



National Manual of Policy and Procedure

2019

The Catholic Women's League of Canada

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INTRODUCTION

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

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

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

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

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

[The next page is page 11.]

SECTION 1: GENERAL INFORMATION

HISTORICAL BACKGROUND (C&B PART I)

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

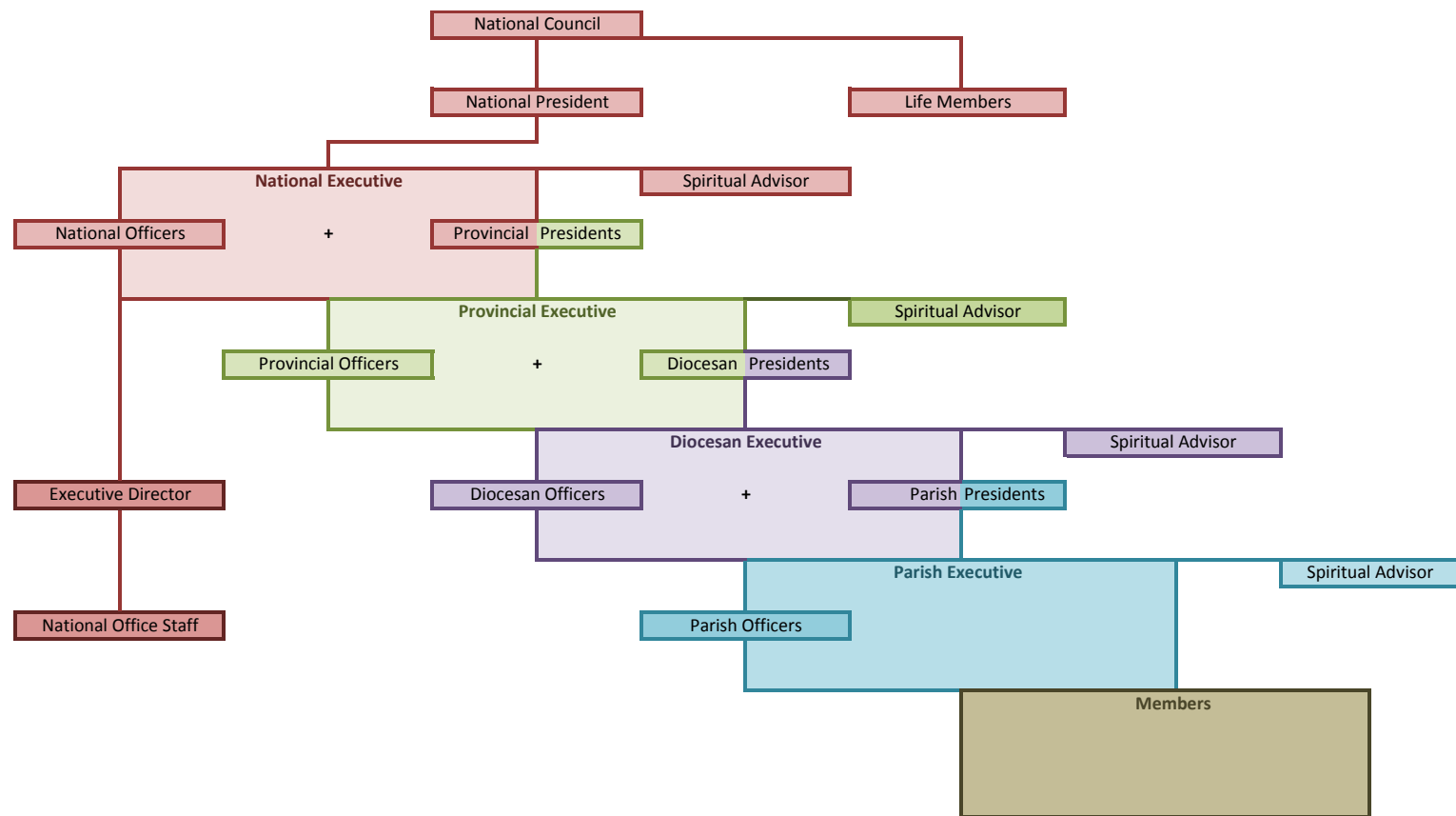
Word spread across the Atlantic and, in 1910, the call for lay action was brought to the Eucharistic Congress in Montreal by Cardinal Bourne of Westminster. He called for all English-speaking Catholic women of Canada to join into one union and to affiliate with similar groups forming in England and other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

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

The Catholic Women's League of Canada was:

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

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



National Officers
President
President-Elect
First Vice-President
Second Vice-President
Secretary-Treasurer
Past President
Chairpersons (5)

Provincial, Diocesan and Parish Officers
President
President-Elect
First Vice-President
Second Vice-President (optional)
Secretaries (one or two)
Treasurer
Past President
Chairpersons (as required)

Standing Committee Chairpersons
Spiritual Development
Organization
Christian Family Life
Community Life
Education and Health
Communications
Resolutions
Legislation
Parish Activities (parish only)
Laws (national only)
International Relations (national only)

Spiritual Advisors
National
Provincial
Diocesan
Parish

There shall be a spiritual advisor for each council.
(C&B, Part IX)

CORE PRINCIPLES

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

Core Values:

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

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

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

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

OBJECTS (C&B PART IV)

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

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

PRINCIPAL MINISTRIES

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

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

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

SPIRITUAL PROGRAM (C&B PART VI)

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

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

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

PATRONESS (C&B PART II)

History of the Picture of Our Lady of Good Counsel

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

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

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



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

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

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

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



19 SYMBOLS (C&B PART III)

20 Crest

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

24 Permission to use the crest must be obtained from the national
25 executive:

- 26 • by letter forwarded to national office outlining the intended
27 use
- 28 • with an enclosed sample, if possible, of the proposed item

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

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

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

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



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

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

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

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

Corporate Seal

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

Flag

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



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

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

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

Banner

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

[The next page of text is page 21.]



SECTION 2: POLICY (C&B PART VII)

POLICY

The policy of the League shall be:

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

CWL COUNCILS AND THE LOCAL CHURCH

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

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

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

WUCWO AFFILIATION

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

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

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

Currently, 89 organizations belong to WUCWO. These organizations are from Africa, North America, Latin America, Asia Pacific and Europe. WUCWO has non-governmental organization (NGO) status at the United Nations (UN) in New York; United Nations Educational, Scientific and Cultural Organization (UNESCO) in Paris; the UN in Geneva; Food and Agriculture Organization (FAO) of the UN in Rome; and the Council of Europe in Strasbourg.

To achieve its objectives, WUCWO:

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

WUCWO is recognized by the Holy See as an International Catholic Organization (ICO). It maintains relations with the:

- | | |
|--|--|
| • Secretariat of State | • Pontifical Council for the Laity |
| • Secretary of the Synods | • Pontifical Council for Inter-religious |
| • Pontifical Academy of Social Sciences | Dialogue |
| • Pontifical Commission for Social | • Pontifical Council for Integral |
| Communications | Development |
| • Pontifical Council for Promoting New | • Pontifical Council for Culture |
| Evangelization | |
| • Pontifical Council for Promoting Christian | |
| Unity | |

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

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

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

The WUCWO *Statutes and Bylaws* state there can only be one board member nominated from each country. Since Canada has several full-rights members, the League alternates with the other Canadian Catholic women’s organizations in nominating a Canadian board member to WUCWO. The

League's commitment to having an elected board member is the payment of all expenses for the board member to attend all board meetings during her four-year term of office.

Recognizing the great need for active League participation in WUCWO, the League also makes on-going financial provision for the national president, as national chairperson of international relations, and the executive director, for continuity, to attend WUCWO general assemblies held every four years. Finances permitting, another League representative may also be invited to attend.

OTHER AFFILIATIONS

COOPERATION WITH OTHER ORGANIZATIONS

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

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

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

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

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

In cooperating with other organizations, councils are required to:

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

AFFILIATIONS

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

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

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

- 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. This will ensure that members receive their copy of *The Canadian League* magazine to which they are entitled with paid-up membership, and guarantee those members who are named as accredited delegates to the annual national convention eligibility to vote.

The Reception of New Members ceremony may be found in the *Handbook for Spiritual Advisors* and *Ceremonies Booklet* available from national office.

The Catholic Women's League of Canada has, at times in its history, had to deal with issues where the present culture and the church have collided. While difficult and often uncomfortable, it is necessary to rely on the church's teachings to assist in making decisions. Such is the case when at the parish level, membership issues arise from which there may be no policy in the *National Manual of Policy and Procedure*.

The League remembers that it is "officially recognized by the Canadian Conference of Catholic Bishops as a national private association of the faithful, 2005" [C&B 2013], and as such, consults with the bishops.

Protocol, which calls for acting prudently in the event of difficulties with membership decisions, following consultation with the Vatican's Dicastery for the Laity, Family and Life:

- 1) Review the most recent edition of the *Constitution & Bylaws* and the *National Manual of Policy and Procedure* to ascertain whether the issue is addressed therein.
- 2) In consultation with the parish council spiritual advisor, the diocesan bishop and diocesan council president, seek advice and direction in order to make an informed decision as to whether the membership in question is counter to church teaching. The local bishop must have as much information as possible in order to assist the parish council where a membership issue is in question. The local bishop will consult the League's national spiritual advisor and assist in setting a direction.
- 3) Following consultation and a decision, the parish council president, diocesan council president and parish council spiritual advisor will meet with the person to communicate the decision.
- 4) While a person may not have been accepted as a member of the League, it is still essential to accompany with compassion the person whose membership has been declined. Use methods that would model how Jesus would respond to a person in His midst, and find ways to affirm the person's willingness to serve.

TRANSFER OF MEMBERSHIP

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

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

LIFE MEMBERSHIP

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

Life membership is not intended to be a reward for years of service or a retirement gift. There are appropriate ways of honouring members for their dedication to the League. Privilege entails responsibility. National council requires support and active service from its life members.

Life members in a diocese do not attend parish/diocesan/provincial executive meetings unless they are members of that executive by appointment or election as defined in Part VIII Section 2(b), because they do not have the authority to assume the responsibilities of the executive. However, they have accredited delegate voting privileges at diocesan and provincial conventions in the province in which they hold membership.

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

National office advises the provincial and diocesan executives and the recipient's parish council of the award. National council will officially recognize new life members at the annual national convention and in the annual report.

Life members are expected to maintain their membership by paying annual per capita fees through their parish council and are responsible for registering for diocesan, provincial and national conventions and are expected to pay their own expenses.

Criteria for Life Membership

1. The nominee must have been a member of the League in good standing for at least 10 years.
2. All nominees must have been a diocesan or provincial president.
3. The nominee must have held executive positions at diocesan level for a minimum of four years.
4. The nominee must have held executive positions at provincial level for a minimum of four years, not to include term served as diocesan president, at the time she is presented with her life membership.
5. The nominee must have demonstrated her love of the League, her encouragement of others and her ability to participate in study, research, presentations, workshops, etc.
6. The nominee must be available and willing to continue to serve the League at national level on committees, preparing briefs, researching reports and resolutions, facilitating workshops and attending conferences at the request of the national president.

7. SPECIAL NORMS

- a. In Ontario, with 13 diocesan councils, criterion #4 may be waived, providing the nominee has served in executive positions at diocesan level for a minimum of eight years. In this situation, years served at diocesan level must include two years as diocesan past president at the time of the anticipated date of presentation.
- b. In provinces with no diocesan councils, Military Ordinariate, New Brunswick, Newfoundland and Labrador, and Prince Edward Island, criterion #3 may be waived, providing the nominee has served in executive positions at provincial level for a minimum of eight years.

The nomination process may begin as long as the nominee has met the criteria by the date of planned presentation. The nomination process may span more than one year in order to satisfy the required documentation and approvals process.

Life Membership Nomination and Approval Procedure

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

1. National office forwards the following information to the nominating council: criteria for life membership, Nomination Form for Life Membership, Life Member Nominee Questionnaire and Life Member Checklist for the Provincial Council. The nominating council may expedite the process by downloading the forms from the national website.
2. The Nomination for Life Membership form is completed by the submitting nominating diocesan/provincial executive and must be approved by the provincial executive by motion at an executive meeting.
3. It is signed by the nominating council secretary (who verifies this executive action) and by both the diocesan and provincial presidents pending final approval upon completion of all other documentation (i.e. Life Member Nominee Questionnaire and final Life Member Checklist for the Provincial Council and signature of the provincial president). This form is mailed to the executive director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5. (Deadline Date: December 15th.)

- 1 4. The nominating council provides the contact names and addresses on the Life Member
2 Nominee Questionnaire form and forwards the forms as indicated on the top of each form.
- 3 5. The Life Member Nominee Questionnaire is completed by the nominee, indicating her
4 availability and willingness to continue actively serving the League, and forwards a copy to the
5 nominating president, provincial president and executive director c/o CWL National Office, C-
6 23 702 Scotland Avenue, Winnipeg, MB R3M 1X5 by December 15th.
- 7 6. National office verifies that the nominee meets criteria 1-4 and the executive director confirms
8 this fact to the submitting nominating provincial or diocesan/provincial executives.
- 9 7. A Life Membership Checklist for the Provincial Council is completed by the provincial president
10 who verifies completion of the Nomination Form for Life Membership and Life Member
11 Nominee Questionnaire.
- 12 8. Upon endorsement by the provincial executive (as noted by signature of the secretary and the
13 date of motion), the Nomination Form for Life Membership and Life Member Checklist for the
14 Provincial Council must be submitted for final acceptance to national office by December 15th
15 and mailed to the executive director, c/o CWL National Office, C-702 Scotland Avenue,
16 Winnipeg, MB R3M 1X5.
- 17 9. The Life Member Checklist for the Provincial Council along with a cheque for \$200.00 from the
18 submitting nominating council and the specific date on which the life membership will be
19 presented must be returned to national office by February 1st.
- 20 10. National office will forward the completed Nomination Form for Life Membership and Life
21 Member Nominee Questionnaire forms to the national chairperson of organization for
22 confirmation that the nominee meets all the requirements.
- 23 11. Upon confirmation that all criteria have been met, the list of nominees is presented to the
24 national executive at its winter meeting for approval by motion. Late submissions may reapply.
- 25 12. Following acceptance by the national executive, the submitting provincial and diocesan
26 executives and the nominee's parish council will be notified and a life membership pin and
27 scroll will be sent to the nominating diocesan or provincial council prior to the anticipated date
28 of presentation.
- 29

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. When used, the ceremony will encourage all members to continue their dedicated service "For God and Canada."

Pin Protocol

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

League Insignia Pin

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

Presentation Pins

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

Membership Scroll

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

Spiritual Advisor Pin

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

President Pin

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

Past President Pin

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

Diocesan and Provincial Bars

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

Regional Bar

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

Maple Leaf Service Pin

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

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

Bellelle Guerin Award and Pin

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

Criteria for Bellelle Guerin Award

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

Nomination Process for the Bellelle Guerin Award

1. Nominations for the Bellelle Guerin Award may be submitted by a parish, diocesan and/or provincial council.
2. The nomination form for the Bellelle Guerin Award completed by the nominating council president, the Bellelle Guerin Recipient Life Member Waiver completed by the nominee, and the \$75.00 paid by the nominating council form the complete application.
3. The nominating president forwards the nomination form to the parish, diocesan [where applicable] and/or provincial president for signature.
4. The nomination form must be signed by the parish, diocesan [where applicable] and provincial president for approval. It is the responsibility of the nominating council to ensure that the nomination form is signed by all levels.
5. The nominating council forwards the signed nomination form and signed waiver to national office along with the \$75.00 fee.
6. National office sends the certificate and pin to the nominating council for presentation. The presentation may take place at a parish celebration or a diocesan or provincial convention where appropriate.

Life Member Pin

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

Honorary Life Member Pin

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

Certificate of Merit

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

Council Anniversary Certificate

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

Scholarship Certificate

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

Comparison of Pins and Awards Requiring Nomination to National Level

Criteria	Maple Leaf Service Pin	Bellelle Guerin Award	Life Membership
Minimum years of service	Suggested 7 to 10	25	10
Description of nominee's service	Exceptional or meritorious service on a one-time basis or over several years; criteria as determined by the nominating council	<ol style="list-style-type: none">1. Active service at the parish level2. Service on the parish executive3. Service at diocesan and/or provincial level4. Extraordinary service to the League, contributing at the parish and diocesan [where applicable] and/or provincial level	<ol style="list-style-type: none">1. Continued involvement at the parish level2. Four years at diocesan level, including term as diocesan president3. Four years at provincial level, excluding term served as diocesan president4. Special norms for Military Ordinate, Newfoundland and Labrador, Ontario and Prince Edward Island are on page 33

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

FUNERAL AND HONOUR GUARD PROTOCOL

Preface:

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

Supplies:

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

Protocol:

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

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

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

13 Members will:

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

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

26 Other Considerations:

- 27 1. To emphasize the importance of the person's baptism, the church in Canada encourages the use
28 of a funeral pall at the liturgy. It is placed on the coffin during the reception of the body but not
29 for an urn with the cremated remains of the deceased. This pall is a reminder of the white
30 baptismal garment, the sign of the Christian dignity of the person. This makes the statement
31 that she is a sister of Christ, a member of the church. NOTE: No other symbols, such as the
32 "insignia of associations", have any place in the funeral liturgy (i.e., CWL funeral pall is NOT
33 permitted) (ibid. no. 38).
- 34 2. In the case of a member who was in the military, the Canadian flag could be located near the
35 entrance of the church where it is visible to all. If the family wishes to drape the flag over the
36 coffin, it may be done only when the deceased is transported to and from the church where the
37 funeral liturgy is to be celebrated. The flag can then be removed and folded with appropriate
38 ceremony and respect just before the funeral pall is to be placed on the coffin during the
39 welcoming rite for the deceased. Following the conclusion of the liturgy, the pall is removed,
40 and the flag may once again be placed on the coffin for transport out of the church (Catholic
41 Funerals and Eulogies, the Pall and the Flag, Canadian Conference of Catholic Bishops, March 5,
42 2010).

43 [The next page is page 51.]

SECTION 4: ORGANIZATION (C&B PART VIII)

GENERAL

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

ORGANIZING A PARISH COUNCIL

Preparatory Plans

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

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

The interested group should do the following:

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

Elections

The diocesan president, or her representative, should be asked to chair the elections procedure. Officers required are president, president-elect, first vice-president, second vice-president (optional), secretaries (one or two), treasurer and chairpersons 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 representative, will advise the new council regarding national, provincial and diocesan per capita fees. The membership fee is that fee determined by each parish council and includes diocesan, provincial and national per capita fees, as well as the fee (if any) for the parish council itself. [C&B, Part XVII, Section 4]

Charter Members

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

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

Installation of Officers

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

AMALGAMATING PARISH COUNCILS AS A RESULT OF PARISH RESTRUCTURING

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

Definition of Terms

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

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

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

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

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

When Parishes are Twinned

Where parishes twin and the CWL members of one or both of these parishes wish to maintain their local CWL parish council, the following steps should be taken by the CWL parish council president:

1. Discuss the possibility of the spiritual advisor serving in both CWL councils.
2. If he is unable to do so, suggest that a lay parish worker or religious sister be appointed to provide spiritual direction for the members.
3. Have the spiritual development chairperson work closely with the appointee until he/she is familiar with League programs.

4. Consult with the diocesan president and diocesan spiritual advisor if no spiritual advisor is appointed for the council or if problems arise.

When Parishes Form a Cluster

Where parishes cluster and the CWL members of one or more of these parishes wish to maintain their local CWL parish council, the following steps should be taken by the CWL parish council president:

1. Notify the diocesan president and diocesan spiritual advisor of the members' wishes.
2. Dialogue with the parish priests in an effort to foster mutual understanding of the members' desire to continue their League commitment.
3. Submit, to the pastor in the seat of the parish, the name and address of a lay deacon/religious sister or parish worker who could serve as spiritual advisor. Keep spiritual activities alive in the parish and continue with League programs.
4. Maintain close liaison with the diocesan council. Be prepared to promote and encourage women of the "host" parish either to join the existing CWL parish council or to form a CWL parish council of their own.

When Parishes Amalgamate

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

1. Take time to allow members to adapt to the change.
2. Seek assistance from the diocesan president and spiritual advisor.
3. Prepare a written notice to amalgamate to be sent to all members in both councils advising of the intention to discuss and vote on the proposed amalgamation.
4. Arrange a special joint meeting of the CWL parish councils. Invite the diocesan president to attend.
5. Arrange a special joint liturgical service planned by the chairpersons of spiritual development of both councils.
6. Once the motion to amalgamate is carried, all members automatically become members of the new council. Only those members present and voting at this meeting will be listed as charter members on the newly prepared charter from national office.
7. Notify the bishop of the diocese and the diocesan, provincial and national presidents and spiritual advisors of the decision to amalgamate.
8. Take a vote on the distribution of funds of the former councils after the motion to amalgamate is carried. When all outstanding bills have been paid and obligations met, any remaining funds should be transferred to the newly amalgamated parish council's bank account, and the former councils' bank accounts should be closed.
9. Ensure that valuable books, records, archival material, etc. are sent to the diocesan council for safekeeping. Return the former council's original charters to national office for safekeeping. Consideration may be given to making a copy of the original charters for display in the "host" parish, along with the new charter that will be received.
10. Send an annual report for the year the council amalgamates to the diocesan council for recording in the diocesan books. Include a brief history and reasons for amalgamation.

1 The diocesan president should:

- 2 1. Provide support and assistance.
- 3 2. Preside over the meeting called to take the vote to amalgamate.
- 4 3. Assist in the procedure and encourage members to continue their membership.
- 5 4. Accept the council records for safekeeping in the diocesan archives. Consider celebrating the
- 6 acceptance of the archival records at a diocesan convention.
- 7 5. Send a letter of appreciation to the newly formed parish council and officially inform the
- 8 provincial president and chairperson of organization of the amalgamation. Inform national
- 9 office that the CWL parish council is officially amalgamated.

10 **When Parishes Close**

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

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

- 17 1. Notify the diocesan president and consult with her about impending changes in status of the
- 18 parish and the future options available to the CWL parish council.
- 19 2. Inform the bishop in writing of members' wishes to pursue ongoing commitments in the
- 20 community. Be specific about parish work and members' involvement in parish life.
- 21 3. Ask the bishop to assign a spiritual advisor for the parish council – perhaps a religious sister of
- 22 lay parish work to provide spiritual direction.
- 23 4. Allow healing time associated with a parish closure.

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

27 **INACTIVATING A PARISH COUNCIL**

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

34 The parish council president should:

- 35 1. Prepare a written notice of motion to become inactive. Send it to all parish council members,
- 36 including the parish spiritual advisor and the diocesan president, advising of the intention to
- 37 discuss and vote on the motion and the date of the meeting.

2. Take a vote for the distribution of council funds, after the vote on the motion to become inactive is carried. Any remaining funds must be disbursed, outstanding bills must be paid and the bank account closed.
 3. Provide Member's Transfer Forms.
 4. Notify nearby parish councils who will welcome transfer members.
 5. If council members agree by motion that the council will become inactive, the council's activities will cease however the members will still pay the annual prescribed fee in order to retain their membership and years of service. In these instances, one member must agree to collect and remit per capita fees and to remain the contact person for all communications. Required attendance at conventions and all reporting will cease as the council subscribes to not conducting activities or holding meetings. The diocesan president and national office should be informed of the decision of the membership to become inactive.
 6. If this inactive parish council has not remitted per capita fees on behalf of its members for more than two years, the council no longer has voting members and is no longer in a position to be inactive or to disband itself. If this occurs, national office will inform the diocesan and provincial president of the situation and request of the diocesan (provincial if no diocesan) executive to disband the council by motion at its next executive meeting. The last recorded member on record of the parish council will be notified in writing of the decision to disband the council.
 7. Send notification of the decision to become inactive to the diocesan president with a copy forwarded to national office.
 8. Ensure that valuable books, records, minutes, treasurer's books, annual reports and other important documents are listed and stored in a safe place. Copies of this information, including the location of records, should be sent to the diocesan president, the parish priest and national office.
 9. Send the council charter to national office for safekeeping with a letter of explanation. Should the council reactivate at some future time, national office will forward the council charter upon request.
 10. Prepare an annual report for the year the council became inactive and send it to the diocesan council, for recording in the diocesan books.
- The diocesan president should:
1. Be in open communication with parish council presidents, allowing them freedom to write or call, before a vote has been taken to become inactive.
 2. Visit the parish council and assist in evaluating the situation and discuss possible solutions.
 3. Assist in the procedure to become inactive and encourage members to join neighbouring councils.
 4. Send a letter of regret to the parish and inform the provincial president and the provincial chairperson of organization of the council's decision to become inactive.
 5. Remove the council's name from all mailing lists and notify other councils.
 6. Monitor the situation with a view to reactivating the council at an appropriate time.

DISBANDING A PARISH COUNCIL

It is always a difficult decision to disband a CWL parish council as it involves members who love the League and have dedicated many years to League service, both in the parish and in the community. Do not rush into disbanding but encourage prayer sessions and open discussions with the parish priest, executive members and all parish CWL members. As soon as an indication that a parish council wishes to disband and before a notice of motion to disband is sent, the parish council president shall notify and seek assistance from the diocesan/provincial presidents to review all options available before undertaking the steps to formally disband.

The parish council president should:

1. Prepare a written notice of motion to disband. This notice and the date of the meeting should be sent to all parish CWL members and the parish spiritual advisor, advising of the intention to discuss and vote on a motion to disband the council. Copies should be sent to the bishop, diocesan president and diocesan spiritual advisor. Publicize the motion in the parish bulletin and on notice boards.
2. Arrange a special meeting of the CWL parish council, read the motion and take the vote. A two-thirds majority of those present is necessary to disband.
3. Take a vote for the distribution of council funds, after the vote on the motion to become inactive is carried. Any remaining funds must be disbursed, outstanding bills must be paid and the bank account closed.
4. Provide Member's Transfer Forms.
5. Send a notification of decision to disband to the diocesan council, which will then become responsible for notifying provincial presidents, provincial spiritual advisors, the national president and national spiritual advisor.
6. Ensure that valuable books, records, minutes, treasurer's books, annual reports and other important documents are listed and stored in a safe place. This information, including location of records, should be given to the diocesan president with a copy to the parish priest.
7. Send the council charter to national office for safekeeping with a letter of explanation. Should the council reorganize, national office will return the charter to them with the added information: Council disbanded: (Date) Council reorganized: (Date)
8. Submit an annual report for the year the council disbanded to the diocesan council for recording in the diocesan books. Include a brief history and reasons for disbanding.
9. Notify nearby CWL parish councils that will welcome transfer members. Invite the members of the disbanding CWL council to join neighbouring councils.
10. Plan to disband a CWL parish council so that it coincides with the end of the League year – December 31st – if possible.

The diocesan president should:

1. Maintain open communication with parish council presidents, allowing them freedom to write or call, before a vote has been taken and before the council has deteriorated to the point where disbanding is the only solution.
2. Visit the parish council, along with the spiritual advisor. When help is requested, assist in evaluating the situation within the council, be understanding and discuss possible solutions.

3. Attend the meeting called to take the vote to disband, assist in the procedure and encourage members to join neighbouring councils.
4. Accept the council information and history. Record details in the diocesan minutes for future reference, noting date.
5. Send a letter of regret to the parish and inform the provincial president and provincial chairperson of organization of the disbanding council. Indicate that the charter has been sent to national office.
6. Remove the name of the disbanded council from mailing lists and inform other councils in the diocese of the disbandment. Request their prayerful and moral support for the members.
7. Monitor the situation with a view to reorganizing the council at an appropriate time. Visit members of disbanded councils, wherever possible.

REACTIVATING A PARISH COUNCIL

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

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

ORGANIZING A DIOCESAN COUNCIL

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

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

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

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

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

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

17 Arrangements should be made for the installation of officers.

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

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

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

24 ORGANIZING A REGIONAL COMMITTEE

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

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

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

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

2. Upon request of the majority of diocesan councils in the area concerned and where it is agreed by motion by provincial council, regional committees may be established to function under regulations set by the provincial council concerned.
3. The regional committee shall be composed of a chairperson, the presidents of the parish or diocesan councils concerned and other members as required. The presidents of the parish or diocesan councils on a regional committee are also members of the diocesan or provincial executive (Part VIII, Section 2(b)). The regional chairperson, while not a member of the diocesan/provincial executive, is responsible for facilitating timely communication between the presidents on the regional committee and the diocesan/provincial president to enable those presidents to fulfill their diocesan/provincial executive responsibilities (Part VIII, Section 3).
4. Where it is agreed by motion by diocesan or provincial councils, the chairpersons of a regional committee may be members of that council. [Part VIII, Section 1 (b) & (c) and Part XV, Section 2 (d)]

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

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

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

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

Regional Chairpersons of Standing Committees

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

Regional Meetings

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

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

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

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

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

FUNDING REGIONAL COMMITTEES

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

It is the responsibility of the parish councils, in cooperation with the diocesan councils, to see that full funding is provided to meet the expenses of the regional chairperson to attend diocesan conventions, executive meetings, etc.

[The next page is page 71.]

SECTION 5: POSITIONS AND RESPONSIBILITIES

SPIRITUAL ADVISOR (C&B PART IX)

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

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

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

The *Handbook for Spiritual Advisors* contains more detailed information and is available from national office.

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 that a president is unable to complete her term, the president-elect will become president for the remainder of the term.

If the president's resignation occurs:

- a. prior to completion of her first year, the president-elect will complete the remaining term and will then assume the office of past president.
- b. with less than one year remaining in her term, the president-elect will complete the term and will then also serve the next term as president. A retired past president will be asked to rejoin the executive in the position of past president.

In the event of a vacancy in the office of president-elect, a vice-president shall perform the duties of the president-elect until the next election. She shall not be appointed to the office of president-elect 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 passed by a two-thirds majority 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.

President-Elect

Become aware of organizational requirements and current activities of council in order to be prepared to fill in for the president at the meeting.

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.

Vice-Presidents

1. Become aware of organizational requirements and current activities of council in order to be prepared to fill in if both the president and president-elect are absent.
2. Perform duties delegated by the president.

Secretary

1. Assist the president in preparing the agenda for executive and general meetings.
2. List all correspondence to be brought to the meeting.
3. Record the minutes of all meetings and conventions of the council concerned and retain as a permanent record. Include:
 - kind of meeting (general, annual, executive)
 - name of organization
 - date, time and place
 - name of presiding officer and secretary
 - whether or not the previous minutes were read, circulated and approved
 - brief financial report
 - motions with action decided upon

- names of movers and seconders
- number of votes for and against if ballot or counted vote
- details of debate, only if meeting instructs
- title of committee reporting, highlights of report filed for reference
- no opinion or personal comments
- time of adjournment

Sample minutes are available in Appendix 3.

4. Distribute copies of minutes prior to meeting if possible. Otherwise, be prepared to read the minutes at the meeting.

5. Have motion book containing past motions at all meetings.

When are minutes approved?

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

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

At diocesan, provincial and national levels, minutes of business sessions of conventions may be approved by a committee or the executive **if** the members of the convention have authorized their approval in this way. This authorization is advisable since convention meetings take place only once a year. The convention standing rules, when adopted, would give this authorization. Otherwise, the minutes have to be approved at the convention the following year.

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

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

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

Treasurer

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

At diocesan/provincial level, in consultation with the executive, the treasurer drafts a budget for the following fiscal year for approval (by majority vote) at the fall executive meeting. An interim financial statement (since January 1) should be prepared for annual convention — for delegates information only.

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

The audited financial statement presented by the treasurer is adopted by motion. The oral report of the treasurer is not adopted by motion. No action of acceptance by the assembly is required – or proper – on a financial report of the treasurer unless it is of sufficient importance, as an annual report, to be referred to auditors. In the latter case it is the auditor’s report which the assembly accepts by motion. A Financial Management Policy for national level is available on request from national office.

Past President

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

Chairpersons of Standing Committees (C&B Part XIII)

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

The standing committee chairperson shall:

1. Summarize memos or directives from other levels and include the summary in her report.
2. Prepare a report of committee activities since the last regular meeting and incorporate recommendations and plans for the future.
3. Have two copies of the report, one for her file and one for secretary.
4. Find more detailed information in *Parliamentary Procedure*, *Executive Handbook* and *Leading the League*, available from national office.
5. In consultation with the council president, appoint sub-committee chairpersons to cover specific headings under the committee to allow for more in-depth study and support for the chairperson.

A sub-committee chairperson shall:

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

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

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

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

Signing Officers

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

GUIDELINES FOR ANNUAL WRITTEN REPORTS

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

From	To	By
Parish President	Diocesan President	December 15
Parish Chairpersons	Diocesan Chairpersons	December 15
Diocesan Chairpersons	Diocesan President & Provincial Chairpersons	February 15
Diocesan Life Member Liaison	Provincial Life Member Liaison	February 15
Diocesan President	Provincial President	March 1
Provincial Chairpersons	Provincial President & National Chairpersons	March 15
Provincial Life Member Liaison	National Life Member Liaison	March 15
Provincial Presidents	National President & National Office	March 31
National Life Member Liaison	National Organization Chairperson	March 31
National Chairpersons	National President & National Office	April 15
National President	National Office	April 30

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

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

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

Annual Reporting Guidelines for Diocesan, Provincial and National Officers

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

In preparing your report:

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

When you have completed your report:

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

PARISH ACTIVITIES

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

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

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

[The next page is page 81.]

SECTION 6: QUORUMS, MEETINGS, CONVENTIONS (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
- an annual diocesan or provincial convention shall be 10% of the voting members of the council
- a national executive meeting shall be a majority of the members of the executive
- an annual national convention 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.

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

For more detailed information on meetings, please refer to *Parliamentary Procedure, Executive Handbook* and *Leading the League*.

The president has the overall responsibility for most of the meeting preparation, however, details can be delegated to other officers or members; there are specific duties for each officer, as well as duties for members. Everyone is expected to take an interest and share in the duties.

Parish Executive Meetings

The parish council president should:

1. Call an executive meeting prior to the general meeting at a regular time each month.
2. Prepare an agenda and allow enough time to discuss questions and plan the general meeting.
3. Inform and encourage all officers, including standing committee chairpersons, the past-president and the spiritual advisor to attend.
4. Discuss current business and future plans and prepare recommendations for the general meeting. These recommendations should be presented in an impartial manner. The members

1 at the general meeting must be allowed to make the decisions unless the executive has been
2 given the authority to do so.

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

7 **Parish Regular Meetings**

8 The parish council president should:

- 9 1. Prepare an agenda based on the business arising from the executive meeting.
- 10 2. Notify the members of the time and place and any other special happening for the meeting, i.e., a
11 speaker or a specific topic that will be discussed. This can be done through a phone committee,
12 a bulletin or by other methods employed by the council.
- 13 3. Prepare the meeting room so that it is comfortable, well-ventilated and adequately lighted.
14 There should be no obstructions between the president and the members. Chairs may be
15 arranged in a semicircle, which is more conducive to participation than traditional row seating.
16 The semicircle should face away from the entrance so that people entering or leaving will not
17 distract the members.
- 18 4. Have on hand League Prayer leaflets, Hymn to Our Lady of Good Counsel, a picture of Our Lady
19 of Good Counsel and other items needed for the program.
- 20 5. Give special consideration to having "hospitality" members greeting and welcoming members.
21 Arrange for a social period following the meeting to promote a "family" feeling among
22 members.
- 23 6. If a guest speaker is invited, appoint someone specifically to watch for and greet the guest at the
24 door and look after the common courtesies, i.e., introduction, appreciation.

25 **Other Suggestions**

- 26 1. Meetings held on the same day each month and at the same time (e.g., the second Tuesday of
27 each month at 7:30 p.m.) make it easier for members to remember the meeting and reserve the
28 night.
- 29 2. Start the meeting on time. Waiting for late-comers is not being fair to those who are on time.
- 30 3. Speak so everyone can hear; stand up if necessary.
- 31 4. Avoid holding a private conversation with the secretary or with anyone else. Doing this usually
32 results in other private conversations among the members.
- 33 5. Follow the agenda; if it is necessary to change it, ask the members for their permission.
34 Complete one item on the agenda before going on to the next.
- 35 6. Help members formulate motions, if required. Motions should include all applicable details,
36 such as, date, time, numbers, amount of money, etc. Ensure that all relevant details are included.
- 37 7. Encourage discussion when necessary by reminding members that their opinions are valid and
38 essential in order that the group may reach a decision.
- 39 8. Keep discussion on the topic. If a speaker strays from the topic or does not speak clearly
40 enough, or if the meeting is hampered by whispering, interrupt the speaker and ask politely
41 that the problem be corrected.

9. During a discussion, if ideas are being repeated, ask “Are there any new points to be raised?” If not, repeat the motion and call for the vote.
10. When calling for the vote, do not forget to ask for both the affirmative and negative votes, even if all hands are up on the first call. Members are allowed to change their vote at this point. It is not necessary to ask for abstainers. Should someone want to be recorded as abstaining, because of a conflict of interest for instance, she may ask that it be done.
11. To avoid having one or two members monopolize discussion during a meeting, enforce the rule that a member may speak only once if another member who has not spoken wishes to do so.
12. Be impartial; allow the members to make the decisions during the meeting.
13. Be fair and courteous at all times.

Member Responsibilities

Members should:

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

Other Suggestions

1. Do not hold private conversations during the meeting.
2. Be ready and willing to give your opinion during discussion of an issue.
3. When speaking or giving a report, stand and speak so you can be heard.
4. Address all remarks to the chair by saying, “Madam President.”
5. Keep remarks pertinent to the subject under discussion.
6. Do not repeat points that have already been made.
7. Pay attention to the discussion so you do not have to ask to have something repeated.
8. Ask questions if you do not understand, so that you can vote knowledgeably. It could be that others may have not understood.
9. Assist the president in getting a discussion started, if necessary.
10. When a discussion is going nowhere because more information is required, make a motion to refer the business to a committee, or to postpone the discussion until a later time.
11. Inform the president prior to the meeting if you plan to introduce new business, so she can allow time for it.
12. If you do not like, or do not understand, the way something is being done, speak out at the time, requesting clarification. Later is too late.
13. Be fair and courteous at all times.

Diocesan and Provincial Executive Meetings

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

CONVENTIONS

Attendance at Annual Convention (C&B Part XV)

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

Duties of a Delegate

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

Voting Rights Chart

Level	Convention		
	Diocesan	Provincial	National
Parish *	1 voting, 2 accredited	1 accredited	-
Diocesan	-	1 voting, 2 accredited	2 accredited
Provincial	-	-	1 voting, 2 accredited

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

Instructed Vote

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

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

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

Guidelines for Oral Reports

1. Address the chair only; e.g., Madam President, Madam Chairperson... Arrange (with those reporting) for a simple, uniform greeting; e.g., Dear sisters in the League, ladies and gentlemen,
2. Reporting should be done with accuracy, brevity and clarity and within the assigned period.
3. Make every effort to have the oral report typed prior to convention. If this is not possible, send the report well in advance to be typed by those responsible for the report.
4. In the first year of your term, provide an update of activities from the time of the annual report, i.e. from January 1st of the current calendar year to the date of the oral report. Also, describe your goals/plans for the remainder of your term.
5. In the second year of your term, provide an update of activities from the time of the annual report, and include a summary of accomplishments and recommendations for future consideration.
6. Be explicit; e.g., choose “the committee” instead of “it,” or “the members” instead of “they.”
7. Bring dignity to the work of the League through the message. This is not a time for grandstanding, singing, silly jokes, poems or prayers. This approach takes more time than one realizes and does not fit into the category of reporting. These are more appropriate and appreciated as resource material in communiqués or as inspiration for workshops. Taking more than the allotted time means that someone else will have less or the meeting agenda will be challenged to remain on time.
8. This is not the time for a “thank you.” Chairpersons, executive or others may be thanked privately.

Recommendations for Action

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

A chairperson should have the approval of the executive members to bring the motion to the council and to receive their assistance in wording such a motion. The wording of the motion should specify how, when and by whom the action is to be implemented. Once the motion is passed by the

council, it is committed to carry out the action. The matter would be brought to the next executive meeting by the appropriate chairperson for discussion on procedure of implementation and would become part of the council plan of action.

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

Resolutions

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

To be presented at the annual national convention, a resolution must:

- be in accordance with the teachings of the church and established policy of the League (C&B Parts IV and V)
- not have been developed and researched by other groups
- be on a topic the League has not already set a position on
- be on a topic that is current and one that requires action by the federal government or a national organization
- be accompanied by an explanatory brief and sufficient support material to substantiate the resolution
- have been adopted by majority vote at a provincial convention and received by the national chairperson of resolutions by the deadline.

Resolutions that meet these criteria and that are approved by the national executive to be presented to the assembly will be presented for adoption at the convention.

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

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

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

Resolutions that meet one of these criteria and have been approved by the national executive for archiving will be identified during the archiving ceremony at convention.

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

1 **Invitation to Host a Convention**

2 The invitation to host a national convention is initiated by a diocesan council. Once a diocesan
3 council has determined that an invitation can be extended, the bishop of the diocese and the
4 provincial president should be notified. Upon their concurrence, a formal invitation is sent by the
5 host bishop to the national spiritual advisor. The date of the national convention is set in
6 consultation with the national president in office at the time of the invitation and will be the second
7 week of August.

8 **Annual Convention Committees**

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

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

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

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

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

25 **Expenses**

26 Provincial Conventions

- 27 • Transportation expenses of the national president or national spiritual advisor attending
28 annual provincial conventions are paid from the national treasury. The host council is
29 responsible for registration, accommodation and meals.
- 30 • The national president should be invited to attend at least one annual provincial convention in
31 each province during her two-year term of office; therefore, provincial presidents should advise
32 the national president of dates of annual provincial conventions as early as possible.

33 Diocesan Conventions

- 34 • If the national president is invited, and where budget and personal commitments permit, she
35 should be prepared to attend diocesan conventions. Transportation expenses are paid from the
36 national treasury. The host council is responsible for registration, accommodation and meals.

1 League Functions

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

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

8 It is advised that provincial and diocesan executives establish a policy to cover the expenses of their
9 presidents and other officers attending conventions and special functions at other levels of the
10 League.

11 [The next page is page 101.]

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

ELIGIBILITY FOR OFFICE

Parish Councils

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

Diocesan and Provincial Councils

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

National Council

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

At All Levels

1. A member shall hold only one office at a time at the level concerned. The president-elect and vice-president(s) shall chair a standing committee, which shall be considered one office.
2. If an officer has been removed in accordance with Part XI, Section 5, her existing eligibility is forfeited.

TERM OF OFFICE

1. The term of office for elected officers shall be two years.
2. An elected or appointed officer shall serve only one full term in the same office, except the standing committee chairpersons and treasurers who may be elected to a second consecutive term. A chairperson shall be given a different standing committee in her second consecutive term only once during her time serving on the executive.
3. If the time served by an appointed officer is more than one year, it shall be considered a full term.

NOMINATIONS AND ELECTIONS

Nominations and Elections Committees

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

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

Nominations

Parish Nominations

1. Where there is a president-elect, she must be contacted by the chairperson to affirm her willingness to assume the office of president.
2. If the office of president-elect is vacant, nominations should be sought for the office of president.
3. At the December meeting, the chairperson of the nominations and elections committee shall post the list of all general members of the parish council, the names of the present executive officers and their eligibility for nomination.
4. At the December meeting, the chairperson shall have nomination forms available for distribution to all members. In addition, the committee, in consultation with the executive, shall determine whether a nomination form should be: (1) mailed to all other members, or (2) distributed at church.
5. Any member may submit a nomination form. A member may be nominated for more than one office. All nomination forms must be signed.
6. Nomination forms shall be received by the committee within three weeks of the date of the December meeting.
7. All members nominated shall be contacted by the nominations and elections committee to determine if they are willing to stand for the office(s) for which they are nominated. In making such contact, no reference should be made to the number of nominations received or the names or persons submitting the nominations.
8. The committee shall seek nominees for any office where no nomination or acceptance of nomination has been received by the deadline date inscribed on the nomination form.

Diocesan/Provincial/National Nominations

The documents required in preparation for an election are as follows:

- Elections Register — general listing of names and term(s) of office of all eligible current and past executive members

- Eligibility List — names of members who are eligible for nomination to diocesan/provincial/national council
- Acceptance List — names of members who are willing to accept nomination to office
- Candidates List — final list of members nominated for elected office

Elections Register

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

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

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

SAMPLE #1:

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

SAMPLE #2

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

ST. ANDREW PARISH COUNCIL

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

SAMPLE #3

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

ELECTIONS REGISTER – January 1, 2014

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

Eligibility List

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

SAMPLE

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

Brown, Jane

Smith, Ann

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

Lewis, Beth

Fiction, Sue

Not eligible:

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

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

Nominations

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

Acceptance List

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

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

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

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

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

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

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

Nomination Form Completion by Parish/Diocese/Province

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

Candidates List

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

1 nomination form be submitted. If the deadline date has passed, that council forfeits its privilege
2 to nominate candidates for election.

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

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

9 **Elections**

10 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 convention	
Is there an instructed vote on the first ballot?	No	Yes	

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

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

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

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

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

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

28 7. At the national level only, the procedure for electing national officers is conducted within the
29 context of a liturgical service and according to the Rite of Election of Officers as outlined in the
30 *Handbook for Spiritual Advisors* and the *Ceremonies Booklet*.

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

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

Example of Plurality Vote to Elect Five Chairpersons

After the first ballot was counted –

(1) Member A received 14 votes
Member B received 10 votes
Member C received 10 votes
Member D received 9 votes
Member E received 7 votes
Member F received 6 votes

ABCDE are declared elected

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

A and B are declared elected. There is a tie involving the final positions, so further balloting is necessary. On the 2nd ballot, members will vote for three chairpersons from the remaining nominees. Voting will continue until the required number of candidates are elected.

1

[the next page is page 121.]

2

SECTION 8: FINANCE (C&B PART XVII)

PER CAPITA FEES: DIOCESAN, PROVINCIAL AND NATIONAL

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

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

INCREASING PER CAPITA FEES

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

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

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

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

The process is as follows:

1. A motion to raise per capita fees must be adopted by the executive of the level that is requesting the increase.
2. A Notice of Motion is circulated a minimum of six months prior to the annual convention and requires a majority vote of the voting delegates present at an annual convention to achieve a

per capita increase. The voting delegate votes according to the instructions of the council she represents. Therefore, the process for giving the voting delegate an instructed vote begins at a parish council meeting. Each parish council's instructed vote is given to the diocesan council at the diocesan convention. The diocesan council's instructed vote is given to the provincial council at the provincial convention. The provincial council's instructed vote is the final vote, and it is given at the annual national convention.

3. Forms are circulated to all relevant levels and must be used to record the instructed vote. The signature of the council president and secretary undertaking the instructed vote validate the results of the vote.
4. Completed and validated forms must be presented or mailed to the presidents who will preside over the instructed vote at convention at least two weeks prior to the date of convention.
5. Only the council president (or her designate) as the voting delegate may vote on the increase.
6. Only voting delegates present at the convention may vote on the increase. Validated forms are not a proxy for the presence of a voting delegate.
7. Failure to submit the validated form and attend the convention will result in a spoiled ballot.

Parish Council Presidents

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

Diocesan Council Presidents

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

1. Schedule a time on the agenda of the diocesan convention to hold the vote on the proposal outlined in the Notice of Motion.
2. Upon receiving the parish council voting forms, note the results of the votes to ensure that the voting delegates vote as instructed.
3. When the proposal outlined in the Notice of Motion comes up on the agenda, inform the members that only voting delegates (parish council presidents or designates) may vote and they must vote as instructed by their parish council.

4. Read (or have someone read) the proposal outlined in the Notice of Motion and take the vote, both for and against. Record the number of voting delegates present and voting (parish council presidents or designates) both for and against the proposal. If a majority of the voting delegates present and voting have voted in favour of the proposal, then the instructed vote that the diocesan president will take to the provincial convention is "YES." If there is not a majority in favour of the proposal outlined in the Notice of Motion, then the instructed vote to be taken to the provincial convention is "NO."
5. Complete the Diocesan Council Instructed Vote Form, if circulated, with the information requested. Both the president and the secretary sign the form. Keep one copy of the form and send one copy to the provincial president at least two weeks prior to the provincial convention. Bring your copy to the provincial convention to ensure that you vote as instructed.

Provincial Council Presidents

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

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

National President

1. Schedule a time on the agenda of the national convention to hold the vote on the proposal outlined in the Notice of Motion.
2. Upon receiving the provincial council voting forms, note the results of the votes to ensure that the voting delegates vote as instructed.
3. When the proposal outlined in the Notice of Motion comes up on the agenda, inform the members that only the voting delegates (provincial presidents or designates) may vote and they must vote as instructed by their provincial council.
4. Read (or have someone read) the proposal outlined in the Notice of Motion and take the vote, both for and against. Record the number of voting delegates present and voting (provincial presidents or designates) both for and against the proposal. If a majority of the voting delegates

present have voted in favour of the proposal, then the proposal is adopted. If there is not a majority in favour of the proposal, then the proposal is lost.

Sample of instructed vote for a per capita fee increase

Parish Instructed Vote

At a meeting of _____ CWL Council of
(name of council)

_____ held on _____, members
(city/town/province) (month/day/year)

voted on the Notice of Motion to raise the (diocesan) (provincial) (national) per capita fee
from _____ to _____ effective _____.
(present amount) (proposed amount) (month/day/year)

Number of members attending the meeting _____

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

Motion carried/defeated _____

Sample Recording of Instructed Vote

No. of Councils
Affirmative

No. of Councils
Negative

Motion
Carried/Defeated

MEMBERSHIP FEES

The annual membership fee is payable at the parish level and due on January 1st. The fee is comprised of the current national (\$13.00), provincial (determined by each provincial council) and diocesan (determined by each diocesan council) per capita plus the amount agreed by the parish council to be retained for the operation of the parish council. [C&B, Part XVII, Section 4]

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

Membership lists: National office forwards computerized membership lists (in duplicate) to parish councils in October of each year along with a set of detailed instructions on how the lists should be completed. After the membership list has been updated/corrected and the per capita fees calculated, the chairperson of organization/membership, with the council treasurer, completes the Parish Council Remittance Form for Per Capita Fees, issues a cheque and forwards the same to

1 national office, keeping one copy for council records and requesting an updated list of unpaid
2 members.

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

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

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

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

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

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

24 INCREASING MEMBERSHIP FEES

25 An increase in the membership fee of an individual parish council is determined by the
26 recommendation of the parish council executive, followed by a notice of motion at a parish council
27 meeting, and approved by a majority (greater than 50%) of the members voting at the next
28 meeting. Parish council members shall be notified of this agenda item 30 days prior to the vote.

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

31 FINANCIAL PROJECTS

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

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

NATIONAL VOLUNTARY FUNDS

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

Permanent Voluntary Funds

Four agencies 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.” Coady offers a six-month diploma program designed for leaders engaged in the development of people-based organizations in developing countries. The students, ranging in age from 25 to 45, are persons employed with public and private sector organizations engaged in human and international development. All students sign a commitment to return to their country of origin upon completion of the program and are required to undertake a Diploma Study Project that relates the students' work at home to Coady's formal training.
- Canadian Catholic Organization for Development and Peace (CCODP) — established in 1967, is Canada's official Catholic overseas development organization launched by the Canadian Conference of Catholic Bishops. CCODP has helped support projects such as grassroots community development, literacy programs, mother and child health care, skills training, agricultural programs and emergency relief. CCODP also supports educational programs, helping make Canadians more aware of the problems and goals of people in developing countries. CCODP's primary sources of funds are the yearly Share Lent campaign, Canadian International Development Agency and donations from individuals and groups. Since 1969, the League has supported women's projects in developing countries funded by CCODP through the “1% Program.” Brochures are available free of charge from national office.
- Catholic Missions In Canada (CMIC) — CWL Mission Partners Fund raises funds to provide missionaries with the tools they need to catechize throughout 24 mission dioceses found within Canada. CWL Mission Partners, in conjunction with the League, supports six religious education programs.
- Catholic Near East Welfare Association (CNEWA) – raises funds to support Eastern Catholic churches by building up the church, affirming human dignity and alleviating poverty, encouraging dialogue and inspiring hope.

Temporary Voluntary Funds

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

- The Euthanasia Prevention Coalition (EPC) fund was established by national council in 2015 with a term not to exceed five years in duration. EPC seeks to present a united voice in presentations to governments with respect to issues related to euthanasia and assisted suicide, to network and exchange information, to develop and promote materials to educate the public, to build a research team for collecting information, to organize events, to create the opportunity for informative debate and to establish and build compassionate care community services.

AUDITORS AND AUDIT OF ACCOUNTS

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

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

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

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

GENERAL LIABILITY INSURANCE

Parish General Liability Insurance

Commercial general liability insurance is provided to parish councils and is paid for by the national treasury. Proof of insurance is provided to all parish councils in the spring parish council mailing.

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

Effective Date: January 1st to December 31st annually

Who Is Covered by the Policy?

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

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

Diocesan and Provincial General Liability Insurance

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

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

Effective Date: January 1st to December 31st annually

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 diocesan or provincial council of The Catholic Women's League of Canada.

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

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

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

- 15 1. Coverage A – “Bodily Injury,” “Personal Injury” and “Property Damage” Insuring Agreement –
16 To pay on behalf of the insured all sums (including prejudgment interest) that the insured shall
17 become obligated to pay by reason of the liability imposed by law upon the insured or assumed
18 by the insured under “contract” for “compensatory damages” because of:
19 a. “bodily Injury” sustained by any person or persons;
20 b. “personal Injury”;
21 c. “property damage” due to an accident or “occurrence.”
22 during the Policy Period and in the “Coverage Territory,” subject to the limits of liability,
23 exclusions, conditions and other terms contained in the Policy.
- 24 2. Coverage B – Advertising Injury Insuring Agreement – The insurer agrees to pay on behalf of
25 the insured those sums the insured becomes legally obligated to pay as compensatory damages
26 because of “Advertising Injury” to which insurance applies. Subject to exclusions, this insurance
27 applies only to offences arising out of the insured's business activities.
- 28 3. Coverage C – Medical payments Insuring Agreement – The insurer agrees to pay to or for each
29 person who sustains “bodily injury” caused by accident all reasonable medical, surgical, x-ray,
30 dental, ambulance, hospital, professional nursing and funeral services expense incurred within
31 one year from the date of the accident on account of such “bodily injury,” provided such “bodily
32 injury”:
33 a. occurs on premises the named insured owns or rents;
34 b. occurs on ways next to premises the named insured owns or rents; or
35 c. arises from operations with respect to the named insured is afforded coverage for “bodily
36 injury” liability under this policy.
- 37 4. Coverage D – Tenants Legal Liability Insuring Agreement – To pay on behalf of the insured all
38 sums which the insured shall become legally obligated to pay as “compensatory damages” for
39 injury to or destruction, including loss of use, of premises of others (including building fixtures
40 permanently attached thereto) rented to or occupied by the named insured, if such injury or
41 destruction is caused by accident occurring during the term of this policy.

1 5. Coverage E — Standard Non-Owned Automobile Insuring Agreement — The insurer agrees to
2 indemnify the insured against the liability imposed by law upon the insured for loss or damage
3 arising from the use or operation of any automobile not owned in whole or in part by or
4 licensed in the name of the insured, and resulting from bodily injury to or the death of any
5 person or damage to property of others not in the care, custody or control of the insured.

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

9 [The next page is page 131.]

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

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

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

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

- by telephone (204) 927-2310
- by facsimile (204) 927-2321
- by Internet info@cwl.ca

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

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

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

[The next page is page 141.]

SECTION 10: MEDIA

THE CANADIAN LEAGUE (C&B PART XIX)

The Canadian League magazine, published three times a year and mailed to all members, is the official publication of The Catholic Women's League of Canada. The publication of the magazine is directed by the editorial board consisting of the national chairperson of communications, national president and executive director. The chairperson of communications has the ultimate responsibility for magazine content. Submissions are subject to the approval of the editorial board and the availability of space in the magazine. Articles relating to a particular standing committee are subject to approval and/or editing by the specific national chairperson.

1. Features appearing in every issue:

- articles by chairpersons and others
- council anniversaries / birthdays / notices
- listing of current national executive
- listing of magazine editorial board
- provincial presidents' profiles
- president's message

2. Features appearing in specific issues:

- annual disbursement of voluntary funds (fall)
- information re: CWL national bursary/list of recipients (fall)
- national convention highlights (fall)
- national convention information and forms (winter)
- detailed convention program (spring)
- resolutions and action plans adopted at national convention (fall)
- new life membership group photograph (fall)
- national executive head shots (fall)

3. Features published periodically:

- articles by national spiritual advisor
- articles/statements from Canadian Conference of Catholic Bishops
- inventory items
- laws corner
- letters to the editor
- listing of new and/or reactivated councils
- national office notes
- special projects
- website addresses of interest
- WUCWO/North American Region news
- On the Spot!

4. Letters to the editor must be signed before being considered for publication. The decision to publish, and the editing of letters, will be at the discretion of the editorial board.

5. Names of councils celebrating 25, 50, 75, and every 5th anniversary beyond 75 years will be printed.
 6. Names of members celebrating birthdays of 100 years and over will be printed.
 7. In the event of the death of a member of the current national executive or an honorary life member, an obituary and picture will be published; for life members, an obituary notice will be published.
 8. Councils that have received authorization from the national executive for the production and sale of items bearing the CWL crest may submit a small advertisement describing the item. Such advertisements will be printed if space is available.
 9. An honorarium will be offered at the discretion of the editorial board for solicited articles/photos that have been requested.
- All submissions for publication should be sent to:
- CWL National Office, C-702 Scotland Ave., Winnipeg, MB R3M 1X5
Facsimile: (204) 927-2321 e-mail: communications@cwl.ca
- Deadlines dates for submission are listed in each issue of *The Canadian League*.
- Note: Archived articles that have been published in *The Canadian League* are available from national office and on the CWL website.

ON THE SPOT COUNCIL SUBMISSIONS

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

On the Spot Guidelines:

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

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

11. Newspaper articles will be eliminated unless they are clearly readable and authorization to reprint has been received.
12. Personal comments shall be excluded or edited out.
13. The executive director in consultation with the communications chairperson may decide not to publish a submission.

COUNCIL FACEBOOK GUIDELINES

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

Do:

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

Don't

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

STYLE GUIDE FOR PUBLICATIONS

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

Titles

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

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

Names

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

Bullets, Letters, Numbers, Punctuation

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

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

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

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

Spelling

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

Capitalization

- Use uppercase style with personal titles when used with a name; e.g., National President Betty Anne Brown Davidson; Betty Anne Brown Davidson, National President; Roman Catholic

1 Church; United Church of Canada; St. Mary Parish Council; Archdiocese of Toronto. Exception:
2 even when standing alone, “League” is capitalized.

- 3 • Lowercase subsequent references when the title stands alone; e.g., Catholic church, United
4 church, national executive, national council, the task of a bishop, city hall, school board, priest,
5 religious, parish council.
- 6 ▪ Capitalize names, titles and personal pronouns referring to God and sacred writings and their
7 sections, the word “church” as part of the name of a building or denomination, and universities
8 and colleges (but not their departments); e.g., Yahweh, Creator, Redeemer, Saviour, He, Him,
9 Book of Genesis, Christian, St. Peter’s Catholic Church, Simon Fraser University, McGill Medical
10 School, faculty of education.
- 11 • Capitalize Eucharist. Lowercase words related to other sacraments and rituals; e.g., baptism,
12 mass, holy communion, bible, scripture, gospel, liturgy of the word. (Capitalize Mass if referring
13 to a special one.)

14 **Numbers, Times**

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

27 **Abbreviations**

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

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

Words As Such

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

Quotations

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

Sources:

The Canadian Press Stylebook

Holy Bible, New Revised Standard Version

Paperback Oxford Canadian Dictionary

The Gregg Reference Manual, Tenth Edition

ADVERTISING

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

Group 1: Core Organizations

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

Group 2: National Voluntary Funds

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

Group 3: Other Organizations

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

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

Group 4: CWL Members' Requests

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

Group 5: Convention Committee Requests

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

WEBSITE

Procedure for Registration on the Internet

National Domain Name cwl.ca

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

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

Provincial/Diocesan Domain Name

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

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

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

National Website

Following is a list of what can be found on the website. About: why join, history, links, Objects, executive profiles, organizational structure, mission, staff, contact information

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

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

Thoughts Around Website Development

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

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

Suggested Do's

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

Suggested Don'ts

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

[The next page is page 151.]

SECTION 11: GOVERNANCE OF THE ORGANIZATION

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

Why does the League need a Constitution & Bylaws?

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

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

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

Amendment of Constitution & Bylaws

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

General Rules

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

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

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

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

Diocesan Council – The diocesan president receives all accepted parish council amendments and any proposed amendment submitted on an official amendment form by a diocesan officer. The amendment is presented at the diocesan convention by the diocesan past president who moves its adoption. It is seconded and opened for discussion. At this time, it may be amended or deferred. A two-thirds majority vote decides its fate. If accepted, the past president is responsible for:

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

Provincial Council – The provincial president receives all diocesan amendments and any proposed amendments submitted on an official form by a provincial officer. The amendment is presented at the provincial convention by the provincial past president who moves its adoption. It is seconded and opened for discussion. At this time, it may be amended or deferred. A two-thirds majority vote decides its fate. If accepted, the past president is responsible for:

- ensuring that the president and secretary sign the original amendment form to verify that the amendment was accepted by a two-thirds majority vote by the council
- sending the amendment, immediately following the annual provincial convention, to the national chairperson of laws to meet the deadline of August 31st

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

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

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

Parish Council Presidents

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

Diocesan Council Presidents

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

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

Provincial Council Presidents

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

National President

- a. Schedule a time on the agenda of the national convention to hold the vote on the proposed amendment.
- b. Upon receiving the provincial council voting forms at national office, the results of the votes are noted to ensure that the voting delegates vote as instructed.
- c. When the proposed amendment comes up on the agenda, inform the members that only the voting delegates (provincial presidents or designates) may vote and they must vote as instructed by their provincial council.
- d. Read (or have someone read) the proposed amendment and take the vote, both for and against. Record the number of voting delegates (provincial presidents or designates) both for and against the proposed amendment. If two-thirds of the voting delegates present have

1 voted in favour of the amendment, then the proposed amendment is adopted. If there are
2 not two-thirds in favour of the proposed amendment, then the proposed amendment is lost.

3 14. Amendments accepted by instructed vote at the annual national convention require the
4 approval of the Canadian Conference of Catholic Bishops. This approval shall be applied for
5 within sixty (60) days following the annual national convention and no amendment shall enter
6 into force or be acted upon prior to approval being received. Duly adopted amendments are
7 forwarded to and retained by Industry Canada.

8 P&P PURPOSE AND REVISION

9 Purpose: The *National Manual of Policy and Procedure* is complementary to the C&B because it
10 provides more detailed information and helpful examples on how to best implement League
11 policies. This policy is meant to provide a common standard for councils at all levels to follow when
12 performing the work of the League.

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

18 The national chairperson of laws shall be responsible for reviewing all proposed revisions to this
19 manual and submitting her recommendations to the national executive for approval at its winter
20 meeting.

21 PARLIAMENTARY PROCEDURE (C&B PART XXI)

22 Rules of Order

- 23 1. *Robert's Rules of Order* shall apply to those questions of parliamentary procedure not specified
24 in the *Constitution & Bylaws* or adopted as standing rules of convention.
25 2. A parliamentarian may be appointed for the convention at the discretion of the president.

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

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

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

1 The basic principles are:

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

24 **Standing Rules of Convention**

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

29 At the beginning of the business session of a convention, the rules are presented and a motion is
30 proposed, discussed and voted on to adopt the standing rules of the convention. This motion
31 requires a two-thirds vote. To rescind or amend the rules once they have been adopted requires a
32 two-thirds vote. To suspend a rule requires a majority vote.

33 Sample standing rules are found in Appendix 3.

34 **MOTIONS**

35 **How to Introduce and Process a Motion**

- 36 1. Member rises to address the chair – “Madam President” and waits for recognition. Chair
37 recognizes the member, by name, if possible. More than one person may have stood at the same
38 time, so it is the duty of the chair to decide who to recognize first.

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

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

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

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

APPENDIX 1: PRIVACY POLICY

PREAMBLE

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

MANAGEMENT

Policies and Communications

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

Procedures and Controls

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

NOTICE

Policies and Communications

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

Procedures and Controls

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

CHOICE AND CONSENT

Policies and Communications

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

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

Procedures and Controls

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

COLLECTION

Policies and Communications

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

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

Procedures and Controls

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

USE AND RETENTION

Policies and Communications

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

Procedures and Controls

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

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

ACCESS

Policies and Communications

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

Procedures and Controls

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

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

DISCLOSURE TO THIRD PARTIES

Policies and Communications

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

Procedures and Controls

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

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

SECURITY

Policies and Communications

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

Procedures and Controls

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

QUALITY

Policies and Communications

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

Procedures and Controls

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

MONITORING AND ENFORCEMENT

Policies and Communications

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

Procedures and Controls

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

[The next page is page 181.]

APPENDIX 2: ETHICAL GUIDELINES

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

a national organization
rooted in gospel values,
calling its members to holiness
through service to the people of God

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

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

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

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

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

GENERAL NORMS OF BASIC RESPECT AND CARE

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

(Note: The bracketed numbers that follow in the guidelines refer to the corresponding Objects of the League.)

- 1 In all areas of service, members are called upon to:
- 2 • Speak and act in a manner that is consistent with the common mission of the church (2)
 - 3 • Maintain an active relationship and good standing with the Catholic church (2)
 - 4 • Seek ongoing faith education and spiritual development (1)
 - 5 • Speak and act in ways that respect the equal dignity and worth of every individual (6)
 - 6 • Speak and act in ways that reach out to those who are suffering, weak or vulnerable (6)
 - 7 • Demonstrate respect for diverse cultures (8)
 - 8 • Avoid discrimination “based on race, national or ethnic origin, colour, religion, sex, age or
 - 9 mental or physical disability” (*Canadian Charter of Rights and Freedoms*) (8)
 - 10 • Refrain from and protect others from any form of coercion, intimidation, questionable
 - 11 behaviour or abusive words or actions (6)

12 TRANSPARENCY AND TRUST IN RELATIONSHIPS

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

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

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

23 RELATIONSHIPS WITH YOUNG PERSONS

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

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

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

RELATIONSHIPS WITH COLLEAGUES AND THE CLERGY

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

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

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

PERSONAL COMMITMENTS AND RESPONSIBILITIES

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

CIVIC DUTIES

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

The following guidelines apply to all areas of League service.

- Speak and act in a manner that is consistent with the "supremacy of God and the rule of law" (*Canadian Charter of Rights and Freedoms*). (6)
- Speak and act in ways that promote a "culture of life" and respect the inviolable right to life of all human beings. (4)

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

SCREENING PROCEDURES

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

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

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

[The next page is page 191.]

APPENDIX 3: SAMPLES

SAMPLE AGENDA

Record the date, place and time of the meeting.

a. The meeting is called to order.

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

c. The League Prayer is recited by members.

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

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

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

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

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

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

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

a.

b. etc.

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

a.

b. etc.

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

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

The meeting may close with a prayer and a hymn.

SAMPLE MINUTES

St. Mary Parish Council of The Catholic Women's League of Canada
Minutes of the Regular General Meeting Held on February 16, 2013

The regular general meeting of St. Mary Parish Council of The Catholic Women's League of Canada was held on February 16, 2013, at 7:00 p.m., in the parish hall.

1. President Kay Fine called the meeting to order at 7:00 p.m.
2. Spiritual Advisor Fr. James Brown led the members in the recitation of the League Prayer.
3. A scripture reading and reflection was given by Spiritual Development Chairperson Cathy Baker.
4. President Kay Fine requested the adoption of the agenda.

MOVED by Joan Smith that the agenda for the February 16, 2013, regular meeting of St. Mary Parish Council be adopted. **MOTION CARRIED**

5. Secretary Betty Green read the minutes of the January 14, 2013, general meeting and the following correction was made: "The treasurer reported a bank balance of \$516.24." Minutes were approved as corrected. She then read a report of the executive meeting held on February 4, 2013.

6. Corresponding Secretary May Smith reported the following correspondence:
 - received a thank you from Fr. Smith for anniversary gift and information on diocesan convention from diocesan president
 - sent a sympathy card to family of Irma White

7. Treasurer Fern Plant reported a balance of \$560.00 on hand as of February 15, 2013. Financial report was filed for audit.

MOVED by Joan Smith that the bill for \$14.60 presented by Betty Green for supplies and stationery be paid. Seconded by Fran Jones. **MOTION CARRIED**

8. Standing Committee Reports

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

Organization: Chairperson Joan Smith reported that attendance at this meeting was 25 members including all the officers. Attendance report attached. Joan then described the CWL training material she had received from national office and suggested ways it could be used.

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

MOVED by Thelma Baxter that members of this council assist the Cancer Fund by canvassing during the drive for funds. Seconded by Ann Brown. **MOTION CARRIED**

Special Committee Reports

Convention Committee: Chairperson Ann Brown reported that plans to host the diocesan convention were progressing. A copy of the committee's report is attached.

9. Unfinished Business

Reception for First Communion – the following motion was postponed from the January meeting: **MOVED** that this council purchase a rosary for each first communicant at a cost of \$5.00 each. **MOTION CARRIED**

10. New business

Recognition of Charter Members – **MOVED** by Ellen Brown that this council present 25-year pins to our charter members on the occasion of the council's 25th anniversary. Seconded by Fran Smith. **MOTION CARRIED**

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

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

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

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

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

Betty Green, Secretary

Date Approved

Kay Fine, President

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

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

SAMPLE PARISH ACTIVITIES REPORT

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

SAMPLE STANDING RULES

Registration

1. Each person attending this convention shall register at the convention registration desk and shall be required to wear the official convention badge for admission to all meetings.
2. Registrants shall be classified as voting delegates (provincial presidents), accredited delegates (national officers, provincial accredited, diocesan accredited, honorary life members, life members), CWL members, spiritual advisors and guests.
3. The registration and credentials committee, at the beginning of the first business session, shall report the number of voting members registered at the convention and shall submit a list of the names. When adopted, this list shall be the official roll of voting members to this convention. Supplementary reports shall be given at the beginning of each day's business session.

Publicity

4. Official public statements of the national council shall be released by the national president or the national administrative committee only. Interviews about the work and policies of the CWL shall be at the discretion of the national president.
5. All publicity shall be under the supervision of the convention communications chairperson in cooperation with the national chairperson of communications. Registrants with news items are requested to submit them to the national chairperson of communications.

Seating Arrangements

6. The business sessions of the convention shall have a designated area in which all voting members will be seated. All members are requested to be in their seats at least five (5) minutes before the scheduled sessions open.

Debate

7. The mover of a motion, or her designate, may speak to open and close debate. No other member shall speak more than once on the same motion on the same day, or longer than three (3) minutes without permission of the assembly granted by a two-thirds vote without debate.
8. Those wishing to speak shall use the floor microphones, take a place in line and, upon being recognized by the chair, state name, status, diocese and province.
9. When time is of the essence, voting members shall be given priority to speak over non-voting members.

Voting

10. Voting cards shall be issued to voting members and these cards shall be exhibited when a member votes.
11. The chair shall ask for affirmative and negative votes only. A voting member wishing her abstention to be recorded in the minutes shall request same before the vote is taken.

Motions/Resolutions

12. Five (5) copies of substantive motions or amendments to resolutions shall be prepared in advance of the time of presentation to the assembly: four (4) copies submitted to the executive director and one (1) retained by the mover.

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

19 **Miscellaneous**

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

32 [The next page is page 201.]

APPENDIX 4: REVISIONS TO THE P&P

Submission Format

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

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

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

Date: _____

Name of Submitter: _____

Parish/Diocese/Province: _____

Contact Information: _____

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

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

Location of Archive

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

Updating and Indexing Archives

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

History Books

All councils (parish, diocesan and provincial) are encouraged to send a copy of their own history book to CWL national office at C-702 Scotland Avenue, Winnipeg, MB R3M 1X5, marked "Archives." A letter, signed by the current president of that council, authorizing the League to place this history along with other histories of that year in the League archives at the Archives of Manitoba must be included. (National archives are kept at this location.) Once a year, national office staff will prepare an acid free file box with the council histories received that year and submit it and an index of the contents to the Archives of Manitoba. An index of the contents of each box will be kept at national office.

Recommended Filing of Information

- a. Binders (large three-ring) and acid free file folders or large envelopes are usually the best manner in which to preserve historical information.
- b. Photograph albums, with names, dates, location and occasion noted, are invaluable. Use of an acid free pen on acid free paper or typewritten information placed near the picture will give information about the people in the photograph when memories fail.
- c. All information (especially newspaper clippings) should include names, publication and date.
- d. Computer discs can be utilized for preservation of written information, but members need the visual history so all information stored on discs should also be committed to paper (acid free paper, where possible).
- e. Accounting records (ledgers only) are retained and may be placed in archives after five years (kept permanently). Cheques and receipts are kept for five years and then destroyed.

Contents of Binders or Archival Files

- a. Members: Councils are encouraged to set up a binder with a page, in alphabetical order, for each member. This page will include information about the member, including the year she

1 became a member, offices held (which should be updated if the member advances to other
2 League levels), other League work (projects, convention convener, dinners, League community
3 related activities, World Day of Prayer, etc.), ministries in the church, awards and pins received,
4 a photograph of the member and any other pertinent information as determined by the council.
5 In large councils, a file box could be used for each member's information. This page should be
6 sent to the new council when a member moves. When the member dies, this page should be
7 transferred to a separate binder or file for deceased members, noting the date of death and
8 including death notices and funeral cards where available (see "c" below).

- 9 b. Past Presidents: Each past president is encouraged to write two or three pages outlining the
10 highlights of her term as president. These highlights become valued historical notes for future
11 council histories. There should be a photograph of the past president and of the executive.
- 12 c. Deceased Members: When the council keeps a page record of each member (as indicated in "a"),
13 the page will be kept in an archival binder, alphabetically or by the year of death, to be
14 determined by the council. This file can be in addition to or as part of the *Book of Life*, in which
15 the names of all deceased council members are kept.
- 16 d. Minutes: Past minutes are archived after six years. They should be retained in dated binders or
17 files. These minutes are a permanent record of council activities and must be kept forever.
18 (Council minutes are kept by the secretary for the current president's term and the previous
19 two terms for a total of six years before being archived.)
- 20 e. Motions Books: A motion book should be kept in an active file by the secretary for six years and
21 then placed into an archival motions binder for historical purposes. Standing motions are
22 retained in the active file until a motion is made to rescind that particular standing motion
23 when it will be placed into the archival motions binder. Standing motions may be amended and
24 as amended are kept in the current motions book.
- 25 f. Treasurers Ledgers: Accounting records (ledgers only) are retained and may be placed in
26 archives after five years (kept permanently).
- 27 f. Annual Reports: Annual reports of the council and standing committee chairpersons are kept by
28 the secretary for six years and then retained in an archival binder for reference and indexed by
29 the year the report was given.
- 30 g. Resolutions: Resolutions initiated or adopted by the council are kept until the resolution has
31 been acted upon and resolved. Only the resolution, brief, works cited and action plan will be
32 placed in the archives.
- 33 h. Miscellaneous Archives:
 - 34 - list of presidents, spiritual advisors, addresses, terms in office, dates
 - 35 - list of the council's executive for each year
 - 36 - list of recipients of awards, maple leaf service pins, other pins, with date of presentation
 - 37 - list of life members, honorary life members, addresses and year awarded
 - 38 - correspondence of historical interest, i.e., letters from/to church, political or community
 - 39 leaders, congratulations, plaques, documents for anniversaries, special services, etc.
 - 40 - special projects, including financial statements of the project
 - 41 - copies of council newsletters (one per year, unless several were outstanding)
 - 42 - a record of the charter, dates, names of charter members
 - 43

Additional Information for Archiving

SET UP the files:

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

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

KEEP:

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

DISCARD:

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

APPENDIX 6: CONFLICT OF INTEREST POLICY

Definition Of Conflict Of Interest

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

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

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

Types Of Conflicts Of Interest

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

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

Examples Of Conflicts Of Interest

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

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

Responsibilities

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

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

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

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

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

Policy Application

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

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

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

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

Conclusion

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

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