policies and Communications

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

Procedures and Controls

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

QUALITY

Policies and Communications

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

Procedures and Controls

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

MONITORING AND ENFORCEMENT

Policies and Communications

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

Procedures and Controls

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

BENEFITS OF USING BLIND CARBON COPY

For security and privacy reasons, it is best to use the “blind carbon copy” (BCC) feature when sending an e-mail message to a large number of people. When e-mail addresses are placed in the BCC field of a message, those addresses are invisible to the recipients of the e-mail.

Using the BCC field to send an e-mail message to a large group of people has a number of benefits, including:

1. *The privacy of e-mail addresses is protected in the original message.* The recipients will receive a copy of the message, but they will not be able to see the addresses of the recipients listed in the BCC field.
2. *The privacy of e-mail addresses is protected if the message is forwarded.* When an e-mail message is forwarded, the addresses of everyone in the TO field and the CC field are also forwarded along with the message. Addresses that have been placed in the BCC field are not forwarded.
3. *If a recipient uses the “Reply to All” option, the reply will not be sent to those individuals in the BCC field.* Occasionally an e-mail recipient may respond to a message using the “Reply to All” feature. If the TO or CC field in the original e-mail contains a large list of recipients, all of them will receive the reply. This can be an annoyance to other recipients, particularly if the reply is not relevant to them or was intended only for the original sender. Placing recipients in the BCC field protects them against receiving unnecessary replies.
4. *Using the BCC field acts as an anti-spam precaution.* Many viruses and spam programs are now able to sift through mail files and address books for e-mail addresses. Using the BCC field is an effective anti-spam precaution because it reduces the likelihood that recipients will receive a spam message or a virus from another recipient’s infected computer.

Note: Make certain to include an address in the TO field after listing the recipients in the BCC field.

Note: When using BCC, be sure to indicate to whom the e-mail is being sent in the body of the e-mail. (e.g., This e-mail is being sent to all provincial officers, diocesan presidents and diocesan vice-presidents).

Note: Forwarding: If forwarding an e-mail that has the addresses of prior recipients in it (the address is there, even if only the names are listed on the TO or CC line), first remove all prior e-mail addresses.

Note: It is the policy of national council that, “When sending information electronically by mass mailing, the originator will use the blind carbon copy (bcc) feature to hide the individual e-mail addresses.”

[The next page is page 181.]

APPENDIX 2: ETHICAL GUIDELINES

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:

The Catholic Women's League of Canada
calls its members to grow in faith,
and to witness to the love of God
through ministry and service.

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

GENERAL NORMS OF BASIC RESPECT AND CARE

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 • Communicate 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 • Communicate and act in ways that respect the equal dignity and worth of every individual (6)
- 6 • Communicate 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)
- 12 • Create e-mail addresses used for League communication that respect Catholic values and the
- 13 Objects of the League.

14 TRANSPARENCY AND TRUST IN RELATIONSHIPS

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

17 Where League service involves confidential communication, counseling and trust, members should:

- 18 • work always to promote the interests and well-being of those being served, refraining from
- 19 exploiting relationships of trust and authority
- 20 • treat all communications from those they serve with confidentiality except when permission for
- 21 disclosure is granted
- 22 • understand the limits of their own competence and make referrals to other professionals when
- 23 appropriate

24 RELATIONSHIPS WITH YOUNG PERSONS

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

27 In any outreach to young persons, members should exercise ethical vigilance and:

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

RELATIONSHIPS WITH COLLEAGUES AND THE CLERGY

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.

PERSONAL COMMITMENTS AND RESPONSIBILITIES

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.

CIVIC DUTIES

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.

- Communicate 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)
- Communicate and act in ways that promote a "culture of life" and respect the inviolable right to life of all human beings. (4)

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

SCREENING PROCEDURES

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

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

Members will ensure all screening criteria are met within their work in the parish, as per diocesan protocols.

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

[The next page is page 191.]

APPENDIX 3: SAMPLES

SAMPLE AGENDA

Record the date, place and time of the meeting.

- a. The meeting is called to order.
- b. The president gives her remarks, which include announcements and details of programs or activities following the meeting.
- c. The League Prayer is recited by members.
- d. A scripture reading/reflection or other liturgical prayer, adapted to local customs, is given.
- e. The president asks for a motion to adopt the agenda.
- f. If the minutes were not circulated prior to the meeting, the secretary reads a summary of the previous general meeting and a report of executive meeting.
- g. The secretary reads the list of correspondence received and, where indicated, attends to outgoing correspondence or brings back under "New Business."
- h. The treasurer presents the report of receipts and disbursements since the previous general meeting and, where indicated, is authorized to pay accounts.
- i. Reports are given from standing committee chairpersons or chairpersons of any special committees. All reports are tabled with the secretary.
- j. Unfinished business from minutes and reports is then dealt with and should be itemized on the agenda.
 - a.
 - b. etc.
- k. New business, if any, is dealt with and should be itemized on the agenda.
 - a.
 - b. etc.
- l. The spiritual advisor is asked for a message and blessing.
- m. The president asks – "Is there any further business to come before this meeting?" If not, then a motion to adjourn is in order.

The meeting may close with a prayer and a hymn.

SAMPLE MINUTES

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 Chairperson of Faith Cathy Baker.
4. President Kay Fine requested the adoption of the agenda.

MOTION #2022.03.28-01 THAT the agenda for the February 16, 2013 regular meeting of St. Mary Parish Council be adopted.

Moved by: [name] Seconded by: [name] MOTION ADOPTED

5. 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. Secretary Betty Green 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.

MOTION #2022.03.28-02 THAT the bill for \$14.60 presented by Betty Green for supplies and stationery be paid.

Moved by: [name] Seconded by: [name] MOTION ADOPTED

8. Standing Committee Reports

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

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

Social Justice: Chairperson Mary Le Clair reported that members are writing letters to their federal and provincial politicians on the palliative care resolution.

MOTION #2022.03.28-03 THAT the members of this council assist the Cancer Fund by canvassing during the drive for funds.

Moved by: [name] Seconded by: [name] MOTION ADOPTED

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:

7 **MOTION #2022.03.28-04 THAT this council purchase a rosary for each first communicant**
8 **at a cost of \$5.00 each.**

9 **Moved by: [name] Seconded by: [name] MOTION ADOPTED**

10 10. New business

11 Recognition of Charter Members –

12 **MOTION #2022.03.28-05 THAT this council present 25-year pins to our charter members**
13 **on the occasion of the council's 25th anniversary.**

14 **Moved by: [name] Seconded by: [name] MOTION ADOPTED**

15 Announcements – The diocesan CWL meeting to be held on Saturday, March 17, 2013, at the
16 Diocesan Centre at 2:00 p.m.

17 11. Fr. Brown spoke about the catechetical program for adult parishioners and imparted his
18 blessing.

19 12. President Fine announced the program for the evening; an audio-visual presentation on Family
20 Life Education with a social hour to follow.

21 13. Meeting adjourned at 8:10 p.m.

22 14. Meeting closed with the Prayer to Our Lady of Good Counsel and the singing of the hymn to Our
23 Lady of Good Counsel.

24 _____

25 Betty Green, Secretary Date Approved

26 _____

27 Kay Fine, President

28 Note Points of Procedure: 7: motion to pay bill
29 9: postponed motion as unfinished business

30

SAMPLE PARISH COUNCIL BUDGET

Our Lady of Good Counsel Parish Council

January 1, 20 ____ to December 31, 20____

Estimated Receipts

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

Estimated Expenditures

Per capita to national	\$ 1,300
Hall rental	250
League supplies	400
Cards and gifts for shut-ins	35
Stationery	25
Postage	50
Kitchen supplies	100
Christmas gifts	150
Annual meeting of members/convention expenses (president)	500
Honorariums	200
Donations to voluntary funds	
Coady International Institute Fund	200
Catholic Near East Welfare Association	200
Canadian Catholic Organization for Development and Peace	200
Other donations	
Meals on Wheels	100
Breakfast program	100
Women's shelter	75
Birthright	150
Elementary school prize	50
High school leaving bursary	100
First communicants	100
New tables and chairs for the church hall	600
Bank charges	25
New initiatives if revenue allows	<u>1,000</u>
	5,910

Net Revenue	\$ 0
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SAMPLE PARISH ACTIVITIES REPORT

Parish:	St. Mary's	
Diocese:	Hamilton, Ontario	
Parish Activity:	Attended all meetings of the parish pastoral council and reported League activities; brought reports back to membership from pastoral council.	
	In cooperation with various committees of the pastoral council, the following activities took place:	
	<ul style="list-style-type: none">catered to reception for newly ordained priestassisted in arranging marriage encounter weekendarranged parish anniversary celebrations for those parishioners married for 25 or 50 years	
Funds Raised:	Irish Concert	\$ 400
	Fall Bazaar	4,000
	Wedding Dinner	2,500
	Sale of tickets on quilt	<u>500</u>
		<u>\$7,400</u>
Parish Assistance:	Purchase chairs for sanctuary	\$ 2,000
(Financial)	Purchase tables for parish centre	800
	Purchase instructional materials for Religious Education Program	<u>1,000</u>
		<u>\$3,800</u>
Parish Assistance:		
(Other)	CWL Members	
	<ul style="list-style-type: none">serve as sacristansassist with hospitality program for weekend massescount Sunday collection and prepare bank depositassist religious education coordinator in preparation of children for first communion and confirmation	

SAMPLE STANDING RULES

Registration

1. Each person attending this annual meeting of members shall register at the registration desk and shall be required to wear the official 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 annual meeting of members and shall submit a list of the names. When adopted, this list shall be the official roll of voting members to this annual meeting of members. 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 annual meeting of members' communications chairperson in cooperation with the national secretary-treasurer. Registrants with news items are requested to submit them to the national secretary-treasurer.

Seating Arrangements

6. The business sessions of the annual meeting of members 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 reflecting her conflict with the issue.

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

Miscellaneous

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

[The next page is page 201.]

APPENDIX 4: REVISIONS TO THE P&P

Submission Format

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

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

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

Date: _____

Name of Submitter: _____

Parish/Diocese/Province: _____

Contact Information: _____

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

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. Accounting records (ledgers only) are retained and may be placed in archives after five years (kept permanently). 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 chairperson, dinners, League
3 community related activities, World Day of Prayer, etc.), ministries in the church, awards and
4 pins received, a photograph of the member and any other pertinent information as determined
5 by the council. In large councils, a file box could be used for each member's information. This
6 page should be sent to the new council when a member moves. When the member dies, this
7 page should be transferred to a separate binder or file for deceased members, noting the date of
8 death and 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. Treasurers Ledgers: Accounting records (ledgers only) are retained and may be placed in
26 archives after five years (kept permanently).
- 27 g. Annual Reports: Annual reports of the council and standing committee chairpersons are kept by
28 the secretary for six years and then retained in an archival binder for reference and indexed by
29 the year the report was given.
- 30 h. Resolutions: Resolutions initiated or adopted by the council are kept until the resolution has
31 been acted upon and resolved. Only the resolution, brief, works cited and action plan will be
32 placed in the archives.
- 33 i. Miscellaneous Archives:
 - 34 - list of presidents, spiritual advisors, addresses, terms in office, dates
 - 35 - list of the council's executive for each year
 - 36 - list of recipients of awards, maple leaf service pins, other pins, with date of presentation
 - 37 - list of life members, honorary life members, addresses and year awarded
 - 38 - correspondence of historical interest, i.e., letters from/to church, political or community
 - 39 leaders, congratulations, plaques, documents for anniversaries, special services, etc.
 - 40 - special projects, including financial statements of the project
 - 41 - copies of council newsletters (one per year, unless several were outstanding)
 - 42 - a record of the charter, dates, names of charter members
 - 43

Additional Information for Archiving

SET UP the files:

- the ultimate archival and historical records of the council are the minutes of executive and general meetings (preferably the approved and signed versions). This is why complete and accurate minutes are so important – they are the official record of the council’s work.
- other key items: council charter and list of charter members, membership lists, annual reports, annual financial statement or summary, council policies, special events programs, council newsletters, significant pieces of correspondence (e.g. signed by “important” people or regarding collaborative League projects), etc. Correspondence files can contain real jewels – be sure to go through them carefully before discarding anything.
- subject files, organized alphabetically by topic (materials organized by date within each file)
- index of the files (for easy filing of incoming items and to prevent duplication)

GATHER: League archives from all members, most especially the officers after every 2-year term

KEEP:

- anything the local council creates, and be sure to make print copies of electronic items (technology changes frequently, rendering older forms of electronic files obsolete and unreadable very quickly; paper may be old-fashioned, but it endures!)
- photos, scrapbooks, etc. – preferably labelled with dates, events and names of people in the pictures; newspaper clippings should be photocopied to circumvent disintegration of the newsprint
- selected information from other agencies that pertains to the work of or has content about the League or a member

DISCARD:

- duplicates, materials from other agencies if they have their own archives, and the accounting records (receipts, cheque stubs) that are more than 5 years old (Do keep annual financial statement/summary, and selected financial artifacts that could become historically significant)
- Finally and most importantly, if in doubt, KEEP IT! One can always discard later, but the “undo” button has yet to be invented on shredders and garbage disposals.

APPENDIX 6: CONFLICT OF INTEREST POLICY

Definition of Conflict of Interest

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

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

"Objective exercise of duties" refers to an individual's ability to carry out her responsibilities in the best interest of the League.

Types of Conflicts of Interest

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

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

Examples of Conflicts of Interest

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

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

Responsibilities

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

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

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

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

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

Policy Application

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

disclosed in confidence to the council vice-president. Possible conflict situations must be disclosed when they first emerge.

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

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

Conclusion

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

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

APPENDIX 7: NATIONAL POSITION PAPERS

A position paper is a formal statement defining the League's position or stance on a certain topic or issue. It gives readers a summary of the dimensions of the topic or issue from the League's perspective.

A position paper is used both for the information of members and for the public. It can serve to transfer knowledge and understanding of a particular topic or issue and provides information to aid in making decisions regarding members' actions. They are often written in response to one or more League resolutions previously adopted at the national level. Position papers can also reflect League positions presented through correspondence by the national president and may be used as a response by the League to a position or plan of action put forward by another organization, such as the Canadian Conference of Catholic Bishops. Position papers may also be warranted in response to current or pending national or international legislation.

Position papers provide supporting evidence on a topic or issue. They, therefore, require research when being developed because the statement must be supported by facts.

League resolutions and policies and procedures are alternative documents to position papers. Resolutions reflect League priorities and direct members' actions. Policies and procedures guide day-to-day administration at all council levels and provide information on how members should represent the organization. Because position papers are more global and higher-level documents providing information and guiding actions, there are fewer position papers than resolutions, policies, and procedures. It is, therefore, important to reflect on a topic or issue from the perspective of all types of League documents when considering the appropriateness of a position paper. The topic or issue may be addressed better by a new resolution, a policy and procedure or a combination of documents.

Briefs provide legislators and policymakers with a clear statement of the desired action an organization wishes them to take (i.e., the passage of legislation, contents/language of a bill that would make it acceptable to the organization). Position papers and adopted national resolutions would guide and support the information contained in a brief to the government.

Policy

By their very nature, position papers are the exclusive responsibility of the national level. The content of a position paper reflects the organization's national nature, its relationship with the Catholic church and its membership.

All position papers shall be in accordance with the teachings of the church and the established policy of the League. They must reflect the mission, core principles and objects of the League and must not conflict with a resolution adopted at the national level.

The updating or development of a position paper is the responsibility of the national chairperson of faith, service or social justice to whom the topic or issue pertains. All position papers shall be reviewed by the respective national chairperson for relevancy once in every president's term.

1 The drafting of revisions to current position papers and the development of new position papers
2 shall be the responsibility of ad hoc committees approved and appointed by the national president.

3 Drafts of new and revised position papers and those recommended for reaffirmation and archiving
4 shall be reviewed by the national spiritual advisor, the national president and the executive
5 director prior to presentation to the national executive for consideration. The national executive
6 shall subsequently review the position papers prior to motions for adoption, reaffirmation or
7 archiving.

8 Archiving of position papers shall occur within a ceremony at the national annual meeting of
9 members/convention in the second year of the president's term. It may coincide with the ceremony
10 for archiving of resolutions.

11 New, revised and reaffirmed position papers shall be reported at the national annual meeting of
12 members/convention.

13 **Procedures for the Development and Review of League Position Papers**

14 *Determining the Need for a Position Paper*

15 The following are questions to be answered when considering the development of a position paper
16 or critiquing the relevance of a current position paper.

- 17 • Is it a real and current topic or issue with genuine controversy or uncertainty within broader
18 society or the church? Could members have different thoughts and approaches to the topic or
19 issue?
- 20 • Is the topic or issue critical to the League from the perspective of being central to the definition
21 of who the League is as a national organization of Catholic women?
- 22 • Will advocating a position or highlighting a topic or issue help members understand and engage
23 in the League's mission?
- 24 • Is there enough research and evidence to support the position?
- 25 • What is the value of the position paper from the perspective of League documents (resolutions,
26 policy and procedures, national president communication) and government legislation? The
27 following points should be given consideration:
 - 28 ○ Is there a benefit to having a position paper?
 - 29 ○ Would there be a benefit to a new resolution?
 - 30 ○ Is it a topic for a new policy and/or procedure?
- 31 • When reviewing current and archived resolutions, are there topics and issues that merit
32 updating a current position paper or developing a new position paper?
- 33 • When reviewing letters, briefs or memos communicated during the previous or current national
34 president's term, does the communication merit a League position on the topic or issue?
- 35 • When reviewing current national or international legislation, are there topics or issues
36 identified that may merit a position paper?
- 37 • When reviewing current position papers, they should be evaluated based on either requiring
38 revision, reaffirmation or archiving. If other existing position papers have addressed the topic
39 or issue, consideration should be given to the following:
 - 40 ○ revising the existing position paper
 - 41 ○ combining related topics and issues into one position paper

- developing a new position paper
- reaffirmation of the position paper by the national executive
- archiving one or more position papers

Writing a Position Paper

Position papers are most effective when concise in format, no longer than two typed pages, including references. This is especially important when considering position papers that legislators and policymakers will read.

The League position must be presented with support from reliable sources and facts. Avoid personal opinions and maintain a dignified tone. Reflect on various positions that members may have regarding the topic or issue. Reflect on the effect of the topic or issue on society, paying particular attention to presenting the League's position sensitively and in a non-judgmental, non-partisan manner. The position paper may include suggestions for actions in keeping with the church's respect for the dignity of persons.

Include current statistics and information that support the position.

- Facts – information that can be verified (supported by valid research and statistics or is considered an accurate representation of experience or reality)
- Supportive church documents –consistent in context and language with the beliefs and doctrine of the Catholic church
- Statistical interpretation – application of statistics to the topic and examples of facts
- Expert opinions – knowledgeable opinions supported by research, reliable sources and expertise related to the position statement
- Personal evidence – examples of experiences related by a knowledgeable person

Resources to assist with the development and critique of position papers.

- There are tools available that can assist in determining the relevancy and merit of documents and internet sources for the topic or issue being researched. Following are two examples of such tools
 - RADAR (Rationale, Authority, Date, Accuracy, Relevance) Tool
 - CRAAP (Currency, Relevancy, Authority, Accuracy, Purpose) Tool
- Holy See archives –Vatican documents, papal encyclicals, constitutions, letters and exhortations, as well as the *Catechism of the Catholic Church*
- The Canadian Conference of Catholic Bishops (CCCCB) website
- Federal government websites and documents

Format the position paper using the approved League template.

- Position statement – a clear, concise statement regarding the League's position on the topic or issue
- Background –the current political and/or societal context underlying the League position statement. Key components must be presented in a way that is easy for the reader to understand. It is important to describe why the League position is important and to support the validity of the position with evidence.
- Supportive actions – identify recommended measures to support the position taken

- Supporting documents – list of documents (works cited) referenced to support the information and evidence included in the position paper background
 - current and archived national resolutions supporting the League position
 - other League documents (League position papers, memos, letters from the national president and briefs)
 - church documents
 - government bills and documents
 - articles and publications
- Status – date of the initial adoption as a position paper and the most current date it has been reviewed, revised, reaffirmed or archived.

The League uses Modern Language Association (MLA) style when referencing sources. The most current version of the MLA format must be used. It is recommended to refer to university websites that publish the most current detailed guides for using MLA format. An example of a university website is the Purdue University Online Writing Lab (OWL at Purdue).

Determining a Recommendation for a Current Position Paper

1. Recommend the position paper as REVIEWED when there
 - have been no new League or church documents or legislation relevant to the position paper topic or issue since the adoption or the last review date
 - are no revisions required
 - in the League position
 - in the position paper background (statistics, language, definitions, context)
 - in the supporting documents. They are still relevant and there are no new documents that need to be included.

The position paper would state that it has been reviewed, showing only the most current date of adoption of the review by the national executive.

2. Recommend the position paper for REVISION when
 - the topic or issue has undergone some changes through resolutions, legislation or church documents, and
 - the position paper topic or issue is still relevant and meets the criteria for a position paper, and
 - the new League documents and legislation merit a revision in any of the following
 - the League position statement
 - the position paper background (statistics, language, definitions, context)
 - the supporting documents. They are outdated, not relevant and/or there are new documents that should be included

The position paper would state that it has been revised, showing only the most current date of adoption of the revision by the national executive.

3. Recommend the DEVELOPMENT OF A NEW POSITION PAPER when
 - the topic or issue is still relevant and meets the criteria for a position paper but is not adequately addressed by the current position paper, and
 - extensive revisions are required to the position paper in any of the following

- the League position statement
 - the position paper background (statistics, language, definitions, context)
 - the supporting documents. They are outdated, not relevant and/or new documents should be included.
- The newly developed position paper would show the date of adoption by the national executive.
4. Recommend the position paper for REAFFIRMATION when
- there have been new League resolutions, policies and procedures and/or legislation relevant to the topic or issue since the position paper was published or last reviewed, and
 - the new League documents and/or legislation do not require a revision in
 - the League position statement
 - the position paper background (statistics, language, definitions, context)
 - the supporting documents. They are still relevant and no new documents need to be included.
- The position paper would state that it has been reaffirmed, showing the date of adoption by the national executive.
5. Recommend the position paper for ARCHIVING when
- it no longer fulfills the criteria for a position paper
 - the position paper has been incorporated into a new or revised position paper
 - the topic is no longer relevant or current
 - the topic is still current but no longer an appropriate topic/issue for a position paper
- The position paper would state that it has been archived, showing the date of adoption by the national executive.
- In addition to archiving, there could be a recommendation of other options through the relevant national chairperson, such as a new resolution and/or a new policy and/or procedure.

APPENDIX 8: BRIEFS, PETITIONS, LETTERS AND POSTCARDS

From its beginning, the League has involved itself in social concerns by taking action through communication with government and organizations on many issues. Topics of national or international concern are addressed by the national council to the federal government and other public forums using various methods of communication. Topics of provincial or municipal concern are addressed by provincial, diocesan and local parish councils. The most common method is through the resolution process. Other forms of League communication include position papers, briefs, letters, petitions and postcards.

An adopted resolution states the League's position and directs members' actions. A position paper is a document that provides well-researched information on a League position regarding a topic or issue. A brief is developed in response to a request from a government agency or organization or is initiated by an individual or group. A petition, a letter and a postcard are other forms of communication that provide legislators, policymakers and organizations with a statement of the desired action one wishes them to take. The League is non-partisan, meaning it does not have an affiliation or bias towards a political party. This does not infer neutrality for social issues and advocacy.

The following policies and procedures provide information and guidance for members at all levels when writing briefs, petitions, letters, or postcards. Policies and procedures for writing resolutions are in the *Resolutions Handbook*, available on the national website. The policy and procedure for the development of League position papers are found in Appendix 7 of the *National Manual of Policy and Procedure*.

Briefs

A brief is a statement expressing the League's position and recommendation on a topic. It may convey information, express an area of concern, give an overview of an issue, make recommendations and/or request decisions and actions.

A brief may be prepared at the initiative of the League or as a response to a request for public input. This request can come from a variety of sources, such as government departments, parliamentary committees, agencies, commissions or organizations, such as the Canadian Conference of Catholic Bishops.

The structure and content of a brief is based on the topic/subject matter and the organization or government body for which it is intended.

Preparing a brief on pending federal/provincial/territorial/municipal legislation or some other issue supported by a League resolution(s) or position paper(s) is a means of

- giving visibility to the League as a women's organization with significant membership
- presenting the League's position at public hearings on topics or issues in pending government legislation
- giving voice to Catholic values in a secular world
- being a voice for social justice in a proactive manner
- addressing a topic or issue in a timely manner

1 *Policy*

2 A brief must be written in accordance with the mission statement, core principles and objects of the
3 League. It must not be in conflict with adopted resolutions at the national, provincial or diocesan
4 levels.

5 Any member may prepare a brief in response to a topic or request. A brief addressing a national
6 issue is prepared in consultation with the national administrative committee and the relevant
7 standing committee chairperson(s), who are also responsible for reviewing and approving the
8 completed brief.

9 A brief addressing provincial, diocesan or municipal issues should be prepared in consultation with
10 the executive at the appropriate level, which is also responsible for reviewing and approving the
11 completed brief.

12 *Procedure*

13 In order to be effective, briefs must contain accurate, current and well-researched information.
14 Briefs presented to the government and other organizations must be written in a tone that is
15 positive and persuasive, provide recommendations and request action. A brief must adhere to
16 specific formatting structures, timelines and the manner of submission dictated by the government
17 body or organization to which it will be submitted. A background paper may accompany the brief as
18 supplementary information.

19 When preparing a brief

- 20 • consult with the appropriate level of the League regarding the issue
21 • research the issue as thoroughly as possible using reliable sources
22 • document the sources used and consulted
23 • use the required format from the government body or organization
24 • develop the brief according to the required formatting
25 • submit the brief to the level of the League responsible for its review and approval

26 National-level briefs shall be published on the national website. New national briefs will be reported
27 at the national annual meeting of members/convention.

28 Note: The structure of a formal brief, as described in this process, is different from that of a brief that
29 supports a resolution. Refer to the *Resolutions Handbook* when preparing a resolution brief.

30 **Petitions**

31 A petition is a form of public voice through a collection of signatures expressing an issue of concern
32 and requesting the government or an organization to take specific action.

33 Petitions can be prepared and processed as printed documents or in an electronic format (e-
34 petitions).

35 *Policy*

36 A petition must be written in accordance with the mission statement, core principles and objects of
37 the League. It must not conflict with adopted resolutions, positions and policy at the national,
38 provincial or diocesan levels.

39 Any petition of a national concern developed on behalf of the League must first be reviewed and
40 approved by the national executive prior to circulation of the petition. Any petition of a provincial or

1 local concern developed on behalf of the League must be reviewed and approved by the appropriate
2 executive (provincial or diocesan) prior to circulation of the petition.

3 Petitions developed by an organization other than the League that are of national concern need
4 national-level approval prior to circulation. Petitions of other organizations at other levels are to be
5 approved by the appropriate executive (provincial or diocesan) and be consistent with the policy
6 regarding affiliations with other organizations in the *National Manual of Policy and Procedure*.

7 It is strongly recommended that members or councils consult with the local bishop or pastor for
8 permission before circulating a petition in the diocese or parish. If a petition is not initiated by the
9 League, members are welcome to personally sign it, but League membership information must not
10 be used to circulate the petition.

11 *Procedure*

12 When drafting a petition, ensure that it

- 13 • meets all the requirements established by the rules and practices of the receiving government
14 body or organization
- 15 • contains specific information explaining why that level of government or organization is being
16 petitioned

17 When drafting a petition to a government body, be aware that

- 18 • for petitions to the federal government, the following specific terms are used
 - 19 ○ petitioner – a person preparing and submitting a petition
 - 20 ○ prayer – the text of a petition is a request called a “prayer”
 - 21 ○ addressee – to whom the petition is addressed (House of Commons, member of parliament)
- 22 • only a member of parliament can present a petition to the House of Commons, therefore, a
23 petitioner must find a member who is willing to present the petition
- 24 • other levels of government may have their own terminology
- 25 • a petition to a municipal, provincial or federal government body may be presented by an elected
26 official during a sitting of that government
- 27 • each level of government has rules, available on their websites, regarding the drafting and
28 submission of paper and electronic petitions
- 29 • for the federal government, the clerk of petitions, a non-partisan House of Commons employee,
30 certifies that all requirements have been met; failure to meet the requirements may result in the
31 petition not being accepted

32 When drafting a paper petition, ensure that the petition

- 33 • is on the required paper size
- 34 • maintains a respectful and dignified tone
- 35 • contains the prayer for government body or organization to take some action or refrain from
36 taking some action
- 37 • includes on each page either the prayer or “Petition concerning...” and a statement of the subject
38 matter of the petition
- 39 • avoids directly requesting the expenditure of public funds
- 40 • requests signatures, printed names and addresses

41 For more information and full instructions on petitions and e-petitions, contact the local
42 representative at the appropriate level.

Federal: Clerk of Petitions
Provincial: Clerk's Office
Municipal: City or town Clerk's Office
Organizations: Refer to their website

Letter-Writing

The League strongly promotes the use of personal letter-writing as an effective means of expressing one's thoughts to government or other organizations. A letter is written to convey the League's position, often on matters relating to resolutions.

It is important for individuals and groups to write letters to their members of parliament, provincial/ territorial or municipal government representatives and other organizations to bring attention to specific concerns or acknowledge positive action.

A personal letter written by a constituent to their governmental representative requires a response.

Policy

Official letterhead is used by the president when she is writing on behalf of the membership. The topic of the letter is clearly stated, has the approval of the council's executive and is signed by the president.

An individual member may write a letter using her own stationery, expressing her personal opinion. Her letter is not written on behalf of the League.

After the adoption of a national resolution, members are encouraged to write letters to the government, according to recommendations in the action plan of the resolution. Likewise, a resolution of a provincial/ local concern can only be acted on after adoption at the provincial/diocesan annual meeting of members/convention.

Procedure

Letter-Writing Guidelines for Council Presidents

- use letterhead representative of the council
- state which level of the League is being represented if the letter is supporting an adopted resolution
 - state the level at which the resolution was adopted and the date of adoption
 - cite words of the resolution as contained in the resolved clauses
- if the letter is addressing a government bill, include its number and name

Letter-Writing Guidelines for Individual Members

- do not use League letterhead
- state that you are writing as a private or concerned citizen
- if the letter is supporting an adopted resolution
 - state the level at which the resolution was adopted and the date of adoption
 - cite words of the resolution as contained in the resolved clause(s)
- if the letter is addressing a government bill, include its number and name
- refer to the *Personal Letter-Writing Guide* on the national website

When to Write

- after resolutions are adopted at their final destination
- when policy decisions are being made by a government body or organization

- 1 • after the introduction of a government bill
 - 2 • early in parliamentary and legislative sessions
 - 3 • any time a concern arises
- 4 A copy of the letter can be sent to other government officials. Letters can be sent to organizations
- 5 that also support or advocate issues contained in the letter. A copy of a letter can be sent to other
- 6 interested parties, such as
- 7 • the prime minister and leader of the official opposition
 - 8 • elected municipal and provincial/territorial representatives
 - 9 • members of parliament
 - 10 • a cabinet minister or senator involved in the legislation
 - 11 • a government member who sits on a relevant legislative committee
 - 12 • members of the board of an organization, senior management

13 Letter Style and Content

- 14 • When addressing a resolution, state its title, the year and the level at which it was adopted at its
- 15 final destination.
- 16 • Refer to a bill number and title when writing concerning federal or provincial/territorial
- 17 legislation.
- 18 • Refer to the bylaw number and title when writing concerning a municipal bylaw.
- 19 • An original letter is more effective than a form letter.
- 20 • Write in a positive, constructive, polite tone, using your own words.
- 21 • Personalize the message and include relevant experiences, if possible.
- 22 • Address only one topic/issue of concern.
- 23 • State why the topic/issue is of interest and any relevant credentials or background you may
- 24 have.
- 25 • Be concise and keep to two to three points to explain your position.
- 26 • A question in the letter may elicit a response.
- 27 • Ask for clarification or information on their stance on the topic/issue.
- 28 • Thank the representative for any positive action in the past, especially regarding a resolution or
- 29 initiative.
- 30 • Make a clear and realistic request for action.
- 31 • Request a response to the letter.
- 32 • Thank the representative for their time and consideration.
- 33 • In addition to your signature, print your name and return address.
- 34 • Keep a copy of the letter to refer to if a response is received

35 Forms of Address

- 36 For information on how to address communication to the various federal and provincial/territorial
- 37 government officials, legislators, dignitaries, and clergy refer to
- 38 • the federal government webpage, “Styles of Address”
 - 39 • *Personal Letter-Writing Guide* on the national website
 - 40 • websites for municipal levels and individual organizations

No stamp is needed for letters to members of parliament or senators when sent to care of the House of Commons or Senate of Canada. Refer to the Canada Post website for the most current information on postage requirements.

Sending Emails to Politicians

- Emails can be just as effective as a letter to a member of parliament or member of provincial/territorial and municipal government as staff handle both in the same manner.
- The forms of address, content and style follow the same standards as that of a letter.
- Include an address and postal code. This is especially important when writing as a constituent.

Letter-Writing Campaigns

- Multiple letters on the same issue can attract more attention, especially if it is a topic of interest to the government representative or organization.
- If you use a template, personalize the letter as much as possible.
- Share the letter with other members so they can advocate for the same cause.

Postcards

Postcards can be an effective way to request action by elected representatives.

- The graphics and font can attract the attention of recipients.
- A postcard note is quick to read.
- Postcards are easy to produce and circulate and do not require an envelope.
- The more postcards a representative receives on the same issue, the more likely they are to give it consideration.
- Postage to mail a postcard is similar to that of mailing a letter.

Policy

Members/councils wishing to reproduce the League crest on a postcard must first obtain written permission from the national office.

Prior to circulation within the League, the national executive must review and approve

- postcards developed by the League
- postcards developed by members/councils on behalf of the League
- postcards developed by other organizations

Members are welcome to personally sign postcards but shall not use a parish council or parish to circulate a postcard campaign that has not been initiated by the League.

Procedure

When writing a postcard

- focus on one point and state the issue clearly
- write a support statement or a statement of fact, or provide a statistic
- close with an open-ended question.

Postcards mailed to the federal government, such as to a member of parliament or a senator, do not require postage when sent to care of the House of Commons or Senate of Canada. Refer to the Canada Post website for current information.