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The CATHOLIC WOMEN'S LEAGUE of CANADA

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MEMO

Date: April 11, 2024

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

Following are instructions for updating the *National Manual of Policy and Procedure* (2023). A digital, current and searchable version of the *National Manual of Policy and Procedure* is available free of charge on the League website at cwl.ca for those who choose not to maintain a paper copy.

Remove	Insert	Page/Line reference	Description of Change
Cover	Cover	-	Updated year of review.
Contents	Contents	-	Updated for new pagination and topic headings.
23/24	23/24	Remove existing line 28	Remove the prohibition of councils at all levels from assigning representatives to boards of other organizations.
31/32	31/32	Lines 11-12	Housekeeping.
35-40	35-42	Page 36, lines 29-31	Housekeeping.
		Page 37, line 37-38	Housekeeping.
		Page 38, table	Housekeeping.
		Page 38, lines 13-14	Provide location of appropriate ceremonies.
		Page 39, line 2 – Page 40, line 6	Describe the procedure for reporting deceased members.
		Page 40, line 10 – Page 41, line 4	Describe the procedure for the Book of Life.
		Page 41, lines 26-33	Clarify the roles and responsibilities for honour guards and funeral protocol.
51-54	51-54	Page 42, lines 25-27	Include information about memorial prayer services.
		Page 52, lines 12-13 & lines 17-18	Housekeeping.
51-54	51-54	Page 52, line 28 – Page 53, line 26	Clarification on usage of terms.
		Page 71, lines 20-24	Housekeeping.
71-78	71-78	Page 73, lines 17-19	To emphasize the importance of and encourage the practice of local leadership visits.
		Page 75, lines 17-26	Describe the past president's duties in list form.
		Page 77, line 17	Housekeeping.
		Page 78, lines 4-5	Describes national level annual report compilation as done by staff.
79-101	79-101	Page 81, lines 29-30	Housekeeping
		Page 82, lines 1-2	Virtual meetings are now allowed.
		Page 84, lines 13-14	Stress the importance of supporting the decision of the majority in a democratic process.
		Page 84, lines 19-23	Virtual meetings are now allowed.

		Page 86, lines 33-34	Clarification.
		Page 87, line 1	Ensure the <i>Resolutions Handbook</i> is used as a guide when drafting and vetting resolutions.
		Page 87, lines 2-23	Clarification of procedures.
		Page 87, line 33 to Page 88, line 8	Housekeeping.
		Page 101, line 26	Clarification.
106-107	106-107	Page 107, lines 29-31	Housekeeping.
125-131	125-131	Page 126, lines 13-29	Procedure for considering a national voluntary fund.
143-151	143-151	Page 144, lines 1-8	Restricts usage of the League's name, acronym or crest to instances where permission is granted, and explains potential consequences of unauthorized use.
		Page 145, lines 15-20	The style guide is revised to use lowercase for personal pronouns referring to the trinity, and to capitalize the word Mass when used in a general sense.
		Page 148, lines 20-21	Provide information on member communication pathways, i.e. who to reach out to with inquiries.
		Page 148, lines 23-34	Update for reorganized website (2023).
154-155	154-155	Page 155, lines 24-27	Adds responsibility of personal annual review of the P&P to the duties of the national past president.
191-192	191-192	Page 191, lines 9 & 26	Clarify the role of the spiritual advisor in meetings.
		Page 191, line 30	Suggested agenda items that council may consider.
202-205	202-205	Page 202, lines 18-24	Codifies the practice of archival storage of history books for councils at all levels.
		Page 202, lines 31-35	Best practices for archiving of written materials such as newspaper clippings.
		Page 203, lines 19-21	Best practice regarding motions books.
		Page 204	Updated advice from the national archives committee
208-218	208-225	Page 209, lines 3-15	Outlines the general process for writing new position papers or updating existing ones.
		Page 210, lines 9-14	Increases the allowable length of position papers.
		Page 213	Standard format for a position paper.
		Page 215, line 39 to Page 216, line 4	Clarifies the authority of the national executive to approve all petitions that circulate within the League.
		Page 225	Provide standardized protocols for communiques.



National Manual of Policy and Procedure

2024

The Catholic Women's League of Canada

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Inventory Item 615

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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

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.

3 **TRANSFER OF MEMBERSHIP**

- 4 If a member moves, has a name change, or transfers to a new council, she may request the president
5 of the council to complete:
- 6 a. a Change of Information Form for documentation and mailing to national office.
 - 7 b. a Member's Transfer Form for documentation of parish service and diocesan/provincial
8 eligibility.

9 **LIFE MEMBERSHIP**

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

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

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

28 **Criteria for Life Membership**

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

PRIVACY POLICY

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

ETHICAL GUIDELINES

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

CONFLICT OF INTEREST

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

MEMBER RECOGNITION: PINS AND AWARDS

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

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

Pin Protocol

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

League Insignia Pin

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

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

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.

BOOK OF LIFE PROTOCOL

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

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)

GENERAL

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

ORGANIZING A PARISH COUNCIL

Preparatory Plans

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

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

The interested group should do the following:

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

Elections

The diocesan president, or her designate, shall be asked to chair the elections procedure. Officers required are president, vice-president, secretary, treasurer and chairpersons (three) as required to chair the standing committees to carry out the work of the council. [C&B Part XI, Section 1]

Annual Membership Fees

The diocesan president, or her designate, will advise the new council regarding national, provincial and diocesan per capita fees. The membership fee is that fee determined by each parish council and includes diocesan, provincial and national per capita fees, as well as the fee (if any) for the parish council itself. [C&B, Part XVII, Section 4]

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.

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

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.

42

SECTION 5: POSITIONS AND RESPONSIBILITIES

SPIRITUAL ADVISOR (C&B PART IX)

There shall be a spiritual advisor for each parish council and at every level of the League (diocesan, provincial and national). Therefore, it is essential that the group of women wishing to organize a parish council consult with their pastor to obtain his approval and cooperation.

The pastor would serve as spiritual advisor for any organized parish council. If it is not possible for him to fulfil the role, he should consult with the council executive about his replacement.

Women may be appointed spiritual advisors. Where a member is appointed as spiritual advisor, she may continue to pay her membership fee in order to maintain her years of service in the League. At Eucharistic celebrations, lay spiritual advisors participate as lay persons, not as clerics. Liturgical roles should not be confused with League roles.

The spiritual advisor, in cooperation with the chairperson of faith, provides advice and guidance for the spiritual program of members.

The spiritual advisor should be advised of executive and council meetings and annual meetings of members and be encouraged to attend and participate in these meetings whenever possible. A spiritual advisor acts in an advisory capacity and does not have voting privileges.

On levels other than parish, a spiritual advisor's term of service should not exceed five years. The council (diocesan, provincial or national) should give six months advance notice of the expiry of the term to the person responsible for naming a successor.

The *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)

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

OFFICERS (C&B PART XI)

Transfer of Eligibility

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

Vacancies at Any Level of the League

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

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

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

Removal of Officers at Parish, Diocesan or Provincial Levels

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

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

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

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

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

President

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

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

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

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

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 1st 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.

28 **GUIDELINES FOR ANNUAL WRITTEN REPORTS**

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 1st and closes by December 15th. Councils having trouble entering their
36 information online may mail their report to national office, postmarked no later than December
37 15th.

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

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

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

[The next page is page 81.]

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

QUORUM AT ALL LEVELS

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

- the regular and annual general parish council meetings shall be 10% of the voting members of the council
- a regular parish, diocesan or provincial executive meeting shall be a majority of the members of the executive
- a diocesan or provincial annual meeting of members shall be 10% of the voting members of the council
- a national executive meeting shall be a majority of the members of the executive
- a national annual meeting of members shall be 25 members of the national council

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

MEETINGS

Meetings General

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

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

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

For more detailed information on meetings, please refer to *Parliamentary Procedure, 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.

24 **ANNUAL MEETINGS OF MEMBERS & CONVENTIONS**

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**

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

- 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)

3 ELIGIBILITY FOR OFFICE

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.

27 TERM OF OFFICE

- 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.

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

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

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

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

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

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

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

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

31 INCREASING MEMBERSHIP FEES

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

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

FINANCIAL PROJECTS

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

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

NATIONAL VOLUNTARY FUNDS

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

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.

19 **AUDITORS AND AUDIT OF ACCOUNTS**

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.

30 **GENERAL LIABILITY INSURANCE**

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 1st to December 31st 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 1st to December 31st 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 9. Photographs should be cropped to eliminate distracting details and provide better balance.
- 2 10. Newspaper articles will be eliminated unless they are clearly readable and authorization to
- 3 reprint has been received.
- 4 11. Personal comments shall be excluded or edited out.
- 5 12. The executive director in consultation with the secretary may decide not to publish a
- 6 submission.

7 COUNCIL FACEBOOK GUIDELINES

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

11 Do:

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

33 Don't

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

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.

9 **STYLE GUIDE FOR PUBLICATIONS**

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 31st and 60th 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

30

ADVERTISING

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.

WEBSITE

Procedure for Registration on the Internet

National Domain Name cwl.ca

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

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

Provincial/Diocesan Domain Name

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

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

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

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

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

Why does the League need a Constitution & Bylaws?

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

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

The C&B is to be used with discretion, common sense and respect for individual members, their rights, privileges and responsibilities. To become acquainted with its use, it would be worthwhile if a few minutes were allotted at each general or executive meeting to review an article or section. Such a review will encourage members' awareness of how the organization operates. It is important that each member has a copy of the C&B.

Amendment of Constitution & Bylaws

A Constitution & Bylaws Amendments Committee, comprised of the national past president, the national president, the national vice-president and other members as required and appointed by the national president, reviews proposed revisions. The amending process, from submission to voting and implementation, will take two years for completion. The committee is dissolved upon completion of the amendments procedure.

General Rules

1. An amendment should be proposed for the betterment of the organization. Changing the structure and bylaws should not be done without putting something superior in its place; members should recognize it is a serious responsibility to initiate change through amendments.
2. A proposed amendment must be substantive or permanent in content versus a change that addresses a temporary or internal problem.
3. Sufficient reasons for proposing the amendment must be stated on the submission form before it will be considered by the committee.
4. A proposed amendment shall address a change to the constitution or bylaws only. A proposed amendment to the C&B is not required to change a procedure that appears in the *National Manual of Policy and Procedure*.
5. A proposed amendment must not impose a financial burden on members or councils without their consent.
6. Any member may propose an amendment. The amendment must be submitted on the official amendment form.
7. Formal Presentation and Adoption of Amendments

Parish Council – A member submits the proposed amendment on the official amendment form to the parish council regular meeting. The amendment is read by the past president. The

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.

14

P&P PURPOSE AND REVISION

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

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

24 The national past president shall 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

PARLIAMENTARY PROCEDURE (C&B PART XXI)

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.

APPENDIX 3: SAMPLES

SAMPLE AGENDA

Record the date, place and time of the meeting.

a. The meeting is called to order.

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

c. The League Prayer is recited by members.

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

e. Spiritual advisor's message

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

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

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

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

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

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

a.

b. etc.

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

a.

b. etc.

m. The spiritual advisor is asked for a blessing.

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

The meeting may close with a prayer and a hymn.

Other items to include: land acknowledgement.

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

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

Location of Archive

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

Updating and Indexing Archives

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

History Books

All 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

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.

APPENDIX 7: NATIONAL POSITION PAPERS

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

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

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

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

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

28 **Policy**

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

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

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

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

3 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 (CCCBB) 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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16

TITLE

POSITION STATEMENT

BACKGROUND

SUPPORTIVE ACTIONS

SUPPORTING DOCUMENTS

STATUS

Date of initial adoption:

Current status - date of adoption:

Reviewed:

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APPENDIX 8: BRIEFS, PETITIONS, LETTERS AND POSTCARDS

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

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

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

Briefs

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

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

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

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

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

1 *Policy*

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

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

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

12 *Procedure*

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

19 When preparing a brief

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

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

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

30 **Petitions**

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

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

35 *Policy*

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

39 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

COMMUNIQUE GUIDELINES

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.

