



**Hamilton Diocese Council
of
The Catholic Women's League of Canada**

Policies and Procedures Manual

January 2019

Hamilton Diocese CWL Policies and Procedures

Revised: January 2019

Table of Contents

1.0	Hamilton Diocesan Council Organization	
1.1	Diocesan Council	101
1.2	Diocesan Executive	101
1.3	Diocesan Officers	101
1.4	Spiritual Advisor	102
1.5	Regions	102
1.6	Regional Executive	102
1.7	Regional Committees	102
2.0	Financial Management	
2.1	Source of Funds	201
2.2	Parish Annual Financial Commitments	201
2.3	Administration of Funds	201
2.4	Revenue Held in Trust for Special Projects	202
2.5	Signing of Cheques	202
2.6	Annual Examination of Accounts	202
2.7	Annual Budget	203
2.8	Reimbursement of General Expenses	203
2.9	Diocesan Convention Expenses	204
2.10	Provincial Convention Expenses	206
2.11	National Convention Expenses	206
2.12	Other General Expenses	206
2.13	Emergency Funding	207
2.14	Expressions of Concern	207
2.15	Receipt of Gifts or Honoraria by Diocesan Officers	208
2.16	League Development	208
3.0	Meetings	
3.1	Diocesan Council	301
3.2	Diocesan Executive	301
3.3	Regional	301
3.4	Organization of Regional Meetings	302
3.5	Purpose of Regional Meetings	303
3.6	Regional Committee Meetings	303
3.7	Vocations Mass Meetings	303
4.0	Duties and Responsibilities	
4.1	Diocesan Executive	401
4.2	Spiritual Advisor	401
4.3	Diocesan President	402

Hamilton Diocese CWL Policies and Procedures

4.4	President-Elect	403
4.5	First Vice-President	404
4.6	Second Vice-President	404
4.7	Recording Secretary	404
4.8	Corresponding Secretary	405
4.9	Treasurer	406
4.10	Diocesan Past President	407
4.11	Standing Committee Chairs	408
4.11.1	Spiritual Development Chair	409
4.11.2	Organization Chair	409
4.11.3	Christian Family Life Chair	410
4.11.4	Community Life Chair	410
4.11.5	Education and Health Chair	410
4.11.6	Communication Chair	410
4.11.7	Resolutions Chair	411
4.11.8	Legislation Chair	411
4.12	Regional Chair	411
4.13	Regional Secretary	412
4.14	Regional Committees	413
5.0	Presentations	
5.1	Diocesan Officers	501
5.2	Spiritual Advisor	501
5.3	Regional Executive	501
5.4	Other Awards and Presentations	501
5.5	Frances Lovering Woman of the Year Award	502
5.6	Bellelle Guerin Award	503
5.7	Recording Secretary's Presentation Pin	504
5.8	Our Lady of Good Counsel Vocations Fund	504
6.0	Forms	
6.1	Expense Form	601
6.2	Sample Letter to Host Council President	602
6.3	Sample Regional Meeting Agenda	603
6.4	Sample Seating Arrangement—Regional Meeting	604
6.5	Registration Form—Regional Meeting	605
6.6	Installation Ceremony for Regional Executive	606
6.7	Motion Form	608
6.8	Summary of Oral Report	609
6.9	Frances Lovering Woman of the Year Award Nomination Form	610
6.10	Archives Form	611

Revised: January 2019

1.0 Hamilton Diocesan Council Organization

1.1 Diocesan Council (Constitution & Bylaws [C&B] Part VIII Sec 1[b])

The diocesan council shall be composed of the following:

- i. officers;
- ii. presidents of parish councils in the diocese;
- iii. parish delegates accredited to the diocesan convention;
- iv. honorary life and life members holding a membership in the diocese;
- v. four regional chairs.

1.2 Diocesan Executive (C&B Part VIII Sec 2[b])

The diocesan executive shall be composed of:

- i. officers;
- ii. presidents of parish councils in the diocese.

1.3 Diocesan Officers (C&B Part X Sec 2)

The diocesan officers shall be:

- i. president;
- ii. president-elect;
- iii. 1st vice-president;
- iv. 2nd vice-president;
- v. recording secretary;
- vi. corresponding secretary;
- vii. treasurer;
- viii. past president;
- ix. chairs as required for the standing committees.

Eligible members may be elected to these positions for a two-year term. The positions of treasurer and standing committee chair are the exceptions. Eligible members may be elected to the position of treasurer for two terms or four consecutive years. Eligible members may be elected to the position of standing committee chair for two terms but must take a different chair in the second term. Any office left vacant following the election shall be filled by appointment from those eligible for nomination.

1.4 Spiritual Advisor (C&B Part IX [b] & [c])

The diocesan spiritual advisor is appointed by the Bishop for a term up to 5 years.

1.5 Regions

The diocese is divided into four regions: Brant, Hamilton, Kitchener and North. At the beginning of her term the diocesan president shall appoint a regional chair for each region.

1.6 Regional Executive

The regional executive shall be composed of the chair, appointed by the diocesan president, and the secretary, appointed by the chair. Appointments are for a two year term and do not qualify the appointee eligibility for election to the diocesan level.

1.7 Regional Committees (C&B Part VIII Sec 6 [b] iii)

Regional committees shall be composed of the chair, the presidents of the parish councils in the region and other members as required, e.g., the secretary.

The responsibilities of the above positions are found in Section 4.

Revised: January 2019

2.0 Financial Management

The diocesan council shall not impose financial obligations on a parish council without their consent. (C&B Part XVI Sec 2[b])

2.1 Source of Funds

The funds of the diocesan council shall be:

- i. diocesan per capita fees;
- ii. regional fees;
- iii. convention fees;
- iv. donations;
- v. any fund raising project approved by the diocesan executive;
- vi. annual provincial archive storage fees.

2.2 Parish Annual Financial Commitments

The following fees will be invoiced to councils by the diocesan treasurer at the fall regionals and are payable by the 1st of January:

- i. each parish council shall pay a regional fee of \$50 annually to cover operating costs of the regional meeting. (National Policy & Procedures [N P&P] Part VIII Sec 6[b] Funding);
- ii. each parish council shall pay a convention fee of \$50 annually to offset the cost of the diocesan convention.

Note: registration to convention for any member, including diocesan officers and life members, will not be accepted until this fee is paid.

2.3 Administration of Funds

- i. The diocesan executive shall administer the funds in keeping with the aims and objectives of The League.
- ii. The treasurer shall be responsible for the day to day custody of funds, receipt of income and payment of expenses and arrange to have the account examined annually;
- iii. All diocesan funds shall be kept in the same account;
- iv. Funds held in trust for special projects will be reported separately and these funds may be invested in Guaranteed Income Certificates (GIC) or other secure investments, with the approval of the diocesan executive;
- v. A *Quick Books* program will be purchased and utilized to help keep the funds

accurate in all of the diocesan council accounts.

2.4 Revenue Held in Trust for Special Projects

The following are existing special projects where funds received will be set aside for that specific purpose and disbursed as indicated below:

- i. Bishop's Charities Fund: The treasurer will set aside each year 30 cents, of each member's per capita fee, and this amount along with donations from parish councils, up to December each year, will be presented to the Bishop at the convention closing banquet. This fund will be depleted annually;
- ii. Diocesan Development & Peace Fund: Money donated by parish councils, up to December each year, will be presented to the Bishop at the convention closing banquet. This fund will be depleted annually;
- iii. League Development Fund: Money collected from the diocesan 50/50 draws, silent auction, the annual provincial archive storage fee and donations from parish councils will be dispersed to elected diocesan officers, other than delegates, to offset their costs in attending provincial and national conventions. It is not mandated to deplete this fund annually.
- iv. Our Lady of Good Counsel Vocations Fund: Money donated by parish councils, up to December each year, will be presented to the Diocesan Vocations Director at the convention closing banquet. This fund will be depleted annually. This replaces the Pennies for Seminarians fund and Our Lady of Good Counsel Bursary for Seminarians.
- v. Pornography Hurts Bus Campaign Fund: Money donated by parish councils and Knights of Columbus, by December 31 each year, will be dispersed as the campaign is implemented by motion at a diocesan executive meeting. It is not mandated to deplete this fund annually.
- vi. Life Member Convention Bursary: The treasurer will transfer the funds provided by the council annually to past Hamilton diocese presidents (see 2.12 i.) to this fund as well as other donations from Life Members during the year. Managing the disbursement of these funds will be the responsibility of the past diocesan presidents prior to the annual Diocesan convention.

Note: Money donated by parish councils for National Voluntary Funds and sent to the Hamilton Diocesan Council will be disbursed, as received, to the national office.

2.5 Signing of Cheques

The official signing officers for the diocesan council are the president, the treasurer and one other officer, usually recording secretary. All cheques must be signed by two signing officers. No signing officer shall sign their own cheques.

2.6 Annual Examination of Accounts (National P&P Part XVI Sec 4)

The treasurer will have the accounts examined annually by a person with financial experience. The Statement of the Annual Review Engagement will be presented to parish presidents 21 days prior to annual general meeting for approval at the annual convention.

2.7 Annual Budget

- i. The diocesan treasurer shall form a budget committee of five members, drawn from members of the diocesan council including life members, parish presidents, regional chairs and officers, to create a proposed budget for the upcoming fiscal year;
- ii. A draft budget prepared by this committee will be presented to the diocesan executive for their approval at the fall executive meeting;
- iii. The diocesan president and the diocesan spiritual advisor are ex-officio members of this committee;
- iv. On passage of the annual budget a copy of the budget will be attached to the motion form.

2.8 Reimbursement of General Expenses

Personal funds spent by diocesan officers, spiritual advisor, regional chairs and secretaries on business authorized by the diocesan executive shall be reimbursed to the individual for the following approved expenses on submission of the Expense Form 6.1, accompanied by appropriate receipts.

- i. Miscellaneous
Long distance phone calls
Postage
Courier
Fax
Photocopying
Printer paper
Printer cartridges
- ii. Accommodations
The spiritual advisor shall have a single room. All other rooms shall be reimbursed at the shared rate. Members who request a room alone shall pay for the room but may request a proportional reimbursement from Diocesan funds. The portion that would be reimbursed will be the per person amount paid for members sharing a room, (e.g., 4 members $\frac{1}{4}$). In inclement weather, emergency lodging expenses shall be reimbursed for any diocesan officer or spiritual advisor unable to travel home from a Catholic Women's League meeting.
- iii. Meals
Meals will be reimbursed up to the following amount when receipts are

submitted (Form 6.1):

Breakfast \$10.00

Lunch \$15.00

Dinner \$25.00

iv. Transportation

The least expensive mode of transportation shall be used. Carpooling is recommended. Mileage will be paid at the approved rate of 40 cents per kilometre. Parking expenses will be reimbursed for authorized diocesan business upon submission of receipts. Transportation shall be arranged sufficiently in advance to take advantage of reduced fares, i.e. charter fares, seat sales, etc. Air fare will be reimbursed including travel insurance and taxi fares to and from the airport. If the most economical mode of transportation is not chosen, an expense equal to the lowest rate may be claimed.

2.9 Diocesan Convention Expenses

i. Officers & Spiritual Advisor

Officers and regional executive shall share accommodations at the rate of four women per room. The spiritual advisor shall have a single room. A suite, to be used also for hospitality, will be provided for the diocesan president. Mileage will be paid to and from convention and planning meetings (Article 2.8, iv). Scheduled meals will be charged to the master bill. Chairs who request a room alone shall pay for the room. Officers and regional executive who require a room alone will pay for that room but may request a proportional reimbursement from Diocesan funds. The portion that would be reimbursed will be the per person amount paid for members shared a room (e.g., 4 members $\frac{1}{4}$)/

ii. Regional Executive

Each regional chair will be given up to \$50 for expenses related to chairing a convention committee on submission of an expense form accompanied by receipts. Accommodations shall be shared at the rate of four women per room. Mileage will be paid to and from the convention and the planning meetings (Article 2.8, iv). Scheduled meals shall be charged to the master bill.

iii. Convention Chair/Co-Chairs

The convention chairs are the diocesan past-past-past-president and the past-past-president, hereafter known as Senior Convention Chair and Junior Convention Chair respectively. They will share accommodations. In the event that the chair requests the aid of another person to assume her duties, then the diocesan president in consultation with the diocesan officers will appoint a co-chair. The following change in accommodations will take place.

- a) the co-chairs will share accommodations; or
- b) the past-president will share accommodations with the co-chair(s). In both instances, mileage will be paid to and from the convention and the planning meetings as per (Article 2.3, iv) inclusive to all involved. Scheduled meals will be charged to the master bill;

Hamilton Diocesan CWL Policies and Procedures

- c) accommodations for co-chairs will be paid up to four nights as required and be paid as a convention expense.
- iv. National Representative
The national representative will have a single room which will be booked by diocesan council and charged to the master bill. Scheduled meals will be charged to the master bill and additional meals during convention will be paid at the per diem rate (Article 2.8, iii) with receipts, if the expenses are not covered by national. Travel expenses are paid by national.
- v. Provincial Representative
The provincial representative will have a single room and her expenses are totally paid by provincial. Diocesan will be responsible for all bookings and will forward the bill to provincial treasurer.
- vi. Parliamentarian/Advisor
The scheduled meals of the parliamentarian/advisor on Saturday and Sunday and accommodations for two nights of convention (Friday and Saturday) will be charged to the master bill (Article 2.8, ii).
- vii. Photographer
Scheduled meals of the photographer on Saturday and Sunday will be charged to the master bill.
- viii. Hospitality Expenses of the Diocesan President
The diocesan president may claim up to \$100 for hospitality expenses for the president's suite.
- ix. Invited Guests
Invited guests include: Bishops of Hamilton Diocese; Diocesan Vocations Director; speakers/facilitators; in an election year the family/invited guests of newly elected president to a maximum of 8 people for the convention closing banquet. When required the accommodation, transportation and meals for invited guests will be paid.
- x. Closing Banquet
At the closing banquet, wine will be served to the head table, tables of life members, regional executive and invited guests and will be charged to the master bill.
- xi. The council will pay the costs of audio-visual equipment and entertainment used at convention;
- xii. The council will pay the costs of presentations, gifts and honoraria given at convention;
- xiii. The council will pay up to \$300 for expenses incurred by the host council for the Opening Mass reception on submission of a claim form accompanied by receipts;
- xiv. The council will present a gift to the convention co-chairs at a cost not to exceed \$100 each;
- xv. The council will present a gift to the national and provincial representatives at a cost not to exceed \$50 each.

2.10 Provincial Convention Expenses

- i. Diocesan President
The provincial council pays the accommodation, meals and transportation for the president to attend the provincial convention. The diocesan council will reimburse the president up to \$50 for hospitality expenses for the president's room on submission of Expense Form 6.1 accompanied by receipts.
- ii. Diocesan Spiritual Advisor
The diocesan council will pay the registration fee and complete convention meal package; and transportation, mileage, accommodation and other meals (Article 2.8).
- iii. Two Accredited Delegates
The diocesan council shall pay the registration fee and complete convention meal package; and the transportation, accommodation and other meals (Article 2.8).
- iv. Diocesan Officers
The diocesan council shall pay the convention registration fee for all diocesan officers attending the provincial convention.

2.11 National Convention Expenses

- i. Two Accredited Delegates
The diocesan council shall reimburse some or all of the cost of transportation, accommodations, registration, convention meal package and other meals as per the financial policy in 2.8 for the diocesan president and one other officer to attend the national convention as accredited delegates when the funds required are approved by the diocesan executive. When funds are limited priority shall be given to funding the diocesan president.
- ii. Diocesan Spiritual Advisor
The diocesan council shall reimburse some or all of the cost of transportation, accommodations, registration, convention meal package and other meals as per the financial policy in 2.8 for the spiritual advisor to attend the national convention when the funds required are approved by the diocesan executive.
- iii. Diocesan Officers
The diocesan council shall pay the convention registration fee for all diocesan officers attending the national convention.

2.12 Other General Expenses

- i. The council will reimburse the annual national membership cost to all past diocesan presidents of the Hamilton Diocese;
- ii. The council will pay the \$100 fee to national for any candidate it recommends for life membership;
- iii. The council will pay the \$75 fee to national for any candidate it recommends

Hamilton Diocesan CWL Policies and Procedures

- for the Bellelle Guerin Award;
- iv. The council shall pay an honorarium of \$500 annually to the spiritual advisor at the diocesan convention;
- v. The council shall pay up to \$100 for the hospitality expenses to the host council of the Diocesan Day of Spirituality. The host council shall submit a claim for reimbursement accompanied by receipts;
- vi. The council will pay up to \$200 for an end of term gift to the outgoing diocesan president;
- vii. The council will pay up to \$200 for an end of term gift to the outgoing spiritual advisor;
- viii. The council will use money in the League Development Fund to augment the expenses of elected diocesan officers, other than voting and accredited delegates, to attend provincial and national conventions;
- ix. The council will pay annually for one officer to represent the council at the Celebration of Priesthood and Religious Life dinner and the Reaching Minds Through Media dinner. For the Celebration of Priesthood and Religious Life dinner, an additional three tickets will be purchased and the cost to be split among the attending elected officers/standing committee chairs and regional chairs;
- x. The council will pay up to \$100 to the regional chair for a guest speaker once during her two year term. The chair will submit expense as per Article 2.8;
- xi. The council will reimburse the diocesan president the cost of her internet service on submission of a claim accompanied by receipts to a maximum of \$50 per month;
- xii. The honorarium for guest speakers at annual convention, workshops, retreats and regional meetings will be decided at a diocesan executive meeting prior to the event;
- xiii. The council will pay the webmaster \$100 annually for upkeep of the webpage.

2.13 Emergency Funding

The diocesan president shall have authority to spend up to \$200, when the expense is required immediately and cannot wait for the next executive meeting, providing that at the next executive meeting she has the expense ratified by motion.

2.14 Expressions of Concern

The diocesan council shall purchase and send the following expressions of concern:

- i. In the event of illness of a current diocesan officer, regional executive member, or life member in the Hamilton Diocese the corresponding secretary will send the member a card;
- ii. In the event of the death of a current diocesan officer, regional executive member or life member in the Hamilton Diocese the corresponding secretary

Hamilton Diocesan CWL Policies and Procedures

- will send a sympathy card, Mass card and flowers/charitable donation to a maximum of \$100 to the family;
- iii. In the event of the death of a past diocesan officer or member of the regional executive the corresponding secretary will send a sympathy card and Mass card to the family;
- iv. In the event of the death of a family member (husband, son, daughter) of a current diocesan officer or member of the regional executive the corresponding secretary will send a sympathy card, Mass card and flowers/charitable donation to a maximum of \$100 to the member;
- v. In the event of the death of a family member (mother, father, siblings, in-laws) of a current diocesan officer or member of the regional executive the corresponding secretary will send a sympathy card and Mass card to the member;
- vi. In the event of the death of a current parish president the corresponding secretary will send a sympathy card and a Mass card to the family;
- vii. In the event of the death of a current member of the Ontario provincial executive or national officer the corresponding secretary shall send a sympathy card and a Mass card to the family.

2.15 Receipt of Gifts or Honoraria by Diocesan Officers

All honoraria received by diocesan officers while they are representing the council must be submitted to the diocesan treasurer. The recipient may claim a \$25 stipend (Form 6.1) along with any other expenses as per Article 2.8.

2.16 League Development Fund

The Diocesan League Development Fund was established in 1997 to augment the expenses of diocesan **officers** (other than the president, delegates and spiritual advisor) to attend provincial and national conventions. The amount of money available for this purpose will be identified at the August diocesan executive meeting. Funds should be allotted to both conventions if non-delegated executive members are attending. Funds may be dispensed at the August meeting and reviewed at the next executive meeting. It is not mandated to deplete this fund annually.

Revised: January 2019

3.0 Meetings

3.1 Diocesan Council (C&B Part XIII [b])

The diocesan council shall meet once a year in late May, in annual convention for the purpose of planning future programs, receiving annual reports and the election of officers, if applicable. Due notice having been given, the voting and accredited delegates present shall constitute a quorum. For complete details on the organization of the annual convention refer to the Hamilton Diocesan Council Convention Handbook.

3.2 Diocesan Executive (C&B Part XIII Sec 3)

The diocesan executive shall meet at least twice a year, prior to and after the annual convention. The regional chairs will meet/communicate with presidents in their region prior to representing them at the regional meeting and vote on their behalf. As members of the executive Parish presidents will be asked by their regional chair to review and provide input into important decisions of the council prior to them being approved at an executive meeting such as:

- Changes to Diocesan Policy and Procedures
- The annual Diocesan budget
- Increase in fees that are paid by parish councils (see 2.1 i, ii, iii)

Due notice having been given, a majority of the officers and regional chairs in attendance shall constitute a quorum, i.e. 14 officers and 4 regional chairs = 10 person quorum.

In addition to these meetings, the diocesan executive may meet as frequently as they deem necessary to conduct the business of the diocese. Failure to attend any three consecutive scheduled meetings (diocesan officers, diocesan executive, regional, convention planning, convention, Vocations Mass planning) unless for health or family reasons, is cause for removal. The procedure for removal of officers at any level, as outlined in C& B Part X Section 5, will apply.

3.3 Regional

- i. regional meetings shall take place each spring and fall;
- ii. the Brant region is invited to attend one of the other three meetings;
- iii. the Brant, Hamilton, Kitchener, and North regional meetings are held on a Saturday;
- iv. all expenses incurred by the regional executive in preparation for this meeting will be reimbursed in accordance with the financial policy 2.8;
- v. minutes and motions of regional meetings shall be kept by the regional secretary

and passed on to her successor. Periodically, these records should be reviewed and important items passed to the past president for the diocesan archives.

3.4 Organization of Regional Meetings

- i. The regional chair will contact the presidents in the region to arrange for councils to host the spring and fall regional meetings;
- ii. The regional chair/secretary will write a letter to the diocesan president inviting the officers and spiritual advisor to attend the meeting and will enclose in this letter a copy of the agenda (Section 6.3) and a map with instructions on getting to the location. This letter will be sent in January for the spring meeting and July/August for the fall meeting;
- iii. The regional chair/secretary will write a letter to the council that is hosting the meeting with the instructions regarding the set up for the room and the requirements for the Eucharistic celebration, when one will be held. The letter must be sent in January for the Spring Regional and July/August for the Fall Regional. (Section 6.0);
- iv. The host council shall do the following when there will be a Eucharistic celebration:
 - a) book Eucharistic Celebration. See agenda for time;
 - b) invite the parish spiritual advisor to concelebrate Mass (**Note:** the diocesan spiritual advisor will be the main celebrant & homilist, unless unavailable);
 - c) invite the host council spiritual advisor to extend words of welcome;
 - d) provide readers, music, ushers, Eucharistic ministers and gift bearers;
 - e) compose the Prayers of the Faithful, in consultation with the spiritual advisor;
 - f) provide a small table near the altar for the diocesan and host council's Books of Life;
 - g) display the diocesan and host council's banners in a prominent place in or near the Sanctuary;
- v. The host council shall provide the following for the meeting:
 - a. head table for approximately 17 people;
 - b. tables and chairs for approximately 70 people. Numbers can vary between regions;
 - c. a podium and a microphone for the head table and a microphone for the floor if one is available;
 - d. tables for display material, retail items, registration and 50/50 draws (minimum 4 long tables);
 - e. small focus table for the Books of Life, candle and statue/picture of Our Lady of Good Counsel;
 - f. name tags and a registration sign-up sheet (Form 6.5);
 - g. coffee, tea, juice, water and muffins available at registration time and at lunch;
 - h. all attendees are to bring their own bagged lunch; this will be communicated by the regional chair in the letter sent to all councils. The host council will provide a lunch for the spiritual advisor.
- vi. The regional chair/secretary will send out a letter inviting all councils in the region to attend the meeting. Enclosed will be an agenda of the meeting prepared by the regional chair, with input from her presidents and in consultation with the diocesan president. Enclosed also will be a clear and concise map and directions to the meeting location. The letters must be sent out in late January for the Spring Regional and July/August for the Fall Regional;
- vii. The regional chair shall contact the president of the host council a few days prior to the

- meeting to ensure everything will be ready;
- viii. The diocesan spiritual advisor will contact the spiritual advisor of the hosting council regarding the Liturgy of the Eucharist;
- ix. The diocesan spiritual development chair will bring the diocesan banner and Book of Life;
- x. Any requests from councils to sell tickets, distribute material or display quilts at the meeting shall be cleared in advance with the regional chair in consultation with the diocesan president who will advise the host council of the space required;
- xi. No commercial vendors will be permitted at the meetings except by the written permission of the diocesan president.

3.5 Purpose of Regional Meetings (N P&P Part VIII pg 52)

The meeting is open to all parish council members and spiritual advisors. Diocesan officers are invited to attend and are given time on the agenda. The meeting is chaired by the Regional chair who will report on the outcome of the diocesan executive meetings she has attended since the last regional meeting. The meeting provides an opportunity for parish presidents as members of the Diocesan executive to keep in contact with other members of the executive, and to discuss issues with the diocesan president and each other.

3.6 Regional Committee Meetings

Regional chairs will meet/communicate with the presidents in their region prior to attending diocesan executive meetings to provide them with information on the diocesan business to be discussed and to seek their input.

3.7 Vocations Mass Meetings

Vocations Mass is open to all members of The League as well as all individuals in our diocese. It was initiated by Shari Guinta in 2002 to promote seminarians, religious as well as all vocations. The Mass is celebrated by the Bishop whenever possible. It moves from parish to parish and deanery to deanery within the diocese. Those who participate in the preparation are:

- i. The Catholic Women's League;
- ii. The Knights of Columbus (4th degree will provide a colour guard when possible);
- iii. Serra International (Halton, Hamilton, Kitchener-Waterloo);
- iv. Diocesan Vocations Director;
- v. diocesan spiritual advisor;
- vi. religious Sisters (participate in the program and bring information to be distributed about their Order;
- vii. Youth of the parish:
 - a) Grade 12 students prepare a prayer card which will be distributed and prayed at the Mass. The prayer is provided to them by the Vocations Director;

Hamilton Diocesan CWL Policies and Procedures

- b) assist with the handing out of programs, prayer cards, and participate in the readings /petitions;
- viii. Lay ministers of the host parish:
 - a) ushers;
 - b) choir;
 - c) gift bearers;
 - d) Eucharistic ministers if required.

One meeting is scheduled approximately four months in advance at the parish for which the event is to take place. The parish spiritual advisor is requested to be in attendance to answer any questions pertaining to his parish and to show the committee the facilities.

The diocesan president shall:

- i. prepare and email notice of the Vocations Mass meeting along with an agenda to all members of the committee;
- ii. confer with the Bishop's Office to confirm the date of the Mass with his secretary;
- iii. confer with the Vocations Director with regards to the event and other necessary business;
- iv. confer with the host spiritual advisor;
- v. confer with the host Catholic Women's League president;
- vi. enquire from all organizations involved as to how many tables will be required to display their organization; due to space ½ table per organization has been recommended;
- vii. collect comments from all participating in the preparation and distribute via e-mail the comments/suggestions.

The Vocations Director shall:

- i. invite the Bishop to celebrate the Mass immediately following the previous year in order to ensure that he or his assistant will be able to attend. A follow up letter should be sent to the Bishops' office six months in advance as a reminder.
- ii. enquire with a pastor in one of the six deaneries about hosting the next event. This is done prior to the upcoming event in order to inform those present at the Mass where it will be held the following year.
- iii. develop a flyer in conjunction with the diocesan president.
- iv. send the flyers along with a letter of notice/invitation of the Vocations Mass to:
 - a) priests (active and retired)
 - b) religious orders
 - c) Catholic Women's League
 - d) Knights of Columbus
 - e) Serra International (Hamilton, Halton, Kitchener-Waterloo)
 - f) University and high school chaplain

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4.0 Duties and Responsibilities

4.1 Diocesan Executive (C&B Part VII Sec 3)

The executive shall:

- i. direct and administer the affairs of The League in the Hamilton Diocese;
- ii. coordinate and organize programs to promote the Objects of The League in the Hamilton Diocese;
- iii. represent members in the Hamilton Diocese in spiritual, social and political issues;
- iv. develop long term plans for the Hamilton Diocesan Council;
- v. develop policy for the Hamilton Diocesan Council.

4.2 Spiritual Advisor (C&B Part VI)

The spiritual advisor shall:

- i. guide the spiritual development of the diocesan executive by providing advice and assistance;
- ii. attend all executive, regional meetings and diocesan annual convention as well as convention and Vocations Mass planning meetings;
- iii. celebrate or concelebrate all Masses for regional meetings, retreats, diocesan convention and special occasions;
- iv. assist in arrangements for the liturgies for regional meetings, retreats, diocesan convention and special occasions;
- v. contact the hosting spiritual advisor for regional meetings, retreats, diocesan conventions and special occasions to ensure facilities and celebrant for the Mass;
- vi. prepare an oral report and a written summary (Form 6;8) for recording secretary for executive meetings, diocesan convention and regional meetings when necessary;
- vii. prepare a directive for the presidents' envelopes;
- viii. prepare letters for inclusion in the Spectrum newsletter, the Diocesan Annual Report Book and the Convention Program Book;
- ix. prepare a letter inviting the parish spiritual advisors to the diocesan convention;
- x. attend provincial and national conventions, funds and availability permitting;
- xi. be an ex-officio member of all sub-committees.

The spiritual advisor will be installed (new) or reaffirm his commitment (balance of term) during the installation/reaffirmation of the diocesan officers at the closing Mass of the diocesan convention in May. The term of a spiritual advisor to the Diocesan Council shall not exceed five years.

Hamilton Diocesan CWL Policies and Procedures

The following items should be in the possession of the diocesan spiritual advisor:

- i. Spiritual Advisor's Pin and Stole;
- ii. National Spiritual Advisor's Handbook;
- iii. Provincial Spiritual Advisor's Pamphlets;
- iv. Constitution and By-Laws;
- v. Manual of Policy and Procedure - National and Diocesan;
- vi. Executive Handbook;
- vii. The Canadian League Magazine subscription;
- viii. copy of The League Prayer;
- ix. current copy of the Annual Report Book, Spectrum and Presidents Listing;
- x. any pertinent information handed down by the predecessor, e.g., executive minutes.

4.3 Diocesan President (C&B Part XI Sec 1)

The diocesan president shall:

- i. exemplify to the membership the fundamental qualities of leadership;
- ii. accept guidance and direction from the diocesan spiritual advisor and from members of the executive;
- iii. represent The League in the Hamilton Diocese;
- iv. chair all executive meetings and convention planning meetings, pre-convention presidents' meeting and the Diocesan Convention;
- v. prepare the agenda for all executive meetings and the Diocesan Convention;
- vi. be a signing officer for all official diocesan documents and cheques;
- vii. be an ex-officio member of all sub-committees **except** Nominations and Elections;
- viii. prepare an oral report and a written summary (Form 6.8) for recording secretary for executive meetings and Diocesan Convention;
- ix. prepare a directive for the Spectrum newsletter, additional reports when necessary; directive for the presidents' envelopes and/or oral report for regional meetings and written summary (Form 6.8) for regional secretary;
- x. receive and respond to all correspondence;
- xi. prepare letter of welcome for New Member's Kit;
- xii. sign all approved minutes and audited/reviewed Financial Statement;
- xiii. be the spokesperson for the diocesan council to media and other organizations;
- xiv. at the beginning of her term appoint a regional chair for each region;
- xv. appoint a member to fill vacant diocesan officer positions, except president –elect, and regional chairs in consultation with the executive;
- xvi. appoint a Life Member Liaison;
- xvii. arrange for guest speakers as required;
- xviii. attend all diocesan convention planning meetings;
- ~~xix.~~ chair the Vocations Mass planning meetings;
- xx. attend the provincial executive meetings (October and February) and provincial convention, pre and post-convention meetings (July) and prepare reports as directed by the provincial president for presentation at the meeting/convention;
- xxi. prepare a report for the Provincial Annual Report Book (March) on the events of the

Hamilton Diocesan CWL Policies and Procedures

- diocese during the past year and send one copy to provincial organization chair, one copy to the provincial president and keep one copy for her files;
- xxii. attend the national convention (August) as an accredited delegate or appoint another officer in her place;
- xxiii. represent the diocesan council at the meeting of Catholic Service Organizations held at the Chancery Office;
- xxiv. attend all regional meetings;
- xxv. attend the presidents/president-elect meetings in the regions, when invited by the regional chair;
- xxvi. prepare an introductory letter and report for the annual report book and an introductory letter for the convention program book;
- xxvii. plan the convention play-by-play and prepare the content of the convention program book.

The following items should be in the possession of the diocesan president:

- i. Constitution and Bylaws;
- ii. Manual of Policy and Procedure- National, Provincial and Diocesan;
- iii. Executive Handbook;
- iv. diocesan president's pin;
- v. diocesan gavel;
- vi. diocesan president's ring;
- vii. national, provincial and diocesan executive listings;
- viii. president's working manual, including agendas and minutes of all meetings;
- ix. pertinent correspondence from previous term;
- x. keys to the diocesan office;
- xi. Leading the League Manual;
- xii. Except the Lord Build the House and Supplement;
- xiii. Training Manuals 1 and 2;
- xiv. Catechism of the Catholic Church;
- xv. Catholic Women's League Flip Kit.

4.4 President–Elect (C&B Part XI Sec 2)

The president-elect shall:

- i. succeed the president automatically at the end of her two-year term;
- ii. complete the unexpired term of the president should the president be unable to complete her term of office;
- iii. learn the role of president in preparation for assuming the presidency;
- iv. perform the duties of the president in her absence;
- v. perform such duties delegated by the president;
- vi. be the chair of organization as outlined in the Executive Handbook and Article 4.11.2;
- vii. attend the convention and Vocations Mass planning meetings;
- viii. attend provincial and national conventions as an accredited delegate;
- ix. write a written report of the national convention (August) for distribution to the

- presidents at the Fall regional meeting;
- x. attend presidents/president-elect meetings in the regions when invited;
- xi. attend all regional meetings.

4.5 First Vice-President (C&B Part XI Sec 3)

The first vice-president shall:

- i. perform the duties of the president-elect in her absence;
- ii. perform such duties as delegated by the president;
- iii. attend the provincial convention (July) as an accredited delegate and prepare a written report for distribution to the parish presidents at the fall regional meeting;
- iv. be a chair of a standing committee — usually spiritual development as outlined in the Executive Handbook and Article 4.11.1.

4.6 Second Vice-President (C&B Part XI Sec 3)

The second vice-president shall:

- i. perform such duties as delegated by the president;
- ii. be a chair of a standing committee, usually Christian family life as outlined in the Executive Handbook and Article 4.11.3.

4.7 Recording Secretary (C&B Part XI Sec 4)

The recording secretary shall:

- i. attend all executive meetings, diocesan convention, convention planning meetings and Vocations Mass planning meetings (on a rotational basis with the Knights of Columbus and Serra International);
- ii. assist the president in preparing the agenda for meetings, reminding her of any outstanding business;
- iii. take the minutes of all meetings listed except regional meetings;
- iv. ensure that minutes include:
 - a) type of meeting;
 - b) name of the organization;
 - c) date, including the year, time and place of meeting;
 - d) roll call of executive present and absent;
 - e) name of the presiding officer;
 - f) approval of the previous meeting minutes including any amendments;
 - g) concise, correct and pertinent information of the meeting;
- v. type and file each set of minutes and place in Minutes Binder;
- vi. sequentially number the pages in the Minutes Binder for her term, each page to contain the signatures or initials of the diocesan president and recording secretary;
- vii. record and number all motions in the minutes stating the resolution of the motion, i.e. carried, defeated, tabled with date;

Hamilton Diocesan CWL Policies and Procedures

- viii. enter the motions into the Motions Book, prior to the completion of her term, and update the Index of Motions;
- ix. distribute all meeting minutes as soon as possible (no later than two weeks) after the meeting;
- x. prepare a report for the diocesan Annual Report Book;
- xi. form a convention minutes editing committee to review and edit the minutes of diocesan convention, for approval at the next executive meeting and distribution at the fall regional meetings;
- xii. bring the name plates to the diocesan convention for placement by the Hall Properties Committee according to the play-by-play (Diocesan Convention Handbook);
- xiii. sign the accreditation cards prior to the diocesan convention;
- xiv. receive and keep safe the recording secretary's pin presented at convention closing banquet;
- xv. keep minutes in a safe place and never destroy them as they are the history of the council and should be transferred to the archives after four years;
- xvi. be a signing officer for all official diocesan documents and cheques.

4.8 Corresponding Secretary

The corresponding secretary shall:

- i. prepare a report for the executive meeting of correspondence received and sent since the last meeting;
- ii. read any correspondence as directed by diocesan president at executive meetings and diocesan convention;
- iii. keep all correspondence in a safe place during her term of office;
- iv. keep all correspondence sent out and immediately provide the diocesan president with copies of all letters;
- v. prepare an oral report and a written summary (Form 6.8) for recording secretary for executive meetings;
- vi. prepare a report for the Diocesan Annual Report Book using League stationery;
- vii. include date, time, contact phone number and directions when sending invitations;
- viii. send all Mass cards, sympathy cards, cards for illness, flowers and charitable donations on behalf of the diocesan council (Article 2.14). Report all cards, flowers and donations sent at the next executive meeting;
- ix. notify the spiritual advisor of any Masses that need to be offered;
- x. record on an expense form the names and number of Mass cards sent monthly for the spiritual advisor's stipend and pass to treasurer;
- xi. collate all material for parish presidents' envelopes for regional meetings and diocesan convention;
- xii. distribute the form for parish council executive changes and prepare an updated presidents listing included in the presidents' envelope at the spring regional meeting:
 - a) diocesan officerscomplete listing;
 - b) diocesan archivescomplete listing;
 - c) convention co-chairscomplete listing;
 - d) life membersher region;

Hamilton Diocesan CWL Policies and Procedures

- e) regional executiveher region;
- f) parish presidentsher region;
- g) Chancery Officediocesan officers listing;
- xiii. direct any requests for the presidents listing (other than those stated above) to the diocesan president;
- xiv. ensure that list of diocesan officers with their names, addresses, and telephone numbers, fax numbers and email addresses are submitted within two weeks of the diocesan convention to the provincial and national councils;
- xv. submit a list with addresses of diocesan officers and regional executive to provincial newsletter editor in August each year for distribution of provincial newsletter;
- xvi. forward any unfinished business to new corresponding secretary and destroy all other items at end of term;
- xvii. forward all correspondence of historical importance to the historian for the archives;
- xviii. update the diocesan elections register annually in January.

4.9 Treasurer (C&B Part XI Sec 5)

The treasurer shall:

- i. be the chief financial officer for the diocesan council and be responsible for financial management and budgeting;
- ii. have some expertise related to financial management, including budget preparation, bank statements, banking and accounting procedures and a working knowledge of financial statements;
- iii. assume control of funds as outlined in Financial Management and Control (Section 2.0);
- iv. maintain a close liaison and work in co-operation with the diocesan president in all matters concerning the financial operation of the diocesan council;
- v. pay all authorized bills;
- vi. pay all authorized expenses as outlined in Sec 2.0;
- vii. review all paid expenses and bills with the diocesan president quarterly;
- viii. be responsible for convention finances along with the convention co-chairs;
- ix. carry out a review of the financial activity for the month, prepare a monthly report and submit a copy to the diocesan officers and regional chairs including per capita fees received to date;
- x. prepare and present a report of revenues and expenditures since the last meeting at all executive meetings;
- xi. prepare a summarized financial statement for presentation at executive meetings;
- xii. present the Annual Financial Statement at the diocesan convention for approval and keep one copy on file;
- xiii. prepare the cheques covering the annual donations to Bishop's Charities and present them to the Bishop of Hamilton at the convention closing banquet;
- xiv. disburse all donations received from parish councils to designated charities;
- xv. chair the Annual Budget Committee and submit the proposed budget to the diocesan executive for their approval at the fall executive meeting;
- xvi. invoice the parish councils each Fall for the regional fee and convention fee (refer to

Hamilton Diocesan CWL Policies and Procedures

- Financial Policy 2.2);
- xvii. invoice provincial council \$200 per term for archive storage;
 - xviii. collate all parish council donations on the annual report form by the deadline date;
 - xix. submit the ***Annual Review Engagement Financial Statement and Financial Annual Report*** for insertion in the annual report book. This statement is sent to parish presidents 21 days prior to annual general meeting;
 - xx. create a committee to conduct the 50/50 draw and sales at all regional meetings and schedule members to manage the table for the national and diocesan supplies sales and silent auction at the diocesan convention;
 - xxi. index all papers and forward all in information to the new treasurer at the completion of her term. Notify the Chancery Office of the mailing address of the treasurer for Pornography Hurts Bus Campaign donations;
 - xxii. provide the organization chair with a list of all parish council memberships for the previous year for the Increase in Membership Award in February;
 - xxiii. provide the spiritual advisor a \$10 stipend per Mass card sent by the corresponding secretary;
 - xxiv. keep the following in storage for 7 years in a safe place:
 - a) cancelled cheques;
 - b) receipts;
 - c) expense statements and bills;
 - d) general ledgers;
 - e) per capita journal;
 - f) bank statements;
 - g) deposit books.

4.10 Diocesan Past President (C&B Part XI Sec 7)

The past president shall:

- i. serve as a consultant to the diocesan president;
- ii. perform duties delegated by the president;
- iii. be the historian for the council;
- iv. prepare an oral report and a written summary (Form 6.8) for recording secretary for executive meetings;
- v. prepare a directive for the Spectrum newsletter and additional reports (if necessary) for the presidents' envelopes and/or oral report for executive meetings and diocesan convention and written synopsis for the recording secretary;
- vi. collate a report of all the parish past president/historian annual reports, one copy to diocesan organization chair for provincial council, one copy for file;
- vii. create a report of all parish past president/historian annual reports for the diocesan annual report book;
- viii. chair the diocesan Nominations & Elections Committee and ensures that the election registry has been up-dated and mails letters in early January to all those eligible to stand for office (in election year);
- ix. appoint an election committee in consultation with the diocesan president, meeting as necessary to co-ordinate the preparations for the election and to assist during the

Hamilton Diocesan CWL Policies and Procedures

- election process at the diocesan convention;
- x. prepare a summary report of her two years in office as president, send one copy to the provincial past president and files one copy in the diocesan archives;
- xi. be responsible for recommending/coordinating diocesan changes to the national C&B and Policies and Procedures;
- xii. be the diocesan convention co-chair and attend all convention planning meetings. In the event that the convention chair requests the assistance of an additional co-chair, then the diocesan president in consultation with the diocesan officers will appoint a convention co-chair. The past-president is still to attend all convention planning meetings;
- xiii. arrange for a photo to be taken of the elected officers, spiritual advisor with the Bishop at convention and purchase several copies of the photo for inserting in the archive album and for distribution to the Bishop and diocesan officers;
- xiv. be responsible for line-ups at opening and closing Masses at diocesan convention and junior convention co-chair is responsible for rehearsal and organization of flag ceremony for the convention opening ceremonies;
- xv. be in charge of the diocesan archives. Information stored in the archives will reflect the history of The Catholic Women's League of Canada in the Diocese of Hamilton shall contain the following:
 - a. Charter information on diocesan council - permanent;
 - b. diocesan, regional and convention minutes – permanent;
 - c. annual audited review statements; - permanent;
 - d. Spectrum Newsletters; - permanent;
 - e. annual report books; - permanent;
 - f. correspondence of historical importance; - permanent;
 - g. archived photographs, scrapbooks, etc.; - permanent;
 - h. past president's summary of term of office; - permanent;
 - i. presidents listings; - permanent;
 - j. cash books, ledgers, bank statements, cancelled cheques, 7 years financial statements, expense forms, tax information, etc.;
 - k. photographs, articles and memorabilia should be chronologically entered in the diocesan archive books
 - l. archive books should be 2" D-ring, legal size black binders
 - m. archive index should be updated every two years
 - n. diocesan elected officers picture should be entered in the book as taken. Executive roster should accompany the picture (Archive Book #1);
 - o. all archival records are to be kept in a safe place.

4.11 Standing Committee Chairs (C&B Part XI Sec 8)

All standing committee chairs shall:

- i. attend all executive meetings and diocesan convention and are encouraged to accept invitations to regional meetings;
- ii. perform all duties delegated by the president;
- iii. prepare an oral report and a written summary (Form 6.8) for the recording secretary for

Hamilton Diocesan CWL Policies and Procedures

- executive meetings;
- iv. prepare a directive for the Spectrum newsletter and additional reports (if necessary) for the presidents' envelopes and/or oral report for regional meetings and diocesan convention and written synopsis (Form 6.8) for the recording secretary;
- v. collate a report of all parish annual standing committee reports, forward one copy to diocesan organization chair for provincial council, one copy for file;
- vi. prepare a report of all parish annual standing committee reports for the diocesan annual report book;
- vii. attend workshops and submit a written report.

4.11.1 Spiritual Development Chair (C&B Part XIII Sec 1 [1])

In addition to the responsibilities listed in the C&B, the spiritual development chair shall:

- i. work in conjunction with the spiritual advisor to prepare all liturgical and prayer services for convention, regional meetings and special occasions;
- ii. prepare the opening and closing prayers for all executive meetings;
- iii. keep the Book of Life current, printing the new pages prior to diocesan convention;
- iv. bring the Book of Life and stand to all appropriate League occasions;
- v. bring the diocesan banner, stand and poles to all appropriate League occasions;
- vi. organize retreats for diocesan officers and/or regional executive;
- vii. organize a Day of spirituality once in her two-year term;
- viii. prepare a copy of all prayer services for diocesan convention for the program book;
- ix. attend the convention and Vocations Mass planning meetings.

4.11.2 Organization Chair (C&B Part XIII Sec 1[2])

In addition to the responsibilities listed in the C&B, the organization chair shall:

- i. chair the diocesan policy and procedures committee and review policy at least once during her term
- ii. create and collate the evaluation reports for regional meetings, diocesan convention and special events
- iii. prepare a list of councils with an increase of membership during the previous year using the previous annual report book totals and current December membership totals provided by the treasurer
- iv. present the increase in membership certificate to councils at the spring regional meeting with the assistance of the diocesan president;
- v. collate all the annual reports sent by parish councils for distribution to diocesan officers
- vi. collect the annual reports from diocesan officers to send to provincial council by the winter meeting (February) deadline
- vii. prepare the diocesan annual report book
- viii. distribute the annual report book at no cost to the following:
 - a) diocesan officers;
 - b) parish council presidents;
 - c) parish spiritual advisors (upon request);

Hamilton Diocesan CWL Policies and Procedures

- d) diocesan life members;
- e) national president (upon request);
- f) Ontario provincial president, officers and diocesan presidents;
- g) Bishop of Hamilton and Auxiliary Bishops;
- h) copies for the diocesan archives;
- ix. ensure that annual report books will be made available for individual members to order at a nominal charge;
- x. order name badges and bars for diocesan and regional executive;
- xi. chair the Frances Lovering Woman of the Year Award committee:
 - a) prepares nomination package for parish councils for spring regional meeting;
 - b) ensures that the previous recipient's council brings the diocesan plaque to the spring regional meeting;
 - c) creates a committee to review the nominations and selects a recipient
 - d) prepares a list of nominees and a biography of the recipient to be presented at the convention closing banquet;
 - e) ensures that the recipient will be in attendance at the convention closing banquet;
 - f) orders personal plaque, name plate for diocesan plaque and flowers;
 - g) creates nominee certificates for presentation at the convention closing banquet with the assistance of the diocesan president.

4.11.3 Christian Family Life Chair (C&B Part XIII Sec 1[3])

In addition to the responsibilities in the C&B, the Christian family life chair shall:

- i. work in conjunction with the Hamilton Diocesan Vocations Director in updating all Vocations Mass information, i.e. programs/flyers (on rotational basis with the Knights of Columbus and Serra International.)

4.11.4 Community Life Chair (C&B Part XII Sec [4])

In addition to the responsibilities in the C&B, the community life chair shall:

- i. promote the World Union of Catholic Women's Organizations (WUCWO);
- ii. distribute information on WUCWO received from the national past president;
- iii. promote Development and Peace (D&P) issues including the 1% program.

4.11.5 Education and Health Chair (C&B Part XII Sec 1[5])

4.11.6 Communication Chair (C&B Part XII Sec [6])

In addition to the responsibilities in the C&B, the communication chair shall:

- i. edit and publish two issues of the Spectrum newsletter and ensure it is printed in time for the regional meetings;
- ii. prepare press releases and other publicity as appropriate for diocesan events including the annual convention, Vocations Mass and other special events;

Hamilton Diocesan CWL Policies and Procedures

- iii. ensure that information from other levels of The League is passed on to parish councils;
- iv. provide updates and changes to the webmaster for the diocesan website;
- v. design and implement fundraising initiatives for the Pornography Hurts campaign;
- vi. investigate cost, make recommendations and if approved, make arrangements to implement the annual anti-pornography campaign;
- vii. promote awareness of the influence of pornography and its effects on children and adults through the Pornography Hurts Campaign;
- viii. monitor media content and when appropriate, bring issues to the attention of president and diocesan executive;
- ix. be the photographer at diocesan events excluding the diocesan convention.

4.11.7 Resolutions Chair (C&B Part XII Sec 1[7])

In addition to the responsibilities in the C&B, the resolutions chair shall:

- i. present resolutions to provincial level of The League following them being passed at the diocesan convention.

4.11.8 Legislation Chair (C&B Part XII Sec 1[8])

4.12 Regional Chair (National P&P pp. 48, 49; C&B VIII, Sec 6(b))

The Regional Chair shall:

- i. serve as liaison between the parish councils in her region and the diocesan council, keeping the line of communication open in both directions;
- ii. keep in close contact with the parish council presidents and deal with regional concerns;
- iii. report her activities to the diocesan president;
- iv. attend all diocesan executive meetings as the representative of the parish council presidents in her region;
- v. be an integral part of the convention planning committee and attend all convention planning meetings;
- vi. consult with parish presidents in the region before selecting a convention committee job;
- vii. circulate a sign up list for convention committee workers at the Spring regional meeting;
- viii. attend the diocesan convention and post-convention meeting;
- ix. hold presidents' meetings in the region;
- x. chair all regional meetings;
- xi. prepare an agenda for regional meetings with input from parish presidents on her regional committee and in consultation with the diocesan president (Form 6.3);
- xii. correspond with hosting council to provide guidance on what is needed for the Eucharistic celebration and the meeting space (Form 6.2);

Hamilton Diocesan CWL Policies and Procedures

- xiii. be responsible for the seating arrangement protocol at regional meetings (Form 6.4);
- xiv. communicate with presidents in the region prior to attending diocesan executive meetings to discuss diocesan business that will be on the agenda and seek their input
- xv. prepare an annual report on the work in the region for the diocesan Annual Report Book;
- xvi. prepare an oral report to be given at convention which covers work in the region since the written report as well as plans for the coming year and give a written synopsis (Form 6.7) to the recording secretary.

4.13 Regional Secretary

The regional secretary shall:

- i. be chosen by the regional chair;
- ii. attend all regional meetings, diocesan convention, convention planning meetings;
- iii. send out notices of regional meetings which include letter from diocesan president, letter from regional chair, agenda which has been prepared by regional chair in conjunction with the diocesan president and directions to location of regional meeting. Instructions for room set up and Eucharistic celebration are also sent to the host council. These letters are sent out in January for spring regional and July or August for fall regional meetings;
- iv. take the minutes of all regional meetings;
- v. ensure that minutes include:
 - a) type of meeting;
 - b) name of the organization;
 - c) date, including the year, time and place of meeting;
 - d) roll call of executive present and absent;
 - e) name of the presiding officer;
 - f) approval of the previous meeting minutes including any amendments;
 - g) concise, correct and pertinent information of the meeting;
- vi. type and file each set of minutes and place in minutes binder;
- vii. sequentially number the pages in the minutes binder for her term, each page to contain the signatures (or initials) of the regional chair and regional secretary;
- viii. record and number all motions in the minutes stating the resolution of the motion e.g. carried, defeated, tabled with date;
- ix. enter the motions into the Motions Book, prior to the completion of her term;
- x. distribute all meeting minutes to diocesan officers, Life Members and council presidents of region as soon as possible (no later than two weeks) after the meeting;
- xi. place the name plates at the head table at the regional meeting according to the seating chart found in box (as per presidents Policy and Procedure Manual);
- xii. keep minutes in a safe place and never destroy them as they are the history of the council and should be transferred to the diocesan archives located at the Chancery officer after four years.

4.14 Regional Committees

- i. Each Regional Committee is responsible for one of the following convention committees:
 - a) hall properties;
 - b) meals;
 - c) registration;
 - d) transportation;
 - e) hospitality (when applicable);
- ii. regional committees are responsible, in conjunction with the elected officers, to direct and administer the league work in the Hamilton diocese;
- iii. each regional committee will take the time to meet, or communicate, to provide their input on the upcoming diocesan business so that the regional chair will be able to take their input to the diocesan executive meeting;
- iv. each regional committee should provide opportunities for training or spiritual enrichment for the members in their region by hosting workshops, guest speakers, training days, retreats or days of reflection. Funding for these may be available from the national or provincial development funds if the event meets the specified criteria in the National P & P and the Ontario Provincial Policy;
- v. emergency supply kit will be available at the registration table

5.0 Presentations

The diocesan council will make the following presentations and will cover any cost involved:

5.1 Diocesan Officers

- i. The diocesan president is presented with the president's pin and president's ring at the convention closing banquet by the past president.
- ii. The past president is presented with a diocesan bar and past diocesan president's pin (if required) at the convention closing banquet by the new president.
- iii. The large McElderry insignia pin is presented to the incoming diocesan recording secretary by the past diocesan recording secretary at the convention closing banquet. An explanation of its history is given.
- iv. The diocesan officers shall, during their term of office, receive a name badge, indicating their name and the designation of Hamilton diocesan officer. The organization chair is responsible for the name badges.
- v. At the completion of her term, a gift shall be presented to the diocesan president at the convention.

5.2 Spiritual Advisor

The diocesan spiritual advisor shall be presented with the Spiritual Advisor's Pin and Stole at his installation. At the completion of his term, a gift shall be presented to him at the convention.

5.3 Regional Executive

The regional executive, on appointment to the office, shall receive a name badge and a regional bar to be presented at their installation at the first fall regional meeting. The regional bar is worn on their past-president's pin.

5.4 Other Awards and Presentations

- i. upon request, an anniversary certificate shall be presented to parish councils celebrating an anniversary of 20 years or greater and the presentation will be made at a time and location requested by the council;
- ii. life member pin and certificate shall be presented to the past diocesan president at the diocesan convention when:
 - a) the retiring past diocesan president meets the national criteria for life membership; and

- b) the diocesan executive recommends her for life membership in the national council; and
- c) approval is received from national council;
- iii. a Certificate of Merit shall be presented to regions who assist at convention and councils who assist with the Liturgies;
- iv. Leadership Development Certificates shall be presented to parish councils and/or regions who host a Leadership Workshop and members who complete the training;
- v. at the annual convention banquet, a gift shall be presented to the convention chairwomen and the provincial/national representative(s).

5.5 Frances Lovering Woman of the Year Award

- i. History of Award

The Frances Lovering Woman of the Year Award was instituted by the diocesan executive in the year 2000 as a Millennium Project. It was named after the first diocesan president, Frances Lovering, who later served as the third national president and was an original member of The Catholic Women's League of Canada formation committee in 1920. The diocesan organization chair is the Chair of the Nominating Committee. The nomination forms (Form 6.9) are distributed in the spring regional meeting envelopes.
- ii. Criteria

There is no formal criterion for this nomination. The nominee is to be a member who demonstrates the objectives of The League in her service to The League, her parish and the community.
- iii. Nomination Process
 - a) the diocesan organization chair chairs the Awards Committee and receives all the nominations;
 - b) all names on the submissions are deleted before presentation to the Awards Committee;
 - c) all forms are photocopied and numbered;
 - d) a five women team of diocesan officers reads all the submissions;
 - e) each diocesan officer on the Awards Committee is asked to choose three nominees and submit the numbers at an award meeting;
 - f) the nominee with the most votes will receive the Frances Lovering Woman of the Year Award;
- iv. Information on Nominees

Most nominations from the council are done without the nominee's knowledge. The president or contact person for the winning nomination will be notified when their nominee is chosen so that every effort can be made to ensure that she is present at the convention closing banquet.
- v. Presentation

The award is presented at the closing banquet of the diocesan convention. All nominees are called up to receive a flower and a nomination certificate. When all the women are in front of the head table, the winner is announced. The chosen Woman of the Year will have her picture taken with the Bishop and is honoured with

applause by her fellow members. The winner is presented with a large commemorative plaque with the names of the previous winners, which must be returned the following year and a smaller plaque which she may keep.

vi. Past Recipients

A list of all past recipients will be kept on file in the archives and with the organization chair.

5.6 Bellelle Guerin Award

i. History of Award

Bellelle Guerin was the first National President (1920) of The Catholic Women's League of Canada. This award is presented to individuals who have worked tirelessly to keep the spirit of the League alive in the spirit of the first president.

The women nominated should be individuals who have kept the vision and the dream of Bellelle Guerin alive in Canada and the world by dedicating themselves to the work of the League in their parish, diocese and/or province.

Part VII: Membership Nomination for Bellelle Guerin Award forms can be found on A3-8 & 9 of the National Policy and Procedure Manual.

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.

ii. Nomination Process:

The Bellelle Guerin Award involves the following process:

- a) nominations for the Bellelle Guerin Award may be submitted by a parish, diocesan and/or provincial council;
- b) the nomination form for the Bellelle Guerin Award must be completed by the nominating council president and the \$75 is to be paid by the nominating council;
- c) the nominating president forwards the nomination form along with the \$75-fee to the parish, diocesan [where applicable] and/or provincial president who in turn forward to the provincial president.
- d) 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 three levels;
- e) the nominating council forwards the nomination form to national office along with the \$75 fee;
- f) 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.

iii. Information on Nominees

Most nominations from the council are done without the nominee's knowledge. The president or contact person for the winning nomination will be notified when their nominee is chosen so that every effort can be made to ensure that she is present at the convention closing banquet.

iv. Presentation

If the nominee is from:

- the diocesan, the presentation will be at the closing banquet of the diocesan convention;
- a parish, the presentation will be at their discretion of the council. The winner is presented with a commemorative certificate and pin.

v. Past Recipients

A list of past recipients will be kept in the archives and with the organization chair.

5.7 Recording Secretary's Presentation Pin

The large membership pin designated to be worn by the diocesan recording secretary was donated to the diocesan council in memory of Miss Rose McElderry by her family.

Rose McElderry (pronounced: Mak-el-dairy) was National Recording Secretary in 1928 and being a resident of Guelph and Hamilton Diocese, the family wished it to remain with the diocesan council.

Rose McElderry was a member of Church of Our Lady Immaculate Council in Guelph.

5.8 Our Lady of Good Counsel Vocations Fund

HISTORY and PURPOSE

In 1998, the Hamilton Diocesan Council initiated the Pennies for Seminarian's Fund which began as a fun challenge between the Knights of Columbus and The Catholic Women's League in our diocese. The League had an overwhelming response to this as individual members and councils contributed their pennies and loose change in support of the seminarians of our diocese.

In the ensuing years, the money raised was given to the bishop at the annual convention closing banquet and then distributed by the bishop to seminaries for their use.

In 2012 the diocesan council refocused Pennies for Seminarian's and introduced Our Lady of Good Counsel Bursary for Seminarians. The purpose of this fund is to provide financial assistance to seminarians who is studying for the Diocese of Hamilton. The first bursary was distributed at the Vocations Mass in 2013 to selected seminarians who had applied for the bursary.

In 2019 the diocesan council again refocused Our Lady of Good Counsel Bursary for Seminarians and introduced Our Lady of Good Counsel Vocations Fund. The purpose of this fund is to provide financial assistance to seminarians and other vocations ministries of the diocese.

Hamilton Diocesan CWL Policies and Procedures

The bursary will continue to grow through the generous donations of the members of The Catholic Women's League throughout the diocese. Each year all donations received from parish councils will be presented to the Diocesan Vocations Director at the convention closing banquet.

Hamilton Diocesan CWL Policies and Procedures

Revised: January 2019

6.0 Forms

6.1 Expense Form

Name: _____ Date: _____

Position Held _____

Accommodations (receipts) Event _____

Place _____ Number of Nights: _____ Total\$ _____

Meal Allowance (receipts): Event _____

Breakfast ____ @ \$10.00 * _____

Lunch ____ @ \$15.00 * _____

Dinner ____ @ \$25.00 * _____ Total \$ _____

Postage (receipts) _____ Total \$ _____

President's Internet Expenses: (receipts) _____ Total \$ _____

Telephone Expense (receipts) _____ Total \$ _____

Transportation- other than mileage-(receipts) _____ Total \$ _____

Office Supplies (receipts) _____ Total \$ _____

Gift-state recipient & occasion (receipts) _____ Total \$ _____

Miscellaneous* (receipts) _____ Total \$ _____

Mass Cards Sent * ____ @ \$10.00 _____ Total \$ _____

\$25.00 Speaker Stipend: Occasion _____ Total \$ _____

Location _____

Mileage: Please be specific

Kilometers _____ Occasion _____

Kilometers _____ Occasion _____

Kilometers _____ Occasion _____

Kilometers _____ Occasion _____

Kilometers _____ Occasion _____

Kilometers _____ Occasion _____

Kilometers _____ Occasion _____

Kilometers _____ Occasion _____

Total km _____ @ \$ 0.40 per km Total \$ _____

Total expenses claimed: \$ _____

Total expenses paid: \$ _____

Cheque number: _____ Date of Cheque: _____

Signing Officers on cheque:

Diocesan President _____ Treasurer _____ Third Signing Officer _____

6.2 Sample Letter to Host Council President

(date)

(name and address of Host Council President)

Dear (name):

On behalf of the Hamilton diocesan council of the Catholic Women's League, I would like to thank you for hosting the regional meeting on (date). For your information, host council responsibilities are listed below: (**Note:** only include list if a Eucharistic celebration will precede the meeting)

- i. For the Eucharistic Celebration:
 - a) book the Eucharistic Celebration with the parish (see agenda for time);
 - b) invite the spiritual advisor to concelebrate Mass (**Note:** the diocesan spiritual advisor is the main celebrant and homilist, unless unavailable);
 - c) invite the host council spiritual advisor to extend words of welcome;
 - d) provide readers, music, ushers, Eucharistic ministers and gift bearers;
 - e) prepare, in consultation with the spiritual advisor, the Prayers of the Faithful which one of your readers will read;
 - f) provide a small table near the Altar for the diocesan and host council's Books of Life;
 - g) display the diocesan and host council's banners in a prominent place in or near the Sanctuary.
- ii. For the meeting:
 - a) provide a head table for 17 people (or number to be seated at the head table);
 - b) provide tables and chairs for 70 people (or expected number of attendees);
 - c) provide a podium and microphone for the head table and one for the floor if possible;
 - d) provide tables for display material, retail items and 50/50 draw (minimum four long tables);
 - e) provide small focus table for the Books of Life, candle and statue/picture of Our Lady of Good Counsel;
 - f) provide name tags and registration sheet (attach Form 6.5);
 - g) provide coffee, tea, juice, water and muffins at registration time and at lunch;
 - h) members will bring their own bagged lunch which will be communicated by the regional chair in the letter sent to all councils. Host council will provide lunch for spiritual advisor.

Should you have any concerns, please notify me. I am looking forward to seeing you at the Regional Meeting.

Sincerely,

(signature)

(name)

Regional Chair

(address, phone and email address)

6.3 Sample Regional Meeting Agenda

Hamilton Diocesan Council

(Name of Region)

(Name of Host Council)

(Date)

A G E N D A

Time:	Liturgy of the Eucharist	
	Registration and refreshments	
	Call to Order	Regional Chair
	League Prayer	
	Welcome	Host Council President
	Opening remarks and welcome	Regional Chair
	Roll Call of Regional Executive/Parish Presidents	Regional Secretary
	Introduction of Head Table	Regional Chair
	Approval of the Agenda	Regional Chair
	Approval of minutes of last regional meeting	Regional Chair
	Opening remarks and welcome	Diocesan President
	Opening remarks	Diocesan Spiritual Advisor
	Correspondence	Regional Secretary
	Treasurer's Report	Diocesan Treasurer
	Parish Presidents Reports	Council Presidents
	Angelus and Grace	
Lunch break		
Time	Regional Development (workshops/guest speakers/Q&A)	Regional Chair
	Diocesan Reports/Information/Promotions	Diocesan Officers
	Attendance	Regional Secretary
Closing:	Date and location of next regional meeting	
	Appreciation to host council	
	Motion to adjourn	
	Closing Prayer	

6.4 Sample Seating Arrangement — Regional Meeting

Head Table with podium in middle	Head Table with podium at end of table
Host Council President	Podium
Standing Committee Chair	Diocesan President
Standing Committee Chair	Regional Chair
Standing Committee Chair	Regional Secretary
Diocesan Treasurer	President-Elect
Diocesan Second-Vice-President	Diocesan First-Vice-President
Diocesan Spiritual Adviser	Diocesan Spiritual Adviser
Diocesan First-Vice-President	Diocesan Second-Vice-President
President-Elect	Diocesan Recording Secretary
Podium	Diocesan Corresponding Secretary
Diocesan President	Diocesan Treasurer
Regional Chair	Diocesan Past-President
Regional Secretary	Standing Committee Chair
Diocesan Recording Secretary	Standing Committee Chair
Diocesan Corresponding Secretary	Standing Committee Chair
Diocesan Past-President	Standing Committee Chair
Standing Committee Chair	Standing Committee Chair
Standing Committee Chair	Host Council president

Hamilton Diocesan CWL Policies and Procedures

6.5 Registration Form — Regional Meeting

Regional Meeting Date: _____

Location: _____

Region: _____

PLEASE PRINT CLEARLY

NAME	PARISH	√ if you are a president

6.6 Installation Ceremony for Regional Executive

Participants: diocesan spiritual advisor, diocesan president, regional chair, secretary

Material needed: regional bars, name badges, three candles/holy water and Paschal candle if required

This ceremony is done after the homily at the Eucharistic Celebration prior to Hamilton, Kitchener and North Regional meetings. The members of the Brant region will be installed at a regional meeting of their choice.

The diocesan spiritual advisor (or his designate) addresses the congregation and invites the diocesan president to come forward.

Spiritual Advisor:

Dear people of the Lord: Through baptism Jesus calls us to work with Him in building the Kingdom of God. He calls us to work together as members of His Body.

Jesus promises us His Spirit, and the Spirit, in turn, bestows gifts of many kinds to help accomplish the work of Jesus in this world.

The Catholic Women's League is an important work of the Lord and His people in the Church in Canada. Members of the League use their many gifts and talents for the building of the community of faith at the local, regional, diocesan, provincial and national levels.

In this way, they live out their baptismal promises working together in the Lord Jesus to build the Kingdom of God on earth. In your presence, with your prayers, we now install

(Name) _____ as Regional Chair and

(Name) _____ as Regional Secretary.

Both women come forward as their name is called.

The spiritual advisor lights the diocesan president's candle from the Paschal candle. The diocesan president lights the two candles from her candle and passes the candle to the regional executive

or

Hamilton Diocesan CWL Policies and Procedures

The president goes to the table where the holy water is and says:

May the grace given to each of us in our baptism be shared with all God's people through Jesus Christ.

She then blesses herself from the bowl, takes the bowl to the newly installed Executive for them to also touch the water and bless themselves. She then returns the bowl to the table.

Diocesan President:

You have been chosen by the Hamilton Diocesan Council of The Catholic Women's League of Canada because they recognize in you the gift of service and dedication to the League at regional level.

(Name) _____ and

(Name) _____

Will you be faithful to your call in the help that you bring to all members of the League, by your faith, love and prayers?

Regional Executive:

I will, with God's help.

Spiritual Advisor:

Lord, look with kindness on these women. In Your love and mercy, give Your blessing to them as You bless all of their works.

The spiritual advisor blesses the regional bars and name badges. The diocesan president presents them to the regional executive.

Spiritual Advisor:

To all members of this (these) _____ region(s), I ask that you welcome
(Name) _____ and

(Name) _____ who offer the gift of themselves, their faith and trust in God and their love for the Church, the League and Canada.

Please demonstrate your welcome.

The regional executive face the congregation, blow out their candles (if used) and return to their pew.

Hamilton Diocesan CWL Policies and Procedures

6.7 Motion Form

Hamilton Diocesan Council
of
The Catholic Women's League of Canada
Motion Form

Council name: _____

Motion # _____

Date: _____

Moved by: _____
(Name and council)

Seconded by: _____
(Name and council)

That _____

Motion was carried _____

Motion was defeated _____

President's signature: _____

6.8 Summary of Oral Report

Hamilton Diocesan Council
The Catholic Women's League of Canada

Summary of Oral Report Form
(12 to 15 lines maximum)

Name:

Office/Standing Committee:

-

Hamilton Diocesan CWL Policies and Procedures

6.9 Frances Lovering Woman of the Year Award Nomination Form

Hamilton Diocesan Council
The Catholic Women's League of Canada
Frances Lovering Woman of the Year Award
Nomination Form

Parish councils may submit one nominee chosen by their council to the diocesan organization chair by

Nominee's Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: (____) _____

Member of _____ council _____ (city)

Years of membership in The Catholic Women's League: _____

Catholic Women's League Involvement: _____

Parish Involvement: _____

Personal Data: _____

Parish president _____

Parish spiritual advisor _____

6.10 Archives Form

Indicate the items filed by date for each year of your term:

Item:	Date & Location	Date & Location
Minute Books		
Motion Books		
Bank Statements		
Cancelled Cheques		
Receipts		
Correspondence		
Annual Reports		
Executive List/Year		
President's Summary		
Newsletters		
Manual of Policy & Procedure		
Guidelines		
Resolutions Briefs		
Convention Program Booklet		
Convention Liturgy Booklet		
Special Projects		
Other Programs		
Publicity		
Newspaper Clippings		

Comments:

Hamilton Diocese Expense Form

Name: _____ Date _____

Position Held _____

Accommodations (receipts) Event _____

Place _____ Number of Nights _____ Total \$ _____

Meal Allowance (receipts): Event _____

Breakfast ____ @ \$10.00 * _____

Lunch ____ @ \$15.00 * _____

Dinner ____ @ \$25.00 * _____ Total \$ _____

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\$25.00 Speaker Stipend: Occasion _____ Total \$ _____

Location _____

Mileage: Please be specific

Kilometers _____ Occasion _____

Kilometers _____ Occasion _____

Kilometers _____ Occasion _____

Kilometers _____ Occasion _____

Kilometers _____ Occasion _____

Kilometers _____ Occasion _____

Kilometers _____ Occasion _____

Kilometers _____ Occasion _____

Total km _____ @ \$ 0.40 per km Total \$ _____

Total expenses claimed: \$ _____

Total expenses paid: \$ _____

Cheque number _____ Date of Cheque _____

Signing Officer on cheque

Diocesan President _____ Treasurer _____ Third Signing Officer _____

Hamilton Diocese Motion Form

6.7 Motion Form

Council name: _____

Motion # _____

Date: _____

Moved by: _____
(Name and council)

Seconded by: _____
(Name and council)

That _____

Motion was carried _____

Motion was defeated _____

President's signature: _____