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The CATHOLIC WOMEN'S LEAGUE of CANADA

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M E M O

Date: August 30, 2023

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

Following are instructions for updating the *National Manual of Policy and Procedure* (2023). 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
77-81	77-81	Page 77, lines 19-32	Annual reporting procedures updated to current practice
171-179	171-180	Page 173, lines 19-21 Page 174, lines 27-29 Page 175, lines 25-26 Page 176, lines 39-40 Page 177, lines 1-3	Recognition that a third-party marketer collects, stores and uses member information to provide marketing message to those members who consent to contact

- 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 Annual reports bring accountability and credibility to the achievements of each council and reflect
20 the work of all members across Canada. Annual reports are an important means of communicating
21 to others in the parish, community and country at large the activities that occurred over the past
22 year.

23 At the national level, the annual report is based on an annual report survey sent to parish councils
24 in the fall parish council mailing, distributed by mid-October. The survey is open for parish council
25 input by November 1st and closes by December 15th. Councils having trouble entering their
26 information online may mail their report to national office, postmarked no later than December
27 15th.

28 The process and method for compiling the annual reports at other levels and the deadlines for
29 doing so are set by provincial executives and communicated within their provincial council
30 according to the best practice in their region. Diocesan and parish councils should seek instruction
31 from provincial executives no later than September to ensure they have the instructions they need
32 to complete their portion of the annual report.

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1 Annual Reporting Guidelines for Diocesan, Provincial and National Officers

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

4 In preparing your report:

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

25 When you have completed your report:

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

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PARISH ACTIVITIES

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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.

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