



# National Manual of Policy and Procedure

2024

The Catholic Women's League of Canada

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## INTRODUCTION

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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.

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

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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

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### 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 20<sup>th</sup> 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 Bellelle 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.”

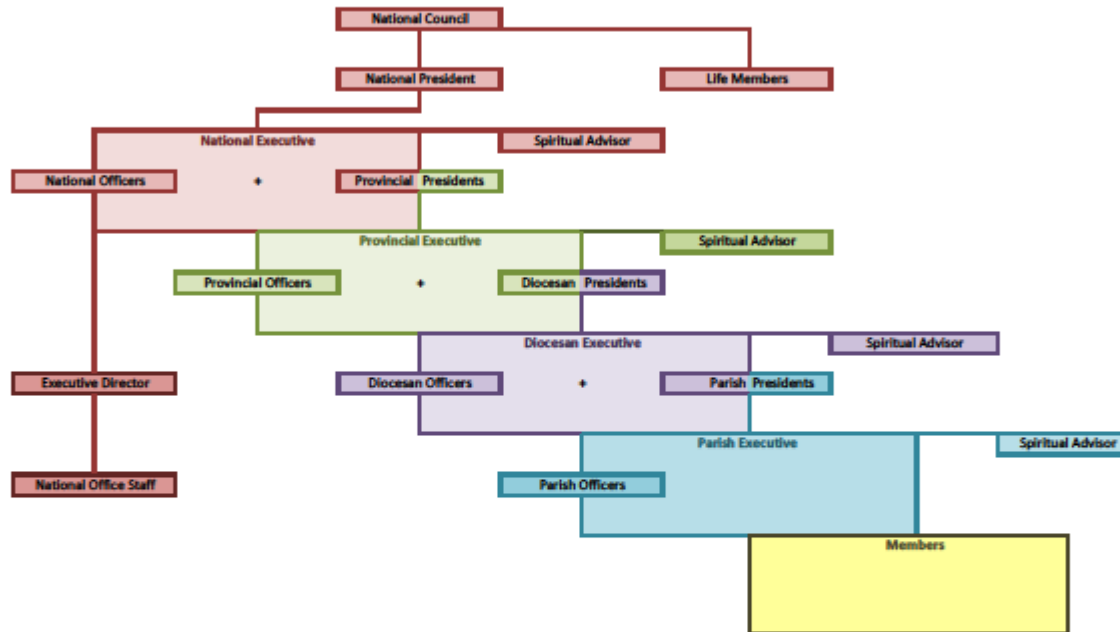
The Catholic Women’s League of Canada was:

- 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 11<sup>th</sup> 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.

The Catholic Women's League of Canada  
Organization Chart



**National Officers**  
 President  
 Vice-President  
 Secretary-Treasurer  
 Past President  
 Chairpersons (3)

**Provincial, Diocesan and Parish Officers**  
 President  
 Vice-President  
 Secretary  
 Treasurer  
 Past President  
 Chairpersons (3)

**Standing Committee Chairpersons**  
 Faith  
 Service  
 Social Justice

**Spiritual Advisors**  
 National  
 Provincial  
 Diocesan  
 Parish  
**There shall be a spiritual advisor for each council.**  
 (C&B, Part D)

October 19, 2022

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## CORE PRINCIPLES

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1  
2 Core Purpose: Uniting Catholic women to grow in faith, and to promote social justice through  
3 service to the church, Canada and the world

4 Core Values: - Faith, following Catholic teaching  
5 - Service, local, national and international  
6 - Social Justice, actively involved in society

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

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

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

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## OBJECTS (C&B PART IV)

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

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

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## PRINCIPAL MINISTRIES

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

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

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

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### 3 SPIRITUAL PROGRAM (C&B PART VI)

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

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

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

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### 11 PATRONESS (C&B PART II)

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#### 12 **History of the Picture of Our Lady of Good Counsel**

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

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

23 The people stood in wonder before its beauty! Mostly peasants,  
24 they were convinced it had come from paradise. They were  
25 reluctant to accept the story that the beautiful fresco had come  
26 from the walls of a church in Scutari, Albania. A recent discovery seems to confirm the Scutari  
27 origin. Restoration work was done on the famous painting by Professor de Compos between 1957  
28 and 1961. At the time, letters were noticed on the edge of the child's robe that seemed to be a  
29 signature. They were deciphered as reading – "A. Vivanini made this." De Compos concluded that  
30 the fresco was the work of the illustrious Antonio Vivanini, a master of the Veronese school of art in  
31 the first half of the 15<sup>th</sup> century. The picture reflects the formative period of the master's work and  
32 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 26<sup>th</sup>. 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 26<sup>th</sup> 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.

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## 19 SYMBOLS (C&B PART III)

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### 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



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

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

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

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

### 10 **Corporate Seal**

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

### 13 **Flag**

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



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

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

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

### 28 **Banner**

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



33 [The next page of text is page 21.]

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## SECTION 2: POLICY (C&B PART VII)

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### POLICY

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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

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### CWL COUNCILS AND THE LOCAL CHURCH

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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.

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### WUCWO AFFILIATION

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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,

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

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

8 To achieve its objectives, WUCWO:

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

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

- |   |  |
|---|--|
| 21 • Secretariat of State                       | 29 • Pontifical Council for Promoting New      |
| 22 • Dicastery for Life, Family and Faith       | 30 Evangelization                              |
| 23 • Dicastery for Promoting Integral Human     | 31 • Congregation for Propagation of the Faith |
| 24 Development                                  | 32 • Congregation for Catholic Education       |
| 25 • Dicastery for Communication                | 33 • Pontifical Academy for Life               |
| 26 • Pontifical Council for Culture             | 34 • Secretariat for the Synod of Bishops      |
| 27 • Pontifical Council for Promoting Christian | 35 • Pontifical Commission for Latin America   |
| 28 Unity  | 36 • Various pontifical universities           |

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

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

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

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



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

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

---

## 7 OTHER AFFILIATIONS

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### 8 COOPERATION WITH OTHER ORGANIZATIONS

9 The League’s policy is “to cooperate at all levels with other organizations where and in whatever  
10 manner the council concerned agrees is necessary or desirable to accomplish the objects of the  
11 League.”

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

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

- 17 1. Review the organization’s constitution, bylaws, list of offices/officers, sponsors, policies and  
18 objects.
- 19 2. Ensure that the policies and objects of the organization conform with the objects and policies of  
20 the League.
- 21 3. Investigate the reputation of the organization in the community.

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

24 In cooperating with other organizations, councils are required to:

- 25 1. Enter into a cooperation agreement by motion of their council.
- 26 2. Implement policies and guidelines outlining their council’s level of cooperation with the  
27 organization.
- 28 3. Not undertake the work of the other organization.

### 29 AFFILIATIONS

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

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

- 34 1. Review the organization’s constitution, bylaws, list of offices/officers, sponsors, policies and  
35 objects.
- 36 2. Ensure that the policies and objects of the organization conform with the Objects and policies of  
37 the League.

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

23

#### **IMPACT OF AFFILIATION WITH ANOTHER ORGANIZATION**

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

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

28

[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 *Ceremonies Handbook* available on the League's website or in print 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.

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### 3 TRANSFER OF MEMBERSHIP

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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.

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### 9 LIFE MEMBERSHIP

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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 15<sup>th</sup>.

- 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 15<sup>th</sup>.)
- 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 15<sup>th</sup>.
- 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 15<sup>th</sup> 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 1<sup>st</sup>.
- 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

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## 1 PRIVACY POLICY

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

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## 6 ETHICAL GUIDELINES

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

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## 11 CONFLICT OF INTEREST

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

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## 20 MEMBER RECOGNITION: PINS AND AWARDS

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

23 The Ceremony for the Presentation of Service Awards is included in the *Ceremonies Booklet*,  
24 available from national office and on the national website. When used, the ceremony will encourage  
25 all members to continue their dedicated service "For God and Canada."

### 26 **Pin Protocol**

27 Members may wear more than one pin at any given time. Good taste and discretion on the part of  
28 the member should prevail.

### 29 **League Insignia Pin**

30 The insignia pin should be worn with pride by every member. Members may purchase their own  
31 pin or the council may choose to present it. Councils are encouraged to stock a supply for sale to  
32 members.

1 **Presentation Pins**

2 Presentation pins must be ordered by a council as a presentation item. Years of service pins are  
3 available in five year increments.

4 **Membership Scroll**

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

8 **Spiritual Advisor Pin**

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

12 **President Pin**

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

15 **Past President Pin**

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

20 **Diocesan and Provincial Bars**

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

23 **Regional Bar**

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

26 **Maple Leaf Service Pin**

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

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

34



1 **Bellelle Guerin Award and Pin**

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

7 **Criteria for Bellelle Guerin Award**

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

15 **Nomination Process for the Bellelle Guerin Award**

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

31 **Life Member Pin**

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

36 **Honorary Life Member Pin**

37 An honorary life member pin is awarded to each national president at the completion of her term of  
38 office.

39

1 **Certificate of Merit**

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

6 **Council Anniversary Certificate**

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

9 **Scholarship Certificate**

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

12 **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	1. Active service at the parish level 2. Service on the parish executive 3. Service at diocesan and/or provincial level 4. Extraordinary service to the League, contributing at the parish and diocesan [where applicable] and/or provincial level	1. Continued involvement at the parish level 2. Four years at diocesan level, including term as diocesan president 3. Four years at provincial level, excluding term served as diocesan president 4. Special norms for Military Ordinariate, New Brunswick, Newfoundland and Labrador, Ontario and Prince Edward Island are on page 33.

13 A copy of the Ceremony for Presentation of Service Pins and awards, certificates, may be found in  
 14 the *Ceremonies Handbook* on the League's website.

15

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

2

## PROCEDURE FOR REPORTING DECEASED MEMBERS

3

Procedure for notifying national office about deceased members:

4

1. Parish councils are to report deceased members using the online method or by submitting the Form for Reporting Deceased Members to national office.

5

6

2. The vice-president is responsible for maintaining memberships which includes the reporting of deceased members to national office. She may assign the responsibility for maintaining memberships lists to any member.

7

8

9

3. The vice-president at the parish level must promptly notify the parish, diocesan and provincial chairpersons of faith when she is notified about a deceased member so that the Book of Life at their level is kept up to date.

10

11

12

4. Even if a member was not a paid-up member at the time of death, the parish council should report to national office the member's name and date she was deceased so that her name can be included in the national Book of Life.

13

14

- 1 5. If a member's death was not reported to national office in the year she died, her council may  
2 submit her name and date of death using the Form for Reporting Deceased Members. Councils  
3 should check the previous reporting year only, but not check back any further. In the year the  
4 report is made, the national Book of Life would then show the member's name with the year of  
5 her death appearing in parenthesis.
- 6 6. Four times a year, national office requires the diocesan/provincial chairpersons of faith to  
7 verify and approve its spreadsheet of deceased members as reported by parish councils to the  
8 office. The chairperson must review the names and note members to be added or deleted in the  
9 case of death. This task should be completed promptly by reply email.

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## BOOK OF LIFE PROTOCOL

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11 Councils on all levels should prepare a Book of Life to record the names of deceased members. The  
12 chairperson of faith is responsible for maintaining the council's Book of Life that should include the  
13 names of deceased members listed by year.

14 The Book of Life is used at diocesan, provincial and national conventions or meetings of members,  
15 special Eucharistic celebrations or prayer services as a symbol of those faithful deceased members.

16 During the opening ceremonies at conventions or annual meetings of members, the Book of Life can  
17 be placed on a stand or small table designated by the liturgy committee in the church sanctuary  
18 prior to the opening celebration.

19 The published national Book of Life contains the names of individuals as approved by diocesan/  
20 provincial chairpersons of faith.

21 In each reporting year, national office circulates to parish/diocesan/provincial presidents a copy of  
22 the national Book of Life which contains names of all deceased members listed by province and  
23 categorized by diocese.

### 24 **Book of Life Preparation**

25 Following are suggestions to help in preparing a Book of Life:

- 26 1. Use a sturdy three-ring binder, cover the book with suitable material (e.g. velvet, satin), blue or  
27 white in colour with the League crest displayed on the front.
- 28 2. The title page should include the name of the council.
- 29 3. Use good quality paper to record the names which can either be printed, calligraphed or typed.
- 30 4. At the parish level, enter the name of the deceased member and the date of death, by year. At  
31 diocesan/provincial level, include the name of the parish/diocese.
- 32 5. The parish level chairperson may wish to include a page of information that contains a short  
33 write-up of the deceased member's service to the League, the year she became a member,  
34 offices held, awards, etc. This will be useful when writing historical items. Upon a member's  
35 death, the page would note the date of death and could include the death notice. That member's

1 page would then be transferred into an archival binder or a council's Book of Life, in which the  
2 names of all deceased council members are kept.

3 6. Councils may include the names of their deceased spiritual advisors.

4 A blessing for the Book of Life can be found in the *Ceremonies Handbook*.

---

## 5 FUNERAL AND HONOUR GUARD PROTOCOL

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6 Preface:

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

9 Supplies:

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

16 Protocol:

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

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

26 During these preparations the council president (or her designate) should inform the family of the  
27 deceased member, that as a sign of respect and gratitude for her service in the League, a guard of  
28 honour can be formed at the funeral. With the permission of the family and approval of the parish  
29 priest, the president (or her designate) will inform the funeral director of the approximate number  
30 of members who will participate so as to ensure sufficient reserved seating and to receive  
31 directions on alignment of the members for the reception of deceased (i.e. casket or urn), entrance  
32 procession and the prayers of final commendation prior to the dismissal. At this time, request from  
33 the priest and funeral director any further instructions for the day of the funeral.

34 Members will:

- 35 a) Arrive at the church at least 45 minutes prior to the funeral and await directions from the  
36 funeral director for lining up and filing into the church.
- 37 b) Listen carefully to the directions from the funeral director when moving into the aisle of church  
38 to receive the deceased (i.e. casket or urn) and the family.
- 39 c) Wear the League scarf and pin.

1 d) Each hold a lighted candle in a uniform manner before the funeral liturgy begins and maintain a  
2 dignified upright posture.

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

8 Other Considerations:

9 1. To emphasize the importance of the person's baptism, the church in Canada encourages the use  
10 of a funeral pall at the liturgy. It is placed on the coffin during the reception of the body but not  
11 for an urn with the cremated remains of the deceased. This pall is a reminder of the white  
12 baptismal garment, the sign of the Christian dignity of the person. This makes the statement  
13 that she is a sister of Christ, a member of the church. NOTE: No other symbols, such as the  
14 "insignia of associations", have any place in the funeral liturgy (i.e., CWL funeral pall is NOT  
15 permitted) (ibid. no. 38).

16 2. In the case of a member who was in the military, the Canadian flag could be located near the  
17 entrance of the church where it is visible to all. If the family wishes to drape the flag over the  
18 coffin, it may be done only when the deceased is transported to and from the church where the  
19 funeral liturgy is to be celebrated. The flag can then be removed and folded with appropriate  
20 ceremony and respect just before the funeral pall is to be placed on the coffin during the  
21 welcoming rite for the deceased. Following the conclusion of the liturgy, the pall is removed,  
22 and the flag may once again be placed on the coffin for transport out of the church (Catholic  
23 Funerals and Eulogies, the Pall and the Flag, Canadian Conference of Catholic Bishops, March 5,  
24 2010).

25 Some parish councils hold a memorial prayer service for deceased members some time after the  
26 funeral, with the next regular meeting, or as a special service once a year in November. They may  
27 wish to prepare their own liturgical service or use the service found in the *Ceremonies Handbook*.

28 [The next page is page 51.]

29

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

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### GENERAL

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

### ORGANIZING A PARISH COUNCIL

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#### **Preparatory Plans**

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

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

The interested group should do the following:

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

1 **Charter Members**

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

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

10 **Installation of Officers**

11 The newly elected officers should be formally installed during a parish Eucharistic celebration,  
12 preferably on a Sunday. A copy of the installation ceremony may be found in the *Ceremonies Booklet*  
13 available on the League’s website or in print from national office.

14 **Installation of Spiritual Advisor**

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

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

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

28 **Definition of Terms**

29 The terms twinning and clustering of parishes are often interchangeably used when describing  
30 parish restructuring that does not involve parishes merging, amalgamation or closure  
31 (suppression). For the purpose of this policy and procedure, the following definitions are used for  
32 twinning and clustering when discussing parish restructuring from the perspective of effects on  
33 League parish councils. It is important therefore that League parish councils reflect on the  
34 descriptions rather than the titles in determining the type of parish restructuring they are  
35 experiencing.

36 When parishes are “twinned,” two or more parishes work together as pastoral teams to enliven the  
37 life of each parish, sharing gifts and resources and following a common pastoral approach but  
38 maintaining individual autonomy. Two dioceses may also be twinned, such as a diocese in an urban



1 centre with a diocese in a remote northern community. There is no merger or closure (suppression)  
2 of parishes. When parishes “form a cluster,” two or more parishes are brought together,  
3 maintaining their respective parish territory but entering into a formal relationship to share  
4 personal ministries, programs and resources. The pastor serves all parishes in the cluster, often  
5 with the assistance of other clergy and laity. There is no merger or closure (suppression) of  
6 parishes.

7 When parishes “amalgamate,” two or more parishes are merged and a new parish is formed with a  
8 new name and one pastoral team. There may be one or more churches as places of worship in the  
9 new parish territory.

#### 10 **When Parishes are Twinned**

11 Parish councils within the twinned parish territories are encouraged to reflect on and collaborate in  
12 supporting the other parish or diocese in the twin relationship. Some examples of support for the  
13 other in a twinned parish include fundraising to assist with needed resources such as heating,  
14 supporting school lunch programs and youth ministries and prayer.

#### 15 **When Parishes Form a Cluster**

16 If two or more parishes form a cluster, League parish councils within the parish territories may  
17 decide to stay a council under their charters and charisms. They must have a spiritual advisor and  
18 are encouraged to collaboratively support the needs and transition success of the parish cluster.

19 Refer to the section on When Parishes Amalgamate if the League parish councils within the parish  
20 territories of the cluster decide to amalgamate.

#### 21 **When Parishes Amalgamate**

22 In the case of two or more parishes merging to establish a new parish and two or more churches  
23 remaining open as places of worship, League parish councils within the new parish territory may  
24 decide to remain a council under their individual charters and charisms. They must have a spiritual  
25 advisor and are encouraged to collaboratively support the needs and transition success of the new  
26 parish.

27 In the case where two or more parishes amalgamate and the League parish councils decide to  
28 amalgamate to form a new council, the parish council presidents should follow these procedures:

- 29 1. Take time to allow members to adapt to the change.
- 30 2. Seek assistance from the diocesan/provincial president and spiritual advisor.
- 31 3. Prepare a written notice to amalgamate to be sent to all members in both councils advising of  
32 the intention to discuss and vote on the proposed amalgamation.
- 33 4. Arrange a special joint meeting of the League parish councils. Invite the diocesan/provincial  
34 president to attend and take the vote on amalgamation.
- 35 5. Arrange a special joint liturgical service planned by the chairpersons of faith of both councils.
- 36 6. Once the motion to amalgamate is adopted, all members automatically become members of the  
37 new council. Everyone who is a paid member at the time of amalgamation shall be listed as a  
38 charter member on the new charter issued by national office.

- 1 7. Notify the bishop of the diocese and the diocesan, provincial and national presidents and  
2 spiritual advisors of the decision to amalgamate.
- 3 8. By motion, vote on the distribution of funds of the former councils after the motion to  
4 amalgamate is adopted. When all outstanding bills have been paid and obligations met, any  
5 remaining funds should be transferred to the newly amalgamated parish council's bank  
6 account, and the former councils' bank accounts should be closed.
- 7 9. Ensure that valuable books, records, archival material, etc. are sent to the diocesan council for  
8 safekeeping. Return the former council's original charters to national office for safekeeping.  
9 Consideration may be given to making a copy of the original charters for display in the "host"  
10 parish, along with the new charter that will be received.
- 11 10. Prepare an annual report of activities for the year the council amalgamates to the diocesan  
12 council for inclusion in the diocesan annual report book. Include a brief history and reasons for  
13 amalgamation.

14 The diocesan president should:

- 15 1. Provide support and assistance.
- 16 2. Preside over the meeting called to take the vote to amalgamate, and ensure the amalgamation is  
17 recorded in the minutes.
- 18 3. Assist in the procedure and encourage members to continue their membership.
- 19 4. Accept the council information and history. Record details in the diocesan minutes for future  
20 reference, noting date.
- 21 5. Send a letter of appreciation to the newly formed parish council and officially inform the  
22 provincial president and vice-president of the amalgamation. Inform national office that the  
23 League parish council is officially amalgamated. Send a copy of the minutes of the meeting to  
24 national office.

## 25 **When Parishes Close**

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

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

- 32 1. Notify the diocesan president and consult with her about impending changes in status of the  
33 parish and the future options available to the League parish council.
- 34 2. Inform the bishop in writing of members' wishes to pursue ongoing commitments in the  
35 community. Be specific about parish work and members' involvement in parish life.
- 36 3. Ask the bishop to assign a spiritual advisor for the parish council – perhaps a religious sister of  
37 lay parish work to provide spiritual direction.
- 38 4. Allow healing time associated with a parish closure.

39 If a decision is eventually taken to close the council (this may take one or two years), follow the  
40 procedure for Disbanding a Parish Council. Diocesan presidents should follow the guideline as  
41 outlined on page 56.

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## INACTIVATING A PARISH COUNCIL

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1  
2 There may be a time during the life of a council when it is necessary to become inactive. This may  
3 be due to economic reasons, inability to attract new members or lack of involvement by current  
4 members. Whatever the reason, the matter of becoming an inactive council should be discussed  
5 with the members, the spiritual advisor and the diocesan president. The diocesan president should  
6 assist in evaluating the situation within the council and may suggest alternatives to assist the  
7 council in remaining active.

8 The parish council president should:

- 9 1. Prepare a written notice of motion to become inactive. Send it to all parish council members,  
10 including the parish spiritual advisor and the diocesan president, advising of the intention to  
11 discuss and vote on the motion and the date of the meeting.
- 12 2. By motion, vote for the distribution of council funds, after the vote on the motion to become  
13 inactive is adopted.
- 14 3. Provide Member's Transfer Forms.
- 15 4. Notify nearby parish councils who will welcome transfer members.
- 16 5. If council members agree by motion that the council will become inactive, the council's  
17 activities will cease however the members will still pay the annual prescribed fee in order to  
18 retain their membership and years of service. In these instances, one member must agree to  
19 collect and remit per capita fees and to remain the contact person for all communications.  
20 Required attendance at conventions and all reporting will cease as the council subscribes to not  
21 conducting activities or holding meetings. The diocesan president and national office should be  
22 informed of the decision of the membership to become inactive.
- 23 6. If this inactive parish council has not remitted per capita fees on behalf of its members for more  
24 than two years, the council no longer has voting members and is no longer in a position to be  
25 inactive or to disband itself. If this occurs, national office will inform the diocesan and provincial  
26 president of the situation and request of the diocesan (provincial if no diocesan) executive to  
27 disband the council by motion at its next executive meeting. The last recorded member on  
28 record of the parish council will be notified in writing of the decision to disband the council.
- 29 7. Send notification of the decision to become inactive to the diocesan president with a copy  
30 forwarded to national office.
- 31 8. Ensure that valuable books, records, minutes, treasurer's books, annual reports and other  
32 important documents are listed and stored in a safe place. Copies of this information, including  
33 the location of records, should be sent to the diocesan president, the parish priest and national  
34 office.
- 35 9. Send the council charter to national office for safekeeping with a letter of explanation. Should  
36 the council reactivate at some future time, national office will forward the council charter upon  
37 request.
- 38 10. Prepare an annual report of activities for the year the council became inactive and send it to the  
39 diocesan council, for inclusion in the diocesan annual report book. Include a brief history and  
40 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.

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## 11 DISBANDING A PARISH COUNCIL

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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  $2/3$  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.

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

8 The diocesan president (provincial where applicable) must:

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

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

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

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

- 33 1. In the ordinary course of League communications, the diocesan executive (provincial executive  
34 where no diocesan councils exist) should have on hand a contact list of parish council executive  
35 members from each parish council.
- 36 2. Using the contact list supplied, the diocesan executive should attempt to contact parish council  
37 executive members as soon as it becomes aware that a parish council has not paid per capita  
38 fees on behalf of its members, may be disbanding or has disbanded.
- 39 3. After exhausting all possible contact opportunities with the parish council executive, a written  
40 request may be made by the diocesan executive (provincial executive where no diocesan  
41 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.

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## 7 REACTIVATING A PARISH COUNCIL

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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.

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## 24 ORGANIZING A DIOCESAN COUNCIL

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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.

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

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

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

12 Arrangements should be made for the installation of officers.

### 13 **Installation of Spiritual Advisor**

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

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

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

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

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## 27 **AMALGAMATING A DIOCESAN COUNCIL**

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

### 31 **Definition of Terms**

- 32 • When dioceses ‘amalgamate’, two or more diocesan councils are to be dissolved; one new  
33 diocesan council is recommended to be organized with a new charter.
- 34 • The Vatican designates the seat of the amalgamated diocese. The new CWL diocesan council is  
35 connected to that diocese.
- 36 • CWL diocesan councils are organized based on the geographical boundaries of their diocese.  
37 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           iv. The chairperson of Nominations and Elections Committee conducts the election of
- 2           officers for the newly organized diocesan council.
- 3   9. The elections meeting is the charter meeting of the new diocesan council and the Application
- 4       for Certificate of Organization, shall be completed for mailing to national office, accompanied by
- 5       the minutes of the charter meeting.
- 6   10. The per capita fee of the new diocesan council shall be established by motion [C&B, Part XVII,
- 7       Section 4].
- 8   11. The provincial spiritual advisor, being the liaison between the church and the League, shall
- 9       inform the bishop of the diocese concerned as to the organization of a new diocesan council. He
- 10       would make the request to the ordinary of the diocese to appoint the first spiritual advisor.
- 11   12. The new diocesan president shall make arrangements:
- 12       a. for the installation of the new diocesan spiritual advisor and
- 13       b. for the installation of the new diocesan officers by the newly appointed diocesan spiritual
- 14       advisor. Parish councils should be invited to attend both installations.
- 15       c. Consideration may be made to invite the appointing bishop and other spiritual advisors to
- 16       attend.
- 17   13. Having been officially organized, the diocesan council is then required to conduct its affairs in
- 18       accordance with the League's *Constitution & Bylaws* and *National Manual of Policy and*
- 19       *Procedure*.
- 20   14. The new diocesan president is responsible to issue a letter informing the parish councils of the
- 21       newly elected diocesan officers as well as the adopted per capita fee of the diocesan council to
- 22       be effective at the beginning of the ensuing membership year.
- 23   15. The new diocesan president shall provide national office and the provincial president with the
- 24       list of the new diocesan executive including their contact information.

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### ORGANIZING A REGIONAL COMMITTEE

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

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

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

- 34 1. Upon request of the majority of parish councils in the area concerned and where it is agreed by
- 35 motion by diocesan council, regional committees may be established to function under
- 36 regulations set by the diocesan council concerned.
- 37 2. Upon request of the majority of diocesan councils in the area concerned and where it is agreed
- 38 by motion by provincial council, regional committees may be established to function under
- 39 regulations set by the provincial council concerned.

- 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.

1 **Regional Meetings**

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

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

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

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

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

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13 **FUNDING REGIONAL COMMITTEES**

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

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

19 [The next page is page 71.]

## SECTION 5: POSITIONS AND RESPONSIBILITIES

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

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There shall be a spiritual advisor for each parish council and at every level of the League (diocesan, provincial and national). Therefore, 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 *Spiritual Advisor Handbook* 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 Handbook* available on the League's website or in print from national office.

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)

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

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## OFFICERS (C&B PART XI)

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### **Transfer of Eligibility**

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

### **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.

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

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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.

Consider a rotating schedule of in-person visits by the diocesan/provincial/national president (or her designate) to each parish/diocesan/provincial council. The visit is to allow members to voice concerns, receive answers to questions, and receive information from the level concerned.

### **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.

- 1 3. Record the minutes of all meetings of the council concerned and retain as a permanent record.  
2 Include:  
3 • kind of meeting (general, annual, executive)  
4 • name of organization  
5 • date, time and place  
6 • name of presiding officer and secretary  
7 • whether or not the previous minutes were read, circulated and approved  
8 • brief financial report  
9 • motions with action decided upon  
10 • names of movers and seconders  
11 • number of votes for and against if ballot or counted vote  
12 • details of debate, only if meeting instructs  
13 • title of committee reporting, highlights of report filed for reference  
14 • no opinion or personal comments  
15 • time of adjournment

16 Sample minutes are available in Appendix 3.

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

25 When are minutes approved?

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

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

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

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

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

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

40



1    **Treasurer**

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

5    At diocesan/provincial level, in consultation with the executive, the treasurer drafts a budget for  
6    the following fiscal year for adoption (by majority vote) at the fall executive meeting. An interim  
7    financial statement (since January 1) should be prepared for the annual meeting of members – for  
8    delegates information only.

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

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

17   **Past President**

- 18   1. Take charge of League history and archives or appoint an interested member.
- 19   2. Bring scrapbook or history to some meetings for members to see.
- 20   3. Be responsible for reviewing biannually the council’s manual of policy and procedure for any  
21   needed additions, deletions and corrections; all changes must be brought to the membership  
22   (for parish councils) or the executive (for diocesan and provincial councils) for approval before  
23   amending the manual.
- 24   4. Engage members in the revisions process by inviting them to forward to national office  
25   proposed revisions to the *National Manual of Policy and Procedure* by December 1<sup>st</sup> of each year.
- 26   5. Monitor/review the *National Manual of Policy and Procedure* and the council manual.

27   **Standing Committees**

28   The core purpose of the Catholic Women’s League is to unite Catholic women to grow in faith, and  
29   promote social justice through service to the church, Canada and the world. Through the core  
30   values of faith, service and social justice, members are called to “grow in faith, and to witness to the  
31   love of God through ministry and service” (Mission Statement).

32   Through the work of these three standing committees, that reflect the core values, “The Catholic  
33   Women’s League of Canada will become an inclusive and engaged community of Catholic women  
34   inspired by faith.” The members will be vital participants in the church, valued partners for social  
35   justice, respected advocates at all government levels and connected to the world (Envisioned  
36   Future).

37

1 **Faith**

2 Spiritual development is the essence of the League. Its core value of faith is what sets it apart from  
3 all other women’s organizations.

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

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

9 **Service**

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

13 **Social Justice**

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

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

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

25 The standing committee chairperson shall:

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

- 1 A sub-committee chairperson shall:
- 2 1. Become more knowledgeable about the committee in general and the topic in particular.
  - 3 Study/research the topic using reports from church documents, royal commissions of inquiry,
  - 4 parliamentary papers, independent reports, resource books and materials.
  - 5 2. Be aware of what is happening locally, provincially, nationally and internationally through
  - 6 newspapers, television, magazines, annual reports, local speakers, and/or resource persons.
  - 7 3. Determine which aspects of the issue would/should concern the League.
  - 8 4. Maintain regular contact with the chairperson, keeping her informed about:
  - 9
    - upcoming events relevant to the sub-committee, advising well in advance so information
    - 10 may be circulated to other levels
    - 11• changing situations
    - 12• any special emphasis needed...when...why
  - 13 5. Be prepared to attend meetings, conferences and seminars on the topic, with prior approval of
  - 14 the chairperson.
  - 15 6. Send information/communiques to the chairperson for circulation in order to avoid duplication
  - 16 of effort.
  - 17 7. Send a brief report of the work accomplished to the chairperson.

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

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

### 25 **Signing Officers**

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

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## 28 **GUIDELINES FOR ANNUAL WRITTEN REPORTS**

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

33 At the national level, the annual report is based on an annual report survey sent to parish councils  
34 in the fall parish council mailing, distributed by mid-October. The survey is open for parish council  
35 input by November 1<sup>st</sup> and closes by December 15<sup>th</sup>. Councils having trouble entering their  
36 information online may mail their report to national office, postmarked no later than December  
37 15<sup>th</sup>.

38 The process and method for compiling the annual reports at other levels and the deadlines for  
39 doing so are set by provincial executives and communicated within their provincial council

1 according to the best practice in their region. Diocesan and parish councils should seek instruction  
2 from provincial executives no later than September to ensure they have the instructions they need  
3 to complete their portion of the annual report.

4 The executive director prepares an annual report from the parish survey results. The *Annual Report*  
5 *Summary* is presented at the annual convention/annual meeting of members.

#### 6 Annual Reporting Guidelines for Diocesan and Provincial Officers

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

9 In preparing your report:

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

30 When you have completed your report:

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

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## PARISH ACTIVITIES

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13

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)

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### QUORUM AT ALL LEVELS

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

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

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#### **Meetings General**

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

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, Guide to Simplifying Meetings* and *Members Communications Guide*.

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 The parish, diocesan, provincial and national executive and parish, diocesan, provincial and  
2 national councils may meet virtually when circumstances preclude meeting in person.

### 3 **Parish Executive Meetings**

4 The parish council president should:

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

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

### 17 **Parish Regular Meetings**

18 The parish council president should:

- 19 1. Prepare an agenda based on the business arising from the executive meeting.
- 20 2. Notify the members of the time and place and any other special happening for the meeting, i.e., a  
21 speaker or a specific topic that will be discussed. This can be done through a phone committee,  
22 a bulletin or by other methods employed by the council.
- 23 3. Solicit the help of members to prepare the meeting room so that it is comfortable, well-  
24 ventilated and with adequate lighting. There should be no obstructions between the president  
25 and the members. Chairs may be arranged in a semicircle, which is more conducive to  
26 participation than traditional row seating. The semicircle should face away from the entrance  
27 so that people entering or leaving will not distract the members.
- 28 4. Have on hand League Prayer leaflets, a picture of our patroness and other items needed for the  
29 program.
- 30 5. Give special consideration to having “hospitality” members greeting and welcoming members.  
31 Arrange for a social period following the meeting to promote a “family” feeling among  
32 members.
- 33 6. If a guest speaker is invited, appoint someone specifically to watch for and greet the guest at the  
34 door and look after the common courtesies, i.e., introduction, appreciation.

### 35 **Other Suggestions**

- 36 1. Meetings held on the same day each month and at the same time (e.g., the second Tuesday of  
37 each month at 7:30 p.m.) make it easier for members to remember the meeting and reserve the  
38 night.
- 39 2. Start the meeting on time. Waiting for late-comers is not being fair to those who are on time.
- 40 3. Speak so everyone can hear; stand up if necessary.

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

## 27 **Member Responsibilities**

28 Members should:

- 29 1. Plan to attend the meeting and to arrive on time.
- 30 2. Bring a copy of the minutes from the last meeting if they have been circulated. Read them ahead  
31 of time and note any errors.
- 32 3. If notice has been given that a particular topic will be discussed, do some homework on it and  
33 be prepared to speak. Your views are valid and necessary in order that an informed decision  
34 may be reached.
- 35 4. Inform the president ahead of time if you plan to bring up new business so she can allow time  
36 for it on the agenda.

## 37 **Other Suggestions**

- 38 1. Do not hold private conversations during the meeting.
- 39 2. Be ready and willing to give your opinion during discussion of an issue.
- 40 3. When speaking or giving a report, stand and speak so you can be heard.
- 41 4. Address all remarks to the chair by saying, "Madam President."
- 42 5. Keep remarks pertinent to the subject under discussion.



- 1 6. Do not repeat points that have already been made.
- 2 7. Pay attention to the discussion so you do not have to ask to have something repeated.
- 3 8. Ask questions if you do not understand, so that you can vote knowledgeably. It could be that
- 4 others may have not understood.
- 5 9. Assist the president in getting a discussion started, if necessary.
- 6 10. When a discussion is going nowhere because more information is required, make a motion to
- 7 refer the business to a committee, or to postpone the discussion until a later time.
- 8 11. Inform the president prior to the meeting if you plan to introduce new business, so she can
- 9 allow time for it.
- 10 12. If you do not like, or do not understand, the way something is being done, speak out at the time,
- 11 requesting clarification. Later is too late.
- 12 13. Be fair and courteous at all times.
- 13 14. Support the decisions of members taken by majority vote and assist in carrying them out. A
- 14 majority vote of members becomes a council decision arrived at through democratic process.

### 15 **Diocesan and Provincial Executive Meetings**

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

19 The diocesan and provincial executive and diocesan and provincial councils may meet virtually  
20 when circumstances preclude meeting in person.

### 21 **National Executive Meetings**

22 The national executive and national council may meet virtually when circumstances preclude  
23 meeting in person.

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## 24 **ANNUAL MEETINGS OF MEMBERS & CONVENTIONS**

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

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

### 35 **Duties of a Delegate**

- 36 1. Registration forms should be signed, with necessary fees paid and checked to see that delegate's
- 37 name is listed officially according to the voting powers of the delegate. It is the council's
- 38 responsibility to ensure the membership of a member is current (paid up) prior to assigning the

- 1 delegate voting powers for annual convention. Delegates attending a national annual meeting of
- 2 members must complete the registration form, have credential cards signed, and send both in
- 3 to national office along with the necessary fees.
- 4 2. Seek input from the executive on matters to be discussed at the annual meeting of members.
- 5 3. Keep an accurate record of expenses. This will help the council to budget for the next annual
- 6 meeting of members.
- 7 4. It is the responsibility of an annual meeting of members delegate to be present and participate
- 8 at all business sessions.
- 9 5. Report to the council on the annual meeting of members, including main items of business,
- 10 summary of discussion, vote and results, evaluation, new ideas and outstanding achievements.

### 11 **Voting Rights Chart**

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

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

### 14 **Instructed Vote**

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

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

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

### 23 **Guidelines for Oral Reports**

- 24 1. Address the chair only; (e.g., Madam President, Madam Chairperson...). Arrange with those  
25 reporting for a simple, uniform greeting (e.g., Dear sisters in the League, ladies and gentlemen,  
26 ...).
- 27 2. Reporting should be done with accuracy, brevity and clarity and within the assigned period.
- 28 3. Make every effort to have the oral report typed prior to the annual meeting of members.
- 29 4. In the first year of your term, provide an update of activities from the time of the annual report,  
30 i.e. from January 1st of the current calendar year to the date of the oral report. Also, describe  
31 your goals/plans for the remainder of your term.
- 32 5. In the second year of your term, provide an update of activities from the time of the annual  
33 report, and include a summary of accomplishments and recommendations for future  
34 consideration.

- 1 6. Be explicit; e.g., choose “the committee” instead of “it,” or “the members” instead of “they.”
- 2 7. Bring dignity to the work of the League through the message. This is not a time for
- 3 grandstanding, singing, silly jokes, poems or prayers. This approach takes more time than one
- 4 realizes and does not fit into the category of reporting. These are more appropriate and
- 5 appreciated as resource material in communiqués or as inspiration for workshops. Taking more
- 6 than the allotted time means that someone else will have less or the meeting agenda will be
- 7 challenged to remain on time.
- 8 8. This is not the time for a “thank you.” Chairpersons, executive or others may be thanked
- 9 privately.

## 10 **Recommendations for Action**

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

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

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

## 24 **Resolutions**

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

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

- 30 • be in accordance with the teachings of the church and established policy of the League (C&B
- 31 Parts IV and V)
- 32 • not have been developed and researched by other groups
- 33 • be on a topic the League has not already addressed by resolution or new information on a topic
- 34 requires that a new resolution be written
- 35 • be on a topic that is current and one that requires action by the federal government or a
- 36 national organization
- 37 • be accompanied by an explanatory brief and sufficient support material to substantiate the
- 38 resolution
- 39 • have been adopted by majority vote at a provincial annual meeting of members and received by
- 40 the national chairperson of social justice by the deadline

- 1 • satisfy all criteria outlined in the *Resolutions Handbook*.
- 2 Resolutions that meet League criteria, are vetted by the resolutions subcommittee and which the  
3 national executive recommends for consideration, will be presented for debate at the annual  
4 meeting of members.
- 5 Resolutions adopted at the national annual meeting of members will be published in the fall issue of  
6 *The Canadian League* magazine and posted on the national website until archived.
- 7 Archiving: Resolutions will be archived when they meet one of the following criteria:
- 8 • the action requested of the federal government or national organization has been addressed
  - 9 • the topic or action has been addressed in a more current resolution with more current  
10 references
  - 11 • the resolution contains non-specific rationale or action steps
  - 12 • the resolution is referring to organizations that no longer exist
  - 13 • the resolution issue, focus or topic has changed
  - 14 • it is a courtesy resolution
  - 15 • the resolution covers actions that may only be taken by members (e.g., awareness on health and  
16 safety issues)
- 17 Resolutions that meet one of these criteria and have been adopted by the national executive for  
18 archiving will be identified during the archiving ceremony at the annual meeting of members.
- 19 Resolutions initiated or adopted by a council at any level are kept until the resolution has been  
20 acted upon and resolved. When a resolution is being archived, the documents showing the  
21 resolution (title and resolved clause(s), brief, works cited list, and action plan) are archived. No  
22 other supporting material should be archived.
- 23 Refer to the *Resolutions Handbook* for more information on both these processes.

#### 24 **Invitation to Host a Convention**

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

#### 32 **Annual Convention Committees**

33 Convention committees are to be formed at diocesan, provincial and national levels according to the  
34 guidelines in the following manuals: *Guide to Hosting a National Meeting of Members*, *Guide to*  
35 *Hosting the Annual National Convention* and *Guide to Hosting Diocesan/Provincial Conventions*.

36 Information on the structure and responsibilities of a convention committee are clearly outlined in  
37 these manuals. Copies of the appropriate manual should be ordered from national office as soon as  
38 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 The *Guide to Hosting the Diocesan/Provincial Convention* manual 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 **Expenses**

### 10 Provincial Annual Meetings of Members and Conventions

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

### 18 Diocesan Annual Meetings of Members and Conventions

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

### 23 League Functions

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

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

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

33 [The next page is page 101.]

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

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3   **ELIGIBILITY FOR OFFICE**

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4   **Parish Councils**

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

8   **Diocesan and Provincial Councils**

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

18   **National Council**

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

24   **At All Levels**

- 25   1. A member shall hold only one office at a time at the level concerned.
- 26   2. If a member has been removed from office, her existing eligibility is forfeited.

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27   **TERM OF OFFICE**

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

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## NOMINATIONS AND ELECTIONS

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### **Nominations and Elections Committees**

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

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

- 1 • Acceptance List – names of members who are willing to accept nomination to office
- 2 • Candidates List – final list of members nominated for elected office

3 **Elections Register**

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

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

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

18 **SAMPLE #1:**

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

25 **SAMPLE #2**

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

30 **ST. ANDREW PARISH COUNCIL**

NAME	ADDRESS	PHONE	TERM
Andrews, Sophie	Box 1234, Anytown, ON	555-1234	2006-08
Sand, Bridget	456 Smith St., Anycity, ON	555-0987	2008-10
Peoples, Ann	2 June Ave., Anytown, ON	555-6543	2010-12
Rush, Ina	RR#0, Anyarea, ON	555-4567	2012-14



1 SAMPLE #3  
 2 This sample has been prepared using even-numbered election years. Eligibility begins on January  
 3 1<sup>st</sup> of the first year eligible. Removal from the register occurs on December 31<sup>st</sup> of the third election,  
 4 if the member has not been re-elected.

5 ELECTIONS REGISTER – January 1, 2014

6 NAME	7 PRESENT POSITION	1 <sup>ST</sup> YR.ON EXECUTIVE	1 <sup>ST</sup> YR. ELIGIBLE	YEAR OFF REGISTER	YR.RE-ELECTED	YEAR OFF REGISTER
8 Brown, Jane	Vice-Pres	2009	2011	2017		
9 Smith, Ann		2004	2006	2012	2006-08	2014
10 Jones, Mary	Treas.(2)	2006	2008	2014	2008-10	2016
11 Lee, Roberta	Dio/Pr.Pres.	2013	2015	2021		
12 Macken, A.	Chairperson	2005	2007	2013		
13 Lewis, Beth	Secretary	2012	2014	2020		
14 Fiction, Sue	Dio/Pr.Pres	2007	2008	2014	2008-10	2016

15 **Eligibility List**

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

26 SAMPLE  
 27 Using sample #3 2014 Elections Register, the following members' names are transferred to an  
 28 Eligibility List:  
 29 Brown, Jane  
 30 Smith, Ann  
 31 Jones, Mary – not eligible for office of treasurer, has served two terms  
 32 Lewis, Beth  
 33 Fiction, Sue  
 34 Not eligible:  
 35 Lee, Roberta – is currently serving first year of term as parish/diocesan president and is  
 36 therefore not eligible yet  
 37 Macken, Alberta – came on executive in 2005, was eligible for election in 2007, but chose not to  
 38 let her name stand; her name remained on the Elections Register for three elections and is  
 39 removed from the elections register as of December 31, 2013

1 **Nominations**

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

21 **Acceptance List**

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

26 SAMPLE	27 Acceptance List			
	<u>Vice-President</u>	<u>Secretary</u>	<u>Treasurer</u>	<u>Chairperson</u>
28	Jane Brown		Beth Lewis	Sue Fiction
29	Mary Jones		Sue Fiction	
30	Note 1: Ann Smith replied stating she did not wish to let her name stand for nomination.			
31	Note 2: If there has been no vice-president to assume the office of president, an additional column			
32	must be added to accommodate the office of president.			

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

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

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

1 **Nomination Form Completion by Parish/Diocese/Province**

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

36 **Candidates List**

- 37 1. Following receipt of all completed nomination forms, the chairperson of the nominations and  
38 elections committee (executive director for national elections) prepares a Candidates List with  
39 the names of members and the office(s) for which they are nominated. For national, the  
40 executive director will provide a copy of the candidates list to the national chairperson of  
41 elections. Prior to the deadline date inscribed on the nomination form, if a nomination form has  
42 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 Handbook*.

- 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.

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

24 Example of Plurality Vote to Elect Three Chairpersons

25 After the first ballot was counted -

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

32 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 2<sup>nd</sup> ballot,  
 members will vote for one chairperson from  
 the remaining nominees.

37 [the next page is page 121.]

38

## SECTION 8: FINANCE (C&B PART XVII)

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### PER CAPITA FEES: DIOCESAN, PROVINCIAL AND NATIONAL

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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

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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.

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

#### 20 Parish Council Presidents

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

#### 37 Diocesan Council Presidents

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

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



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

#### 18 Provincial Council Presidents

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

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

#### 41 National President

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

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

11 Sample of instructed vote for a per capita fee increase

12 Parish Instructed Vote

13 At a meeting of \_\_\_\_\_ CWL Council of

14 (name of council)

15 \_\_\_\_\_ held on \_\_\_\_\_, members

16 (city/town/province) (month/day/year)

17 voted on the Notice of Motion to raise the (diocesan) (provincial) (national) per capita fee

18 from \_\_\_\_\_ to \_\_\_\_\_ effective \_\_\_\_\_.

19 (present amount) (proposed amount) (month/day/year)

20 Number of members attending the meeting \_\_\_\_\_

21 Affirmative \_\_\_\_\_ Negative \_\_\_\_\_

22 (For information at diocesan level only.)

23 Motion adopted/lost \_\_\_\_\_

24

25 Sample Recording of Instructed Vote

26 No. of Councils	26 No. of Councils	26 Motion
27 Affirmative	27 Negative	27 Carried/Defeated
28 _____	28 _____	28 _____

29

30 **MEMBERSHIP FEES**

31 The annual membership fee is payable at the parish level and due on January 1<sup>st</sup>. The fee is

32 comprised of the current national (\$25.00), provincial (determined by each provincial council) and

33 diocesan (determined by each diocesan council) per capita plus the amount agreed by the parish

34 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 28<sup>th</sup>  
11 because diocesan, provincial and national levels depend on these fees to operate. Payment by  
12 February 28<sup>th</sup> 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.

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## 31 INCREASING MEMBERSHIP FEES

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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.

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## FINANCIAL PROJECTS

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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.

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## NATIONAL VOLUNTARY FUNDS

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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.

For an organization to be considered as a recipient of national permanent or temporary voluntary funds, the following information must be available for review by the national finance committee and national executive:

- Address of its central location or head office.
- A complete description of the organization, including:
  - governance and mission
  - scope of activities or purpose for which the voluntary funding would be used.
- Three references from outside of the organization that support its work.
- Independently audited financial statements that include all the organization's revenues, expenses, assets and liabilities from the past three years.
- Annual reports from the past three years.
- Strategic and operational plans.

The organization must satisfy the League's policy for affiliation/cooperation with other organizations.

To continue receiving national voluntary funds, an organization shall have available an annual audited financial report and annual report for review by the national finance committee and national executive.

### **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

1 Conference of Catholic Bishops. CCODP has helped support projects such as grassroots  
2 community development, literacy programs, mother and child health care, skills training,  
3 agricultural programs and emergency relief. CCODP also supports educational programs,  
4 helping make Canadians more aware of the problems and goals of people in developing  
5 countries. CCODP's primary sources of funds are the yearly Share Lent campaign, Canadian  
6 International Development Agency and donations from individuals and groups. Since 1969, the  
7 League has supported women's projects in developing countries funded by CCODP through the  
8 "1% Program." Brochures are available free of charge from national office.

- 9 • Catholic Missions In Canada (CMIC) – CWL Mission Partners Fund raises funds to provide  
10 missionaries with the tools they need to catechize throughout mission dioceses found within  
11 Canada. CWL Mission Partners, in conjunction with the League, supports six religious education  
12 programs.
- 13 • Catholic Near East Welfare Association (CNEWA) – raises funds to support Eastern Catholic  
14 churches by building up the church, affirming human dignity and alleviating poverty,  
15 encouraging dialogue and inspiring hope.

#### 16 **Temporary Voluntary Funds**

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

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### 19 **AUDITORS AND AUDIT OF ACCOUNTS**

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

22 The word "examined" implies a less professional procedure than engaging an accountant to audit  
23 the council's financial statements, revenues and expenditures.

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

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

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### 30 **GENERAL LIABILITY INSURANCE**

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#### 31 **Parish General Liability Insurance**

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

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

36 Effective Date: January 1<sup>st</sup> to December 31<sup>st</sup> annually

1 Who Is Covered by the Policy?

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

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

7 **Diocesan and Provincial General Liability Insurance**

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

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

12 Effective Date: January 1<sup>st</sup> to December 31<sup>st</sup> annually

13 Who Is Covered by the Policy?

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

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

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

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

- 27 1. Coverage A – “Bodily Injury,” “Personal Injury” and “Property Damage” Insuring Agreement –  
28 To pay on behalf of the insured all sums (including prejudgment interest) that the insured shall  
29 become obligated to pay by reason of the liability imposed by law upon the insured or assumed  
30 by the insured under “contract” for “compensatory damages” because of:  
31 a. “bodily Injury” sustained by any person or persons;  
32 b. “personal Injury”;  
33 c. “property damage” due to an accident or “occurrence.”  
34 during the Policy Period and in the “Coverage Territory,” subject to the limits of liability,  
35 exclusions, conditions and other terms contained in the Policy.
- 36 2. Coverage B – Advertising Injury Insuring Agreement – The insurer agrees to pay on behalf of  
37 the insured those sums the insured becomes legally obligated to pay as compensatory damages  
38 because of “Advertising Injury” to which insurance applies. Subject to exclusions, this insurance  
39 applies only to offences arising out of the insured’s business activities.

- 1 3. Coverage C – Medical payments Insuring Agreement – The insurer agrees to pay to or for each  
2 person who sustains “bodily injury” caused by accident all reasonable medical, surgical, x-ray,  
3 dental, ambulance, hospital, professional nursing and funeral services expense incurred within  
4 one year from the date of the accident on account of such “bodily injury,” provided such “bodily  
5 injury”:  
6 a. occurs on premises the named insured owns or rents;  
7 b. occurs on ways next to premises the named insured owns or rents; or  
8 c. arises from operations with respect to the named insured is afforded coverage for “bodily  
9 injury” liability under this policy.
- 10 4. Coverage D – Tenants Legal Liability Insuring Agreement – To pay on behalf of the insured all  
11 sums which the insured shall become legally obligated to pay as “compensatory damages” for  
12 injury to or destruction, including loss of use, of premises of others (including building fixtures  
13 permanently attached thereto) rented to or occupied by the named insured, if such injury or  
14 destruction is caused by accident occurring during the term of this policy.
- 15 5. Coverage E – Standard Non-Owned Automobile Insuring Agreement – The insurer agrees to  
16 indemnify the insured against the liability imposed by law upon the insured for loss or damage  
17 arising from the use or operation of any automobile not owned in whole or in part by or  
18 licensed in the name of the insured, and resulting from bodily injury to or the death of any  
19 person or damage to property of others not in the care, custody or control of the insured.

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

23 [The next page is page 131.]

24

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

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

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

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

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

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

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

21 Website address: http://www.cwl.ca

22 [The next page is page 141.]



## SECTION 10: MEDIA

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

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*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 5<sup>th</sup> 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.

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## 21 SPOTLIGHT COUNCIL SUBMISSIONS

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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.

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## 7 COUNCIL FACEBOOK GUIDELINES

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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.

1 **Social Media Guidelines**

2 Written advance permission is required to use “The Catholic Women’s League of Canada”, “CWL” or  
3 use of the crest. The adoption of “The Catholic Women’s League of Canada”, “CWL” or use of the  
4 crest in social media user names and handles, including without limitation by directors, officers and  
5 members, is prohibited in order to avoid confusion and to ensure appropriate messaging.

6 The Catholic Women's League of Canada reserves the right to take legal action for a violation of its  
7 rights at law and violation of this policy may result in the termination of position/membership  
8 among other lawful remedies.

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9 **STYLE GUIDE FOR PUBLICATIONS**

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

13 **Titles**

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

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

21 **Names**

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

27 **Bullets, Letters, Numbers, Punctuation**

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

- 32 • sunglasses
- 33 • sun screen
- 34 • beach towel (preferably a large one)
- 35 • bathing suit

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

- 39 • numbers 1. 2. 3.
- 40 • letters a. b. c.
- 41 • lowercase Roman numerals i. ii. iii.
- 42 • dashes —
- 43 • bullets

1 **Spelling**

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

3 **Capitalization**

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

17 **Numbers, Times**

- 18 • Generally, numbers under 10 are spelled out; e.g., seven.
- 19 • Generally, numbers 10 and over are written in figures, except at the beginning of a sentence;  
20 e.g., There are 21 children. Fifty-seven people were in attendance.
- 21 • Decimals are written in figures, as are percentages even if they are under 10; e.g., 5.48, 2½%,  
22 0.10. Fractions less than one are spelled out; e.g., one-third, except unusual fractions under  
23 one; e.g., 43/100; fractions larger than one are written in figures; e.g., 1½.
- 24 • School grades are written in figures; e.g., Grade 2. (Note that the word grade is capitalized,  
25 except if it is pluralized; e.g., grades 2 and 3.)
- 26 • Time is written as follows: 10:00 a.m., 11:30 a.m., 3:00 p.m., 4:30 p.m., 1400 hrs.
- 27 • Ages are hyphenated when used adjectivally; e.g., Five-year-old John Smith...
- 28 • Numerical amounts are written as follows: \$2,134; \$75.00; 10¢ or \$0.10; \$1 million (but one  
29 million people).

30 **Abbreviations**

- 31 • Omit periods in all capital abbreviations unless the abbreviation refers to a person or  
32 geographical region/area; e.g., CWL, OMI, MP, YWCA, EST (Eastern Standard Time), E (East), J.A.  
33 Smith, B.C., P.E.I. (BC and PE are used for addressing only.)
- 34 • Plurals and possessives are as follows: CWLs, MPs, MLAs, CWL’s, MP’s, MLAs’, MPs’.
- 35 • Use periods in mixed abbreviations, except for abbreviations that begin and end with a capital;  
36 e.g., m.p.h., B.Comm., PhD, PoW (prisoner of war), U of T (University of Toronto).
- 37 • The abbreviation for “that is” is i.e. The abbreviation for “for example” is e.g.
- 38 • Use the abbreviation or acronym for an organization if the name appears more than once within  
39 the same article; e.g., World Union of Catholic Women’s Organizations (WUCWO), Canadian  
40 Conference of Catholic Bishops (CCCCB).
- 41 • Spell out months, except where space is limited. Do not use a comma to separate the month and  
42 year when a day is not included; e.g., October 1, 1982, was a Friday. January 1996 was cold.

- 1 • Say “in November” and “in 1993” rather than “in the month of November” or “in the year 1933.”
- 2 • Terms like 31<sup>st</sup> and 60<sup>th</sup> or VII require no period.
- 3 • Do not abbreviate books of the bible when standing alone. When referring to a book for a
- 4 textual quote, abbreviations may be used; e.g., Genesis is the first book in the bible. “The Lord is
- 5 my shepherd, I shall not want.” (Ps 23.1)

## 6 **Words As Such**

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

## 12 **Quotations**

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

25 Sources:

26 *The Canadian Press Stylebook*

27 *Holy Bible, New Revised Standard Version*

28 *Paperback Oxford Canadian Dictionary*

29 *The Gregg Reference Manual, Tenth Edition*

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## ADVERTISING

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31 Potential advertisers can be grouped into one of five categories, with each group being given a

32 slightly different profile based on the longevity of association with the League and the organizations

33 objects.

### 34 **Group 1: Core Organizations**

35 Group One organizations are permanently affiliated with the League through formal motions made

36 at national conventions and include the Canadian Conference of Catholic Bishops, the World Union

37 of Catholic Women’s Organizations and the Catholic Health Alliance of Canada only. The promotion

38 of the objects of these organizations can be channeled through all available communication

39 methods in order to enhance cooperation and promote participation between these organizations

40 and the League.

1 **Group 2: National Voluntary Funds**

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

12 **Group 3: Other Organizations**

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

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

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

31 **Group 4: CWL Members' Requests**

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

36 **Group 5: Annual Meeting of Members/Convention Committee Requests**

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

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## WEBSITE

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### 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.

Each provincial and diocesan council has an e-mail address published on the national website on the Contact Us tab through which members’ questions and concerns can be channelled.

### National Website

Following is a list of what can be found on the website: Home, Inspire, Inform, Act, Resources, About, Contact Us.

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. Current and archived resolutions and position papers
6. Resources such as: pins and certificates, council supplies and gifts, forms, manuals, prayers and hymns, workshops; promotional materials, marketing resources, Indigenous resources and strategic planning resources 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.



- 1 • Try to have a lot of information on the front page. When photos and stories change, people can
- 2 see it right away. They don't have to spend time looking.
- 3 • Make the site clear and user-friendly. Visitors should always be able to get to the page they need
- 4 within two to three clicks.
- 5 • How will the site be updated? Will you contract services to a web designer to make updates or
- 6 can simple changes and updates be made by members. If you're paying for updates, consider
- 7 what kind of budget you will have for ongoing updates.
- 8 • Try to track your traffic. This is a critical tool for evaluating the site's effectiveness.
- 9 • Keep in mind that what you include on your website can be viewed by many!

#### 10 Suggested Do's

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

#### 30 Suggested Don'ts

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

36

[The next page is page 151.]

# SECTION 11: GOVERNANCE OF THE ORGANIZATION

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

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### **Why does the League need a Constitution & Bylaws?**

A Constitution & Bylaws (C&B) is a set of fundamental laws outlining the agreed basic principles, structure and purposes of an organization and the rights of its members. It also defines the powers of officers, how they are selected and their term of office.

Bylaws are the basic rules of an organization, adopted by its members to control the affairs of that organization.

The C&B is 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

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

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

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

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

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

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

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

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

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

16 Parish Council Presidents

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

34 Diocesan Council Presidents

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

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

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

#### 16 Provincial Council Presidents

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

#### 37 National President

- 38 a. Schedule a time on the agenda of the national annual meeting of members to hold the vote  
39 on the proposed amendment.
- 40 b. Upon receiving the provincial council voting forms at national office, the results of the votes  
41 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.

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#### P&P PURPOSE AND REVISION

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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 1<sup>st</sup>. 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 review this manual annually to identify proposed updates. She  
25 may choose to strike an ad hoc subcommittee to assist her. Further, she shall be responsible for  
26 reviewing all submitted revisions and presenting her recommendations to the national executive  
27 for adoption at its winter meeting.

28

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

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##### 29 **Rules of Order**

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

34 Rules of order are the rules necessary to conduct business meetings in an orderly fashion, with due  
35 regard for the opinion of all members and in order to complete as much business as possible in as  
36 short a time as possible. The Catholic Women's League of Canada has adopted *Robert's Rules of*  
37 *Order* as the parliamentary 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.

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## MOTIONS

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

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



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

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

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

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[The next page is page 171.]

# APPENDIX 1: PRIVACY POLICY

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## PREAMBLE

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

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## MANAGEMENT

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### **Policies and Communications**

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

### **Procedures and Controls**

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

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## NOTICE

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### **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.

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## CHOICE AND CONSENT

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### **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.

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

## 27 **Procedures and Controls**

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

40

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## COLLECTION

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### **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.
5. A third-party supplier of marketing services collects names, email addresses and telephone numbers of members who explicitly consent to being added to a website information mailing list through cwl.ca directly from members.

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## USE AND RETENTION

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### **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.

1 **Procedures and Controls**

- 2 1. National office staff will not disclose the information on record for any “non-executive” member  
3 without the express consent of the member. This includes inquiries from sister members. The  
4 only exception will be the mailing of the annual membership lists to allow the membership  
5 chairperson an opportunity to ensure that the record is both complete and accurate. The  
6 membership chairperson, as the keeper of personal information, is also bound by the privacy  
7 notice.
- 8 2. National office staff will disclose the contact information on record for executive members in  
9 accordance with the established protocol of the League; i.e., members to parish council  
10 presidents, parish council presidents to diocesan presidents, etc.
- 11 3. The membership database will include “anonymous subscriber” records for members who wish  
12 to “opt out” of obtaining the magazine. Each record will count as one member for the  
13 membership statistics, but no subscription information will be collected or retained in order to  
14 mail the member her copy of *The Canadian League*. The parish membership chairperson will be  
15 expected to retain enough personal information on anonymous subscribers, on a confidential  
16 basis, to allow for annual renewal of membership.
- 17 4. Information on members is stored with a professional IT service provider in Toronto. Hard  
18 copies of membership lists are shredded after two years.
- 19 5. Information on life members is kept on file as long as they remain members of the League.  
20 When no longer needed, the information is shredded.
- 21 6. Information on bursary applicants is kept for a five-year period, after which the information is  
22 shredded.
- 23 7. Information on orders is retained electronically until the end of the fiscal year when completed  
24 orders are purged. Hard copies are retained for seven years.
- 25 8. The personal information of members who consent to being added to the mailing list of the  
26 League’s third-party supplier will be retained until such time as they opt out of the mailing list.

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27 **ACCESS**

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28 **Policies and Communications**

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

33 **Procedures and Controls**

- 34 1. Members have two methods for accessing their personal information. They can request to see  
35 the membership list from the membership chairperson. The membership chairperson is  
36 authorized, on behalf of all members in her council, to modify personal information contained  
37 on the membership list when disparities or inaccuracies are noticed, via telephone, fax or e-  
38 mail.
- 39 2. Members may also contact national office in writing to obtain a copy of their personal  
40 information. The requests should be sent c/o the privacy officer, and responses should be

- 1 received within 45 days of the original date of the request. All requests should include a self-  
2 addressed stamped envelope in which to return the information.
- 3 3. A member's identity is confirmed prior to providing access to the personal information by  
4 comparing the return address to the membership database.
- 5 4. All validated members' requests will be honoured.
- 6 5. Members may call in modifications to their personal information at any time, with the exception  
7 of modifications to diocesan, provincial and national offices held. Any suggested modifications  
8 to offices held must be supported by a letter from the current council executive, signed by the  
9 council secretary and president and supported by executive listings from the years in question.
- 10 6. Because national office staff is required to make information changes on behalf of the members,  
11 a record of the date, time and identification of the member making a modification will be kept.
- 12 7. If a disagreement arises about the accuracy and completeness of the personal information,  
13 either between national office and the member, or the membership chairperson and the  
14 member, the member will be informed in writing about the reason a request for correction of  
15 personal information was denied, and that an appeal could be made to the national  
16 administrative committee.

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## 17 DISCLOSURE TO THIRD PARTIES

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### 18 **Policies and Communications**

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

### 24 **Procedures and Controls**

- 25 1. The only identified third party that requires members' personal information is the mailing  
26 company, entrusted with labelling magazines for the post. The personal information forwarded  
27 includes only members' names, addresses and the council to which they belong. These records,  
28 sent on disk, are promptly returned following the labelling process. No information is retained  
29 by the mailing company.
- 30 2. A contract exists between the mailing company and the League that members' personal  
31 information will be protected from loss, misuse, unauthorized access, disclosure, alteration  
32 (with the exception of an address accuracy check required by Canada Post) and destruction.  
33 The contract stipulates that the level of protection is equivalent to that of the League and limits  
34 the use of the personal information to purposes necessary to fulfill the contract.
- 35 3. Should the need arise to disclose personal information to additional third parties for new  
36 purposes or uses not outlined in the privacy notice, members will be informed in *The Canadian*  
37 *League*, at least six months in advance, and consent will be implied. Written requests to "opt  
38 out" will be accepted.
- 39 4. A contract exists between the third-party supplier of marketing services and the League that  
40 protects members from sale, loss, misuse, unauthorized access, disclosure, alteration and



- 1 destruction. The contract stipulates that the level of protection is equivalent to that of the  
2 League and limits the use of the personal information to purposes necessary to fulfill the  
3 contract.
- 4 5. For external and identified third parties, the privacy officer will:
- 5 a. monitor complaints to identify indications of any misuse of personal information by third  
6 parties
- 7 b. respond to any knowledge of a third party using or disclosing personal information in  
8 variance with the League's privacy policies and procedures and contractual arrangements
- 9 c. mitigate any harm caused by the use or disclosure of personal information by an identified  
10 third party in violation of the League's privacy policies and procedures
- 11 d. take remedial action in the event that a third party misuses personal information
- 12 6. For internal unidentified third parties (i.e., councils at other levels), the privacy officer will:
- 13 a. inform the third party of its breach of policy and request that it immediately cease using the  
14 information
- 15 b. request that the third party retrieve any personal information circulated
- 16 c. inform the third party that it must contact each member whose personal information has  
17 been disclosed and take appropriate remedial action to mitigate any harm

---

## 18 SECURITY

---

### 19 Policies and Communications

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

### 23 Procedures and Controls

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

---

## 32 QUALITY

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### 33 Policies and Communications

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

1 **Procedures and Controls**

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

---

8 **MONITORING AND ENFORCEMENT**

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9 **Policies and Communications**

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

13 **Procedures and Controls**

- 14 1. The privacy officer will address all privacy-related complaints and disputes, once notified of the  
15 complaint or dispute in writing, using the procedure outlined in Disclosure to Third Parties on  
16 page 33.  
17 2. Should the complaints and disputes not be resolved satisfactorily, the complainant may appeal  
18 to the national administrative committee for resolution.  
19 3. All complaints and disputes will be reviewed periodically by the laws chairperson in concert  
20 with the annual revisions to the *National Manual of Policy and Procedure*, with suggested  
21 changes to be raised at the winter executive meeting.  
22 4. Compliance with privacy policies and procedures is examined annually.

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23 **BENEFITS OF USING BLIND CARBON COPY**

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

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

- 29 1. *The privacy of e-mail addresses is protected in the original message.* The recipients will receive a  
30 copy of the message, but they will not be able to see the addresses of the recipients listed in the BCC  
31 field.  
32 2. *The privacy of e-mail addresses is protected if the message is forwarded.* When an e-mail message  
33 is forwarded, the addresses of everyone in the TO field and the CC field are also forwarded along  
34 with the message. Addresses that have been placed in the BCC field are not forwarded.  
35 3. *If a recipient uses the “Reply to All” option, the reply will not be sent to those individuals in the BCC*  
36 *field.* Occasionally an e-mail recipient may respond to a message using the “Reply to All” feature. If  
37 the TO or CC field in the original e-mail contains a large list of recipients, all of them will receive the  
38 reply. This can be an annoyance to other recipients, particularly if the reply is not relevant to them

1 or was intended only for the original sender. Placing recipients in the BCC field protects them  
2 against receiving unnecessary replies.

3 *4. Using the BCC field acts as an anti-spam precaution.* Many viruses and spam programs are now  
4 able to sift through mail files and address books for e-mail addresses. Using the BCC field is an  
5 effective anti-spam precaution because it reduces the likelihood that recipients will receive a spam  
6 message or a virus from another recipient's infected computer.

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

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

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

14 **Note:** It is the policy of national council that, "When sending information electronically by mass  
15 mailing, the originator will use the blind carbon copy (bcc) feature to hide the individual e-mail  
16 addresses."  
17

[The next page is page 181.]

1 **APPENDIX 2: ETHICAL GUIDELINES**

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

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

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

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

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

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

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

---

32 **GENERAL NORMS OF BASIC RESPECT AND CARE**

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

35 (Note: The bracketed numbers that follow in the guidelines refer to the corresponding Objects of  
36 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

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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

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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

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

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

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

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## PERSONAL COMMITMENTS AND RESPONSIBILITIES

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

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## CIVIC DUTIES

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

The following guidelines apply to all areas of League service.

- 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)

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

---

## 6 SCREENING PROCEDURES

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

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

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

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

18 [The next page is page 191.]



1 APPENDIX 3: SAMPLES

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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. Spiritual advisor’s message

10 f. The president asks for a motion to adopt the agenda.

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

13 h. The secretary reads the list of correspondence received and, where indicated, attends to  
14 outgoing correspondence or brings back under “New Business.”

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

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

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

21 a. ....

22 b. .... etc.

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

24 a. ....

25 b. .... etc.

26 m. The spiritual advisor is asked for a blessing.

27 n. The president asks – “Is there any further business to come before this meeting?” If not, then a  
28 motion to adjourn is in order.

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

30 Other items to include: land acknowledgement.

31





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**SAMPLE PARISH COUNCIL BUDGET**

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

**Estimated Receipts**

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

**Estimated Expenditures**

15	Per capita to national	\$ 1,300
16	Hall rental	250
17	League supplies	400
18	Cards and gifts for shut-ins	35
19	Stationery	25
20	Postage	50
21	Kitchen supplies	100
22	Christmas gifts	150
23	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

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

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## SAMPLE PARISH ACTIVITIES REPORT

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

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## SAMPLE STANDING RULES

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### **Registration**

1. Each person attending this 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.

1 **Motions/Resolutions**

- 2 12. Five (5) copies of substantive motions or amendments to resolutions shall be prepared in  
3 advance of the time of presentation to the assembly: four (4) copies submitted to the executive  
4 director and one (1) retained by the mover.
- 5 13. Only resolutions submitted to the national chairperson of social justice by provincial councils or  
6 national chairpersons by the deadline date set by the national chairperson of social justice shall  
7 be considered for presentation to this annual meeting of members.
- 8 14. Resolutions concerning urgent matters may be accepted after the deadline date and shall be  
9 presented to the annual meeting of members at the discretion of the national chairperson of  
10 social justice in consultation with her committee.
- 11 15. The procedure for presenting resolutions to the business sessions shall be:
- 12 a. the chairperson of social justice shall read the resolutions
  - 13 b. the president of the province submitting the resolution shall move its adoption; if more than  
14 one province has submitted the resolution, the provincial presidents concerned shall decide  
15 prior to the meeting who will move its adoption
  - 16 c. the president of the province submitting the resolution, or her designate, shall speak first to  
17 the resolution
- 18 16. Final wording of titles and briefs shall be the responsibility of the national chairperson of social  
19 justice and her committee.
- 20 17. Adopted resolutions shall be printed in the fall issue of *The Canadian League*.
- 21 18. Grammatical or minor corrections to a resolution may not need to be formally amended, but  
22 may be given to the national chairperson of social justice prior to the resolution being  
23 presented to the assembly.

24 **Miscellaneous**

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

39 [The next page is page 201.]

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

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2 **Submission Format**

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

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

<b>Page and Line Number(s)</b>	<b>Current Wording</b>	<b>Proposed Wording</b>	<b>Reason for Change</b>

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

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

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

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



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

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

### **Location of Archive**

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

### **Updating and Indexing Archives**

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

### **History Books**

All parish, diocesan, and provincial history books contain the stories of their respective councils. They are to be stored in the archives of the level at which they are composed. A copy of same may be shared with levels within their province as desired. Once per year, national office staff will prepare an acid free file box with materials pertaining to the national level, along with an index of same, to the national archives in Ottawa. 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, and be photocopied for better preservation.
- d. Computer discs and USBs 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 became a member, offices held (which should be updated if the member advances to other

- 1 League levels), other League work (projects, convention chairperson, dinners, League  
2 community related activities, World Day of Prayer, etc.), ministries in the church, awards and  
3 pins received, a photograph of the member and any other pertinent information as determined  
4 by the council. In large councils, a file box could be used for each member's information. This  
5 page should be sent to the new council when a member moves. When the member dies, this  
6 page should be transferred to a separate binder or file for deceased members, noting the date of  
7 death and including death notices and funeral cards where available (see "c" below).
- 8 b. Past Presidents: Each past president is encouraged to write two or three pages outlining the  
9 highlights of her term as president. These highlights become valued historical notes for future  
10 council histories. There should be a photograph of the past president and of the executive.
- 11 c. Deceased Members: When the council keeps a page record of each member (as indicated in "a"),  
12 the page will be kept in an archival binder, alphabetically or by the year of death, to be  
13 determined by the council. This file can be in addition to or as part of the *Book of Life*, in which  
14 the names of all deceased council members are kept.
- 15 d. Minutes: Past minutes are archived after six years. They should be retained in dated binders or  
16 files. These minutes are a permanent record of council activities and must be kept forever.  
17 (Council minutes are kept by the secretary for the current president's term and the previous  
18 two terms for a total of six years before being archived.)
- 19 e. Motions Book/File: Motions should be kept by the secretary in an active file. Every three years  
20 rescinded motions will be placed into the archival motions binder for historical purposes. The  
21 standing motions and motions that have been amended are kept in the active book/file.
- 22 f. Treasurers Ledgers: Accounting records (ledgers only) are retained and may be placed in  
23 archives after five years (kept permanently).
- 24 g. Annual Reports: Annual reports of the council and standing committee chairpersons are kept by  
25 the secretary for six years and then retained in an archival binder for reference and indexed by  
26 the year the report was given.
- 27 h. Resolutions: Resolutions initiated or adopted by the council are kept until the resolution has  
28 been acted upon and resolved. Only the resolution, brief, works cited and action plan will be  
29 placed in the archives.
- 30 i. Miscellaneous Archives:
- 31 - list of presidents, spiritual advisors, addresses, terms in office, dates
  - 32 - list of the council's executive for each year
  - 33 - list of recipients of awards, maple leaf service pins, other pins, with date of presentation
  - 34 - list of life members, honorary life members, addresses and year awarded
  - 35 - correspondence of historical interest, i.e., letters from/to church, political or community
  - 36 leaders, congratulations, plaques, documents for anniversaries, special services, etc.
  - 37 - special projects, including financial statements of the project
  - 38 - copies of council newsletters (one per year, unless several were outstanding)
  - 39 - a record of the charter, dates, names of charter members
- 40

1 **Additional Information for Archiving**

2 SET UP the files:

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

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

15 KEEP:

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

24 DISCARD:

- 25 • duplicates, materials from other agencies if they have their own archives, and the accounting  
26 records (receipts, cheque stubs) that are more than five [5] years old (Do keep annual financial  
27 statement/summary, and selected financial artifacts that could become historically significant)  
28 • All staples must be removed prior to recycling/shredding when discarding paper.  
29 • Finally and most importantly, if in doubt, KEEP IT! One can always discard later, but the “undo”  
30 button has yet to be invented on shredders and garbage disposals.

## APPENDIX 6: CONFLICT OF INTEREST POLICY

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### 2 **Definition of Conflict of Interest**

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

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

9 “Objective exercise of duties” refers to an individual’s ability to carry out her responsibilities in the  
10 best interest of the League.

### 11 **Types of Conflicts of Interest**

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

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

### 17 **Examples of Conflicts of Interest**

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

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

### 33 **Responsibilities**

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

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

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

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

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

#### 34 **Policy Application**

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

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

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

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

## 15 **Conclusion**

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

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

## APPENDIX 7: NATIONAL POSITION PAPERS

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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 Any member may propose a new position paper topic or revised position paper content through the  
4 appropriate national standing committee chairperson. All proposed new or revised position papers  
5 shall be presented by the national standing committee chairperson to the national executive for  
6 adoption before the ad hoc committee is appointed by the president and the position paper drafted.  
7 The proposal shall provide rationales corresponding to the criteria for determining the need for a  
8 position paper with supporting documents.

9 Prior to presentation to the national executive, drafts of new and revised position papers and those  
10 recommended for reaffirmation and archiving shall be reviewed by the national spiritual advisor  
11 for conformity to church doctrine, the national president, and the executive director for accuracy of  
12 League position, policy and procedure. The national executive shall subsequently review the  
13 position papers before motions for adoption, reaffirmation or archiving. Archiving of position  
14 papers shall occur within a ceremony at the national annual meeting of members/convention in the  
15 second year of the president's term. It may coincide with the ceremony for archiving of resolutions.

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

## 18 **Procedures for the Development and Review of League Position Papers**

### 19 *Determining the Need for a Position Paper*

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

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



- 1 • When reviewing current position papers, they should be evaluated based on either requiring  
2 revision, reaffirmation or archiving. If other existing position papers have addressed the topic  
3 or issue, consideration should be given to the following:  
4 ○ revising the existing position paper  
5 ○ combining related topics and issues into one position paper  
6 ○ developing a new position paper  
7 ○ reaffirmation of the position paper by the national executive  
8 ○ archiving one or more position papers

9 *Writing a Position Paper*

10 Position papers are most effective when concise in format. This is especially important when  
11 considering that they are available to be read by members, legislators and policymakers and the  
12 general public. The position statement and background shall not exceed two pages. The entire  
13 position paper may extend up to four pages to include the supportive actions, supporting  
14 documents and status.

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

21 Include current statistics and information that support the position.

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

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

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

40

- 1 Format the position paper using the approved League template.
- 2 • Position statement – a clear, concise statement regarding the League’s position on the topic or  
3 issue
- 4 • Background –the current political and/or societal context underlying the League position  
5 statement. Key components must be presented in a way that is easy for the reader to  
6 understand. It is important to describe why the League position is important and to support the  
7 validity of the position with evidence.
- 8 • Supportive actions – identify recommended measures to support the position taken
- 9 • Supporting documents – list of documents (works cited) referenced to support the information  
10 and evidence included in the position paper background
- 11 ○ current and archived national resolutions supporting the League position
- 12 ○ other League documents (League position papers, memos, letters from the national  
13 president and briefs)
- 14 ○ church documents
- 15 ○ government bills and documents
- 16 ○ articles and publications
- 17 • Status – date of the initial adoption as a position paper and the most current date it has been  
18 reviewed, revised, reaffirmed or archived.

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

23 *Determining a Recommendation for a Current Position Paper*

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

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

- 34 2. Recommend the position paper for REVISION when
- 35 • the topic or issue has undergone some changes through resolutions, legislation or church  
36 documents, and
- 37 • the position paper topic or issue is still relevant and meets the criteria for a position paper,  
38 and
- 39 • the new League documents and legislation merit a revision in any of the following
- 40 ○ the League position statement
- 41 ○ the position paper background (statistics, language, definitions, context)

- 1           ○ the supporting documents. They are outdated, not relevant and/or there are new  
2           documents that should be included

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

5   3. Recommend the DEVELOPMENT OF A NEW POSITION PAPER when

- 6       • the topic or issue is still relevant and meets the criteria for a position paper but is not  
7       adequately addressed by the current position paper, and  
8       • extensive revisions are required to the position paper in any of the following  
9       ○ the League position statement  
10       ○ the position paper background (statistics, language, definitions, context)  
11       ○ the supporting documents. They are outdated, not relevant and/or new documents  
12       should be included.

13       The newly developed position paper would show the date of adoption by the national executive.

14   4. Recommend the position paper for REAFFIRMATION when

- 15       • there have been new League resolutions, policies and procedures and/or legislation  
16       relevant to the topic or issue since the position paper was published or last reviewed, and  
17       • the new League documents and/or legislation do not require a revision in  
18       ○ the League position statement  
19       ○ the position paper background (statistics, language, definitions, context)  
20       ○ the supporting documents. They are still relevant and no new documents need to be  
21       included.

22       The position paper would state that it has been reaffirmed, showing the date of adoption by the  
23       national executive.

24   5. Recommend the position paper for ARCHIVING when

- 25       • it no longer fulfills the criteria for a position paper  
26       • the position paper has been incorporated into a new or revised position paper  
27       • the topic is no longer relevant or current  
28       • the topic is still current but no longer an appropriate topic/issue for a position paper

29       The position paper would state that it has been archived, showing the date of adoption by the  
30       national executive.

31   In addition to archiving, there could be a recommendation of other options through the relevant  
32   national chairperson, such as a new resolution and/or a new policy and/or procedure.

33   The next page illustrates the required format of a position paper.

34



**The Catholic Women's League of Canada**

**Position Paper**

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- 2
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**TITLE**

**POSITION STATEMENT**

**BACKGROUND**

**SUPPORTIVE ACTIONS**

**SUPPORTING DOCUMENTS**

**STATUS**

**Date of initial adoption:**

**Current status - date of adoption:**

**Reviewed:**

**Reaffirmed:**

**Revised:**

**Archived:**

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## APPENDIX 8: BRIEFS, PETITIONS, LETTERS AND POSTCARDS

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

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

- 2 • petitions developed by the League.
- 3 • petitions developed by members/councils on behalf of the League.
- 4 • petitions developed by other organizations.

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

9 *Procedure*

10 When drafting a petition, ensure that it

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

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

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

30 When drafting a paper petition, ensure that the petition

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

39

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

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

## 7 **Letter-Writing**

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

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

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

### 15 *Policy*

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

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

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

### 25 *Procedure*

#### 26 Letter-Writing Guidelines for Council Presidents

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

#### 33 Letter-Writing Guidelines for Individual Members

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



1 When to Write

- 2 • after resolutions are adopted at their final destination
- 3 • when policy decisions are being made by a government body or organization
- 4 • after the introduction of a government bill
- 5 • early in parliamentary and legislative sessions
- 6 • any time a concern arises

7 A copy of the letter can be sent to other government officials. Letters can be sent to organizations  
8 that also support or advocate issues contained in the letter. A copy of a letter can be sent to other  
9 interested parties, such as

- 10 • the prime minister and leader of the official opposition
- 11 • elected municipal and provincial/territorial representatives
- 12 • members of parliament
- 13 • a cabinet minister or senator involved in the legislation
- 14 • a government member who sits on a relevant legislative committee
- 15 • members of the board of an organization, senior management

16 Letter Style and Content

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

38 Forms of Address

39 For information on how to address communication to the various federal and provincial/territorial  
40 government officials, legislators, dignitaries, and clergy refer to

- 41 • the federal government webpage, “Styles of Address”
- 42 • *Personal Letter-Writing Guide* on the national website

- 1 • websites for municipal levels and individual organizations
- 2 No stamp is needed for letters to members of parliament or senators when sent to care of the House  
3 of Commons or Senate of Canada. Refer to the Canada Post website for the most current information  
4 on postage requirements.

#### 5 Sending Emails to Politicians

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

#### 10 Letter-Writing Campaigns

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

#### 15 Postcards

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

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

#### 23 Policy

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

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

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

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

#### 32 Procedure

33 When writing a postcard

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

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

40 (The next page is page 225.]

# APPENDIX 9: COMMUNICATION PROTOCOLS

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## COMMUNIQUE GUIDELINES

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### Planning Content

1. Set a goal for your communique.
  - a. What one or two topics do you wish to inform the reader about?
  - b. What is the action you intend the reader to take?
2. Consider timelines. Planning an action may take time for the reader. Always consider how long it would take for the reader to act on your request, including taking the request to her council meeting for discussion. If the timeline is unreasonable, the actions you have requested won't take place as you intend.
3. Determine the experience of the intended readers and write with that level in mind. Communiques intended for provincial and diocesan leaders will be written differently and on different topics than those intended for parish leaders because of their League experience.

### Formatting

4. Use a consistent header that identifies the position of the author (e.g., national chairperson of faith), date of release and communique number.
5. Under the header include the following information
  - a. To: (by title and level)
  - b. CC: (by title and level)
  - c. From: (name and title)
  - d. Enclosures/Attachments
6. When writing to a particular level, ensure intervening level receives a cc of the message.
7. Provide a brief introductory greeting.
8. Provide the context for the one to two topics of the communique.
9. Limit the communique to a maximum of two pages.
10. Conclude the communique with what action you are requesting the reader to take.
11. Sign and date the communique.
12. Provide information on how you may be contacted at the bottom of the page.

### Sending

13. Read the communique looking for errors, omissions, typographical and grammatical errors.
14. Make any necessary corrections.
15. Send the communique out according to the policy of the level you represent.