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The CATHOLIC WOMEN'S LEAGUE of CANADA

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MEMO

Date: April 11, 2023

Re: Updates to the *National Manual of Policy and Procedure*

Following are instructions for updating the *National Manual of Policy and Procedure* (2022). A digital, current and searchable version of the *National Manual of Policy and Procedure* is available free of charge on the League website at cwl.ca for those who choose not to maintain a paper copy.

Remove	Insert	Page/Line reference	Description of Change
Cover	Cover	-	Updated revision date
TofC	TofC	-	Updated Table of Contents
31-34	31-34	Page 32, lines 10-36 Page 33, lines 1-41 Page 34, lines 1-21	Updated life membership criteria and nomination and approval procedure.
75-78	75-78	Page 76, line 22	Removes reference to documents no longer in circulation.
		Page 76, line 27	References national position papers.
		Page 76, line 28-29	References briefs, petitions, letter-writing and postcards.
141-144	141-144	Page 141, line 22	Housekeeping
		Page 141, line 37	
		Page 142, line 6	Allows former members' celebrating 100 th plus birthdays to be printed.
181-182	181-182	Page 182, lines 12-13	Housekeeping
191-194	191-194	Page 192, lines 10-12, 23-25, 33-35	Revised the wording of motions to allow for numbering.
		Page 193, lines 7-9, 12-14	
	208-218	Page 208-212	Addition of Appendix 7: National Position Papers
		Page 213-218	Addition of Appendix 8: Briefs, Petitions, Letters and Postcards



National Manual of Policy and Procedure

2023

The Catholic Women's League of Canada

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Inventory Item 615

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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 Bellelle
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

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.

1 **Service**

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

5 **Social Justice**

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

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

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

17 The standing committee chairperson shall:

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

30 A sub-committee chairperson shall:

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

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

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

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

15 **Signing Officers**

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

18 **GUIDELINES FOR ANNUAL WRITTEN REPORTS**

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

22 From	To	By
23 Parish President	Diocesan President	December 15
24 Parish Officers	Diocesan Officers	December 15
25 Diocesan Officers	Diocesan President & Provincial Officers	February 15
26		
27 Diocesan Life Member Liaison	Provincial Life Member Liaison	February 15
28 Diocesan President	Provincial President	March 1
29 Provincial Officers	Provincial President & National Officers	March 15
30		
31 Provincial Life Member Liaison	National Life Member Liaison	March 15
32 Provincial Presidents	National President & National Office	March 31
33 National Life Member Liaison	National Vice-President	March 31
34 National Officers	National President & National Office	April 15
35 National President	National Office	April 30

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

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

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

14 Annual Reporting Guidelines for Diocesan, Provincial and National Officers

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

17 In preparing your report:

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

38 When you have completed your report:

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

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

- 1 4. Letters to the editor must be signed before being considered for publication. The decision to
2 publish, and the editing of letters, will be at the discretion of the editorial board.
- 3 5. Names of councils celebrating 25, 50, 75, and every 5th anniversary beyond 75 years will be
4 printed.
- 5 6. Names of members and former members celebrating birthdays of 100 years and over will be
6 printed.
- 7 7. In the event of the death of a member of the current national executive or an honorary life
8 member, an obituary and picture will be published; for life members, an obituary notice will be
9 published.
- 10 8. Councils that have received authorization from the national executive for the production and
11 sale of items bearing the CWL crest may submit a small advertisement describing the item. Such
12 advertisements will be printed if space is available.
- 13 9. An honorarium will be offered at the discretion of the editorial board for solicited
14 articles/photos that have been requested.

15 All submissions for publication should be sent to:

16 CWL National Office, C-702 Scotland Ave., Winnipeg, MB R3M 1X5
17 e-mail: communications@cw.ca

18 Deadlines dates for submission are listed in each issue of *The Canadian League*.

19 Note: Archived articles that have been published in *The Canadian League* are available from
20 national office and on the national website.

21 SPOTLIGHT COUNCIL SUBMISSIONS

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

25 **Spotlight Guidelines:**

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

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

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

7 COUNCIL FACEBOOK GUIDELINES

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

11 Do:

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

33 Don't

- 34 • Post private matters on a public wall. Use private messaging.
- 35 • Overshare/Overpost.
- 36 • Abuse hashtags.
- 37 • Oversell/overmarket.
- 38 • Let your page become dormant.
- 39 • Use Caps Lock.
- 40 • Repeat the same post.

41

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

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

1 APPENDIX 3: SAMPLES

2 SAMPLE AGENDA

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

4 a. The meeting is called to order.

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

7 c. The League Prayer is recited by members.

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

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

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

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

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

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

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

20 a.

21 b. etc.

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

23 a.

24 b. etc.

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

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

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

29

SAMPLE PARISH COUNCIL BUDGET

Our Lady of Good Counsel Parish Council
January 1, 20 ___ to December 31, 20__

4	Estimated Receipts	
5	Membership fees	\$ 1,500
6	Sale of CWL items	100
7	Fundraising events	
8	Bazaar	3,000
9	Card party	900
10	Bake sale	300
11	Sale of calendars	100
12	Interest on bank balance	<u>10</u>
13		5,910
14	Estimated Expenditures	
15	Per capita to national	\$ 1,300
16	Hall rental	250
17	League supplies	400
18	Cards and gifts for shut-ins	35
19	Stationery	25
20	Postage	50
21	Kitchen supplies	100
22	Christmas gifts	150
23	Annual meeting of members/convention expenses (president)	500
24	Honorariums	200
25	Donations to voluntary funds	
26	Coady International Institute Fund	200
27	Catholic Near East Welfare Association	200
28	Canadian Catholic Organization for Development and Peace	200
29	Other donations	
30	Meals on Wheels	100
31	Breakfast program	100
32	Women's shelter	75
33	Birthright	150
34	Elementary school prize	50
35	High school leaving bursary	100
36	First communicants	100
37	New tables and chairs for the church hall	600
38	Bank charges	25
39	New initiatives if revenue allows	<u>1,000</u>
40		5,910
41	Net Revenue	\$ 0

APPENDIX 7: NATIONAL POSITION PAPERS

1
2 A position paper is a formal statement defining the League's position or stance on a certain topic or
3 issue. It gives readers a summary of the dimensions of the topic or issue from the League's
4 perspective.

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

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

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

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

28 **Policy**

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

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

35 The updating or development of a position paper is the responsibility of the national chairperson of
36 faith, service or social justice to whom the topic or issue pertains. All position papers shall be
37 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

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

4 *Writing a Position Paper*

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

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

14 Include current statistics and information that support the position.

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

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

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

33 Format the position paper using the approved League template.

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

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

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

15 *Determining a Recommendation for a Current Position Paper*

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

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

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

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

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

- 1 ○ the League position statement
2 ○ the position paper background (statistics, language, definitions, context)
3 ○ the supporting documents. They are outdated, not relevant and/or new documents
4 should be included.
5 The newly developed position paper would show the date of adoption by the national executive.
- 6 4. Recommend the position paper for REAFFIRMATION when
7 • there have been new League resolutions, policies and procedures and/or legislation
8 relevant to the topic or issue since the position paper was published or last reviewed, and
9 • the new League documents and/or legislation do not require a revision in
10 ○ the League position statement
11 ○ the position paper background (statistics, language, definitions, context)
12 ○ the supporting documents. They are still relevant and no new documents need to be
13 included.
14 The position paper would state that it has been reaffirmed, showing the date of adoption by the
15 national executive.
- 16 5. Recommend the position paper for ARCHIVING when
17 • it no longer fulfills the criteria for a position paper
18 • the position paper has been incorporated into a new or revised position paper
19 • the topic is no longer relevant or current
20 • the topic is still current but no longer an appropriate topic/issue for a position paper
21 The position paper would state that it has been archived, showing the date of adoption by the
22 national executive.
- 23 In addition to archiving, there could be a recommendation of other options through the relevant
24 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.

- 1 Federal: Clerk of Petitions
- 2 Provincial: Clerk's Office
- 3 Municipal: City or town Clerk's Office
- 4 Organizations: Refer to their website

5 **Letter-Writing**

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

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

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

13 *Policy*

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

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

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

23 *Procedure*

24 Letter-Writing Guidelines for Council Presidents

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

31 Letter-Writing Guidelines for Individual Members

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

39 When to Write

- 40 • after resolutions are adopted at their final destination
- 41 • 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

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

4 Sending Emails to Politicians

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

9 Letter-Writing Campaigns

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

14 **Postcards**

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

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

22 *Policy*

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

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

- 26 • postcards developed by the League
- 27 • postcards developed by members/councils on behalf of the League
- 28 • postcards developed by other organizations

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

31 *Procedure*

32 When writing a postcard

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

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