



# National Manual of Policy and Procedure

2025

The Catholic Women's League of Canada



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## INTRODUCTION

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The national executive has approved the *(615) 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 *(604) Constitution & Bylaws* (C&B) and must be used in conjunction with that document. Policy and procedures comply with the *Canada Not-for-Profit Corporations Act* under which legislation the Catholic Women's League of Canada is legally recognized.

### ACCESS

The official approved version of the P&P is located at national office with a digital copy placed on the national website. Consult *(615) National Manual of Policy and Procedure*. Hard copies may be purchased from national office. Councils and members who wish to receive a printed copy of the adopted revisions by mail may request them from national office.

CWL website: [www.cwl.ca](http://www.cwl.ca)

National Office address: c/o CWL National Office  
C-702 Scotland Avenue  
Winnipeg, Manitoba  
R3M 1X5

This manual may be reproduced for use.

### CHANGES TO THE NATIONAL P&P

Councils and members are encouraged to forward proposed revisions to this manual following the process outlined in *(551F) National Manual of Policy and Procedure Revisions Form* (See Appendix 21: *Policy & Procedure Revisions Form*). Deadline December 1<sup>st</sup>.

Proposed revisions will be presented to the national executive at its winter meeting. Adopted revisions will be posted on the national website following their adoption.

Revisions are automatically made should a change in the *(604) Constitution & Bylaws* be made.

### COUNCIL MANUALS

Councils at all levels are encouraged to develop and adopt manuals of policy and procedure specifically designed for their own level. Consult *(812) How to Prepare a Parish Council Manual of Policy and Procedure* (a companion book to the *(604) Constitution & Bylaws*).

# USER GUIDE

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## VOCABULARY

*Catholic Women's League of Canada:*

Will be referred to herein as the *League* or *CWL*

*Catholic Women's League of Canada Constitution & Bylaws:*

Will be referred to herein as *C&B*

*National Manual of Policy and Procedure:*

Will be referred to herein as *National P&P*

## POLICY

All references to the *(604) Constitution & Bylaws* are written in green for easy reference. Each section in this manual is attached to a part of the *C&B*.

## RESOURCES

All booklets, handbooks, guides, workshops, forms and tools are available on the national website: [www.cwl.ca](http://www.cwl.ca) or may be purchased from national office.

All supplies referred to in this manual are available from national office upon completion of *(519) Price List and Order Form*. Specific forms may be required and can be found under Resources: *Forms* on the national website.

All materials referred to in this manual will be identified by their resource number and title (e.g. *(615) National Manual of Policy and Procedure*) under which they may be found on the national website.

## HOW TO SEARCH FOR INFORMATION

This manual uses consistent language as much as possible, aligned with the language found in the *(604) Constitution & Bylaws* and should be used in conjunction with the *C&B*.

To search for information when consulting this document or the *C&B* online, on your keyboard, click CTRL and the letter "f." A box will appear in which you may type the word you are looking for. Use the arrows below the word to find all references in this manual to that word.



1 **DATES & DEADLINES IN THE NATIONAL MANUAL OF POLICY & PROCEDURE**

Deadline	Document / Activity	Section
January 1	Per capita fees due	8
January 1	<i>Elections Registry</i> prepared and updated by diocesan and provincial secretary or past president	7
January 15	Chair of nominations and elections in election year, sends information and requirements to those eligible to serve office	7
February 28	Deadline for submitting annual diocesan, provincial and national per capita fees	8
March 31*	Executive Director sends nomination package to those eligible to serve at national level	7
August 31	<i>(550F) Constitution &amp; Bylaws Amendment Form</i> completed and sent to national office	11
October	Establishment of parish nomination and election committee	7
November 30*	Provincial presidents to notify national president of dates of provincial annual meeting of members	6
December 1	<i>(551F) National Manual of Policy and Procedure Revisions Form</i> to be submitted to national past president/chairperson of laws	11
December 15	Receipt of completed <i>(508) Life Member Nomination Package</i> by email to national office	3
December 15	Post-mark of mailed copy to national office of completed <i>(508) Life Member Nomination Package</i>	3
December	Establishment of diocesan, provincial and national nomination and election committee	7

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Deadline	Document / Activity	Section
Six months notice	Documents circulated by province to parish councils re organization of a new diocesan council	4
21 days notice*	To all parish CWL members re <i>Notice of Motion</i> to disband	4
October or November or December	Chair of nominations and election committee advises those eligible for nominations to serve in office soliciting their consent to let their name stand	7
Six months*	Provincial Grant application forwarded to national office	8
Two weeks*	<a href="#"><i>(512F) National Development Fund Report</i></a> to national with two weeks of the event	8
Five (5) years	Maximum timeline of a national temporary voluntary fund	8

1

2 \*On or before, or at least this number of days notice

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4 Consult the *Important Dates* Calendar on the national website home page for dates of events and  
5 activities involving the League.

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1 **SECTION 1: GENERAL INFORMATION**

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2 **HISTORICAL BACKGROUND (C&B, PART I)**

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3 The history of The Catholic Women’s League of Canada can be found in Appendix 1: *History of the*  
4 *League*.

5 Information on the League’s patroness, Our Lady of Good Counsel, can be found in Appendix 2:  
6 *History of the Image of Our Lady of Good Counsel*.

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8 **FOUNDATIONAL STATEMENTS**

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

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

13 **Core Values:** Faith: following Catholic teaching  
14 Service: local, national and international  
15 Social Justice: actively involved in society

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

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

22 **Motto:** For God and Canada

23

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24 **OBJECTS OF THE LEAGUE (C&B, PART IV)**

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

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

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## VISION

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To realize its mission and live out its Objects, the League aspires, through its three pillars of Faith, Service and Social Justice:

- to plan, develop and coordinate programs directed toward the individual and collective spiritual development of members as envisioned by the documents of Vatican II and subsequent papal documents
- to encourage and support the development of Christian values 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

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## SPIRITUAL PROGRAM

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League gatherings begin and end with prayer.

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

Under the guidance of the spiritual advisor (C&B: Part IX, Section (a)(i)), in cooperation with the chairperson of faith, the spiritual program shall express the religious renewal of the people of God as envisioned by documents of Vatican II and subsequent papal documents. (C&B, Part VI)

Council meetings shall endeavour through the spiritual development program to foster and advance the spiritual growth of members. (C&B, Part VI)

Councils shall honour, in a special way, Our Lady of Good Counsel around her feast day on April 26<sup>th</sup>. (C&B, Part VI)

Chairpersons of faith shall evangelize, promote spiritual growth, and encourage all levels to pray, individually and communally (C&B, Part XIII, Section 1(a))

For direction in writing prayer, consult the *(640) Toolkit for Faith*.

### Resources

On the website, go to the Resources tab and in the drop-down menu, select *Training Reference Guide: Faith* or select *Prayers and Hymns (640) Toolkit for Faith & 640A Toolkit for Faith Printable Documents & 640B Toolkit for Faith Workshop (603) Ceremonies Handbook (605) League Prayers (613) Handbook for Spiritual Advisors (614) Handbook for Chairpersons of Faith, Service and Social Justice (624) Catholic Social Teaching Resources (626) Prayers and Spiritual Programs (628) Prayer Service Planning Workshop & (628A) Prayer Service Planning PowerPoint*

1 Resources from the Vatican, the Canadian Conference of Catholic Bishops (CCCB) and the League  
2 are usually considered public domain or free to use without copyright permission. Verification must  
3 be done.

4  
5 Resources external to the League, such as prayers available online, may be used as long as their  
6 origins are identified. These prayers must be consistent with Catholic values. Prayers and other  
7 spiritual resources not considered public domain must have their source acknowledged, including  
8 the URL if online, and the author if known.

9

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## 10 PATRONESS (C&B, PART II)

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11 The patroness of the Catholic Women’s League of Canada is the Blessed Virgin Mary under the title  
12 Our Lady of Good Counsel. (C&B, Part II)

13 Our Lady of Good Counsell was adopted as the League’s patroness in 1923. The Feast Day of Our  
14 Lady of Good Counsel is April 26<sup>th</sup> and should be honoured by all councils.

15 A detailed history is available in Appendix 2: *History of the Image of Our Lady of Good Counsel*.

16 Resources are available on the national website.

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## 18 SYMBOLS (C&B, PART III) AND ACCESSORIES

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### 19 Icon

20 The official icon, seen here, shows the two renditions available from national office. The first is a  
21 reproduction of the original painting and the second is a more modern rendition of said painting. See  
22 Appendix 2: *History of the Image of Our Lady of Good Counsel*.

23

### 24 Crest (C&B, Part III, Section 1)

25 The crest represents the League.

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

28 Permission to use the crest must be obtained from the national office in writing outlining the  
29 intended use or by completing and submitting the [\(525\) Crest Permission Request Form](#) available on  
30 the national website.

31 When copied, the crest must be reproduced accurately. The inscriptions, as they appear on the crest,  
32 must be included in their entirety and not replaced by other words: i.e.,

- 33 • “The Catholic Women’s League” (top of blue outer circle) – gold letters
- 34 • “of Canada” (top of white inner circle) – gold letters
- 35 • “For God and Canada,” League motto (bottom of blue outer circle) – gold letters



1 The blue cross is symbolic of faith and is set above 10 gold maple leaves, symbolic of Canada's 10  
2 provinces. These are set inside the inner white circle. (C&B, Part III, Section1)

3 The colours of the crest are the League colours of blue, white and gold: blue, chosen for Mary, and  
4 white and gold for the papal colours. Blue symbolizes loyalty and faithfulness; white, purity and joy;  
5 and gold, kingdom and royalty. (C&B, Part III, Section1)

6

### 7 **Stylized Madonna**

8 The Stylized Madonna used by the League since the early 1970s, was adopted as an official symbol of  
9 the Catholic Women's League of Canada in February 2025. The League acknowledges the creative  
10 contributions of members Heather (Leier) Kolla of Saskatchewan and Nina Passarello of British  
11 Columbia who both had a part in the design.



12

### 13 **Corporate Seal** (C&B, Part III, Section 2)

14 The corporate seal shall conform in design to that of the crest and shall be held in the custody of  
15 national office. (C&B: Part III, Section 2)

16

### 17 **Flag** (C&B, Part III, Section 3)

18 The flag is the permanent public symbol of The Catholic Women's League of Canada and is a  
19 symbol of faith, unity and purpose. (C&B: Part III, Section 3)



20 The flag was designed by Life Member Doreen Lecky, Pickardville, Alberta and was adopted and first  
21 flown at the national convention in 1990.

22 The League flag may not be reproduced and is available for purchase from the national office.

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

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

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

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1 **Banner**

2 Councils are encouraged to display their banner during League activities.

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



6 Councils may make their own banner respecting the design described above.

7

8 **Spiritual Advisor Stoles**

9 The *Spiritual Advisor Stole* is part of the council's inventory to be used by each successive member of  
10 the clergy acting as the council's spiritual advisor.



11

12 The *Deacon Spiritual Advisor Stole* is part of the council's inventory to be used by each successive  
13 deacon acting as the council's spiritual advisor.



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1 **SECTION 2: POLICY (C&B PART VII)**

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2 **POLICY**

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3 The policy of the League shall be (C&B, Part V):

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

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15 **CWL COUNCILS AND THE LOCAL CHURCH**

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16 The League shall maintain liaison with pastoral councils in accordance with the *Code of Canon Law*.  
17 (C&B, Part V, point 6)

18  
19 The council president or her designate will be the official representative for their council on the  
20 pastoral council in their parish.

21  
22 The League is a private association of the Christian faithful in the church and as such, Canons 324 and  
23 325 apply. In summary: as autonomous of formal church structures, all private associations freely  
24 select their own moderator and officials, freely administer the goods they possess and freely choose  
25 their own spiritual advisor, who must be confirmed by the local ordinary.

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27 **NATIONAL AFFILIATIONS**

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28 National affiliations with outside organizations must be approved by motion by the national  
29 executive.

30 The policy of the League shall be: to cooperate at all levels with other organizations where and in  
31 whatever manner the council concerned agrees is necessary or desirable to accomplish the Objects  
32 of the League.” (C&B, Part V, point 5)

33 The League is officially affiliated with the World Union of Catholic Women’s Organisations (WUCWO)  
34 (See Appendix -3: *World Union of Catholic Women’s Organisations*) and the Catholic Health Alliance  
35 of Canada and its provincial counterparts.

1 Before national council participates in an affiliation with another organization, the following  
2 guidelines shall be considered:

- 3 1. Review the organization’s constitution, bylaws, list of offices and officers, sponsors, policies  
4 and objects.
- 5 2. Determine whether the policies and objects of the organization conform with the objects and  
6 policies of the League.
- 7 3. Investigate the reputation of the organization in the community.
- 8 4. Determine whether the organization requires payment of membership dues.
- 9 5. Investigate how the proposed affiliation will affect the League in matters such as:  
10 a. circulation of common material by either i) the affiliation, or ii) the League.  
11 b. the duration of the affiliation between the organizations.  
12 c. if the affiliation is to be allowed to include the League’s name in publications and what  
13 control the League has over publication content.  
14

### 15 **WORLD UNION OF CATHOLIC WOMEN’S ORGANISATIONS (WUCWO)**

16 The policy of the League shall be to maintain affiliation with the World Union of Catholic Women’s  
17 Organisations. (C&B, Part V, (4))  
18

19 The Catholic Women’s League of Canada has been officially affiliated by motion with the World  
20 Union of Catholic Women’s Organisations (WUCWO) since 1921 ([www.wucwo.org](http://www.wucwo.org)). See Appendix  
21 3: *World Union of Catholic Women’s Organisations*.  
22

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

27 The WUCWO *Statutes and Bylaws* state there can only be one board member nominated from each  
28 country. Since Canada has several full-rights members, the League alternates with the other Canadian  
29 Catholic women’s organizations in nominating a Canadian board member to WUCWO. The League’s  
30 commitment to having an elected board member is the payment of all expenses for the board member  
31 to attend all board meetings during her four-year term of office.

32 Recognizing the great need for active League participation in WUCWO, the League also makes on-  
33 going financial provision for the national president and the national vice-president to attend WUCWO  
34 general assemblies.

### 35 36 37 **CATHOLIC HEALTH ALLIANCE OF CANADA**

38 The League has been officially affiliated by motion with the Catholic Health Alliance of Canada and its  
39 provincial counterparts since 1983.  
40  
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## COUNCIL COOPERATION WITH OTHER ORGANIZATIONS

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The policy of the League shall be: 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. (C&B, Part V (5))

By cooperating with other worthwhile community-based organizations and offering financial assistance in their endeavours, members across Canada are upholding the Objects of the League in accordance with the *(604) Constitution & Bylaws*.

### **Affiliations**

Before councils cooperate with another organization, consider the following:

1. Are the policies and objects of the organization in harmony with the objects and policies of the League?
2. What is the reputation of the organization in the community?
3. What is the advisability of paying membership dues to the organization?

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

Resolutions that have been developed and researched by other groups or organizations shall not be accepted as resolutions of the League.

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 undertake the work of the other organization.

### **Members Sitting on Other Boards**

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

As a member on the board of another organization, the League's directors' and officers' liability insurance will not cover her in that position.



## SECTION 3: MEMBERSHIP (C&B PART VII)

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### GENERAL MEMBERSHIP

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1. A Catholic Woman 16 years of age or over may become a member with voting privileges and with eligibility for office by election or appointment. (C&B, Part VII, Section 1(a))
2. Membership in the League is established and maintained by payment of the annual prescribed membership fee through a local parish council. (C&B Part XVII, Section 4 and Part VII, Section 1)
3. A member shall hold membership in only one council at any given time. (C&B, Part VII, Section3)
4. Membership is not transferable to any other person. (C&B, Part VII, Section3)
5. It is the responsibility of the treasurer at parish council level to remit promptly to national office, all per capita fees when collected. A membership entitles the member:
  - To voting privileges, where applicable, and eligibility for office by election or appointment
  - To receive a copy of *The Canadian League* magazine.
6. Non-payment of membership fees results in the membership being terminated and the loss of membership privileges. Membership is reinstated upon payment of fees. Members may buy back two years of membership.
7. The *Reception of New Members Ceremony* may be found in the (603) *Ceremonies Handbook* available on the League's website or in print from national office.
8. Membership rights and/or conditions may only be amended by a special resolution of the members affected by the amendment in accordance with the Canada Not-for-profit Corporations Act. (C&B, Part VII, Section 1(d))

### ASSOCIATE MEMBERSHIP

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A non-Catholic woman 16 years of age or over may become a member with voting privileges, but without eligibility for office by election or appointment. (C&B, Part VII, Section 1d)

### MEMBERSHIP QUESTIONS

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The League has at times had to deal with issues where the social culture of the times and that of the church have collided. It may be necessary to rely on the church's teachings to assist in addressing membership issues.

In the event of difficulties with membership issues, consider the following protocols:

1. Review the most recent edition of the (604) *Constitution & Bylaws* and the (615) *National Manual of Policy and Procedure* to ascertain whether the issue is addressed.
2. In consultation with the council spiritual advisor and president, seek advice and direction in order to make an informed decision. If need be, consult with the spiritual advisor or president at the next level.

- 1 3. Following consultation, the council president and council spiritual advisor meet with the  
2 person to discuss the issue or to communicate the decision.  
3 4. While a person may not have been accepted as a member of the League, it is still essential to  
4 compassionately accompany the person whose membership has been declined. Use methods  
5 that would model how Jesus would respond to a person and find ways to affirm the person's  
6 willingness to serve.

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## 8 TRANSFER OF MEMBERSHIP

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9 A member may transfer to another council and shall not be required to pay a further membership fee  
10 for the current year. (C&B, Part VII, Section 2)

11 When a member moves, has a name change, or transfers to a new council, she should inform her  
12 current council president who will advise that member's new council vice-president.

13 The vice-president of the newly joined council will complete and submit:

- 14 a. A *(504) Change of Information Form* for documentation and mailing to national office.  
15 b. A *(510) Member's Transfer Form* to document parish, diocesan, provincial and national  
16 service for diocesan, provincial and national nominations eligibility.

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## 18 TERMINATION OF MEMBERSHIP

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19 Membership is terminated only when the member's term of membership expires through non-  
20 payment of membership fees. (C&B, Part VII, Section 3)

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## 22 LIFE MEMBERSHIP

---

23 A member, nominated by a diocesan or provincial council, fulfilling the criteria established by the  
24 national executive, may be awarded a life membership in national council. (C&B, Part VII, Section 1  
25 (b))

26  
27 Representation at Annual Meetings of Members Section 2: Voting Powers: Officers of the council  
28 assembled, honorary life members and life members shall have accredited delegate status. (Part  
29 VIII, Section 1) (C&B, Part XV, Section 2 (c))

30  
31 Note: Life Members are responsible for their annual membership fees and for all their expenses  
32 when attending League activities and events such as annual meetings of members.

33  
34 Note: Honorary life members' registration and transportation to the national annual meeting of  
35 members (convention) is paid by the national treasury. (C&B, PART XIV, Section 6 (d))

1 **When considering a life membership nomination:**

2  
3 Life membership is not a reward for years of service or a retirement gift. National council requires  
4 support and active service from its life members.

5  
6 There are several appropriate ways of honouring members for their dedication to the League, such  
7 as the Bellelle Guerin Award, certificates of merit and maple leaf service pins.

8 Consult Appendix 4: *Comparison of Pins and Awards Requiring Nomination to National Level*).

9 **Life membership privileges:**

10 In the League, life membership gives to the recipient, in addition to the honour, the following  
11 privileges:

- 12 a. a permanent place on the national council with the same voting privileges as accredited  
13 delegates at an annual meeting or convention [C&B, Part XV, Section 2 (c)]  
14 b. notice of the annual national convention and, at her request, a copy of the minutes  
15 c. copies of all relevant mailings from national office

16  
17 Note: A life member who has been appointed to fill a vacancy on an executive does not get added to  
18 that executive's *Eligibility List* if she has already served as president on that executive.

19  
20 **Criteria for Life Membership:**

21 All criteria listed below must be met before the date the life membership would be presented.  
22 Should the criteria not be met, the nominating diocesan or provincial presidents will be notified by  
23 the national executive director.

24 Provincial and diocesan councils may add to these criteria provided they do not contravene the  
25 national criteria listed below:

- 26 1. The nominee must have been a member of the League in good standing for at least 10 years.  
27 2. The nominee must not have received nor expect to ever receive the Bellelle Guerin Award.  
28 3. The nominee must have demonstrated her love of the League, her encouragement of others  
29 and her ability to participate in study, research, presentations, workshops, etc.  
30 4. The nominee must be prepared to submit a detailed summary of past research and to  
31 submit presentations and workshops she has initiated or led.  
32 5. The nominee must be available and willing to continue to serve the League at all levels on  
33 committees, preparing briefs, researching reports and resolutions, facilitating workshops  
34 and attending conferences at the request of the diocesan, provincial, and national  
35 presidents.  
36 6. League experience requirements:  
37 i. In provinces with diocesan councils, except Ontario, the nominee must have held  
38 executive positions at diocesan level for a minimum of four years **and** at provincial  
39 level for a minimum of four years, for a combination of eight years (not to include  
40 term served as diocesan president at the time of the anticipated presentation date).  
41 ii. In Ontario, the nominee must have served in executive positions at diocesan level for a  
42 minimum of eight years. Years served at diocesan level must include two years as

- 1 diocesan past president at the time of the anticipated date of presentation. The  
2 nominee must have let her name stand for a previous provincial election.
- 3 iii. In provinces with no diocesan councils, the nominee must have served in executive  
4 positions at provincial level for a minimum of eight years. Years served at provincial  
5 level must include two years as provincial past president at the time of the anticipated  
6 date of presentation.
- 7 iv. In provinces with hybrid models, the nominee must meet either requirements (i) or  
8 (iii). Years of service at diocesan and provincial levels should be verified with national  
9 office.

## 12 **Nomination process**

13 Only diocesan and provincial executives may submit nominations for life membership.

14  
15 The nomination must be approved by the diocesan and provincial executives at an executive  
16 meeting by motion and secret ballot vote.

17  
18 All diocesan nominations must be approved by the provincial executive by secret ballot.

19  
20 The *(508) Life Member Nomination Package*, completed by the submitting nominating diocesan or  
21 provincial executive, must be emailed to national office by December 15<sup>th</sup>. If mailed, the envelope  
22 must be post-marked no later than December 15<sup>th</sup>.

## 24 **Nomination Package**

25  
26 To submit a nomination, the following forms must be submitted by December 15<sup>th</sup> to national office:

- 27 1. The Nomination for Life Membership Form (completed by nominating diocesan or  
28 provincial council and signed by the president(s))
- 29 2. The Life Member Nominee Questionnaire Form (completed and signed by the nominee)
- 30 3. The Life Member Provincial President Checklist (completed by the provincial president)

31  
32 Payment of \$300 by cheque made out to *The Catholic Women's League of Canada* (to be cashed upon  
33 eligibility confirmation by national office).

## 36 **Approval Process:**

- 37 • All nominations are verified by national office to confirm nominee is eligible and meets  
38 criteria A and F.
- 39 • Once vetted and approved as eligible, all nomination packages are forwarded to the national  
40 vice-president.
- 41 • The national vice-president presents the list of vetted nominees to the national executive at  
42 its winter meeting.
- 43 • The national executive votes on each nomination. The vote may be held by secret ballot if  
44 requested by a member of the national executive.
- 45 • Following approval by majority vote of the national executive, the submitting provincial and  
46 diocesan executives, the nominee's parish council as well as the recipient of the life

1 membership will be notified. A *Life Membership Pin* and scroll will be sent to the  
2 nominating diocesan or provincial council prior to the anticipated date of presentation.  
3 • Presentation of the life membership should take place during a provincial or diocesan  
4 annual meeting of members or convention.  
5 • At the national annual meeting or convention, a ceremony honouring all new life members  
6 will take place.  
7 • As soon as the national executive approves a life membership, that member is considered a  
8 life member with all the rights and privileges associated with life membership regardless of  
9 when the presentation is made by the nominating council.  
10  
11

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## 12 HONORARY LIFE MEMBERSHIP

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13 A member who has served as national president is bestowed the designation of Honorary Life  
14 Member (HLM) immediately following her term as national president. (C&B, Part VII, Section 1(c))

15 Note: Honorary life members' registration and transportation to the national annual meeting of  
16 members (convention) is paid by the national treasury. (C&B, Part XIV, Section 6 (d))  
17

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## 18 MEMBER RECOGNITION: CERTIFICATES, SCROLLS, PINS AND AWARDS

---

19 Councils are encouraged to make the presentation of all League pins and awards a special occasion.  
20 All awards must be recorded in the council minutes.

21 All certificates, scrolls and pins are either available online or may be ordered from national office. On  
22 the national website, under the Resources tab, consult the Certificates and Pins section.

23 The Ceremony for the Presentation of Service Awards is included in the *(603) Ceremonies Handbook*  
24

### 25 **CERTIFICATES & SCROLLS**

#### 26 **Certificate of Organization**

27 Every parish, diocesan and provincial council when organized shall apply for and receive a Certificate  
28 of Organization in accordance with the regulations outlined in the *National Manual of Policy and*  
29 *Procedure*. (C&B, Part VIII, Section 5) See Section 4 of this Manual.  
30

#### 31 **Council Anniversary Certificate**

32 Introduced in 1988, the *(203) Council Anniversary Certificate* is awarded by diocesan councils or the  
33 provincial council where there is no diocesan council, to parish councils in recognition of years of  
34 service.  
35  
36

1 **Increase in Membership Certificate**

2 The *(204) Increase in Membership Certificate* is presented by the diocesan or provincial council to a  
3 parish council who has increased its membership, usually in a significant way.

4

5 **Leadership Certificate**

6 The *(205) Leadership Certificate* is given in appreciation of a member's contribution to the League  
7 through her presentation of a workshop or mentoring.

8

9 **Certificate of Merit**

10 The *(202) Certificate of Merit* was introduced in 1974 to afford recognition to anyone, League  
11 member or not, Catholic or non-Catholic, male or female, who has aided the work of the council  
12 generally or with a specific project. This certificate, bearing the League crest on a gold seal, is mailed  
13 to the council and the presenting council completes the details.

14

15 **Membership Certificate**

16 The *(206) Membership Certificate* is given to a new or returning member when her membership fees  
17 have been gifted to her by her council, another League member or her family.

18

19 **Bursary Certificate**

20 Introduced in 1994, the *(209) Bursary Certificate* is used by councils awarding scholarships to  
21 students.

22

23 **Membership Scroll**

24 The *(207) Membership Scroll* is available for presentation to members who have served the League  
25 for a total of 25 years or more. This scroll has the League crest on a gold seal and are signed by the  
26 national president and national secretary-treasurer. Any number of years over 25 can be inscribed.

27

28 **PINS**

29 **Pin Protocol**

30 Members may wear more than one pin at any given time. Members should wear at least one of their  
31 pins at all functions in which their council participates or when representing the League at a public  
32 event.

33

34

1 **League Insignia Pin**

2 All members should have an *(220) Insignia Pin*. Members may purchase their own pin or the council  
3 may choose to present it to a new member.

4

5 **Years of Service Pins**

6 *(223- 236) Years of Service Pin* must be ordered by a council as a presentation item. Years of service  
7 pins are available in five-year increments.

8

9 **Spiritual Advisor Pin**

10 The *(252) Spiritual Advisor Pin* is worn by spiritual advisors at every level and should be presented  
11 by the council. *(253-254) Spiritual Advisor 5 and 10 Years of Service Pins* are also available from  
12 national office.

13

14 **President Pin**

15 The *(250) President Pin* is worn by the president of a council during her term of office and is passed  
16 on to her successor. The presentation is made during the *Installation of Officers* as described in the  
17 *(603) Ceremonies Handbook*.

18

19

20 **Past President Pin**

21 The *(251) Past President* pin is bought by the council and presented to an outgoing president by the  
22 incoming president. The presentation is made during the *Installation of Officers* as described in the  
23 *(603) Ceremonies Handbook*.

24

25

26 **Diocesan and Provincial Bars**

27 *(255) Diocesan Bar* and *(257) Provincial Bar* are available from national office for use with the  
28 president and past president pins.

29

30 **Regional Bar**

31 A *(256) Regional Bar* is available for use with the past president pin in areas where regional councils  
32 are established.

33

34 **Maple Leaf Service Pin**

35 The *(270) Maple Leaf Service Pin* was introduced in 1971 for members who have served the League  
36 in an exceptional or meritorious manner. This pin must be ordered from national office by the council  
37 as a presentation item. It is the responsibility of the council to determine criteria for the awarding of

1 the pin. A completed *(509) Maple Leaf Service Pin Form* must be submitted to national office at the  
2 time of purchase. Suggested criteria:

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

### 6 **Life Member Pin**

7 The *(272) Life Member Pin* is presented to members awarded life membership in national council  
8 according to established criteria (see the Life Membership information earlier in this section). The  
9 Life Member Pin takes precedence over all other League pins, except the national president pin and  
10 honorary life member pin and should be worn on all official occasions.

### 12 **Honorary Life Member Pin**

13 The *(273) Honorary Life Member* pin is awarded to each national president at the completion of her  
14 term of office.

## 16 **AWARDS**

### 17 **Bellelle Guerin Award and Pin**

18 The Bellelle Guerin Award was introduced in 2007 for members who do not qualify for life  
19 membership or have opted out of having a life membership and who demonstrate love of the League  
20 and an availability and willingness to continue to serve. The recipient is gifted the *(271) Bellelle*  
21 *Guerin Pin* and scroll.

#### 22 **Criteria for Bellelle Guerin Award**

- 23 1. The nominee must have been a member of the League in good standing for at least 25 years.
- 24 2. The nominee must have been active on her parish council(s) for the 25 years.
- 25 3. The nominee must have served on the parish executive.
- 26 4. The nominee must have served on the diocesan and/or the provincial executive.
- 27 5. The nominee must have given extraordinary service to the League, contributing at the parish  
28 and diocesan [where applicable] and/or provincial level.
- 29 6. The nominee must have demonstrated her love of the League through her words and actions.
- 30 7. The nominee does not qualify for life membership or has opted not to accept a life  
31 membership.

#### 33 **Nomination Process for the Bellelle Guerin Award**

- 34 1. Nominations for the Bellelle Guerin Award may be submitted by a parish, diocesan or  
35 provincial council (See *(503F) Bellelle Guerin Award* on national website).
- 36 2. The nomination package must be submitted in its entirety at one time to national office and  
37 includes:
  - 38 a. The *(503F) Bellelle Guerin Award* to be completed and signed by the nominating  
39 council president
  - 40 b. The *(503A) Bellelle Guerin Award Disclaimer Form* to be completed by the nominee

- 1 c. The nominating council must send national office \$100.00 upon submission of the  
2 nomination package.
- 3 3. National office sends the certificate and pin to the nominating council president for  
4 presentation. The presentation may take place at a parish celebration or a diocesan or  
5 provincial annual meeting of members or convention.

6 Consult Appendix 4: *Comparison of Pins and Awards Requiring Nomination to National Level*.

7

8

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9 **REPORTING DECEASED MEMBERS & SPIRITUAL ADVISORS (C&B:PART XII, SECTION 2)**

---

10

- 11 1. Parish councils are to report deceased members using the online system or by submitting the  
12 *(505) Deceased Member Reporting Form* to national office.
- 13 2. The vice-president is responsible for maintaining memberships, which includes the reporting  
14 of deceased members to national office. She may assign the responsibility for maintaining  
15 memberships lists to any member.
- 16 3. The vice-president at the parish level must promptly notify the parish, diocesan and provincial  
17 chairpersons of faith when she is notified about the death of a member so that the Book of Life  
18 at each level is kept up to date.
- 19 4. Even if a member was not a paid-up member at the time of death, the parish council should  
20 report to national office the member's name and date of death so that her name can be included  
21 in the national Book of Life.
- 22 5. If a member's death was not reported to national office in the year she died, the council vice-  
23 president may submit her name and date of death using the *(505) Deceased Member Reporting*  
24 *Form*. In the year the report is made, the national Book of Life would then show the member's  
25 name with the year of her death.
- 26 6. Four times a year, national office requires that the vice-president of the diocesan or provincial  
27 council where there is no diocesan council verify and approve its spreadsheet of deceased  
28 members as reported by parish councils to national office. The chairperson must review the  
29 names and note members to be added to or deleted from the list. This task should be completed  
30 promptly by email.

31

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32 **BOOK OF LIFE PROTOCOL**

---

- 33 Councils at all levels should prepare a Book of Life to record the names of deceased members.
- 34 Councils may include the names of their deceased spiritual advisors.
- 35 The chairperson of faith is responsible for maintaining the council's Book of Life which should include  
36 the names of deceased members (and spiritual advisors) listed by year.

1 The Book of Life is displayed at diocesan, provincial and national annual meetings of members and  
2 conventions, during special Eucharistic celebrations and prayer services as a symbol of those faithful  
3 deceased League members.

4 The published national Book of Life contains the names of individuals as approved by diocesan and  
5 provincial chairpersons of faith.

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

9 During the opening ceremonies at annual meetings of members and conventions, the Book of Life  
10 may be placed on a stand or small table designated by the liturgy committee in the church sanctuary  
11 prior to the opening celebration.

12 Note: A rose ceremony honouring deceased members (red roses) and spiritual advisors (white roses)  
13 may be held during parish, diocesan, provincial and national annual meetings of members and  
14 conventions using the *Memorial Service for Deceased Members* in the *(603) Ceremonies Handbook*.  
15 Should roses be unavailable, another flower may be used.

16

## 17 **Book of Life Preparation**

18 The following are suggestions to help in preparing a Book of Life:

- 19 1. Use a sturdy binder or book. Cover the book with suitable material (e.g. velvet, satin), blue or  
20 white in colour with the League crest displayed on the front.
- 21 2. The title page should include the name of the council.
- 22 3. Use good quality paper to record the names.
- 23 4. At the parish level, enter the name of the deceased member and the date of death, by year. At  
24 diocesan and provincial levels, include the name of the parish and diocese.
- 25 5. At parish level, the chairperson of faith may wish to include a page of information that  
26 contains a short write-up of the deceased member's service to the League, the year she  
27 became a member, offices held, awards, etc. Upon a member's death, the page would note the  
28 date of death and could include the obituary. That member's page would then be transferred  
29 into an archival binder or a council's Book of Life, in which the names of all deceased council  
30 members and spiritual advisors are kept. This will be useful when writing historical items.

31

32 The blessing for the Book of Life can be found in the *(603) Ceremonies Handbook*.

33

34

35

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## FUNERAL AND HONOUR GUARD PROTOCOL

---

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

38

39 Some parish councils hold a memorial prayer service for deceased members some time after the  
40 funeral, during the next regular meeting or as a special service once a year in November. They may

- 1 wish to prepare their own liturgical service or use the *Prayer Service for Deceased Member* found in
- 2 the [\(603\) Ceremonies Handbook](#).
- 3
- 4 Consult the Protocol for Funerals of Deceased Members, Prayer Service for a Deceased Member, and
- 5 Memorial Service for Deceased Members in the [\(603\) Ceremonies Handbook](#).
- 6

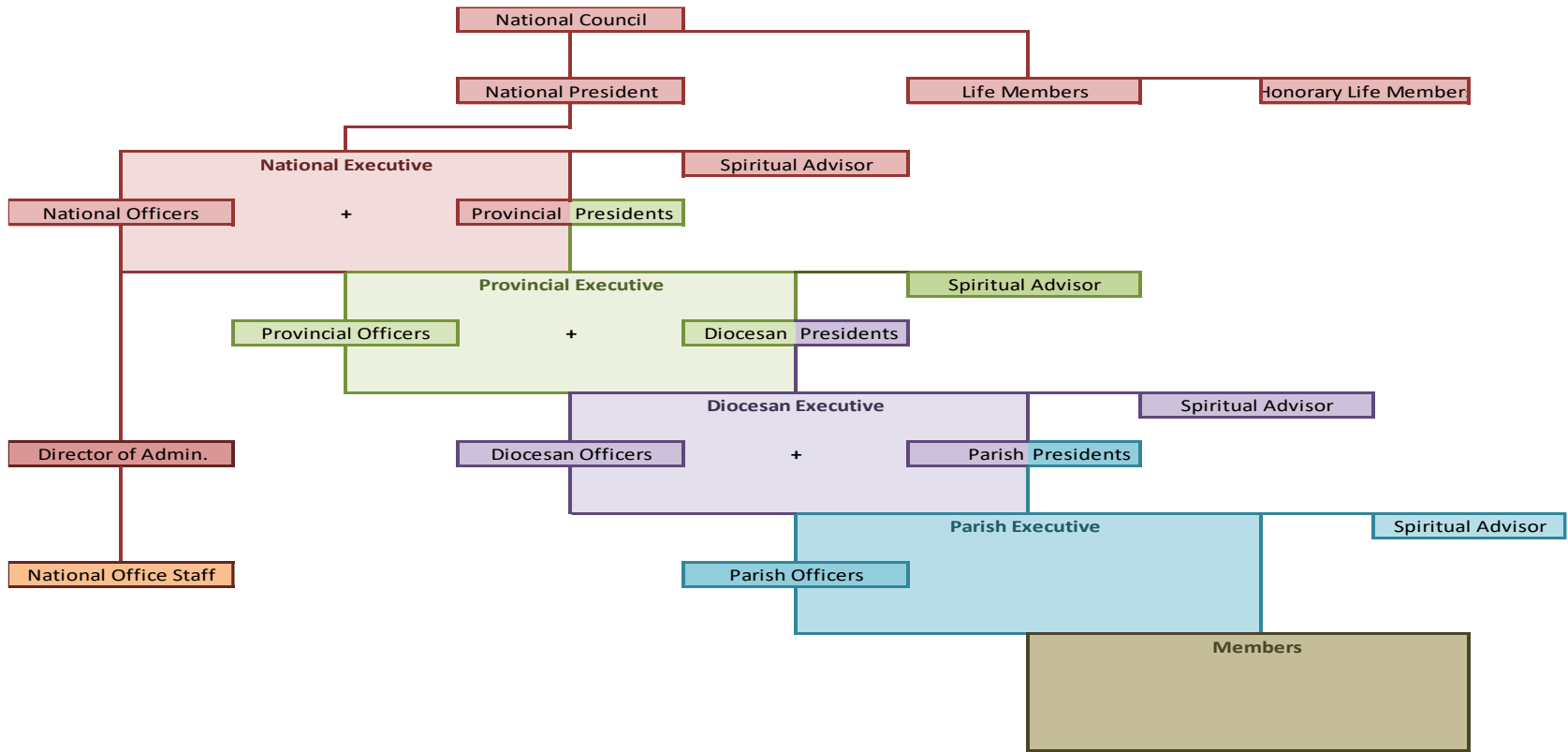


1

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

2

## ORGANIZATION CHART (OCTOBER 2025)



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

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

Standing Committee Chairpersons	
Faith	
Service	
Social Justice	

Spiritual Advisors	
National	
Provincial	
Diocesan	
Parish	

3

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## GENERAL

---

1  
2 The League shall be composed of parish, diocesan and provincial councils and a national council.  
3 (C&B, Part VIII) (See *Organization Chart*)

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

5 All membership in the League is held at the parish council level where an annual membership fee is  
6 paid by each member. (C&B Part VII, Section 1; Part XVII, Section 4)

7 Every parish, diocesan and provincial council once organized shall apply for and receive a  
8 *Certificate of Organization* in accordance with the regulations outlined in the (615) *National*  
9 *Manual of Policy and Procedure*. (C&B, Part VIII, Section 5)

10 Once officially organized, every council is required to conduct its affairs in accordance with the (604)  
11 *Constitution & Bylaws* of the League and is granted voting privileges.

12 Parish councils unite women to grow in faith, promote social justice and serve their parish and  
13 communities. The diocesan, provincial and national levels provide leadership, develop programs for  
14 members and express the League's concerns and positions on specific issues to all appropriate levels  
15 of government and other organizations at diocesan, provincial and national levels.

16 Councils and members at all levels are encouraged to follow up on any actions requested by their  
17 diocesan, provincial and national executives and to report annually on their activities. See Appendix  
18 5: *Guideline for Written Annual Reports*.

---

## ORGANIZING A PARISH COUNCIL

---

21 Parish Councils shall be composed of individual members. (C&B, Part VIII, Section 1(a))  
22 There shall be a spiritual advisor for each council. (C&B, Part IX)

23  
24 The parish executive shall be composed of the elected officers of the council. (C&B, Part VIII, Section  
25 2 (a))

26  
27 Parish officers are the president, vice-president, secretary, treasurer, past president, and  
28 chairpersons of standing committees (Faith, Service, Social Justice). (C&B, Part XI, Section 1)

### 30 **Founding a Parish Council**

31 A group of Catholic women wishing to form a parish council of The Catholic Women's League of  
32 Canada should do so in consultation with their pastor. As a courtesy, the ordinary of the diocese  
33 should be advised of the wishes of the women.

34 A member of the interested group must consult with the president of the diocesan council or the  
35 provincial council if there is no diocesan council, for information and assistance in organizing a parish  
36 council. At this time, the diocesan or provincial president will give the interested group an (501)  
37 *Application for Certificate of Organization Form* to the group.

1 **The interested group must**

- 2
- 3 1. Plan an information and organization meeting and give it wide publicity through the parish.
  - 4 2. Select a chairperson.
  - 5 3. Open the meeting with prayer.
  - 6 4. Invite the diocesan or provincial president, or her representative, to speak on the League's
  - 7 Constitution and Bylaws, objects, history and organizational structure.
  - 8 5. Allow time during the meeting for discussion and questions.
  - 9 6. Present a motion to organize a council. If adopted by a majority (more than half) of those
  - 10 present, proceed with elections of officers for the new council. Consult Section 7: *Eligibility,*
  - 11 *Nominations and Elections* in this manual).
  - 12 7. Complete the *(501) Application for Certificate of Organization Form* and send it to national
  - 13 office. Upon receipt of the *(501) Application for Certificate of Organization Form* at national
  - 14 office, a charter is prepared and sent to the president of the newly organized parish council,
  - 15 along with a President's Kit.

16

17 **Charter Members**

18 Charter members are those women in attendance at the organization meeting of the new parish

19 council who sign their names on the reverse side of the *(501) Application for Certificate of*

20 *Organization Form* and pay the prescribed membership fee.

21

22 **Annual Membership Fees**

23 The diocesan or provincial president, or her designate, will advise the new council regarding national,

24 provincial and diocesan per capita fees. **The membership fee is that fee set by each parish council and**

25 **includes diocesan, provincial and national per capita fees, as well as the fee (if any) for the parish**

26 **council itself. [C&B, Part XVII, Section 4]**

27

28 **Elections**

29 **At parish level, only members, in accordance with Part VII, Section (a), (b), (c), shall be eligible for**

30 **nomination to office, subject to the provisions of Part XVI, Section 2. (C&B, Part XVI, Section 1) (See**

31 **Section 7 of this Manual)**

32 The diocesan or provincial president, or her designate, shall be asked to chair the elections

33 procedure. **Officers required are president, vice-president, secretary, treasurer and chairpersons**

34 **(three). [C&B Part XI, Section 1]**

35

36 Consult Section 7: *Eligibility, Nominations and Elections* in this manual).

1    **Installation of Officers**

2    The newly elected officers should be formally installed during a parish Eucharistic celebration. A  
3    copy of the installation ceremony may be found in the *(603) Ceremonies Handbook*.

4

5

6    **Installation of Spiritual Advisor**

7    On the same occasion that the newly elected officers are installed, the newly installed president or  
8    chairperson of faith will formally install the spiritual advisor using the *Installation of a Spiritual*  
9    *Advisor* ceremony found in the *(603) Ceremonies Handbook*.

10

11    A spiritual advisor’s pin should be purchased and presented to the spiritual advisor. The council  
12    may consider purchasing a *(460) Spiritual Advisor’s Stole* for clergy or *(464) Deacon Spiritual Advisor*  
13    *Stole* available from national office. The stoles are part of the parish council inventory to be used by  
14    any member of the clergy or deacon acting as the council’s spiritual advisor.

15

16

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17                                   **PARISH RESTRUCTURING AND PARISH COUNCIL STANDING**

---

18    **DEFINITION OF TERMS & PARISH COUNCIL OPTIONS**

19    **Parish Twinning**

20    When parishes are “twinned,” two or more parishes work together as pastoral teams sharing gifts  
21    and resources while maintaining individual autonomy. (Two dioceses may also be twinned).

22    There is no merger or closure (suppression) of parishes or League councils. Each council must have  
23    a spiritual advisor.

24    **Parish Clusters**

25    When parishes “form a cluster,” two or more parishes are brought together, maintaining their  
26    respective parish territory but entering into a formal relationship to share personal ministries,  
27    programs and resources. The pastor serves all parishes in the cluster, often with the assistance of  
28    other clergy and laity. There is no merger or closure (suppression) of parishes.

29    If two or more parishes form a cluster, League parish councils within the parish territories may  
30    decide to remain as separate councils under their own charters. Each individual council must have a  
31    spiritual advisor.

32    **Parish Amalgamations**

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

36    In the case of two or more parishes merging to establish a new parish and two or more churches  
37    remaining open as places of worship, League parish councils within the new parish territory may

1 decide to remain as separate councils under their existing charters. Each individual council must have  
2 a spiritual advisor. All councils within the newly amalgamated parish are encouraged to work  
3 together to support the new parish.

#### 4 **Steps To the Amalgamation of Parish Councils**

5  
6 In the case where two or more parishes amalgamate and the League parish councils decide to  
7 amalgamate to form a new council, the parish council presidents must follow these procedures:

- 8 1. Take time to allow members to adapt to the change.
- 9 2. Seek assistance from the diocesan or provincial president and spiritual advisor.
- 10 3. Prepare a written *Notice of Motion* to be sent to all members of the affected councils advising  
11 them of the intention to discuss and vote on the amalgamation of the councils.
- 12 4. Arrange a special joint meeting of the League parish councils. Invite the diocesan or  
13 provincial president to attend.
- 14 5. Arrange a special joint liturgical service planned by the chairpersons of faith and the  
15 spiritual advisors of the affected councils.
- 16 6. Take the vote on the amalgamation of the councils. A majority of members in attendance  
17 must vote in favour to amalgamate the councils affected and to create a new council.
- 18 7. If the motion to amalgamate is adopted, all members automatically become members of the  
19 new council. Everyone who is a paid member at the time of amalgamation shall be listed as  
20 a charter member on the new charter issued by national office. (If the motion to amalgamate  
21 is lost, the councils will continue to operate as they did prior to the proposal).
- 22 8. Notify the bishop of the diocese and the diocesan, provincial and national presidents and  
23 spiritual advisors of the decision to amalgamate.
- 24 9. All outstanding bills and obligations should be met. All remaining funds are then transferred  
25 to the newly amalgamated parish council's bank account, and the former councils' bank  
26 accounts should be closed.
- 27 10. Ensure that valuable books, records, archival material, etc. are listed and stored in diocesan  
28 council archives or the provincial archives for councils with no diocesan council. (See  
29 Appendix 6: *Archives Guidelines for Parish, Diocesan and Provincial Councils*)
- 30 11. Return the former councils' original charters to national office for safekeeping. Copies of the  
31 original charters may be made and displayed alongside the newly amalgamated council's  
32 new charter.
- 33 12. Prepare annual reports of activities for the year of the amalgamation for the original  
34 councils and the newly amalgamated council to be sent to the diocesan council for inclusion  
35 in their annual report book. Include a brief history and reasons for amalgamation. (See  
36 Appendix 5: *Guidelines for Written Annual Reports*).

37

38 **The diocesan president (or provincial presidents where there is no diocesan council) must:**

39

- 40 1. Provide support and assistance.
- 41 2. Preside over the meeting called to take the vote to amalgamate and ensure that the  
42 amalgamation is recorded in the minutes.

- 1 3. Assist in the procedure and encourage members to continue their membership.
- 2 4. Accept the council information and history.
- 3 5. Record details of the amalgamation meeting and results in the next level's (diocesan or
- 4 provincial) minutes for future reference, noting date.
- 5 6. Send a letter of appreciation to the newly formed parish council.
- 6 7. Inform the provincial president and vice-president of the amalgamation.
- 7 8. Inform national office of the name of the newly amalgamated parish council. Send a copy of
- 8 the minutes of the meeting to national office.

9

## 10 **Parish Closure**

11 When a parish or church closes, the council must decide if its future is to remain active, to merge with  
12 another council, to become inactive or to disband.

13 As soon as news of a parish closing is received, a meeting with the parish president, parish spiritual  
14 advisor and the next level's (diocesan or provincial) president and their spiritual advisor and the  
15 diocesan bishop should be called to discuss the impending changes in status of the parish and the  
16 future options available to the League parish council.

17

18 If the parish council chooses to remain open, the parish council president must:

- 19 1. Inform the bishop in writing of members' wishes to pursue ongoing commitments in the
- 20 community.
- 21 2. Ask the bishop to assign a spiritual advisor for the parish council.

22

23 If the parish council chooses to close, either immediately or in the future, follow the procedure for  
24 Disbanding a Parish Council found below.

25

26

27

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## INACTIVATING A PARISH COUNCIL

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28

29 There may be a time during the life of a council when it is necessary to become inactive. This may be  
30 due to economic reasons, the inability to attract new members or lack of involvement by current  
31 members.

32

### 33 **When a council becomes Inactive**

- 34 1. Council activities will cease.
- 35 2. Members will still pay the annual prescribed fee in order to retain their membership and
- 36 years of service.
- 37 3. One member must agree to collect and remit per capita fees and to remain the contact person
- 38 for all communications.
- 39 4. Reporting is no longer required as the council does not conduct activities or hold meetings.
- 40 5. Members are still welcome to attend annual meetings of members and conventions.

1 **Process**

2 The matter of becoming an inactive council should be discussed with the members, the spiritual  
3 advisor and the next level's (diocesan or provincial) president. The next level's president should  
4 assist in evaluating the situation within the council and may suggest alternatives to assist the council  
5 in remaining active.

6

7 **For a council to become inactive, the parish council president must:**

- 8 1. Prepare a written *Notice of Motion* to become inactive. Send it to all parish council members,  
9 including the parish spiritual advisor and the next level's (diocesan or provincial) president,  
10 advising of the intention to discuss and vote on the motion and the date of the meeting.
- 11 2. Hold the vote to become inactive. If council members agree by majority vote that the council  
12 will become inactive, the council's activities will cease.
- 13 3. After the vote on the motion to become inactive is adopted, a vote must be taken on the  
14 distribution of council funds.
- 15 4. Send notification of the decision to become inactive to the diocesan president (provincial  
16 president if there is no diocesan council) with a copy forwarded to national office.
- 17 5. Provide a *(510) Member's Transfer Form* to every member of the council.
- 18 6. Notify nearby parish councils who will welcome transfer members.
- 19 7. Ensure that valuable books, records, minutes, treasurer's books, annual reports and other  
20 important documents are listed and stored with the next level's (diocesan or provincial)  
21 archives. Copies of this information, including the location of records, should be sent to the  
22 provincial president. (See Appendix 6: *Archives Guidelines for Parish, Diocesan and Provincial*  
23 *Councils*)
- 24 8. Send the council charter to national office for safekeeping with a letter of explanation. Should  
25 the council reactivate at some future time, national office will forward the council charter  
26 upon request.
- 27 9. Prepare an annual report on activities for the year the council became inactive and send it to  
28 the next level (diocesan or provincial) council for inclusion in the diocesan annual report  
29 book. Include a brief history and reasons for becoming inactive. (See Appendix 5: *Guidelines*  
30 *for Written Annual Reports*)

31

32 **For a council to become inactive, the diocesan or provincial president must:**

- 33 1. Be in open communication with the parish council president.
- 34 2. Visit the parish council and assist in evaluating the situation and discussing possible  
35 solutions.
- 36 3. Assist in the procedure to become inactive and encourage members to join neighbouring  
37 councils.
- 38 4. Send a letter of regret to the parish and inform the provincial president and the provincial  
39 vice-president of the council's decision to become inactive.
- 40 5. Remove the council's name from all mailing lists and notify other councils.
- 41 6. Monitor the situation with a view to reactivating the council at an appropriate time.

1 **Non-remittance of per capita fees:**

2 If a parish council has not remitted per capita fees on behalf of its members for more than two years,  
3 the council no longer has voting members and is no longer in a position to be inactive or to disband  
4 itself. If this occurs, national office will inform the diocesan and provincial presidents of the situation  
5 and request that the diocesan (provincial if there is no diocesan council) executive disband the  
6 council by motion at its next executive meeting. The last identified member on record of the parish  
7 council will be notified in writing of the decision to disband the council.

8  
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**DISBANDING A PARISH COUNCIL**

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11 It is always a difficult decision to disband a parish council as it involves members who love the League  
12 and have dedicated many years to League service, both in the parish and in the community.

13 **To disband a parish council, the parish council president must:**

14 Refer and complete all the forms found in the *(506) Disbanding a Parish Council Package*.

15

- 16 1. Encourage prayer sessions and open discussions with the parish priest, the spiritual advisor,  
17 executive members and all parish council members.
- 18 2. As soon as there is an indication that a parish council wishes to disband, the parish council  
19 president must notify and seek assistance from the diocesan or provincial presidents to  
20 review all options available before undertaking the steps to formally disband.
- 21 3. Prepare a written *Notice of Motion* to disband. This notice and the date of the meeting must  
22 be sent at least 21 days in advance to all parish CWL members and the parish spiritual advisor,  
23 advising them of the intention to discuss and vote on a motion to disband the council. Copies  
24 must be sent to the bishop, the diocesan and provincial presidents and the diocesan and  
25 provincial spiritual advisors. Publicize the motion in the parish bulletin and on notice boards.
- 26 4. Arrange a special meeting of the CWL parish council and invite the diocesan or provincial  
27 president to attend and to speak to the issue.
- 28 5. After all those wishing to speak to the motion have done so, read the motion and take the vote  
29 by secret ballot. A two-thirds majority vote (to calculate 2/3, multiply by .667) of those  
30 present is required to adopt the motion in favour of disbanding.
- 31 6. All activities should cease by December 31<sup>st</sup>.

32

33 **Once a council has voted to disband**

34

- 35 1. Send a notification of the decision to disband to the next level (diocesan or provincial) council,  
36 which will then become responsible for notifying their provincial president, their provincial  
37 spiritual advisor, the national president and national spiritual advisor.
- 38 2. Take a vote for the distribution of council funds. All remaining funds must be disbursed, and  
39 outstanding bills must be paid and the bank account closed.

- 1 3. Invite the members of the disbanding CWL council to join neighbouring councils and provide  
2 a *(510) Member's Transfer Form* to every member of the council.
- 3 4. Notify nearby CWL parish councils that will welcome transfer members.
- 4 5. Storage of Documents: Refer to the *(506) Disbanding a Parish Council Package*.
- 5 6. Send the council charter to national office for safekeeping with the completed Disbanding of  
6 a Parish Council Certificate found in the *(506) Disbanding a Parish Council Package*. Should  
7 the council reorganize, national office will return its charter with the added information:  
8 "*Council disbanded: (Date) Council reorganized: (Date)*"
- 9 7. Prepare a final report of activities for the year the council disbanded and send it to the next  
10 level (diocesan or provincial) council for recording in its annual report book. Include a brief  
11 history and reasons for disbanding. (See Appendix 5: *Guidelines for Written Annual Reports*)  
12  
13

14 **The diocesan president (or provincial presidents when there is no diocesan council) must:**  
15

- 16 1. Maintain open communication with the parish council president before a vote has been taken.
- 17 2. When help is requested, assist in evaluating the situation within the council. Be  
18 understanding and discuss possible solutions.
- 19 3. Visit the parish council, along with the spiritual advisor.
- 20 4. Attend the meeting called to take the vote to disband and assist in the procedure  
21  
22

23 **Once a council has voted to disband, the diocesan president (or provincial presidents when  
24 there is no diocesan council) must:**  
25

- 26 1. Encourage members to join neighbouring councils.
- 27 2. Accept the council information and history.
- 28 3. Record details in the next level council's (diocesan or provincial) minutes for future reference,  
29 noting date.
- 30 4. Send a letter of regret and appreciation to the parish council and encourage members to  
31 transfer their membership to another council.
- 32 5. Inform the provincial president, confirming that the charter has been sent to national office.
- 33 6. Remove the name of the disbanded council from mailing lists and inform other councils in the  
34 diocese of the disbandment, request their prayerful and moral support for the members of  
35 the disbanded council.
- 36 7. Monitor the situation with a view to reorganizing the council at an appropriate time.
- 37 8. Stay connected with members of the disbanded council, wherever possible.  
38  
39

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## REACTIVATING A PARISH COUNCIL

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1  
2   Reactivation of a League council implies that an official council has at some time in the past, been  
3   established in the parish and has either become inactive or disbanded. National office should be  
4   contacted requesting information about the status of the former council's charter.

5  
6   **If national office does not have the previous charter**, the following must be sent to national office:

- 7       1. An *(501) Application for Certificate of Organization Form* as for a new council
- 8       2. A *(514F) New and Reinstated Members List*
- 9       3. A *(516) Parish Council Remittance Form for Per Capita Fees*
- 10      4. Payment of per capita fees.

11  
12   **If national office has the council's original charter**:

- 13      1. National office will send the council a duplicate of their original charter until official
- 14      documents are received to reactivate the council after which the original charter will be sent.
- 15      2. The council then resumes operation under the original charter number.

16  
17   **To become fully reactivated, the council must send to national office**:

- 18      1. A copy of the initial meeting minutes
- 19      2. A *(514F) New and Reinstated Members List*
- 20      3. A *(516) Parish Council Remittance Form for Per Capita Fees*
- 21      4. Payment of per capita fees

22  
23   **When a council chooses to reactivate under a new charter**:

- 24      1. The council's years of service will be calculated from the new charter date.
- 25      2. A form signed by the new council president concerning this decision will be added to the
- 26      council file.

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## ORGANIZING A DIOCESAN COUNCIL

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27  
28  
29  
30   When three or more parish councils of the League exist within the geographical boundaries of a  
31   diocese, consideration should be given to the formation of a diocesan council of League.

- 32      • CWL diocesan councils are organized based on the geographical boundaries of their diocese  
33      or archdiocese. Therefore, there can only be one diocesan council in each diocese or  
34      archdiocese.
- 35      • The term "diocesan council" also applies to a council of the same composition within an  
36      archdiocese.
- 37      • **The diocesan council shall be composed of its officers, presidents of parish councils in the**  
38      **diocese, parish delegates accredited to the diocesan convention and honorary life members**  
39      **and life members holding a membership in the diocese. [C&B, Part VIII, Section 1(b)]**

- 1       • The diocesan officers are the president, vice-president, secretary, treasurer, past president,  
2       and chairpersons of standing committees (Faith, Service, Social Justice). (C&B, Part XI, Section  
3       2)  
4

5 Note: In the military ordinariate or a province where there is only one diocesan council, that council  
6 shall also fulfil the function of a provincial council. (C&B Part VIII, Section 6(a))  
7

## 8 **Exploratory Procedures to Creating a Diocesan Council**

9 Parishes within a diocese may take the initiative to begin the process of establishing a diocesan  
10 council. The provincial or national executive may also initiate the process.

11 A series of meetings may be necessary to establish a diocesan council.

12 Representatives from all the League parish councils, their spiritual advisors and a provincial or  
13 national executive representative should gather for the purpose of discussing the benefits of forming  
14 a diocesan council.

15 The provincial president or her designate should be invited to present and discuss the purpose and  
16 value of a diocesan council. She may be asked to chair the proceedings and will appoint someone to  
17 take minutes to be kept by the provincial council.

18 The provincial spiritual advisor should be invited to participate and may be asked to provide an  
19 opening prayer and remarks. The provincial spiritual advisor will inform the bishop of the diocese  
20 concerned about developments.

21 A motion may be made to proceed with the organization of a diocesan council upon a parish council  
22 *Instructed Vote*<sup>1</sup>. The motion would be taken back to the participating parish councils for discussion  
23 and voting. The parish council president or her representative would bring the decision of her  
24 council to the subsequent diocesan founding meeting (as with an *Instructed Vote*<sup>1</sup>. See C&B, Part XV,  
25 Section 3(a)).  
26

## 27 **Founding meeting to establish a new diocesan council**

28 The provincial president or her designate will chair the meeting and appoint someone to take  
29 minutes.

30 The vote on the motion to establish a diocesan council will take place with a parish *Instructed*  
31 *Vote*<sup>1</sup>(see above). A simple majority of the participating councils is needed for the adoption of the  
32 motion.  
33

## 34 **Once a new diocesan council has been approved**

35 The provincial spiritual advisor asks the ordinary of the diocese to appoint the first spiritual advisor.  
36

37 Elections should be organized. A nomination committee comprised of three members should be  
38 selected by the provincial president and the provincial spiritual advisor who will follow the  
39 procedure for nominations and elections in [C&B, Part XVI, Section 1(b)]

1 **Organizational meeting**

- 2 1. Elections are held.  
3 2. The *(501) Application for Certificate of Organization Form* is completed and sent to national  
4 office.  
5 3. The per capita fee of the new diocesan council is established. [C&B, Part XVII, Section 4]  
6 4. A letter should be circulated informing the parish councils of the newly elected diocesan  
7 executive and the per capita fee set by the diocesan council due at the beginning of the next  
8 membership year.  
9

10 **Installation of Officers**

11 The newly elected officers should be formally installed during a Eucharistic celebration to which all  
12 members of the diocesan parish councils are invited. A copy of the installation ceremony may be  
13 found in the *(603) Ceremonies Handbook*.

14  
15 **Installation of Spiritual Advisor**

16  
17 After the installation of the newly organized diocesan council, the appointing bishop or newly  
18 installed president should formally install the spiritual advisor, using the *Installation of a Spiritual*  
19 *Advisor* ceremony found in the *(603) Ceremonies Handbook*.

20  
21 A spiritual advisor's pin should be purchased and presented to the diocesan spiritual advisor. The  
22 council may purchase a spiritual advisor's stole for clergy available from national office. The stole is  
23 part of the diocesan council's inventory to be used by clergy named as the diocesan council spiritual  
24 advisor.  
25  
26  
27

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28 **AMALGAMATING A DIOCESAN COUNCIL**

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29 **Definitions**

- 30 • When dioceses amalgamate, two or more diocesan councils are to be dissolved; one new  
31 diocesan council is organized with a new charter.  
32 • The Vatican designates the seat of the amalgamated diocese. The new CWL diocesan council  
33 is connected to that diocese.  
34

35 **When Dioceses Amalgamate**

36 **Planning Process**

- 37 1. Each diocesan council president and spiritual advisor arrange to meet with the bishop,  
38 chancellor or a representative of their respective diocese to obtain firsthand information.  
39 2. Diocesan council presidents, spiritual advisors and officers of the diocesan councils to  
40 amalgamate meet to discuss strategies for dissolution and timelines for the amalgamation of  
41 the diocesan councils.

- 1 3. Each diocesan president calls a special meeting of her diocesan executive (which includes the  
2 parish council presidents) to communicate the next steps to all members.
- 3 4. The diocesan councils arrange a special joint meeting of the affected diocesan executives to  
4 discuss strategies for dissolution and timelines for the amalgamation of their councils.  
5 Discussion should include financial resources for startup and the process for election of the  
6 new diocesan executive. The provincial president, or her designate, is invited to chair this  
7 meeting.
- 8 5. Communication must be maintained between all affected diocesan presidents as well as with  
9 the provincial president throughout the process.

### 11 **Disbanding existing diocesan councils**

- 12 1. Diocesan executives prepare a *Notice of Motion* requiring an *Instructed Vote*<sup>1</sup> to disband each  
13 of the chartered diocesan councils. Notice is sent at least 90 days in advance via the parish  
14 council presidents to all members of the parish councils comprising the affected diocesan  
15 councils.
- 16 2. Parish councils in each diocese shall convene a meeting of the membership to vote on the  
17 dissolution of their respective diocesan councils. A simple majority vote is needed for the  
18 adoption of the motion.
- 19 3. Each diocesan council shall convene a meeting to receive the results of the *Instructed Votes*<sup>1</sup>  
20 from the parish president or her designate to dissolve their respective diocesan councils.

21  
22 Members of parish councils are encouraged to attend the meeting to hear the vote on the disbanding  
23 of the diocesan councils. This meeting should include a liturgical celebration, prepared by the  
24 diocesan chairpersons of faith and their diocesan spiritual advisors.

### 26 **Founding of newly amalgamated diocesan council**

- 27  
28 1. The provincial president shall send notice of a special meeting for the purpose of organizing  
29 the new diocesan council and the *Notice of Motion* requiring an *Instructed Vote*<sup>1</sup> to organize a  
30 new diocesan council. The documents shall be circulated to all parish councils at least six  
31 months before the organizational meeting.
- 32 2. The provincial president or her designate shall chair the organizational meeting. The  
33 provincial spiritual advisor should be invited to participate and may be asked to provide an  
34 opening prayer and remarks.
- 35 3. The parish councils of all affected former diocesan councils shall meet to vote on the *Notice*  
36 *of Motion* to organize a new diocesan council. Each parish council president, or her designate,  
37 brings the *Instructed Vote*<sup>1</sup> of her council. It is approved by a majority of the voting delegates  
38 present at the organizational meeting.

39  
40 It is recommended that this meeting includes a liturgical celebration, prepared by the former  
41 diocesan chairpersons of faith and their diocesan spiritual advisors, to facilitate the transition  
42 towards amalgamation.

1 **Close of business for disbanding or amalgamating diocesan councils**

- 2
- 3 1. All outstanding bills and obligations of each affected diocesan council should be met and
- 4 recorded in the closing minutes. All remaining funds are then transferred to the newly
- 5 amalgamated diocesan council’s bank account, and the disbanding or amalgamating councils’
- 6 bank accounts are closed.
- 7 2. Each diocesan council shall send a report in the year of amalgamation to the provincial council
- 8 for inclusion in the provincial annual report book. Include a brief history and reasons for
- 9 amalgamation. (See Appendix 5: *Guidelines for Written Annual Reports*)
- 10 3. Each diocesan council shall ensure that valuable books, records, archival material, etc. are
- 11 sent to the new diocesan council for safekeeping.
- 12 4. Each disbanded diocesan council shall send an official letter confirming the disbanding of
- 13 their council including the date and the minutes of the disbanding meeting to national office
- 14 5. The disbanding or amalgamating councils’ original charters shall be returned to national
- 15 office for safekeeping, along with the minutes of the disbanding meeting. Copies of the
- 16 disbanded diocesan councils’ original charters may be made and displayed alongside the new
- 17 charter.
- 18 6. Books of Life from the amalgamated diocesan councils should be displayed along with the
- 19 new diocesan Book of Life.
- 20

21 **Organizing the new diocesan council**

22

23 When the motion to organize a diocesan council has been adopted by a majority of the participating

24 councils, provision must be made for the election of officers.

- 25 1. The provincial president and the provincial spiritual advisor:
- 26 i. shall appoint a nominating committee comprised of three experienced members
- 27 ii. shall set the date for a meeting to conduct election of officers for the newly organized
- 28 diocesan council
- 29 2. The Nominations and Elections Committee shall follow the procedure for nominations and
- 30 elections in C&B, Part XVI, Section 1(b) and parish council executives shall follow C&B, Part
- 31 XVI Section 4 (e). Consult Section 7 in this Manual.
- 32 i. According to eligibility for diocesan elections, an Elections Register is prepared by the
- 33 committee using names from both dissolved diocesan councils.
- 34 ii. Former diocesan officers who meet eligibility criteria in their previous diocesan
- 35 council shall remain eligible for nomination to office on the new diocesan council for
- 36 three elections following the last term served.
- 37 iii. The vote shall be obtained by the *Instructed Vote*<sup>1</sup> on the *(521) Nomination Form* sent
- 38 to parish council presidents; nominations are done by the parish council executive
- 39 according to names appearing on the Acceptance List.
- 40 iv. The chairperson of Nominations and Elections Committee conducts the election of
- 41 officers for the newly organized diocesan council.
- 42 3. The elections meeting is the charter meeting of the new diocesan council.

- 1 4. The *(501) Application for Certificate of Organization Form* shall be completed and sent to  
2 national office, accompanied by the minutes of the charter meeting.
- 3 5. The per capita fee of the new diocesan council shall be established by motion. [C&B, Part  
4 XVII, Section 4]
- 5 6. The provincial spiritual advisor, being the liaison between the church and the League, shall  
6 inform the bishop of the diocese concerned as to the organization of a new diocesan council.  
7 He would make the request to the ordinary of the diocese to appoint the first spiritual  
8 advisor.
- 9 7. Having been officially organized, the diocesan council is then required to conduct its affairs  
10 in accordance with the League's *(604) Constitution & Bylaws* and *(615) National Manual of*  
11 *Policy and Procedure*.
- 12 8. The new diocesan president is responsible for issuing a letter informing the parish councils  
13 of the newly elected diocesan officers as well as the adopted per capita fee of the new  
14 diocesan council to be effective at the beginning of the ensuing membership year.
- 15 9. The new diocesan president shall provide national office and the provincial president with  
16 the list of the new diocesan executive including their contact information.
- 17 10. Copies of the disbanded diocesan councils' original charters may be made and displayed  
18 alongside the new charter.
- 19 11. Books of Life from the amalgamated diocesan councils should be displayed along with the  
20 new diocesan Book of Life.

21  
22  
23 <sup>1</sup>*Instructed Vote* details are found in this manual Section 6: Meetings: Annual Meetings of Members  
24 and Conventions: Voting Rights: Business Session

25  
26 **Installation of Officers, Chairpersons and Spiritual Advisor**  
27

28 The new diocesan president shall arrange for the installation of the new diocesan spiritual advisor  
29 and the new diocesan officers during a Eucharistic celebration as found in the *(603) Ceremonies*  
30 *Handbook*.

31  
32 Parish councils should be invited to attend. Consideration may be made to invite the appointing  
33 bishop and other spiritual advisors.  
34  
35

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36 **PROVINCIAL AND NATIONAL COUNCILS**

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37 Provincial Councils: shall be composed of its officers, presidents of diocesan councils in the province,  
38 diocesan and parish delegates accredited to the provincial convention, and honorary life members  
39 and life members holding a membership in the province. (C&B, Part VIII, Section 1(c)) Note: Parish  
40 presidents with no diocesan council are also members of the provincial council.  
41

1 National Council: shall be composed of its officers, presidents of provincial councils, honorary life  
2 members, life members and provincial and diocesan delegates accredited to the national convention.  
3 (C&B, Part VIII, Section 1(d))  
4

5 The Diocesan, Provincial and National Executives: The diocesan, provincial and national executives  
6 shall be composed of the elected officers of the appropriate councils and presidents of the councils  
7 composing the level as stated in Part VIII, Section 1(b), (c) and (d). (C&B, Part VIII, Section 2 (b))  
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## 10 ORGANIZING A REGIONAL COMMITTEE

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

14 Although the regional structure varies slightly between dioceses, the basic concept can be used to fit  
15 the needs of any diocese or province that would benefit from the formation of regional committees.  
16

### 17 REGIONAL COMMITTEES

- 18 1. Upon request of the majority of parish councils in the area concerned and where it is agreed  
19 by motion by diocesan council, regional committees may be established to function under  
20 regulations set by the diocesan council concerned. (C&B, Part VIII, Section 6 (b) (i))
- 21 2. Upon request of the majority of diocesan councils in the area concerned and where it is agreed  
22 by motion by provincial council, regional committees may be established to function under  
23 regulations set by the provincial council concerned. (C&B, Part VIII, Section 6 (b) (ii))
- 24 3. The regional committee shall be composed of a chairperson, the presidents of the parish or  
25 diocesan councils concerned and other members as required. (C&B, Part VIII, Section 6 (b)  
26 (iii))
- 27 4. The presidents of the parish or diocesan councils on a regional committee are also members  
28 of the diocesan or provincial executive. (Part VIII, Section 2(b))
- 29 5. The regional chairperson, while not a member of the diocesan or provincial executive, is  
30 responsible for facilitating timely communication between the presidents on the regional  
31 committee and the diocesan and provincial president to enable those presidents to fulfill their  
32 diocesan or provincial executive responsibilities.
- 33 6. Where it is agreed by motion by diocesan or provincial councils, the chairpersons of a regional  
34 committee may be members of that council. [Part VIII, Section 1 (b) & (c) and Part XV, Section  
35 2 (d)] Chairpersons of regional committees shall have accredited delegate status if granted  
36 by diocesan or provincial councils. (C&B, Part XV, Section 2 (d))
- 37 7. It should be noted that diocesan regional chairpersons have voting privileges only at their  
38 own diocesan annual meeting of members and not in other dioceses or at provincial or  
39 national annual meetings of members. Likewise, a provincial regional chairperson's voting  
40 privileges would apply only at her own provincial annual meeting of members.  
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**REGIONAL COMMITTEE MEMBERS**

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 three standing committees. With the exception of parish presidents, all are positions appointed by the diocesan president in consultation with the regional chairperson.

**DIOCESAN AND PROVINCIAL REGIONAL CHAIRPERSON**

- Is appointed by the president for a two-year term immediately following the election of the president
- Should be a past president of a parish council (diocesan regional committee) or diocesan council (provincial regional committee) in that specific region
- Serves as liaison between the parish councils and the diocesan council or the diocesan and provincial council or the parish and provincial council, as appropriate, in her region, keeping the line of communication open in both directions
- Receives her instructions and information from the president who appointed her
- Keeps in close contact with the presidents of the councils assigned to her regional committee and deals with regional concerns
- Reports her activities to the president who appointed her
- Plans the location of the regional meeting and makes all the arrangements
- Is responsible for overseeing the mailing out of notices of regional meetings to the diocesan executive and parish council presidents or the provincial executive and diocesan presidents
- Upon invitation, regional committee chairpersons may attend diocesan or provincial executive meetings as the representative of the councils assigned to her

**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 are usually held twice a year, in the spring and fall.

**Diocesan Regional Meetings:**

- are open to all parish council members
- parish council spiritual advisors are invited to attend
- usually include a liturgical celebration
- diocesan executive members should be invited to attend and allowed time on the agenda
- should serve to keep the parish presidents in contact with their diocesan council and with each other despite of distance or costs that may incur otherwise
- parish presidents should report on their council’s activities

1 **Provincial Regional Meetings:**

- 2 • are open to all diocesan council members
- 3 • diocesan council spiritual advisors are invited to attend
- 4 • usually a liturgical celebration should be part of the agenda.
- 5 • provincial executive members should be invited to attend and allowed time on the agenda.
- 6 • should serve to keep the diocesan presidents in contact with their provincial council and with
- 7 each other despite of distance or costs that may incur otherwise.
- 8 • diocesan presidents should report on their council’s activities.

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11 **FUNDING REGIONAL COMMITTEES**

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

14 It is the responsibility of the diocesan or provincial councils who set up the Regional Committee to  
15 see that full funding is provided to meet the expenses of the regional chairperson to attend  
16 diocesan/provincial annual meetings of members, executive meetings, etc.

## SECTION 5: POSITIONS, DUTIES AND RESPONSIBILITIES

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

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

#### **Appointment of a Spiritual Advisor**

The spiritual advisor of the parish council shall be the pastor of the parish. Where this is not possible, the pastor, in consultation with the council executive, shall appoint a spiritual advisor. (C&B, Part IX (b) (i))

At other levels (diocesan and provincial), the spiritual advisor shall be named by the appropriate level of the hierarchy. (C&B, Part IX, (b) (ii))

At national level, the Canadian Catholic Conference of Bishop (CCCCB) will appoint the national spiritual advisor in consultation with the national president. When possible, the national spiritual advisor will be the national president's diocesan bishop.

Non-ordained men and women may be appointed spiritual advisors with the approval of the parish council's pastor (parish level) or the hierarchy (diocesan and provincial levels).

During Eucharistic celebrations, non-ordained spiritual advisors will have reserved seating but not be a part of liturgical processions unless invited by the presiding celebrant.

Where a member is appointed as spiritual advisor, she continues to pay her membership fee in order to maintain her years of service in the League.

#### **Term of Office**

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. (C&B, Part X (c))

If the national spiritual advisor is the national president's diocesan bishop, his term will end at the same time as the president's (two-year term).

A spiritual advisor may not serve simultaneously on any two levels above parish level. (C&B, Part X, (b)(iii))

#### **Duties and responsibilities**

The spiritual advisor, in cooperation with the chairperson of faith, provides advice and guidance for the spiritual program of members. (C&B, Part VI and Part IX, (a)(i))

The spiritual advisor should be advised of executive and council meetings, annual meetings of members and conventions and attend and participate in these meetings whenever possible. A spiritual advisor acts in an advisory capacity and does not have voting privileges. (C&B Part IX (a)(ii))

1 At national level, the spiritual advisor shall receive due notice of the national administrative  
2 committee meetings and shall attend and participate when possible. (C&B, Part IX (a) (iii))

3  
4 Spiritual advisors should be consulted by the council president when appointing committee  
5 chairpersons. (C&B, Part XIII)

6  
7 The spiritual advisor should be consulted by the president when naming members of the election  
8 committee. (C&B, Part XVI, Section 3)

9  
10 At parish level, all financial projects shall be approved by the members at a council meeting in  
11 consultation with the spiritual advisor. (C&B, Part XVII, Section 2 (a))

12  
13 All spiritual advisors should be made aware of the *(613) Handbook for Spiritual Advisors* and the *(603)*  
14 *Ceremonies Handbook*.

15

### 16 **Installation of spiritual advisor**

17 Spiritual advisors are installed using the Installation of a Spiritual Advisor ceremony found in the  
18 *(603) Ceremonies Handbook* as soon as they are appointed. They may be installed during the same  
19 eucharistic celebration as for the Installation of Officers if the timing is appropriate.

20  
21 A spiritual advisor's pin should be purchased and presented to the spiritual advisor. The council may  
22 consider purchasing a spiritual advisor's stole for clergy available from national office. The stole is  
23 part of the council's inventory to be used by any member of the clergy acting as the council's spiritual  
24 advisor.

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### 27 **NATIONAL DIRECTORS (C&B PART X)**

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28 The national board, including all officers and provincial presidents, is responsible for disseminating  
29 information to members on national initiatives including task forces, ad hoc committees, strategic  
30 planning and national themes.

31  
32 National officers and provincial council presidents shall together comprise the board of directors and  
33 shall be referred to as the national executive. (C&B, Part X, Section 2)

34 The number of directors shall be no more than eighteen (18) and shall be comprised of no more than  
35 seven (7) national officers and no more than eleven (11) presidents of provincial councils. (C&B, Part  
36 X, Section 1)

37 The chairperson of the board shall be the national president. (C&B, Part X, Section 3)

38  
39 The directors shall be elected in accordance with provisions in Part XVI, Section 1(d). (C&B, Part X,  
40 Section 4)

41

1 The term of office shall be two years in accordance with provisions in Part XVI, Section 2. (C&B, Part  
2 X, Section 4)  
3

4 National Administrative Committee (C&B, Part VIII, Section 4)

- 5 a) There shall be a national administrative committee composed of the president, vice-president,  
6 secretary-treasurer, past president and the spiritual advisor in an advisory capacity. The  
7 president shall chair this committee.
- 8 b) The committee shall be responsible for the planning and formulation of recommendations for  
9 presentation to the national executive in matters of personnel, magazine and finance.
- 10 c) The committee shall meet immediately before scheduled meetings of the national executive and  
11 may meet in emergency session at the call of the president. All proceedings of meetings of the  
12 committee shall be reported promptly to the national executive.
- 13 d) The committee shall delegate appropriate responsibility for implementation of plans and  
14 policies to the executive director. (Part XVIII, Section 2(c))  
15

16 The national executive shall serve without remuneration and no member of the executive shall  
17 directly or indirectly receive any profit from her position. Reasonable expenses incurred by directors  
18 in the performance of their duties shall be paid. (C&B, Part X, Section 12)  
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## 24 OFFICERS AT ALL LEVELS (C&B PART XI)

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25  
26 Officers are the president, vice-president, secretary, treasurer (secretary-treasurer at national), past-  
27 president and chairpersons of standing committees (three). (C&B Part XI, Section 1,2,3)  
28

29 The executive shall:

- 30 (a) direct and administer the affairs of the League
- 31 (b) coordinate and organize programs to promote the Objects of the League
- 32 (c) represent League members in spiritual, social and political issues
- 33 (d) develop League policy and long-term planning. (C&B, Part VIII, Section 3)  
34  
35

### 36 **Signing Officers**

37 Signing officers shall be the president, the treasurer and the secretary. All cheques must be signed by  
38 two of the signing officers. (C&B, Part XII, Section 8)  
39

40 On the duly recorded decision of the council concerned, an alternate signing officer may be  
41 designated annually from among the elected officers. (C&B, Part XII, Section 8 (c))  
42

43 At national level, the president and secretary-treasurer shall certify all documents under the  
44 corporate seal. (C&B, Part XII, Section 8 (d))  
45  
46  
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1 **Term of Office**

2 The term of office for elected officers and chairpersons shall be two years. (C&B, Part XVI, Section 2  
3 (a))

4  
5 A member shall hold only one office at a time at the level concerned. (C&B, Part XVI, Section 1, (c) (i))  
6 An elected or appointed officer shall serve but not exceed one full term in the same office except the  
7 chairpersons and treasurers (secretary-treasurer at national level) who may be elected to a second  
8 consecutive term. A chairperson shall be given a different standing committee in her second  
9 consecutive term. (C&B, Part XVI, Section 2 (b))

10  
11 If the time served by an appointed officer is more than one year, it shall be considered a full term.  
12 (C&B, Part XVI, Section 2 (c))

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16 **DUTIES OF OFFICERS (C&B PART XII)**

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17 Officers are members of the executive and are expected to attend all meetings and report regularly.

18 If an officer cannot attend a meeting, she should inform the president and arrange to send a report in  
19 advance of the meeting.

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

24 All officers should consider establishing regular online meetings with their counterparts at all levels.  
25 These meetings are called and set up by the officer at national for provincial officers, by provincial  
26 officers for diocesan officers, and by diocesan officers with parish officers.

27

28 **PRESIDENT**

29 The president, as the chief officer, shall: (C&B Part XII, Section 1)

- 30 (a) inform the membership of the position of the League on current issues and priorities and
- 31 new programs
- 32 (b) foster open communication with the spiritual advisor on all League matters
- 33 (c) preside at all meetings and conventions of the council concerned
- 34 (d) be a signing officer for all official documents
- 35 (e) provide active leadership
- 36 (f) initiate policy, in consultation with the officers of the council concerned
- 37 (g) keep fully informed on the operation of the League and report annually to the membership
- 38 (h) be an advisory member of all committees except the nominations and elections committee
- 39 (i) be the official spokesperson for her council
- 40 (j) perform such other duties as may be incumbent upon her office
- 41 (k) appoint committees

1 (l) at national level:

- 2 • chair the national administrative committee
- 3 • be the chairperson of international relations
- 4 • be a member of the national amendments committee
- 5 • be an advisory member of all other committees except the nominations and elections
- 6 committee

7  
8 **Other responsibilities include**

- 9 1. Set the agenda for all meetings and conventions of the council concerned. A sample agenda is
- 10 available in Appendix 7: *Sample Agenda* and in the (612) *Handbook for Secretaries*. For more
- 11 information on meeting preparation, refer to Section 6 of this Manual.
- 12 2. Read and use the (616) *President Handbook*, (636) *Guide to Simplifying Meetings*, (645)
- 13 *Members Communications Guide*, (617) *Parliamentary Procedure*.

14  
15 **VICE-PRESIDENT**

16 The vice-president shall: (C&B, Part XII, Section 2)

- 17 1) become president automatically after serving her elected term as vice-president
- 18 2) perform the duties of the president in her absence or inability to serve
- 19 3) recruit members and maintain membership
- 20 4) develop League resource material
- 21 5) ensure annual reports are completed (See Appendix 5: *Guidelines for Written Annual Reports*)
- 22 6) oversee life membership
- 23 7) be responsible for League development and leadership training
- 24 8) perform such other duties as may be delegated to her by the president

25  
26 **Other responsibilities include**

- 27 1. Become aware of organizational requirements and current activities of the council in order
- 28 to be prepared to fill in for the president if needed.
- 29 2. Be aware of and apply for, through national office, financial aid to encourage League
- 30 development and leadership training. Consult the (512F) *National Development Fund Package*
- 31 and accompanying forms and the (552F) *National Bursary Application* available on the
- 32 national web site.
- 33 3. Read and use the (610) *Handbook for Vice Presidents*, (621) *Welcome Program* and (635)
- 34 *Actively Engaging New Members and Homebound Members*.

35  
36 **SECRETARY**

37 The secretary shall: (C&B, Part XII, Section 3 and Part X, Section 11)

- 38 (a) record the minutes of all meetings of the council concerned and retain them as a permanent
- 39 record
- 40 (b) be a signing officer for all official documents
- 41 (c) have charge of all papers and records of the council concerned
- 42 (d) be responsible for reports as required
- 43 (e) attend to correspondence as required
- 44 (f) be responsible for communications to council members

1 **Other responsibilities include**

- 2 1. Assist the president in preparing the agenda for executive and general meetings (See  
3 Appendix 7: *Sample Agenda*).
- 4 2. Review the Sample minutes in Appendix 8: *Sample Minutes* and *(612) Handbook for*  
5 *Secretaries*.
- 6 3. Distribute copies of minutes prior to meeting if possible. Otherwise, be prepared to read the  
7 minutes at the meeting.
- 8 4. Maintain a Motion Book.
- 9 5. Ensure that communication to council members to and from all levels is open.
- 10 6. Transmit all communiqués to the intended recipients to and from all levels.
- 11 7. Review and use the *(612) Handbook for Secretaries* and Appendix 9: *Communications Protocol*.
- 12
- 13

14 **TREASURER**

15

16 The treasurer shall: (C&B, Part XII, Section 4)

- 17 (a) maintain the financial records of the council concerned and have them appropriately audited  
18 or examined annually
- 19 (b) receive all League monies and pay all accounts as authorized
- 20 (c) be a signing officer for all official documents
- 21 (d) present a report of revenues and expenditures at meetings
- 22 (e) prepare and monitor annual budget
- 23

24 At national level, the secretary-treasurer shall: (C&B, Part XII, Section5)

- 25 (a) be a signing officer for all official documents
- 26 (b) maintain a close liaison and work in cooperation with the executive director in all financial  
27 matters
- 28 (c) perform other duties as specified
- 29

30 **Other responsibilities include**

31 At **parish** level:

- 32 1. in consultation with the parish council executive, in November or December, draft a budget  
33 for the following fiscal year. The proposed budget should be presented for adoption at the  
34 January meeting. (See Appendix 10: *Sample Budget*)
- 35 2. prepare and present an annual financial statement (January 1-December 31) that must be  
36 adopted by the executive prior to the annual meeting of members. This financial statement  
37 will be presented for information purposes only to the assembly and added to said meeting's  
38 minutes.
- 39 3. prepare a report of income and expenses for distribution to the executive at each executive  
40 meeting to assist in budgetary control
- 41 4. read and use the *(609) Guidelines for Treasurers*.
- 42

43 At **diocesan and provincial** levels:

- 44 1. in consultation with the executive, draft a budget for the following fiscal year for adoption  
45 (by majority vote) at the fall executive meeting.
- 46 2. prepare and present an interim financial statement (since January 1) for the annual meeting  
47 of members – for delegates information only.

3. Prepare and present an annual financial statement (January 1-December 31) that must be adopted by the executive at the spring executive meeting prior to the annual meeting of members. This financial statement will be presented for information purposes only to the assembly and added to said meeting's minutes.
4. prepare a report of income and expenses for distribution to the executive at each executive meeting to assist in budgetary control.
5. Read and use the *(609) Guidelines for Treasurers*.

At the **national** level:

1. the audited financial statement is presented by the secretary-treasurer for adoption by motion at the winter national executive meeting.
2. The adopted financial statement is tabled at the annual meeting of members in accordance with legislative requirements under the *Canada Not-for-profit Corporations Act*.

A Financial Management Policy for national level is available on request from national office.

## **PAST PRESIDENT**

The past president shall: (C&B, Part XII, Section 6)

- (a) serve in a consultative capacity
- (b) be responsible for archives and history
- (c) facilitate the study and implementation of the *Constitution & Bylaws*
- (d) perform other duties as assigned by the president
- (e) be chairperson of laws at national level

### **Other responsibilities include**

1. Take charge of League history and archives or appoint an interested member or committee.
2. Bring scrapbooks or history to some meetings for members to see.
3. Be responsible for reviewing biannually the council's *Manual of Policy and Procedure* for any needed revisions. 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.
4. Invite members to forward proposed revisions to the *(615) National Manual of Policy and Procedure* using the *(551F) National Manual of Policy and Procedure Revisions Form* to national office by December 1<sup>st</sup> of each year.
5. Encourage members to read the *(604) Constitution & Bylaws* and invite councils to forward proposed changes to national office using the *(550 & 550F) Constitution & Bylaws Amendment Form* by August 31<sup>st</sup>.
6. Read and use the *(611) Handbook for Past Presidents*, *(601) Archives Guidelines for League History* and *(601B) Archives Brochure*.
7. Consult Appendix 6: *Archives Guidelines for Parish, Diocesan and Provincial Councils*.

1 **STANDING COMMITTEES**

2 Standing committees reflect the core values of the League: faith, service and social justice.

3  
4 Standing Committees are chaired by an elected officer assigned to the committee by the council  
5 president. (C&B, Part XIII)

6  
7 Chairpersons are encouraged to appoint assistants who are named “sub-committee chairpersons”  
8 and report to them regularly.

9  
10 In the case of a chairperson vacancy, the council president, in consultation with the executive and the  
11 spiritual advisor, may appoint a member to the position. (C&B, Part XIII)

- 12  
13 The chairpersons of standing committees shall: (C&B, Part XII, Section 7)  
14 (a) acquire knowledge of and fulfil the duties of the committee assigned  
15 (b) appoint a sub-committee to share the work  
16 (c) consult with chairpersons of other standing committees to maximize team efforts and avoid  
17 duplication  
18 (d) prepare and promptly submit monthly and annual reports as required (See Appendix 5:  
19 *Guidelines for Written Annual Reports*)  
20 (e) be responsible for long-term planning

21  
22 **Other responsibilities include**

- 23 1. Summarize memos or communiqués from other levels and include key elements in her report.  
24 2. Prepare a report of committee activities since the last meeting and incorporate  
25 recommendations and plans for the future.  
26 3. Prepare two copies of her report, one for her file and one for the secretary.  
27 4. In consultation with the council president, appoint sub-committee chairpersons to cover  
28 specific headings under the committee’s duties to allow for more in-depth study and support  
29 for the chairperson.  
30 5. Be familiar with and apply the procedures in Appendix 11: *National Position Papers*.  
31 6. Be familiar with and apply the procedures in Appendix 12: *Briefs, Petitions, Letters and*  
32 *Postcards*.  
33 7. Read and use the *(614) Handbook for Chairpersons of Faith, Service and Social Justice*.  
34  
35

36 **FAITH** Consult *(640) Toolkit for Faith*

37 Spiritual development is the essence of the League. Its core value of faith is what sets the League  
38 apart from most other women’s organizations.

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

42 Chairpersons of faith shall evangelize, promote spiritual growth, and encourage all levels to (C&B,  
43 Part XIII, (1))

- 44 (a) pray, individually and communally  
45 (b) uphold the sanctity of life  
46 (c) study Catholic teachings

- 1 (d) stress the importance of the role of women in the church
- 2 (e) foster vocations
- 3 (f) advance ecumenism and interfaith endeavours
- 4

5 Resources include but are not limited to: *(624) Catholic Social Teaching Resources, (626) Prayers and*  
6 *Spiritual Programs, (628) Prayer Services Planning Workshop, (628A) Prayer Service Planning Power*  
7 *Point and Appendix 9: Communications Protocol.*  
8

9 **SERVICE** Consult *(637) Toolkit for Service*

10 The League and its members have always provided service to their members, their parish, their local  
11 community, the country and the world. Through this standing committee the League works toward  
12 peaceful, just and prosperous communities.

13

- 14 Chairpersons of service shall encourage all levels to (C&B, Part XIII, (2))
- 15 (a) promote activities in service to members, the parish and the community
  - 16 (b) advocate for and support services that include but are not limited to homelessness, human
  - 17 trafficking, poverty, bullying and racism
  - 18 (c) educate members about charitable needs, especially mission assistance at home and abroad
  - 19

20 Resources include but are not limited to: *(633) Option for the Poor and Vulnerable, (638) Community*  
21 *& Common Good, (643) Rights & Responsibilities and Appendix 9: Communications Protocol.*  
22

23 **SOCIAL JUSTICE** Consult *(639) Toolkit for Social Justice*

24 The League is a respected government advocate. Social justice enables the League to affect change  
25 in areas like policies and legislation within various levels of government. Social justice is guided by  
26 Catholic teaching.

27

28 Chairpersons of social justice, guided by Catholic social teaching, shall encourage all levels to (C&B,  
29 Part XIII, (3))

- 30 (a) uphold the life and dignity of the human person
- 31 (b) advocate for the poor and the vulnerable and their inclusion in society
- 32 (c) advocate for the dignity of work and the equal rights of workers
- 33 (d) care for God's creation
- 34 (e) educate members and keep them informed of relevant social justice issues
- 35 (f) initiate resolutions on relevant issues
- 36

37 Resources include: *(622) Calendar of Social Justice Events, (618) Resolutions Handbook, (620)*  
38 *Resolutions Guide and Appendix 9: Communications Protocol.*  
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1 **SUB-COMMITTEES**

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A sub-committee chairperson shall:

- 1. research and study the topic assigned to them 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 sources including but not limited to newspapers, television, magazines, annual reports, local speakers and resource people.
- 3. determine which aspects of an issue concern the League.
- 4. maintain regular contact with the chairperson, keeping her informed
- 5. be prepared to attend meetings, conferences and seminars on the topic, with prior approval of the chairperson.

Operating expenses for a sub-committee chairperson are included as part of the expenses of the appropriate chairperson. A sub-committee chairperson’s expenses must be approved by the chairperson and executive.

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

**SPECIAL OR AD HOC COMMITTEES**

Special and 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 and tasks
- allowable expenses, if applicable

Once the assigned task has been completed, the committee ceases to exist. Special or ad hoc committees should not be assigned a task that falls under the responsibilities of a standing committee.

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## TRANSFERS, RESIGNATIONS, REMOVALS AND VACANCIES

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### Transfer of Eligibility

A member who is serving as a diocesan/provincial officer and/or is eligible for nomination to office at diocesan/provincial level in one diocese/province shall be eligible for nomination to office at diocesan/provincial level in any diocese/provinces to which she has moved. (C&B, Part XVI, Section 1, (b)(iii) and (C)(iii)) Such information is recorded on the *(510) Member's Transfer Form*.

### Vacancies

In the event of a vacancy in the office of president, the vice-president will become president for the remainder of the term. (C&B, Part XI, Section 4 (b))

In the event of a vacancy in the office of vice-president, the secretary shall perform the duties of the vice-president until the next election. She shall not be appointed to the office of vice-president nor assume the office of president. (C&B, Part XI, Section 4 (c)) Note: Should it be necessary to appoint an "acting" vice-president, she does not become president at the next elections because she was not elected vice-president. However, she may let her name stand for the position of president at the next election if she meets all the eligibility criteria and has not been president of that executive before (see Section 7: Eligibility, Nominations and Elections).

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. (C&B, Part XI, Section 4 (c))

### Resignations

All resignations must be made in writing to the council President who shall bring it to the attention of the rest of the executive. (C&B, Part X, Section 5)

### Removal of Officers

Any officer whose conduct or activity is detrimental to or incompatible with the Objects and Policy of the League may be removed from office. (C&B, Part X, Section 6 and Part XI, Section 5)

Great care must be taken to ensure that the conduct, activities 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 X, Section 6 and Part XI, Section 5 of the *Constitution & Bylaws*.

1. This 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 or suspension 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.

- 1 4. For parish, diocesan and provincial levels, those attending the special meeting shall be the  
2 officer in question, members of the executive, the spiritual advisor and the president or an  
3 officer of the next level of the League.
- 4 5. For national level, those attending the special meeting shall be the officer in question,  
5 members of the executive, the spiritual advisor and the president.
- 6 6. The motion to remove an officer must be adopted by a two-third vote at such a meeting.  
7

8 If an officer, at any level, has been removed in accordance with Part XI, Section 5, her existing  
9 eligibility is forfeited. (C&B, Part XVI, Section1 (e) (ii))

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1 **SECTION 6: MEETINGS (C&B PART XIV)**

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2 **DUE NOTICE AND QUORUM**

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3  
4 **DUE NOTICE** (C&B, Part XIV, Section 9)

5  
6 Notice of the (date), time and place of a meeting of members shall be given to each member  
7 entitled to vote at the meeting as follows:

- 8 (a) at parish, diocesan and provincial levels, notice must be given to each member entitled to  
9 vote at the meeting at least 21 days before the day on which the meeting is to be held  
10 (b) at national level, notice must be given at least 60 days before the meeting

11  
12 **QUORUM**

13  
14 Due notice having been given in all instances, the quorum for meetings is as follows:

15  
16 **Parish**

17  
18 A majority of the executive shall constitute a quorum for executive meetings. (C&B, Part XIV,  
19 Section 2 (a))

20  
21 At regular and annual meetings of members, 10% of the voting members of the council shall  
22 constitute a quorum. (C&B, Part XIV, Section 2 (e))

23  
24 **Diocesan And Provincial**

25  
26 At diocesan and provincial executive meetings, a majority of the members of the executive shall  
27 constitute a quorum. (C&B, Part XIV, Section 3 (a))

28  
29 The diocesan and provincial councils shall meet in annual meeting of members (at which) 10% of  
30 the voting members shall constitute a quorum. (C&B, Part XIV, Section 3 (b))

31  
32 **National**

33  
34 A quorum for the transaction of business at any meeting of the national executive shall be a  
35 majority of the directors. (C&B, Part X, Section 8 and Part XIV, Section 4 (a))

36  
37 The national council shall meet in annual meeting of members (at which) 25 members of the  
38 council shall constitute a quorum. (C&B, Part XIV, Section 4 (b))

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## MEETINGS

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### MEETINGS AT ALL LEVELS

The official language is English. (C&B, Part XIV, Section 1)

The parish, diocesan, provincial and national executives and councils may meet virtually when circumstances preclude meeting in person. (C&B, Part XIV, Section 2(f), Section 3(d), Section 4 d))

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

Meetings shall be conducted using the principles of parliamentary procedure:

Parliamentary Procedure (C&B, PART XXI):

(a) *Robert's Rules of Order* shall apply to those questions of parliamentary procedure not specified in the *Constitution & Bylaws* and *Standing Rules of Order*.

(b) A parliamentarian may be appointed for the annual meeting of members at the discretion of the president.

Consult guide (617) *Parliamentary Procedure*.

### Voting

At all meetings of the national executive, every question shall be decided by a majority of votes cast on the question. In case of an equality of votes, the national president shall cast the deciding vote. Every question shall be decided by a show of hands. (C&B, Part X, Section 9)

Following the above example and *Robert's Rules of Order*, all decisions at all meetings at all levels shall be decided by majority vote.

### League Prayer

All meetings begin with the League Prayer found in (168) & (169) *League Prayers*.

### Land acknowledgment

Councils at all levels are encouraged to include a Land Acknowledgement at meetings, conventions, and gatherings.

Consult *Building Indigenous Relationships – Land Acknowledgments*

1 **Roles and Responsibilities**

2 Council meetings shall endeavour, through the spiritual development program, to foster and advance  
3 the spiritual growth of members. (C&B, Part VI)

4 The president, as the chief officer shall: (c) preside at all meetings and conventions of the council  
5 concerned. (C&B, Part XII, Section1 (c))

6 The secretary shall: (a) record the minutes of all meetings of the council concerned and retain them  
7 as a permanent record. (C&B, Part XII, Section3 (a))

8 The treasurer shall: (d) present a report of revenues and expenditures at meetings. (C&B, Part XII,  
9 Section 4 (d))

10 The annual financial statements will be sent to members entitled to vote at a parish council annual  
11 meeting or annual diocesan, provincial or national meetings of members at least twenty-one (21)  
12 days before the date of the annual meeting of members. For all other members, notice will be given  
13 and the financial statements will be made available to members on request. (C&B, Part XIV, Section  
14 10)

15 The chairpersons of standing committees shall: (d) prepare and promptly submit monthly and annual  
16 reports as required. (C&B, Part XII, Section 7 (d)) (See Appendix 5: *Guidelines for Written Annual*  
17 *Reports*)

18

19 **PARISH MEETINGS**

20 **Parish Executive Meetings**

21 Normally the executive of the parish council shall meet prior to each regular meeting. (C&B, Part XIV,  
22 Section 2 (a))

23

24 All members of the executive and the spiritual advisor are expected to attend.

25

26 The parish council president should:

- 27 1. Call an executive meeting prior to the general meeting at a regular time each month.  
28 2. Prepare an agenda and allow enough time to discuss questions and plan the general meeting.

29

30 If a question under discussion at the executive meeting is particularly controversial, the president  
31 may ask two executive members each to present a side of the issue at the general meeting.

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1 **Regular Parish Meetings**

2  
3 Normally, the parish council regular meeting shall be held monthly. (C&B, Part XIV, Section 2 (b))

4  
5  
6 **Parish council president's responsibilities**

- 7 1. Prepare an agenda based on the business arising from the executive meeting.
- 8 2. Notify the members of the time and place and any other special activity for the meeting, e.g.,
- 9 a speaker or a specific topic to be discussed.
- 10 3. Seek the help of members to prepare the meeting room so that it is comfortable, well
- 11 ventilated, has adequate lighting and is accessible to those with mobility issues. There
- 12 should be no obstructions between the president and the members. Seating should face
- 13 away from the entrance so that people entering or leaving will not distract the members.
- 14 4. Have on hand League Prayer booklets (168 or 169), a picture of our patroness, a candle (real
- 15 or battery powered) and other items needed for the program.
- 16 5. Give special consideration to having "hospitality" members greeting and welcoming
- 17 members. Arrange for a social period following the meeting to promote sisterhood among
- 18 members.
- 19 6. If a guest speaker is invited, appoint someone specifically to watch for and greet the guest
- 20 at the door. Guest speakers should be introduced and thanked.

21  
22 **Other Suggestions**

- 23 1. Hold regularly scheduled meetings.
- 24 2. Start the meeting on time.
- 25 3. Speak so everyone can hear; stand if necessary.
- 26 4. Be fair and courteous at all times.
- 27 5. Respect those speaking by insisting on attention and when necessary, use the gavel to bring
- 28 the meeting back to order.
- 29 6. Follow the agenda; if it is necessary to change it, ask the members for their permission.
- 30 7. Encourage discussion, reminding members that their opinions are valid and essential in
- 31 order that the group may reach a decision.
- 32 8. Be impartial and allow the members to make the decisions during the meeting.
- 33 9. Keep discussion on the topic. If a speaker strays from the topic or does not speak clearly
- 34 enough or if the meeting is hampered by whispering, interrupt the speaker and ask that the
- 35 meeting rules be respected.
- 36 10. Enforce the rule that a member may speak only once if another member who has not spoken
- 37 wishes to do so.
- 38 11. Keep discussions moving by avoiding repetition. Ask, "Are there any new points to be
- 39 raised?" If not, repeat the motion and call for the vote.
- 40 12. When calling for the vote, ask for both the affirmative and negative votes, even if all hands
- 41 are up on the first call. Do not ask for abstentions.
- 42 13. All members must support the decisions of members taken by majority vote and assist in
- 43 implementing them. A majority vote of members becomes a council decision arrived at
- 44 through democratic process.

1 **Member Responsibilities**

- 2 1. Attend all meetings and arrive on time.
- 3 2. Read the minutes of the last meeting ahead of time and note any corrections to be made.
- 4 Housekeeping items may be brought to the secretary’s attention before the meeting.
- 5 3. If notice has been given that a particular topic will be discussed, do some homework on it
- 6 and be prepared to share your ideas and point of view.
- 7 4. Inform the president ahead of time if you plan to bring up new business so she can allow
- 8 time for it on the agenda.
- 9 5. If needed, experienced members can help others to formulate motions, ensuring that all
- 10 relevant details are included.
- 11 6. If a member has a conflict of interest on an issue, the member should leave the room as soon
- 12 as the issue arises and not be present during the discussion or vote. (See Section 12: Ethical
- 13 Guideline & Conflict of Interest)
- 14

15 **Other Suggestions**

- 16 1. Speak so everyone can hear; stand if necessary. Address all remarks to the chair by saying,
- 17 “Madam President” or “Madam Chair.”
- 18 2. Be fair and courteous at all times.
- 19 3. Do not hold private conversations during the business meeting.
- 20 4. Follow the agenda
- 21 5. Be ready and willing to give your opinion during discussions.
- 22 6. Keep remarks pertinent to the subject under discussion.
- 23 7. Do not repeat points that have already been made.
- 24 8. Ask questions if you do not understand so that you can vote knowledgeably.
- 25 9. When a discussion is going nowhere because more information is required, make a motion
- 26 to refer the business to a committee or to postpone the discussion until a later time.
- 27 10. If you do not like or do not understand the way something is being done, request
- 28 clarification immediately.
- 29 11. Support the decisions of members taken by majority vote and assist in implementing them.
- 30 A majority vote of members becomes a council decision arrived at through democratic
- 31 process.
- 32

33 **DIOCESAN AND PROVINCIAL EXECUTIVE MEETINGS**

34 The executive of diocesan and provincial councils shall meet at least twice a year, before and after

35 their annual meeting of members. (C&B, Part XIV, Section 3 (a))

36 The diocesan and provincial councils shall meet in annual meeting of members, diocesan in April or

37 May, provincial in June or July, for the purpose of promoting the Objects and Policy of the League,

38 planning future programs, receiving annual reports, and the election of officers if applicable. (C&B,

39 Part XIV, Section 3 (b))

40 Parliamentary Procedure, *Robert’s Rules of Order* and responsibilities as listed under *Parish Executive*

41 *Meetings* and *Parish Regular Meetings* all apply at diocesan and provincial meetings.

1 **NATIONAL EXECUTIVE MEETINGS**

2 The executive of the national council shall meet at least twice a year, immediately before and after its  
3 annual meeting of members. Additional meetings may be called at the discretion of the president.  
4 (C&B, Part XIV, Section 4 (a))

5 The national council shall meet in annual meeting of members in August, for the purpose of  
6 promoting the Objects and Policy, planning future programs, receiving annual reports and the  
7 election of officers if applicable. (C&B, Part XIV, Section 4 (b))

8 Parliamentary Procedure, *Robert’s Rules of Order* and responsibilities as listed under *Parish Executive*  
9 *Meetings* and *Parish Regular Meetings* all apply at national meetings.

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11

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12 **ANNUAL MEETINGS OF MEMBERS & CONVENTIONS**

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13 Annual meetings of members and conventions are

- 14 • a time for official council business
- 15 • member education by listening to guest speakers and participating in workshops
- 16 • an occasion to celebrate the year’s accomplishments
- 17 • a time to build sisterhood by meeting old friends and making new ones

18

19 It shall be the place designated by the executive of the council assembled, giving due consideration  
20 to the rotation of the site and invitations received. (C&B, Part XIV, Section 5)

21 The parish council annual meeting shall be held in January or February for the purpose of receiving  
22 reports and for the election of officers when applicable. (C&B, Part XIV, Section 2 (c))

23

24 The diocesan and provincial councils shall meet in annual meeting of members, diocesan in April or  
25 May, provincial in June or July, for the purpose of promoting the Objects and Policy of the League,  
26 planning future programs, receiving annual reports, and the election of officers if applicable. (C&B,  
27 Part XIV, Section 3 (b))

28

29 The national council shall meet in annual meeting of members in August, for the purpose of  
30 promoting the Objects and Policy, planning future programs, receiving annual reports and the  
31 election of officers if applicable. (C&B, Part XIV, Section 4 (b))

32

33 Due Notice: (C&B, Part XIV, Section 9)

34 Notice of the time and place of a meeting of members shall be given to each member entitled to vote  
35 at the meeting as follows:

36 (a) at parish, diocesan and provincial levels, notice must be given to each member entitled to  
37 vote at the meeting at least 21 days before the day on which the meeting is to be held

38 (b) at national level, notice must be given at least 60 days before the meeting.

39

40

41

1 **HOSTING ANNUAL MEETINGS OF MEMBERS AND CONVENTIONS**

2  
3 **Invitation to Host**

4  
5 The invitation to host a national annual meeting of members and convention is initiated by a diocesan  
6 or a provincial council.

7  
8 Once a diocesan council has determined that an invitation can be extended, the bishop of the diocese  
9 and the provincial president should be notified.

10  
11 If the national convention is being hosted by the provincial council, every effort should be made to  
12 involve the membership and bishops of all dioceses in the province. Upon their concurrence, a formal  
13 invitation is sent by the host bishop to the national spiritual advisor.

14  
15 The date of the national annual meeting of members and convention is set in consultation with the  
16 national president in office at the time of the invitation and is held in August.

17  
18 **Annual Meeting of Members and Convention Committees**

19  
20 Convention committees are to be formed at diocesan, provincial and national levels according to the  
21 guidelines in the following manuals: *(608B) Guide to Hosting a National Meeting of Members, (608)*  
22 *Guide to Hosting the Annual National Convention* and *(607) Guide to Hosting Diocesan/Provincial*  
23 *Convention*.

24  
25 The president of the hosting council appoints a planning committee chairperson. Members of the  
26 committee are then chosen by the chairperson. It is recommended that each sub-committee  
27 chairperson select a co-chair. Together, they invite other members to be on their sub-committee.

28  
29 **Expenses of voting and accredited delegates**

30  
31 Expenses to be covered by each council for *voting delegates* are listed in the C&B, Part XIV, Section 6  
32 and below under *Voting Delegates*.

33  
34 For *accredited delegates*, each level shall determine the expenses to be paid by its treasury for  
35 executive meetings, annual or other meetings or conventions except as stated in (b), (c) and (d) of  
36 this section (*Voting Delegates*). (C&B, Part XIV, Section 6 (a))

37  
38 Councils at all levels should specify in their *Manual of Policy and Procedure* a policy to cover the  
39 expenses of their presidents and other officers attending annual meetings of members, conventions  
40 and special functions at other levels of the League.

1 **Expenses related to national representatives**

2

3 Transportation expenses of the national president or her designate or national spiritual advisor  
4 attending a provincial annual meeting of members and conventions are paid from the national  
5 treasury. The host council is responsible for their registration, accommodation and meals.

6

7 The national president should be invited to attend at least one provincial annual meeting of members  
8 or convention in each province during her two-year term of office. Provincial presidents should  
9 advise the national president of dates of provincial annual meetings of members and conventions by  
10 November 30<sup>th</sup> each year.

11

12 If the national president is invited, and where national budget and her personal commitments permit,  
13 she should be prepared to attend diocesan annual meetings of members and conventions.  
14 Transportation expenses for her or her designate to attend diocesan annual meetings of members  
15 and conventions are paid from the national treasury. The host council is responsible for her  
16 registration, accommodation and meals.

17

18 **League Functions**

19

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

23

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

27

28

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29 **ANNUAL MEETINGS OF MEMBERS & CONVENTIONS: ATTENDEES (C&B PART XV)**

---

30 **Voting Delegates**

31 Voting delegates are the presidents of each council comprising the council in session. If the president  
32 is unable to attend the annual meeting of members, a vice-president or an appointed executive  
33 member shall be the designate. (C&B, Part X, Section 1 (a)) If there is no diocesan council, the parish  
34 council president is the voting delegate on the provincial council.

35 Voting delegates shall take part in all proceedings and shall have the power to vote on all questions.  
36 (C&B, Part XV, Section 2 (a))

37 In the case of an *Instructed Vote*, the voting delegate or her designate must be present at the annual  
38 meeting of members and have her signed *Instructed Vote Form* with her. If she does not have her

1 copy of the signed *Instructed Vote form*, she may ask the chairperson of the elections and nominations  
2 committee to provide her with a copy before voting begins. If a voting delegate or her designate does  
3 not have an *Instructed Vote* from her council or is not present for the vote, she forfeits her privilege to  
4 vote on the motion put forward to increase per capita fees, change the League's *Constitution & Bylaws*  
5 or take part in the election of officers.

6 Parish councils shall pay the expenses of their voting delegate to the annual diocesan meeting of  
7 members. (C&B, Part XIV, Part 6 (b)) Note: If there is no diocesan council, the parish council shall pay  
8 the expenses of their voting delegate (parish president or her designate) to attend the provincial  
9 annual meeting of members.

10 Diocesan councils shall pay the expenses of their voting delegate to the annual provincial meeting of  
11 members. (C&B, Part XIV, Part 6 (c)) Note: If there is no diocesan council, the parish council shall pay  
12 the expenses of their voting delegate (parish president or her designate) to attend provincial the  
13 annual meeting of members.

14 At national level, the national treasury shall pay:

- 15 (i) the expenses of the national executive to attend national executive meetings, the annual  
16 national meeting of members and other meetings as required
- 17 (ii) transportation expenses for honorary life members to attend the annual national  
18 meeting of members (C&B, Part XIV, Section 6 (d))

19

## 20 **Accredited Delegates**

21 Accredited delegates are appointed by their council to attend the next level's annual meeting of  
22 members with a right to vote.

23 It is the responsibility of the council appointing an accredited delegate to ensure that member's  
24 membership is current (paid in full) prior to assigning the delegate voting powers for an annual  
25 meeting of members.

26 Accredited delegates are usually selected from members of the council's executive.

27 Accredited delegates may take part in the business sessions of the annual meeting of members and  
28 vote on any question except the election of officers, amendments to the *Constitution & Bylaws* and  
29 increase in per capita fees. (C&B, Part XV, Section 2 (b))

30 Officers of the council assembled, honorary life members and life members shall have accredited  
31 delegate status. (C&B, Part XV, Section 2 (c))

32 Chairpersons of regional committees shall have accredited delegate status if granted by diocesan or  
33 provincial councils. (C&B, Part XV, Section 2 (d))

34 Each level shall determine the expenses to be paid by its treasury for executive meetings, annual or  
35 other meetings or conventions (C&B, Part XIV, Section 6, (a)). This means that an accredited  
36 delegate's council decides what, if any, financial support will be given to their accredited delegate.  
37 This policy must be published in their council's *Manual of Policy and Procedure*.

38

39

1 **Members Without Voting Privileges**

2 Any member may attend annual meetings or conventions at any level and may speak at business  
3 sessions at the discretion of the chairperson. (C&B, Part XV, Section 4)

4 All members are welcome at all annual meetings of members and conventions. Attendance is strongly  
5 encouraged.

6 All members are responsible for all their annual meeting of members and convention expenses unless  
7 their expenses are covered in full or in part by virtue of their status as a voting or accredited delegate.  
8 (See above *Voting Delegates* and *Accredited Delegates*)

9

10

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11 ANNUAL MEETINGS OF MEMBERS & CONVENTIONS: VOTING RIGHTS

---

12 **Parish**

13 All parish members have the right to vote at the parish annual meeting. (C&B, Part VII, Section 1(a))

14

15

16 **Diocesan**

17

18 Members of parish executives and all council members in the diocese are encouraged to attend their  
19 diocesan annual meetings of members.

20 Parish presidents are members of the diocesan executive and have the right to vote as *voting*  
21 *delegates* on all issues. They represent their council’s wishes for *Instructed Votes*. (C&B, Part XV,  
22 Section 1 (a) and Section 2 (a))

23 Parish councils may appoint two accredited delegates, usually chosen from the members of their  
24 parish council executive, who will have the right to vote on all issues except on matters decided by  
25 an *Instructed Vote* (election of diocesan officers, changes to the *Constitution & Bylaws* and increase in  
26 per capita fees). (C&B, Part XV, Section 2 (b))

27 Life members and honorary life members holding a membership in that diocese have the right to vote  
28 on all matters except when an *Instructed Vote* takes place. (C&B, Part XV, Section 2 (c) and Part VIII,  
29 Section 1(b))

30

31

32 **Provincial**

33

34 Members of parish and diocesan executives and all council members in the province are encouraged  
35 to attend their provincial annual meetings of members.

36

37 Diocesan presidents and parish presidents with no diocesan council are members of the diocesan  
38 executive and have the right to vote (voting delegates) on all issues. They represent their council’s  
39 wishes for *Instructed Votes*.

1 Diocesan councils may appoint 2 accredited delegates, usually chosen from the members of their  
2 diocesan council executive, who will have the right to vote on all issues except on matters decided by  
3 an *Instructed Vote* (election of diocesan officers, changes to the *Constitution & Bylaws*, and increase  
4 in per capita fees). (C&B, Part XV, Section 2 (b))

5  
6 In provincial councils without diocesan councils, parish councils may appoint one voting delegate  
7 and two accredited delegates to the provincial annual meeting of members.

8  
9 Each parish council may appoint one accredited delegate, usually chosen from the members of their  
10 parish council executive, often the parish president, who will have the right to vote on all issues  
11 except on matters decided by an *Instructed Vote*. (C&B, Part XV, Section 2 (b))

12  
13 Life members and honorary life members holding a membership in that province have the right to  
14 vote on all matters except when an *Instructed Vote* takes place. (C&B, Part XV, Section 2 (c) and Part  
15 VIII, Section 1 (c))

## 17 National

18 Attendance at national annual meetings of members is recommended.

19 Provincial presidents (or their designates), as voting delegates, are expected to attend all national  
20 annual meetings of members during their terms of office.

21 Provincial councils may appoint two accredited delegates, usually chosen from the members of their  
22 provincial council executive, who will have the right to vote on all issues except on matters decided  
23 by an *Instructed Vote* (election of diocesan officers, changes to the *Constitution & Bylaws* and increase  
24 in per capita fees). (C&B, Part XV, Section 2 (b))

25 Diocesan councils may appoint two accredited delegates, usually chosen from the members of their  
26 Diocesan council executive, often including the diocesan president, who will have the right to vote on  
27 all issues except on matters decided by an *Instructed Vote*. (C&B, Part XV, Section 2 (b))

28 National officers, Life members and honorary life members have the right to vote on all matters  
29 except when an *Instructed Vote* takes place. (C&B, Part XV, Section 2 (c))

## 31 Voting Rights Chart for Annual Meetings of Members

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

33 \* In provincial councils without diocesan councils, parish councils may appoint 1 voting delegate  
34 and 2 accredited delegates to the provincial annual meeting of members.

1 **ANNUAL MEETINGS OF MEMBERS: OTHER**

2

3 **DUTIES OF A DELEGATE**

- 4 1. To register for an annual meeting of members, all voting and accredited delegates must each:
- 5 a. Submit a completed and signed registration package to the hosting council's
- 6 Registration and Credentials Committee For national annual meetings of members
- 7 and conventions, registration and payment of all fees must be done online or the
- 8 completed and signed registration form and all fees must be sent to national office.
- 9 b. Submit a signed credential card to the hosting council and keep a copy to present at
- 10 the registration table at the annual meeting of members.
- 11 c. Submit payment for registration and all activities in full by the deadline.
- 12 2. Before the annual meeting of members, voting and accredited delegates should seek input
- 13 from their executive on matters to be discussed at the annual meeting of members.
- 14 3. During the annual meeting of members accredited and voting delegates must each:
- 15 a. Verify that her name appears correctly on the credential forms according to her voting
- 16 status.
- 17 b. Keep an accurate record of expenses.
- 18 c. Be present and participate at all business sessions.
- 19 4. After the annual meeting of members, accredited and voting delegates should report back to
- 20 the council for which she had voting status. The report on the annual meeting of members
- 21 should include a summary of the main items of business, highlights of important discussions,
- 22 issues voted upon, the results of the votes taken, and an overall evaluation of the event and
- 23 experience as a delegate.
- 24

25 **BUSINESS SESSIONS**

26 **Instructed Vote (C&B, Part XV, Section 3)**

- 27 (a) An instructed vote requires the voting delegate to vote according to the instructions of the
- 28 council represented. A voting delegate holding an instructed vote is deemed to hold a group
- 29 proxy for the council represented.
- 30 (b) Notice of Motion requiring an instructed vote shall be circulated to all councils at least six
- 31 months before the annual meeting of members.
- 32 (c) The voting delegate carries an instructed vote for:
- 33 (i) election of officers (Part XVI, Section 5(a))
- 34 (ii) increase in per capita fees (Part XVII, Section 1(b))
- 35 (iii) amendments to the *Constitution & Bylaws* (Part XX (a))
- 36

37 An *Instructed Vote* is a means for every member's vote to be taken into account when voting on the

38 election of officers (diocesan, provincial and national levels), increases in per capita fees, and

39 amendments to the *Constitution and Bylaws*.

40 A motion on one of these three issues is brought to the membership for consideration. Every member

41 may vote at parish level.

1 The result of the vote taken in each parish council is brought by its president to the parish’s diocesan  
2 council or directly to the provincial council if there is no diocesan council. When the vote on the issue  
3 takes place at diocesan level, only the parish presidents may vote on the motion. Each parish  
4 president must vote in accordance with the results of the vote taken in her parish\*\*. There is no  
5 discussion of the matter at the meeting.

6 The result of the vote in each diocesan council is brought by its diocesan president to the provincial  
7 council. When the vote on the issue takes place at provincial level, only the diocesan presidents and  
8 parish presidents with no diocesan council may vote on the motion. Each president must vote in  
9 accordance with the results of the vote taken in her diocese or parish if there is no diocesan council.\*\*  
10 There is no discussion of the matter at the meeting.

11 The result of this vote is taken by the provincial president to national council. When the vote on the  
12 issue takes place at national level, only the provincial presidents may vote on the motion. Each  
13 provincial president must vote in accordance with the results of the vote taken in her province. \*\*  
14 There is no discussion of the matter at the meeting.

15 The results of this final vote made by the provincial presidents will either adopt or defeat the motion.  
16 Because the vote is an “instructed” one throughout the process and all members have had the  
17 opportunity to vote on the issue at parish level, it is the voice of the parish members that is reflected  
18 in the results.

19  
20 Consult the *(604) Constitution & Bylaws* for further details on the procedure for handling *Instructed*  
21 *Votes* including procedures for tied votes:

- 22 1. electing officers: C&B Part XVI: Eligibility, Nominations and Elections.
- 23 2. increasing per capita fees: C&B Part XVII: Finance.
- 24 3. to amend the *Constitution & Bylaws*: C&B Part XX: Amendment of *Constitution & Bylaws*.

25  
26 **ORAL REPORTS**

27 When oral reports are given by members of the council’s executive at regular meetings and annual  
28 meetings of members, they should be informative, cover activities and future plans under that  
29 committee.

30 Oral reports presented at regular meetings and at annual meeting of members are recorded in the  
31 minutes of that meeting. They are not adopted.

32 See Appendix 13: *Guidelines for Oral Reports*.

33  
34  
35  
36

1 **MOTIONS AND RESOLUTIONS**

2 **Motions**

3 Any recommendations for action should be presented at the end of an oral report in the form of a  
4 motion. If no oral reports are being given, the president will invite the officer under whose committee  
5 the resolution falls to present the resolution. Unless a recommendation arising from the report is put  
6 in the form of a motion, it remains simply a suggestion with no obligation to carry it out.

7 A chairperson should have the approval of the executive members before the meeting to bring a  
8 motion to the council. Once the motion is adopted by the council, the council is committed to carry  
9 out the action.

10 **Resolutions**

11 A resolution, like a motion, introduces new business to the assembly. The new business will be  
12 introduced in the form of a resolution when the subject is formal, lengthy or complex. A resolution is  
13 a call to action and may be directed at all members across the diocese, province or country and will  
14 usually be sent to an outside body such as government or another organization.

15 Resolutions adopted by a council at any level are kept until the resolution has been acted upon and  
16 resolved.

17 The rules around presentation are the same as for motions – moved, seconded, debated and adopted  
18 or lost by majority vote.

19 To be presented at the annual meeting of members at all levels, a resolution must:

- 20 • be in accordance with the teachings of the church and established policy of the League (C&B  
21 Parts IV and V)
  - 22 • have been developed and researched by League members and not provided by another  
23 organization
  - 24 • be on a topic the League has not already addressed by resolution or be on a topic for which  
25 new information has emerged and requires that a new resolution be written
  - 26 • be on a topic that is current and one that requires action by members, governments or a  
27 national or international organizations
  - 28 • be accompanied by a brief and sufficient support material to substantiate the resolution
  - 29 • have been adopted by majority vote at an annual meeting of members and received by the  
30 chairperson of social justice of the next level by the deadline
  - 31 • satisfy all criteria outlined in the *(618) Resolutions Handbook*
- 32

33 At national level, resolutions are vetted by the Resolutions Sub-Committee, chaired by the Social  
34 Justice Chair. The Resolutions Sub-Committee recommends resolutions that satisfy all League criteria  
35 to the national executive. The national executive, by motion, identifies the resolutions to be  
36 presented for consideration, debate and vote at the national annual meeting of members.

37 Resolutions adopted at the national annual meeting of members will be published in the fall issue of  
38 *The Canadian League* magazine and posted on the national website until archived.

39

1 **Archiving Resolutions**

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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)

When a resolution is being archived, the documents showing the resolution (title and resolved clause(s), brief, works cited list and action plan) are archived. No other supporting material should be archived.

Resolutions that meet one of these criteria and have been adopted by the national executive for archiving will be identified during the archiving ceremony at the annual meeting of members.

Note: Resolutions initiated or adopted by a council at any level are kept until the resolution has been acted upon and resolved.

Refer to the *(618) Resolutions Handbook* for more information on both the Resolution and Archiving Resolutions procedures.



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

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3                                   SUMMARY OF THE ELECTION PROCESS

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4   The following is a summary of the essential components of elections. Each item is explained in  
5   detail in the following pages.

6  
7   Annual Requirement

- 8       1. *Elections Register*: List of all current and past executive members (C&B, Part XV1, Sections  
9       1(b), (c), & (d))  
10       2. *Eligibility List*: Lists the names of those eligible to hold office on the new executive. This list  
11       should identify the positions for which they may let their name stand or the positions for  
12       which they may no longer let their name stand.

13  
14   Nominations and Elections Committee

- 15       1. Appointed by the council president to organize and run the elections  
16       2. Mandate starts in October (parish) or December (diocesan, provincial and national)  
17       3. Responsible for nominations and elections procedures

18  
19   Nominations

- 20       1. The nominations and elections committee, using the *Eligibility List*, consults all eligible  
21       members to determine who will let their name stand and for which position  
22       2. An *Acceptance List* is produced  
23       3. A *Candidates List* is produced  
24       4. A *(521) Nomination Form* and candidate resumés are sent to all voting members (for  
25       diocesan, provincial and national elections only)

26  
27   Elections

- 28       1. Elections take place at the end of the council’s annual meeting of members  
29       2. For parish council elections, all members vote, and members are elected by majority vote  
30       3. For diocesan, provincial and national levels, an *Instructed Vote* is required  
31           a. Vice-President, Treasurer, Secretary are elected by majority vote  
32           b. Chairpersons are elected by plurality vote  
33       4. All voting is done by secret ballot

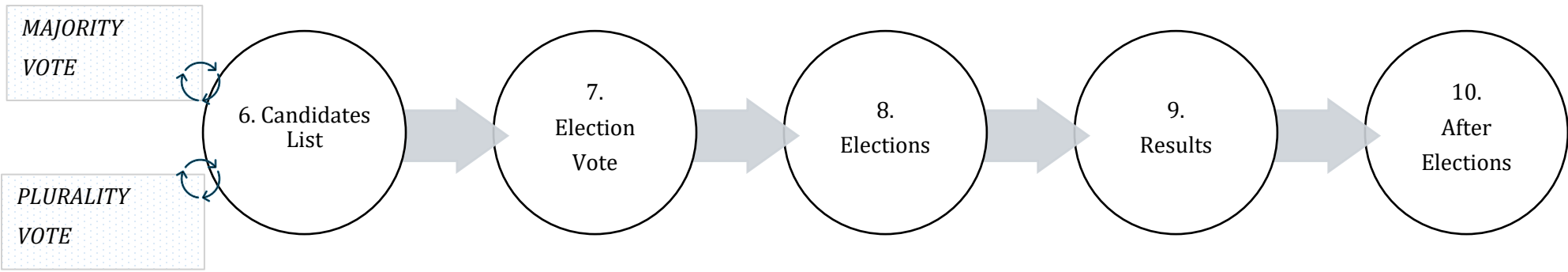
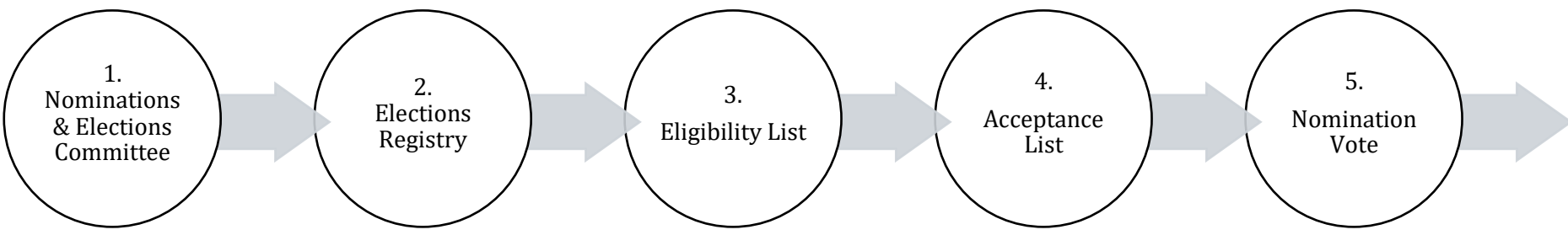
34  
35   Results

- 36       1. All results are recorded in the minutes of the annual meeting of members  
37       2. Any vacancies, except for the positions of president and vice-president, may be appointed  
38       after elections\*  
39       3. Elected chairpersons are appointed as chairperson of a standing committee after the annual  
40       meeting of members by the council president

41  
42   \* If after the election there is no vice-president or the secretary is unable to fulfil the duties of the  
43   vice-president, an “acting” vice-president may be named in consultation with the executive, but she  
44   will not automatically become president at the next election. She may run for president at the next  
45   election if she meets the eligibility criteria for nominations (explained below) and has not already  
46   served as president for that council.

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10 STEPS OF NOMINATIONS & ELECTIONS FLOW CHART



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## TERM OF OFFICE

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At **parish, diocesan, provincial** and **national** levels, the term of office for elected officers shall be two years. (C&B, Part XVI, Section 2 (a))

An elected or appointed officer shall serve but not exceed one full term in the same office except the chairpersons and treasurers (secretary-treasurer at national level) who may be elected to a second consecutive term. A chairperson shall be given a different standing committee in her second consecutive term. (C&B, Part XVI, Section 2 (b))

If the time served by an appointed officer is more than one year, it shall be considered a full term. (C&B, Part XVI, Section 2 (c))

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## ELIGIBILITY FOR OFFICE

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### At All Levels

(i) A member shall hold only one office at a time at the level concerned. \*

(ii) If an officer, at any level, has been removed in accordance with Part XI, Section 5, her existing eligibility is forfeited. (C&B, Part XVI, Section 1(e))

Annual membership fees must be paid in full to be eligible for office and to vote during elections (C&B, Part VII, Section 1)

\*Note: Presidents may not hold any other position on an executive as they are already a voting member of the executive.

Note: A life member who has been appointed to fill a vacancy does not get added to that executive's *Eligibility List* if she has already served as president on that executive.

### At Parish Level

**General Membership:** A Catholic woman 16 years of age or over may become a member with voting privileges and with eligibility for office by election or appointment. (C&B, Part VII, Section 1(a))

**Associate Membership:** A non-Catholic woman 16 years of age or over may become a member with voting privileges, but without eligibility for office by election or appointment. (C&B, Part VII, Section 1(d))

### At Diocesan and Provincial levels

1. Except for the past president, current officers (vice-president, secretary, treasurer and chairpersons) who, at the time of election, will have served a full term. (C&B, Part XVI, Section 1 (b) (i) and (c) (i))

- 1        2. Parish council presidents\* who, at the time of the diocesan election, will have served their full  
2        term (C&B, Part XVI, Section 1 (b) (ii))
- 3        3. Diocesan council presidents who, at the time of the provincial election, will have served a full  
4        term. (C&B, Part XVI, Section 1(c) (ii)).
- 5        4. Parish council presidents\* with no diocesan council who, at the time of the diocesan election,  
6        will have served their full term (C&B, Part XVI, Section 1(c) (ii)).
- 7        5. A member keeps her eligibility when she moves or transfers to another council. (C&B, Part  
8        XVI, Section 1 (c) (iii)) Thus, a member eligible for nomination to office at diocesan or  
9        provincial level in one diocese or province shall be eligible for nomination to office at that  
10       level in any other diocese or province to which she has moved.
- 11       6. Officers (except for the past president) and council presidents shall remain eligible for three  
12       elections following their term last served. (C&B, Part XVI, Section 1 (b) (iv) and (c) (iv))

13  
14 \*Note: Presidents may not hold any other position on an executive as they are already a voting  
15 member of the executive.

16  
17 Note: A life member who has been appointed to fill a vacancy does not get added to that executive's  
18 *Eligibility List* if she has already served as president on that executive.

19

## 20 **National Council**

- 21        1. Except for the past president, current officers (vice-president, secretary-treasurer and  
22        chairpersons) who have served a full term, subject to the provisions of C&B Part XVI, Section  
23        1(d) (C&B, Part XVI, Section 1 (d) (i))
- 24        2. Provincial council presidents who, at the time of election, have served a full term. (C&B, Part  
25        XVI, Section 1 (d) (ii))
- 26        3. National officers (except the past president) and provincial council presidents shall remain  
27        eligible for three elections following their term last served. (C&B, Part XVI, Section 1 (d) (iii))

28

29 \*Note: Presidents may not hold any other position on an executive as they are already a voting  
30 member of the executive.

31 Note: An honorary life member who has been appointed to fill a vacancy does not get added to the  
32 national executive's *Eligibility List* as she has already served as national president on that executive.

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1 **NOMINATIONS**

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2

3 **1. NOMINATIONS AND ELECTIONS COMMITTEE**

4 The nominations and elections committee is responsible for all procedures involved with  
5 nominations and elections.

6

7 **At All levels**

8 In October or November (in parishes) and on or before December 15<sup>th</sup> (for diocesan, provincial and  
9 national) prior to an election year, a nominations and elections committee, consisting of three  
10 experienced members of the council concerned, shall be appointed by the council president in  
11 consultation with the spiritual advisor. (C&B, Part XVI, Section 3)

12 The chairperson of the committee shall not be a candidate for office. (C&B, Part XVI, Section 3)

13 The chairperson of the committee is usually the past president.

14 The chairperson of the nominations and elections committee shall conduct the elections at the annual  
15 meeting of members held in January or February (parish level), April to June (diocesan level), May to  
16 July (provincial level) and August (national level).

17 The council secretary or past president will provide updated *Elections Register* and *Eligibility List* to  
18 the nominations and elections committee.

19

20 **NOMINATIONS**

21

22 **All Levels**

23

24 All members or councils shall have proper access to a list of those eligible for nomination to office.  
25 (C&B, Part XVI, Section 4 (a))

26

27 The consent of all nominees for office shall be obtained prior to the elections. (C&B, Part XVI,  
28 Section 4 (b))

29

30 (c) Nominations from the floor are not permissible. (C&B, Part XVI, Section 4 (c))

31

32

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1 **Parish Nominations**

2  
3 (a) At parish level, any member may nominate eligible members for office. (C&B, Part XVI, Section 4  
4 (d))

- 5
- 6 1. Where there is a vice-president, she must be contacted by the chairperson of the nominations
- 7 and elections committee to confirm her willingness to assume the office of president. (See
- 8 Appendix 14: *Sample President Acceptance Letter*)
- 9 2. If the office of vice-president is vacant or there is an appointed “acting” vice-president,
- 10 nominations must be sought for the office of president. A president may never be appointed.
- 11 A president must be elected to office. Only an elected vice-president may automatically
- 12 become president of a council.
- 13 3. A member may be nominated for more than one office.
- 14 4. Any member may submit a nomination form.
- 15 5. All nomination forms must be signed by the member making the nomination.
- 16
- 17

18 **Diocesan, Provincial and National Nominations**

19  
20 Each diocesan council executive or parish executive where there is no diocesan council, at their  
21 annual pre-meeting of members executive meeting, shall nominate a slate of officers for the provincial  
22 council from the list of those eligible who have agreed to let their names stand for nomination. (C&B,  
23 Part XVI, Section4 (f)) These nominations become the *Instructed Vote* the council president or her  
24 designate will take with her and use to vote during the provincial council elections.

25  
26 Each provincial council executive, at the annual pre-meeting of members executive meeting, shall  
27 nominate a slate of officers for the national council from the list of those eligible who have agreed to  
28 let their names stand for nomination. (C&B, Part XVI, Section4 (g)) These nominations become the  
29 *Instructed Vote* the provincial president or her designate will take with her and use to vote during the  
30 national council elections.

31  
32 A member may be nominated for multiple positions.

33  
34 All [\(521\) Nomination Forms](#) for diocesan, provincial and national nominations must be signed by the  
35 chairperson on the nominations and elections committee immediately after the nomination vote has  
36 been taken.

37  
38  
39 **NOMINATIONS PROCESS**

40  
41 **Parish**

- 42
- 43 1. At the last business meeting of the year in October, November or December, the chairperson
- 44 of the nominations and elections committee shall post the list of all members of the parish

1 council. The list will clearly identify all those eligible for nomination and identify the names  
2 of the present executive officers and the positions for which they are eligible for nomination.

- 3 2. The chairperson of the nominations and elections committee shall distribute the eligibility  
4 list and nomination forms to every member.
- 5 3. The nomination form(s) for parish nominations must be signed by the member making the  
6 nomination(s).
- 7 4. Nomination forms shall be received by the committee within three weeks of the date of the  
8 last business meeting of the year. These forms must be signed by the member making the  
9 nomination(s).
- 10 5. All members nominated shall be contacted by the nominations and elections committee to  
11 determine if they are willing to stand for the office(s) for which they have been nominated.  
12 When contacting nominees, no reference should be made to the number of nominations  
13 received or the names of others nominated for positions or the names of those who submitted  
14 the nominations.
- 15 6. Each member accepting a nomination for office will be given the *(553) Personal Attestation*  
16 *Form* to be completed and submitted to the elections and nominations committee before her  
17 name is entered on the *Candidates List*.
- 18 7. The committee shall actively seek nominees for any office where no nomination or  
19 acceptance of nomination has been received by the deadline date inscribed on the nomination  
20 form.

## 21 22 23 **Diocesan, Provincial or National** 24

### 25 **2. ELECTIONS REGISTRY**

26 On January 1<sup>st</sup> of each year, an *Elections Registry* must be prepared and updated by the council  
27 secretary or past president. At the national level, the *Elections Registry* is updated by the executive  
28 director.

29  
30 In an election year, the updated *Elections Registry* should be given to the chairperson of the  
31 nominations and elections committee.

32  
33 The *Elections Registry* contains the names of all current and past executive members in accordance  
34 with C&B, Part XVI, Sections 1(b), (c) & (d):

- 35 a) current – current officers (except for the past president and any life member who has been  
36 appointed to fill a vacancy who has already served as president on that executive) and council  
37 presidents who will have completed their term of office at the time of the election (for  
38 diocesan level that means parish presidents, for provincial level that means diocesan  
39 presidents or parish presidents with no diocesan council, and for national level that means  
40 provincial presidents)
- 41 b) the positions and terms the current executive members have held
- 42 c) the years that members are eligible to hold office (three consecutive elections after they  
43 become eligible or holding office at that level)

- 1 d) past – those not currently serving as a member of the executive who are eligible to remain  
2 on the Elections Register (members are “eligible for office for three elections following the  
3 last term served.”) (C&B, Part XVI, Section 1 (b) (iv), c(iv), and d(iii))  
4 e) all contact information of the members listed

5  
6 It is essential that the *Elections Registry* record the year that a member becomes eligible, the year a  
7 member comes onto the executive and the number of years she will remain eligible.

8  
9 The *Elections Registry* should be a spread sheet to accurately record this information. See sample  
10 below, which may be adapted to suit a council’s needs.

11  
12 **SAMPLE ELECTIONS REGISTRY**

13 To understand the sample *Elections Registry* below:

14 **Notes**

- 15 • This sample is based on even-numbered election years (2022, 2024, 2026...)  
16 • Eligibility starts on January 1<sup>st</sup> of the first year of eligibility in an election year.  
17 • Eligibility ends December 31<sup>st</sup>, after three election cycles if the member is not elected.  
18 • Eligibility for three election cycles begins again if a member:  
19 ○ is elected to office to a new position or  
20 ○ re-elected to the executive as treasurer for a second term or  
21 ○ has been appointed to a position (except that of vice-president) and has served  
22 for more than one year in that position. (C&B, PART XVI, Section2 (c))  
23 • Names appear in alphabetical order.

24  
25 **Other**

- 26 • A life member who has been appointed to fill a vacancy does not get added to that  
27 executive’s *Elections Registry* or *Eligibility List* if she has already served as president on  
28 that executive.

29  
30 **\* Explanations**

31  
32 \* The vice-president becomes president, then past president and then is no longer eligible  
33 for provincial council.

34  
35 \*\*If a diocesan president’s term ends in a non-election year for provincial council, her  
36 eligibility begins January 1<sup>st</sup> of the next provincial election year after her term ends.

37  
38 \*\*\*Roberta Lee is serving her second year as treasurer.

**ONTARIO PROVINCIAL COUNCIL ELECTIONS REGISTRY :**

NAME	ADDRESS	TELEPHONE # EMAIL	COUNCIL	CURRENT POSITION (Provincial)	1st YEAR ELIGIBLE	END of ELIGIBILITY (Not elected)	1st YEAR On EXECUTIVE	END of ELIGIBILITY (If elected)	POSITIONS HELD
Brown, Anne	111 Happy Rd Anytown, On A1B 2C3	222-111-3333 anne.Brown @ gosh.ca	St. Andrew's Anywhere Diocese	Vice-President	2014	2025	2014	2024*	Vice-President Treasurer (2X) Chair of Faith Chair Social Justice
Fiction, Susan	123 Wild Cr. There, On HOW 2B1	222-999-0101 sue.fiction @now.ca	St. Mark's A New Diocese	Chairperson, Faith	2020	2025	2020	2027	Chair of Faith
Jones, Mary	222 Eden St. Anytown, On D4E 5F6	222-444-5555 mary.jones @hope.ca	St. Veronica's Another Diocese	Secretary	2018	2023	2018	2027	Secretary Chair of Service
Lee, Roberta	333 Prayer Dr. Anytown, On G7H 8I9	222-666-7777 lee.roberta @joy.ca	St. Clair's Another Diocese	Treasurer (2)***	2018	2023	2018	2025	
People, Ann	444 Hope Cr. Anytown, ON J1K 2L3	222-888-9999 annie.peeps @love.ca	St. Patrick's Another Diocese		2016	2021			
Sand, Bridget	555 Pray St. Anytown, ON M4N 5O6	223-123-4567 sand_bridget @ wow.ca	St. Anne's Another Diocese	Diocesan President' 1st year	2024	2029			
Young, May	555 Pray St. Anytown, ON M4N 5O6	223-123-4567 young.may @hope.ca	St. Andrew's Anywhere Diocese	Diocesan President 2nd year	2022	2027			

(Updated 01-01-2021)

1 **3. ELIGIBILITY LIST**

- 2 1. Using the *Elections Registry*, the nominations and elections committee create an *Eligibility List*  
3 of those who are eligible for nomination for the upcoming election in accordance with the  
4 C&B, Part XVI, Sections 1 and 2.
- 5 2. The *Eligibility List* includes council presidents in the second year of their term of office and  
6 who will have completed their term of office at the time of the election.
- 7 3. Where there is a vice-president, she must be contacted by the chairperson of the nominations  
8 and elections committee to confirm her willingness to assume the office of president. Her  
9 reply must be received before the *Eligibility List* can be completed. (See Appendix 14: *Sample*  
10 *President Acceptance Letter*)
- 11 4. If the office of vice-president is vacant or an “acting” vice-president was appointed,  
12 nominations should be sought for the office of president. A president may never be  
13 appointed. She must be elected to office.
- 14 5. **If the time served by an appointed officer (except in the case of the office of vice-president)**  
15 **is more than one year, it shall be considered a full term (C&B, PART XVI, Section 2 (c))** and she  
16 becomes eligible for three more election periods.
- 17 6. Names appearing on the *Eligibility List* should also specify nomination restrictions, if any. For  
18 example, a member is not eligible to hold the same office twice except for chairpersons and  
19 treasurers (secretary-treasurer at national level) who can hold office for up to two terms. **At**  
20 **all levels, a member may be elected as a chairperson twice but may chair each committee only**  
21 **once. (C&B Part XVI, Section 2(b) & (c))**

22  
23 **SAMPLE ELIGIBILITY LIST**

- 24 • This sample is based on the sample *Election Register* above.
- 25 • Anne Brown as vice-president becomes president but must confirm her willingness to  
26 continue to serve in writing.
- 27 • Susan Fiction is eligible for any office but if elected as a chairperson cannot be Chairperson of  
28 the Faith Standing Committee again.
- 29 • Mary Jones is eligible for any office except secretary and if elected as a chairperson cannot be  
30 chairperson of Service Standing Committee again.
- 31 • Roberta Lee has served two terms as treasurer and is therefore not eligible for treasurer. She  
32 is eligible for any another office than treasurer.
- 33 • Ann People was eligible for election in 2016, 2018 and 2020 but never let her name stand for  
34 provincial office during the three elections following the last term she served as diocesan  
35 president or as a member of the provincial executive and is therefore no longer eligible for  
36 provincial office.
- 37 • Bridget Sand is currently serving her first year as diocesan president and is therefore not  
38 eligible yet (she will be eligible for the elections in 2024).
- 39 • May Young will have finished her term as diocesan president just before the 2022 elections  
40 and is therefore eligible to hold office on the provincial executive for the first time.
- 41 • Past council presidents are no longer eligible to hold office on the council where she has  
42 already served as president.
- 43 • A life member who has been appointed to fill a vacancy does not get added to that executive’s  
44 *Elections Registry* or *Eligibility List* if she has already served as president on that executive.

**ONTARIO PROVINCIAL COUNCIL ELIGIBILITY LIST 2022 ELECTION:**

<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE #</b> <b>EMAIL</b>	<b>COUNCIL</b>		<b>POSITIONS NOT ELIGIBLE FOR</b>	<b>POSITIONS ELIGIBLE FOR</b>
Brown, Anne	111 Happy Rd Anytown, On A1B 2C3	222-111-3333 anne. Brown @ gosh.ca	St. Andrew's Anywhere Diocese	President (2022)*	Any other office	President
Fiction, Susan	123 Wild Cr. There, On H0W 2B1	222-999-0101 sue.fiction @now.ca	St. Mark's A New Diocese		Chairperson of Faith	Vice-President Secretary Treasurer Chair of Service Chair of Social Justice
Jones, Mary	333 Prayer Dr. Anytown, On G7H 8I9	222-666-7777 mary.jones @hope.ca	St. Clair's Another Diocese		Secretary Chairperson of Service	Vice-President Treasurer Chair of Faith Chair of Social Justice
Lee, Roberta	333 Prayer Dr. Anytown, On G7H 8I9	222-666-7777 lee.roberta @joy.ca	St. Clair's Another Diocese		Treasurer	Vice-President Secretary Chair of Faith Chair of Service Chair of Social Justice
Young, May	555 Pray St. Anytown, ON M4N 5O6	223-123-4567 young.may @hope.ca	St. Andrew's Anywhere Diocese			Vice-President Secretary Treasurer Chair of Faith Chair of Service Chair of Social Justice

(Updated 15-12-2021)

1 **DIOCESAN, PROVINCIAL AND NATIONAL NOMINATIONS**

2 If the office of vice-president is vacant or the office of vice-president was filled by an “acting” vice-  
3 president, nominations must be sought for the office of president. A president may never be  
4 appointed. A president must be elected to office.  
5

6 **Procedure to collect nominations**

- 7 1. For diocesan and provincial elections, on or before January 15<sup>th</sup> of an election year, the  
8 chairperson of the nominations and elections committee will:
- 9 a. Send a letter, which includes the list of offices, to each member on the *Eligibility List*,  
10 asking if she is willing to accept nomination and if so, for which office(s)
  - 11 b. Include descriptions of the various offices
  - 12 c. Include the *(553) Personal Attestation Form* if a member lets her name stand for  
13 nomination
  - 14 d. Include a form for the member to complete listing her service to the League and any  
15 other details the committee wishes to receive
- 16 2. For national elections, on or before March 31<sup>st</sup>, the executive director will send the following  
17 nomination package:
- 18 a. A letter to each member on the *Eligibility List*, identifying the positions for which she  
19 is eligible and asking if she is willing to accept nomination and if so, for which office(s).
  - 20 b. Descriptions of the various offices and estimated time commitments.
  - 21 c. A copy of the *(553) Personal Attestation Form* to be completed if she accepts  
22 nomination.
  - 23 d. A form on which the member will provide a brief résumé of her League service if she  
24 accepts nomination.  
25

26 **Procedure for accepting nomination**

- 27 1. At diocesan and provincial levels, replies by members on the *Eligibility List* must be sent in  
28 writing to the chairperson of nominations and elections committee. For national elections,  
29 the replies are sent to the executive director.
- 30 2. All those on the *Eligibility List* who receive the letter from the nominations and elections  
31 committee inviting them to let their name stand for office must, in their written response,  
32 state their willingness to let their name stand and for which office(s) or formally decline to  
33 let her name stand for the current election.
- 34 3. If no reply is received by the deadline date stated in the letter from the nominations and  
35 elections committee, it will be presumed that the member has not accepted nomination for  
36 any office for that election.
- 37 4. If the member is willing to accept nomination, a brief résumé of her League service and  
38 experience must be included with her acceptance to be nominated.
- 39 5. If the member is willing to accept nomination, the completed and signed *(553) Personal*  
40 *Attestation Form* must also be included.
- 41 6. At the national level, any member allowing her name to stand for the office of national  
42 president (in the case of a vacancy in the position of vice-president), national vice-president  
43 or national secretary-treasurer shall submit at the same time, a criminal records check for the  
44 purpose of volunteering with the non-vulnerable sector.

1 7. A member who has completed serving her term (two terms as treasurer or chaired two  
2 standing committees) shall not accept nomination to those positions or to other previously  
3 held positions (secretary, vice-president, president). (C&B, Part XVI, Section 2 (b))  
4

5  
6 **4. ACCEPTANCE LIST**

7  
8 Following receipt of the replies from the members on the *Eligibility List*, an *Acceptance List* is  
9 prepared by the nominations and elections committee (executive director for national elections)  
10 showing the names of those members who have consented to let their names stand and the office(s)  
11 for which they are willing to accept nomination(s).

12 A copy of the *Acceptance List* and the nominee's resumés are distributed to the members of the  
13 executive voting on the nominations prior to the pre-annual executive meeting at which the executive  
14 will vote or during the pre-annual executive meeting immediately prior to the vote. The *Acceptance*  
15 *List* is kept confidential and all resumés should be destroyed after the vote has taken place.

16  
17 **SAMPLE ACCEPTANCE LIST**

18 Note: This *Acceptance List* is based on the sample *Eligibility List* above

<b>Ontario 2022 Elections</b>	<b>Acceptance List</b>		
<u>Vice-President</u>	<u>Secretary</u>	<u>Treasurer</u>	<u>Chairperson</u>
Mary Jones	May Young	Mary Jones	Roberta Lee
Roberta Lee		May Young	May Young

19  
20  
21  
22  
23  
24 Note 1: Susan Fiction replied stating that she did not wish to let her name stand for nomination.

25 Note 2: If there had been no vice-president to assume the office of president or if the current vice-  
26 president did not accept to move on as president, an additional column would have been added to  
27 this chart to accommodate for the election of a president.

28  
29 The chairperson of the nominations and elections committee (executive director for national  
30 elections) sends a cover letter, the *Acceptance List*, the nominees' resumés and a [\(521\) Nomination](#)  
31 [Form](#) to:

- 32 • the voting council presidents (parish for diocesan elections, diocesan for provincial elections  
33 and provincial for national elections)
- 34 • as a courtesy, each member on the *Acceptance List*
- 35 • as a courtesy, the vice-president and president of the council for which the elections are being  
36 held
- 37 • for national elections, the executive director will provide a copy of the *Acceptance List* to the  
38 national chairperson of elections (usually the national past president)

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Note:

- The cover letter and *(521) Nomination Form* will clearly indicate the deadline to return the *(521) Nominations Form* to the nominations and elections committee.
- The council president will distribute a copy of the *Acceptance List*, with résumés, to each executive member prior to or at the pre-annual meeting of members executive meeting at which the election will be held.
- All resumés will be destroyed once the nomination votes have been taken.

**5. NOMINATION VOTE: Completion by Diocesan & Provincial Executives**

Each diocesan council executive, at the pre-annual meeting of members executive meeting, shall nominate a slate of officers for the provincial council from the list of those eligible who have agreed to let their names stand for nomination. (C&B, Part XVI, Section4 (f))

Each provincial council executive, at the pre-annual meeting of members executive meeting, shall nominate a slate of officers for the national council from the list of those eligible who have agreed to let their names stand for nomination. (C&B, Part XVI, Section4 (g))

1. 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.
2. 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. Thus, an executive council may nominate a member for all positions for which she let her name stand.
3. If the president or the past president of the voting council 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 annual meeting of members), she shall hand over the chair of the meeting to the vice-president. She shall leave the room for the discussion(s) and vote(s) on the positions she let her name stand for.
4. The vote will be held by secret ballot.
5. After the voting is done, the names of those being nominated for office at the next level will be announced to the executive but kept confidential until after the elections are held at the next level. The results are the *Instructed Vote* the council president will take with her to the elections at the next level. \*
6. The *(521) Nomination Form* shall be signed by the presiding chairperson of the election and secretary of the council immediately following the vote. The presiding chairperson is likely

1 the person who will carry the *Instructed Vote* to the annual meeting of members (usually  
2 either the president or the vice-president of the nominating council).

3 7. The *(521) Nomination Form* is forwarded to the chairperson of the nominations and elections  
4 committee at the next level, adhering to the set deadline.

5 8. For national elections, the *(521) Nomination Form* shall be returned by priority post,  
6 registered mail or email to the executive director immediately following the provincial  
7 executive meeting that preceded their annual meeting of members.

8 9. The names and offices for which members are nominated should be recorded in the minutes  
9 of the parish, diocesan or provincial pre-annual meeting of members executive meeting but  
10 the names of those nominated should not be made public.

11  
12 Prior to the deadline date inscribed on the *(521) Nomination Form*, if a *(521) Nomination Form* has  
13 not been received from a council or councils, the members of the nominations and elections  
14 committee will contact the council president(s) stressing the importance of the nominating  
15 procedure and requesting that the *(521) Nomination Form* be submitted before the deadline.

16  
17 If the deadline date on the *(521) Nomination Form* has passed and it has not been submitted to the  
18 nominations and elections committee, that council forfeits its privilege to nominate and elect  
19 candidates for election.

20  
21 \* It is important that when a president is released from her *Instructed Vote* for any reason, she have  
22 a sense of how her executive would like her to proceed since she represents their interests. Thus, it  
23 is suggested, that during the nominations voting process after all the votes have been taken and  
24 recorded, the president may ask informally who her council would choose should:

- 25 • their nominee for any position withdraw
- 26 • their nominee be elected to another position and therefore have her name removed as a  
27 candidate for the position
- 28 • a tie vote free the president from her *Instructed Vote*

29  
30 The process to get this information is up to the president. She could ask her executive if they want  
31 her to vote for the person who received the next highest number of votes or hold a second ballot  
32 without their nominee being on the ballot or hold a discussion. This should happen immediately after  
33 each nomination vote is taken.

34  
35 These are “notes” the president should keep for herself. They are not recorded in the minutes and  
36 are not considered binding but may help to guide the president’s votes should the need arise.

1 **6. CANDIDATES LIST**

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Following receipt of all completed *(521) Nomination Forms*, the nominations and elections committee (executive director for national elections) prepares a *Candidates List* that includes:

- a. the names of members who received nominations for election
- b. the office(s) for which members are nominated
- c. at the national level only, the executive director shall provide the chairperson of elections (the national past president) with a copy of the *Candidates List* including the office(s) for which candidates were nominated, and copies of the *(521) Nomination Forms* submitted by the provincial councils

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

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

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ELECTIONS

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**7. ELECTION VOTE**

***Instructed Vote for Diocesan, Provincial and National Levels***

The *Instructed Vote* process is explained in detail in Section 6 of this *National Manual of Policy and Procedure*.

Voting delegates (council presidents) carry an *Instructed Vote* for the election of officers. (C&B, Part XV, Section 3 (c) (i) & Part XVI, Section 5(a))

Voting delegates are the presidents of each council comprising the council in session. If the president is unable to attend the annual meeting of members, her council’s vice-president or an appointed executive member shall be the designate. (C&B, Part XV, Section 1 (a))

An *Instructed Vote* requires the voting delegate to vote according to the instructions of the council represented. A voting delegate holding an *instructed* vote is deemed to hold a group proxy for the council represented. (C&B, Part XV, Section 3 (a))

Only voting delegates who attend the annual meeting of members and have an *Instructed Vote* with them may vote. If a voting delegate does not have an *Instructed Vote* or in her absence at the annual meeting of members does not appoint a designate, that council’s voting rights are forfeit. (C&B, Part XVI, Section 5 (d))

1 Election shall be by secret ballot vote unless there is only one candidate for an office or only the  
2 required number of candidates for the office of chairperson, in which case, approval shall be by  
3 motion to declare the candidate(s) elected. (C&B, Part XVI, Section 5 (c)) In this event a voting  
4 delegate moves that the candidate be declared elected, to be seconded by another voting delegate,  
5 and then voted on by all voting delegates.  
6

7 A member may be nominated for more than one office and when elected to an office, her name is  
8 removed from the *Candidates List* for other offices. When this happens, voting delegates are released  
9 from their *Instructed Vote* for that candidate only in that office where a candidate's name has been  
10 removed, and may vote for the candidates of their choice considering their executive's wishes when  
11 possible.  
12  
13  
14

15 The **Voting Order** will be as follows:  
16

- 17 a. All levels: Where the office of elected vice-president is vacant and there is no vice-president  
18 to become president, voting will commence with the office of president
- 19 b. Parish: (President, if there is no elected vice-president to take the office), Vice-President,  
20 Secretary, Treasurer, Chairpersons of Standing Committees (three)
- 21 c. Diocesan: (President, if there is no elected vice-president to take the office), Vice-President,  
22 Secretary, Treasurer, Chairpersons of Standing Committees (three)
- 23 d. Provincial: (President, if there is no elected vice-president to take the office), Vice-President,  
24 Secretary, Treasurer, Chairpersons of Standing Committees (three)
- 25 e. National: (President, if there is no elected vice-president to take the office), Vice-President,  
26 Secretary-Treasurer, Chairpersons of Standing Committees (three)  
27  
28

29 **Election of (President), Vice-President, Secretary and Treasurer (Secretary-Treasurer at  
30 national level)**

31 The election to the offices of president, if there is no elected vice-president to take the office, vice-  
32 president, secretary and treasurer (secretary-treasurer at national level) shall be by **majority vote**.  
33

34 On the first ballot, voting delegates must vote according to their *Instructed Vote* unless that candidate  
35 has already been elected to another position, in which case the voting delegate is free to vote as she  
36 chooses. If three ballots fail to produce a majority vote for one candidate, then the candidate receiving  
37 the highest number of votes shall be declared elected. In the event of a tie on said third ballot, a fourth  
38 ballot using only the names of the tied candidates will be taken. (C&B, Part XVI, Section 5 (d) (I))  
39

40 When no majority has been obtained or if there is a tie vote, the voting delegates should be asked if  
41 they wish to see the result of the last ballot. The number of votes and corresponding name for each  
42 candidate for a particular position could then be shown to only the voting delegates in secret prior  
43 to the next ballot being taken.  
44  
45

1 **Election of Chairpersons of Standing Committees**

2  
3 a) Election of chairpersons of standing committees shall be by **plurality vote**.

4  
5 Where a plurality vote prevails, the required number of candidates receiving the highest number of  
6 votes shall be declared elected. In the event of a tie, further balloting shall continue until the required  
7 number of candidates is elected. (C&B, Part XVI, Section 5, (d) (ii))

8  
9 On the first ballot, voting delegates must vote according to their *Instructed Vote* unless that candidate  
10 has already been elected to another position, in which case the voting delegate is released from her  
11 vote for those candidates only. Voting delegates may vote for the required number of chairpersons  
12 (three) or less. Voting for more than the required number of candidates will result in a spoiled ballot.

13  
14 Candidates receiving the highest number of votes are declared elected.

15  
16 In the event of a tie, voting continues until the requires number of candidates are elected.

17  
18  
19 **Example of *Plurality Vote* to Elect Three Chairpersons**

20 After the first ballot was counted –

21 (1) Member A received 14 votes  
22 Member B received 10 votes  
23 Member C received 9 votes

24  
25  
26  
27 ABC are declared elected

28 (2) Member A received 14 votes  
29 Member B received 10 votes  
30 Member C received 8 votes  
31 Member D received 8 votes  
32 Member E received 8 votes  
33 Member F received 8 votes

34 A and B are declared elected. There is a tie  
35 involving the final position, so further  
36 balloting is necessary. On the 2<sup>nd</sup> ballot,  
37 members will vote for one chairperson from  
38 the remaining nominees.

39  
40 Note: Chairpersons are not elected to a specific standing committee. The new council president will  
41 appoint committees after the annual meeting of members respecting the practice that no member  
may chair the same committee twice.

1 **8. ELECTIONS**

2 Elections are held as the last business item of the annual meeting of members.

3

4 During voting periods, the assembly is asked to remain quiet and prayerful. A liturgical service may  
5 be held using the *Rite on the Election of Officers* found in the (603) *Ceremonies Handbook*.

6

7 Confidentiality must always be respected during elections procedures.

8

Question	Parish	Diocesan	Provincial	National
Who can vote?	Every member, including those on the nominations and elections committee	Parish voting delegates (Parish presidents)	Diocesan voting delegates (Diocesan presidents and parish presidents with no diocesan council)	Provincial voting delegates (Provincial presidents)
When is the election held?	At the January/February annual meeting of members	At the diocesan annual meeting of members	At the provincial annual meeting of members	At the national annual meeting of members
Is there an <i>Instructed Vote</i> on the first ballot?	No	Yes	Yes	Yes

9

10 **Election Procedures**

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

14 2. The president remains in the chair to preside over the annual meeting of members, which is  
15 still in session.

16 3. The president will invite the chairperson of the nominations and elections committee to give  
17 a brief overview of the election procedure to the assembly to include:

18 a. The confirmation that when an elected vice-president has served a two-year term, she  
19 automatically becomes president so long as she has submitted her signed acceptance  
20 to the nominations and elections committee.

21 b. A review the *Instructed Vote* process and rules for elections at every level except the  
22 parish level. (see *Instructed Vote*, Section 6 of this manual and C&B, Part XV, Section  
23 3)

24 c. Confirmation that all voting is done by secret ballot.

- 1 d. If a voting delegate (council president) is unsure or has misplaced or lost her council's  
2 *(521) Nomination Form* about her council's nominees, she can ask to see her council's  
3 completed *(521) Nomination Form*.  
4 e. An explanation that if a voting delegate (council president) does not have an  
5 *Instructed Vote* from her council's executive, the council forfeits its privilege to vote  
6 on the first ballot and all subsequent ballots for that position.  
7 f. Confirmation that if a voting delegate (president) has an *Instructed Vote* but does not  
8 attend the annual meeting of members and has not named a member of her executive  
9 as her designate in writing to the council president and the chairperson of the  
10 nominations committee, the council forfeits its privilege to vote.  
11 g. Confirmation that there is no majority on the first ballot (*Instructed Vote*), then the  
12 voting delegates are free to vote on the second and any subsequent ballots, and those  
13 voting delegates are free to vote for the nominee of their choice in any succeeding  
14 ballots. (C&B, Part XVI, Section 5 (a)) The voting delegate should have consulted her  
15 executive during the nominations process to have an informed idea of whom they  
16 would have selected as a subsequent choice for each office should their candidate not  
17 be elected by *Instructed Vote* on the first ballot.
- 18 4. After the chairperson of the nominations and elections committee has finished her overview  
19 of the elections process, the elections will proceed:  
20 a) The nominations and election committee shall display the *Candidates List* providing  
21 the assembly a complete list of offices and the names of the nominated candidates for  
22 each office. This list is kept confidential until it is displayed for the assembly to see.  
23 b) At parish, diocesan and provincial levels, after the *Candidates List* is posted, the  
24 chairperson of the nominations and elections committee may introduce the  
25 nominees.  
26 c) At the parish level, the elections committee may request candidates to speak for a  
27 short time (approximately two minutes) about their objectives and experiences  
28 before the vote takes place.  
29 d) The votes will be taken for each office in order. (See "The Voting Order" below)  
30 e) The ballots shall be counted by members of the nominations and elections committee  
31 and the spiritual advisor of the council behind closed doors.  
32 f) The chairperson of the nominations and elections committee informs the president of  
33 each winning candidate for each office immediately after each vote is concluded.  
34 g) The president then immediately declares to the assembly the winning candidate for  
35 each office. For the chairpersons of standing committees, the president declares the  
36 winning candidates in alphabetical order.
- 37 5. The results of the votes are recorded in the Minutes of the annual meeting of members.  
38  
39

## 40 9. RESULTS

- 41 1. The chairperson of the nominations and elections committee informs the president of each  
42 winning candidate for each office immediately after each vote is concluded.  
43 2. The president then immediately declares to the assembly the winning candidate for each  
44 office. For the chairpersons of standing committees, the president declares the winning  
45 candidates in alphabetical order.  
46 3. Results of the elections (name and office) must be recorded in the minutes of the annual  
47 meeting of members.

- 1 4. When results of the election have been duly recorded, the nomination forms and the ballots  
2 shall be destroyed (C&B, Part XVI, Section 5 (f)) by the nominations and elections committee  
3 and the nominations and elections committee is dissolved.  
4  
5

#### 6 **10. AFTER ELECTIONS**

- 7 1. The newly elected officers assume the duties and responsibilities of their respective office  
8 immediately following the annual meeting of members.  
9 2. The formal installation of officers should take place as soon as possible after the annual  
10 meeting of members during a Eucharistic celebration using the Installation of Officers  
11 Ceremony found in the [\(603\) Ceremonies Handbook](#).  
12 3. Within two weeks of the election, the council secretary must send a list of the newly elected  
13 executive, including all their contact information, to their diocesan and provincial councils.  
14  
15

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#### 16 **APPOINTMENT OF STANDING COMMITTEE CHAIRPERSONS**

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- 17 4. Chairpersons shall be elected; if insufficient are elected, appointments may be made by the  
18 president in consultation with the executive and spiritual advisor. **Immediately after the**  
19 **annual meeting of members, the elected officers shall meet for the assignment of standing**  
20 **committees. (C&B, Part XIII)** The council president assigns the committees to the elected  
21 chairpersons.  
22

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#### 23 **VACANCIES (C&B, PART XI, SECTION 4)**

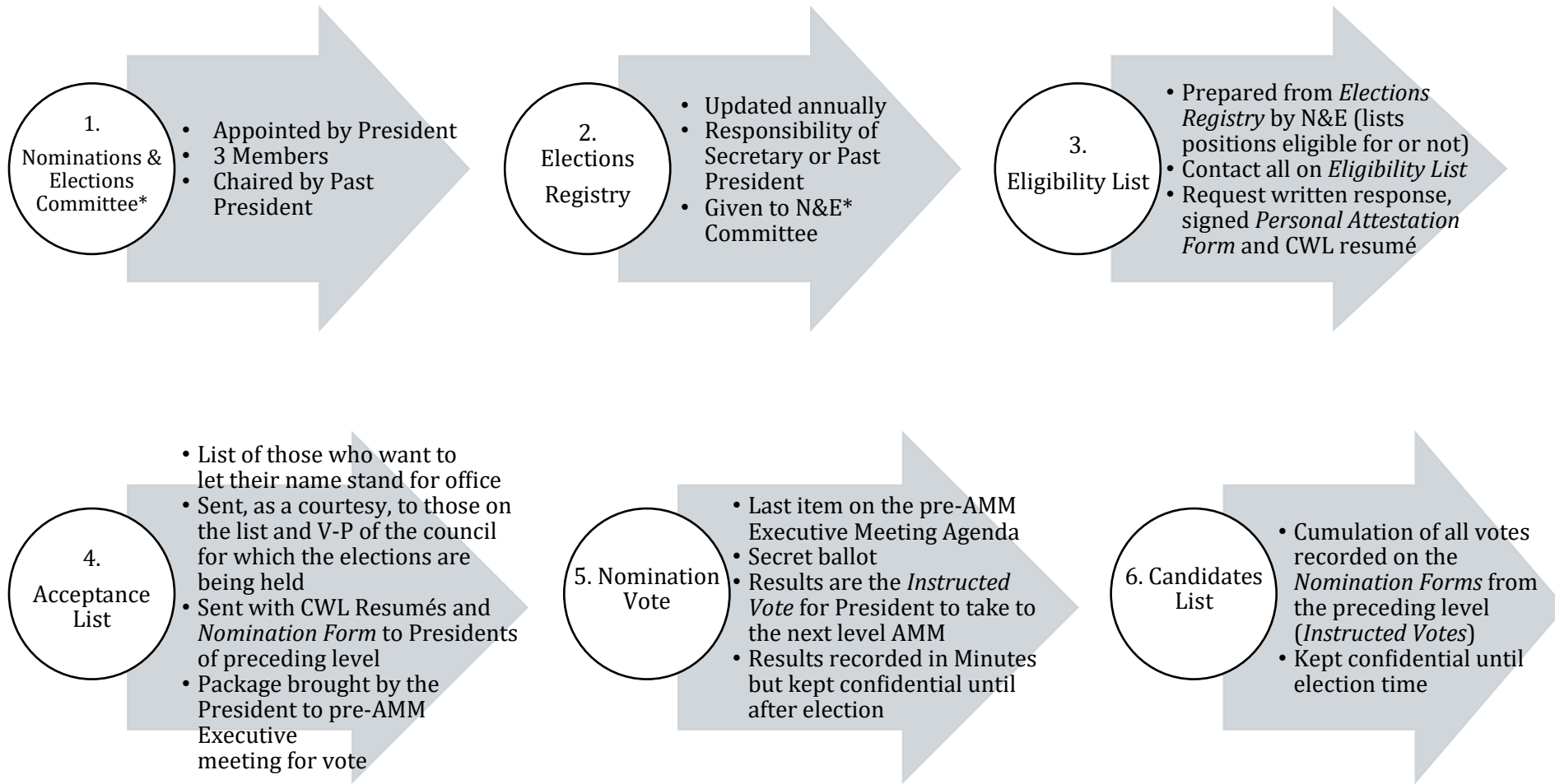
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- 24 5. **Any office left vacant following the election shall be filled from those eligible for nomination**  
25 **to office in that council (C&B, Part XVI, Section 5 (e)),** except for the office of president and  
26 vice president. Thus, in the event of a vacancy in the offices of secretary, treasurer or  
27 chairpersons of standing committees, a member shall be appointed by the president in  
28 consultation with the executive and the council's spiritual advisor and shall serve until the  
29 next election. If after the election, there is no vice-president or the secretary is unable to  
30 fulfil the duties of the vice-president, an "acting" vice-president may be named in  
31 consultation with the executive, but she will not automatically become president at the next  
32 election. She may run for president at the next election if she meets the eligibility criteria  
33 for nominations and has not already served as president for that council.  
34

35 If the office of president is vacant following elections, an "acting president" should be adopted by  
36 motion of the executive of the council.  
37

38 **In the event of a vacancy in the office of vice-president, the secretary shall perform the duties of the**  
39 **vice-president until the next election. She shall not be appointed to the office of vice-president nor**  
40 **assume the office of president. (C&B, Part XI, Section 4 (c))** Should the need arise, a member may be  
41 appointed as "acting" vice-president. Any member appointed to the position of "acting" vice-  
42 president does not become president of the council at the time of the next elections. She must be  
43 nominated and go through the election process because a president must be an elected person.  
44

10 STEPS OF NOMINATIONS & ELECTIONS SUMMARY EXPLANATION FLOW CHART



\*N&E: Nominations and Elections Committee

1 **10 STEPS of NOMINATIONS & ELECTIONS (Continued)**

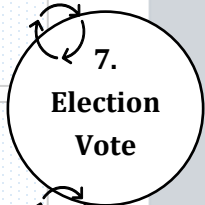
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**MAJORITY VOTE:**

- President, VP, Secretary, Treasurer
- Vote according to *Instructed Vote*
- Vote for one candidate
- Candidate with a majority number of the votes is declared elected

**PLURALITY VOTE:**

- Vote for Chairpersons (3)
- Vote according to *Instructed Vote*
- Vote for up to three (3) candidates
- Candidates with the most votes are declared elected



- Only Voting Delegates (Presidents) vote
- Only those in attendance or their delegates and who have an *Instructed Vote* may vote
- Presidents must vote in accordance with their *Instructed Vote*
- Secret ballot
- Vote Order: President (if necessary), Vice-President, Secretary, Treasurer (Secretary-Treasurer National), Chairpersons (3)



- Last business item on the AMM agenda
- Current President continues to preside over AMM
- Assembly is asked to be silent and prayerful
- N&E run election
- *Candidates List* posted for all the assembly to view
- Voting Delegates (Presidents) are sat in an isolated location



- Chairperson of N&E gives the name of the winning candidate of each vote as they are concluded, to the presiding President to announce to the assembly (names of elected Chairpersons are given in alphabetical order)
- The number of votes received by each candidate is never revealed
- Once the elections are over all ballots are destroyed



- Once the elections are over the N&E is dissolved
- The newly elected officers assume their responsibilities as soon as the AMM is over
- The new President assigns a Standing Committee to each newly elected Chairperson (never twice the same committee to a single member)
- The new executive's first meeting is the post-AMM executive meeting
- The newly elected executive should be installed as soon as possible during a Eucharistic Celebration using the ceremony in the [\(603\) Ceremonies Handbook](#)



1 **SECTION 8: FINANCE (C&B PART XVII)**

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2 **PER CAPITA FEES AND ANNUAL MEMBERSHIP FEES**

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3 **Per Capita Fees & Membership Fees**

4 “Per Capita Fees” refers to the annual fee paid by each member to the diocesan, provincial and  
5 national levels as determined by motion at the diocesan, provincial and national council annual  
6 meeting of members. (C&B, Part XVII, Section 4 (b) & (c))  
7

8 Diocesan, provincial and national councils are financed by per capita fees collected from the  
9 membership at the parish level. (C&B, Part XVII, Section 1)

10 Each level determines the amount it needs from each member each year to meet its budgetary  
11 requirements. (C&B, Part XVII, Section 4 (c))  
12

13 Increases in per capita fees at diocesan, provincial or national level shall:

- 14 (i) be by *Instructed Vote* following due notice to the membership involved
- 15 (ii) require a majority vote of the voting delegates present (C&B, Part XVII, Section 1 (b))
- 16 (See below Section *Increasing Per Capita Fees*)  
17

18 Deliberate withholding of per capita fees shall constitute a violation of the *Constitution & Bylaws*.  
19 (C&B, Part XVII, Section 4 (d))  
20

21 The “Membership Fee” includes all the diocesan, provincial and national per *capita fees* and an  
22 amount decided upon by motion by the parish council to fund its activities:  
23

24 The Membership Fee is comprised of the current national per capita fees (\$25.00 since  
25 2022) that includes the subscription to the *Canadian League* magazine (C&B, Part XIX (b)),  
26 provincial per capita fees (determined by each provincial council) and diocesan per capita  
27 fees (determined by each diocesan council) plus the amount agreed by the parish council to  
28 be retained for the operation of the parish council. (C&B, Part XVII, Section 4)  
29

30 Councils may pay for the subscription to the *League Magazine* for their Spiritual Advisor. (C&B, Part  
31 XIX (b))  
32

33 The Membership Fee must be paid in full each year to confirm membership in the League (C&B, Part  
34 VII, Section 1) and all the privileges and responsibilities therein, to maintain years of service, and to  
35 hold office at any level.  
36

37 Membership fees are due January 1<sup>st</sup> of each year (C&B, Part XVII, Section 4 (a)) and are to be paid to  
38 national office by February 28<sup>th</sup> of each year. (See section below)  
39  
40  
41  
42  
43

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## ADMINISTRATION OF PER CAPITA FEES (ANNUAL MEMBERSHIP FEES)

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Per capita fees are administered by the appropriate executive at each level, in accordance with the objects of the League.

Membership fees that include the per capita fees for diocesan, provincial and national levels are collected at the parish level.

Diocesan, provincial and national per capita fees are sent to national office for disbursement to the appropriate levels within the parish council's province.

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. [\(515\) CWL Online Membership System Enrollment Form](#), [\(516\) Parish Council Remittance Form for Per Capita Fees](#), [\(517\) CWL Pre-Authorized Debit Plan](#)

Council executives at parish, diocesan and provincial levels must ensure that their *Manuals of Policy and Procedure* include financial guidelines and policies distinct to their council.

An annual budget for January 1<sup>st</sup> to December 31<sup>st</sup> (C&B, Part XVII, Section 3) is to be presented at each council's annual meeting of members [\(\(609\) Guide for Treasurers\)](#) as well as the audited financial statements for the previous year.

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## PAYMENT OF PER CAPITA FEES (MEMBERSHIP FEES)

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The deadline for submitting the annual diocesan, provincial and national per capita fees to national office is **February 28<sup>th</sup>** of each year.

Diocesan, provincial and national levels depend on the per capita fees to operate. It is only after receiving and processing per capita fees that national disburses the required per capita fees to the diocesan and provincial councils.

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

Membership lists with per capita fees are processed at national office in the order in which they are received.

Payment by February 28<sup>th</sup> also ensures that members continue to receive all issues of *The Canadian League* magazine to which membership entitles them.

It is not necessary to wait until all members have paid their membership fees before remitting to national office. Installments are accepted and processed as they arrive.

A [\(514F\) New and Reinstated Members List](#) is available for late-paying and new members.

- 1 Underpayments and overpayments found on the *(516) Parish Council Remittance Form for Per Capita*  
2 *Fees* that accompanies a parish council membership list will be handled as follows:  
3 • National office will not request a per capita underpayment of \$25.00 or less.  
4 • National office will not refund a per capita overpayment of \$25.00 or less.  
5

### 6 **Manual Membership List Updates & Per Capita Fees Payment Steps**

7 In October of each year, national office forwards computerized membership lists (in duplicate) to  
8 parish councils that are not using the online membership system.

9 A set of detailed instructions on how the lists should be updated is included.

10 The council membership administrator, with the council treasurer, sends to national office, the  
11 updated membership list, the *(514F) New and Reinstated Members List*, the completed *(516) Parish*  
12 *Council Remittance Form for Per Capita Fees* and a cheque for the per capita fees received, and, if  
13 necessary, a request for an updated list of unpaid members.

14 Parish councils should keep copies of all documents and cheques sent to national office.  
15

### 16 **Online Membership List Updates & Per Capita Fees Payment Steps**

17 The council membership administrator or the council treasurer must contact national office for  
18 instructions on how to register for online administration available through a secure website and how  
19 to set up a pre-authorized debit payment system for payment of per capita fees.

20 The online system may be used to

- 21 • Request that a new member be added
- 22 • Update a member's name, contact information
- 23 • Request an update to a member's years of service
- 24 • Request a member transfer between councils
- 25 • Report the death of a member
- 26 • Cancel a renewal when a member will not be returning
- 27 • Request a replacement membership card
- 28 • Use the "Reports" feature allows access to and the printing of lists of current paid, unpaid and  
29 deceased members.  
30  
31

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## 32 **INCREASING PER CAPITA FEES**

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33 Parish per capita fees are recommended by the parish executive and voted upon by the general  
34 membership.

35 An *Instructed Vote* is required to increase per capita fees at diocesan, provincial and national levels:

### 36 **Instructed Vote**

37 (c) The voting delegate carries an instructed vote for:

- 38 (ii) increase in per capita fees (C&B, Part XVII, Section 1(b))  
39

40 Consult Section 6, *Instructed Vote* in this manual for full explanation of *Instructed Vote* process.

1 **PROCESS FOR INCREASING PER CAPITA FEES**

2 **Summary Chart of Process to Increase Per Capita Fees**

Question	Parish with Diocesan Council	Parish with No Diocesan Council	Diocesan	Provincial	National
When is notice given of vote?	30 days prior to the vote	30 days prior to the vote	6 months prior to the vote	6 months prior to the vote	6 months prior to the vote
When is the vote taken?	At a regular meeting  A minimum of 30 days before the diocesan annual meeting of members	At a regular meeting  A minimum of 30 days before the provincial annual meeting of members	At the annual meeting of members  A minimum of 30 days prior to the provincial annual meeting of members	At the annual meeting of members  A minimum of 30 days prior to the national annual meeting of members	At the annual meeting of members
Who votes?	All members	All members	Voting Delegates (Parish presidents) *	Voting Delegates (Diocesan presidents & parish presidents with no diocesan council) *	Voting Delegates (Provincial presidents) *
What constitutes quorum for the vote?	10% of the membership	10% of the membership	10% of voting delegates (parish presidents) *	10% of voting delegates (diocesan presidents) *	10% of voting delegates (provincial presidents) *
<i>Instructed Vote?</i>	No	No	Yes	Yes	Yes
How is the motion adopted?	Majority of voting members	Majority of voting members	Majority of voting members	Majority of voting members	Majority of voting members

3  
4  
5  
6  
7  
8  
9  
10

\*To vote, voting delegates or their registered designates must be present for the vote and have an *Instructed Vote* from their council. If either of these conditions are not met, they forfeit their vote. (C&B, Part XVI, Section 5 (b))

See below for detailed explanations of process for each level.

1 **Parish Per Capita Fees Increase**

- 2 1. An increase in the per capita fee of an individual parish council is recommended by the parish  
3 council executive and put forward to the entire parish council for a vote.
- 4 2. Members are informed by a *Notice of Motion* at least one month before the vote will take place  
5 on increasing the parish council's per capita fees. The date, time and location of the meeting  
6 when the vote will be taken must be publicized as well as the proposed increase to be voted  
7 upon and the reasons why.
- 8 3. To vote on a per capita fee increase, a minimum of 10% of the council's members must be  
9 present at the meeting and during the time of the vote.
- 10 4. A member of the parish executive will present a motion to increase the parish per capita  
11 increase explaining the reasons for the requested increase.
- 12 5. The motion to increase the parish per capita fees is adopted or lost by majority vote. If a  
13 majority vote is not reached in favour of the increase, the motion is considered lost
- 14 6. If adopted, the increase takes effect in the following year.
- 15

16 **Diocesan, Provincial and National Level Per Capita Fees Increase**

- 17 1. A motion to increase per capita fees must be adopted by the executive of the level that is  
18 requesting the increase.
- 19 2. A *Notice of Motion* and the motion to increase the per capita fees giving the exact amount of  
20 the increase and the date it is to become effective are then sent to each parish council at least  
21 six months prior to the annual meeting of members of the diocesan, provincial or national  
22 council requesting the increase. These must be accompanied by a detailed explanation of the  
23 reasons for the requested increase in per capita fees. At the national level, the Notice of  
24 Motion is also published in The Canadian League at least six months in advance of the annual  
25 meeting of members.
- 26 3. Each council votes on the motion resulting in an *Instructed Vote* that their voting delegate  
27 (president or her designate) will use to vote on the motion at the next level:
- 28 ➤ Diocesan council per capita fee increases are proposed by the diocesan executive and  
29 sent to the parish councils for an *Instructed Vote* to take place during the diocesan  
30 annual meeting of members. To increase the per capita fee, the motion must be adopted  
31 by a majority vote of the voting delegates (parish presidents or her designate) present  
32 at the diocesan annual meeting of members. The diocesan president must notify  
33 national office immediately of any change in the per capita fee to ensure that the correct  
34 amount is sent from national office to the diocesan council.
- 35 ➤ Provincial council per capita fee increases are proposed by the provincial executive and  
36 sent to the parish councils for an *Instructed Vote*. The *Instructed Votes* of the parish  
37 councils are taken to the diocesan council for an *Instructed Vote* by the voting delegates  
38 (parish presidents or her designate) to be held during the diocesan annual meeting of  
39 members. Parish councils with no diocesan council take their *Instructed Vote* directly  
40 to the provincial council's annual meeting of members. Diocesan voting delegates  
41 (diocesan presidents or her delegate) and parish voting delegates of parish councils  
42 with no diocesan council (parish president or her designate), take their *Instructed Vote*  
43 to their provincial annual meeting of members. To increase the per capita fees, the  
44 motion must be adopted by a majority vote of the voting delegates present at the

1 provincial annual meeting of members. The provincial president must notify national  
2 office immediately of any change in per capita fees to ensure that the correct amount is  
3 sent from national office to the provincial council.

- 4 ➤ National council per capita fee increases are proposed by the national executive and  
5 sent to the parish councils for an *Instructed Vote*. The *Instructed Votes* of the parish  
6 councils are taken to the diocesan council for an *Instructed Vote* to be held during their  
7 diocesan annual meeting of members. Diocesan voting delegates take their diocesan  
8 *Instructed Vote* to their provincial annual meeting of members. Parish councils with no  
9 diocesan council take their *Instructed vote* directly to their provincial council's annual  
10 meeting of members. The resulting *Instructed Vote* is taken by the provincial voting  
11 delegates (provincial presidents or their designate) to the national annual meeting of  
12 members for the final vote. To increase the per capita fees, the motion must be adopted  
13 by a majority vote of the voting delegates (provincial presidents or their designates)  
14 present at the national annual meeting of members. Parish presidents will be notified  
15 of any change in national per capita fees.

- 16 4. *Instructed Vote Forms*\*\* are sent to all relevant levels and must be used to record the  
17 *Instructed Vote*. The forms are signed by the voting council president and secretary to validate  
18 the results of the vote. The president keeps one copy of the form and sends one copy to the  
19 next level's president at least two weeks prior to the date of that council's annual meeting of  
20 members. The voting delegate (president or her designate) must bring her copy of her  
21 council's *Instructed Vote* to the next level's annual meeting of members to ensure that she  
22 votes as "instructed".  
23 5. Only voting delegates or their designates present at the annual meeting of members who have  
24 an *Instructed Vote* from their council may vote on the motion. Validated forms are not a proxy  
25 for the presence of a voting delegate. (Consult this manual's Section 6, *Annual Meeting of*  
26 *Members and Conventions, Voting Delegates* who carry an *Instructed Vote* from their council  
27 to the next level's annual meeting of members)  
28 6. The motion to increase per capita fees is adopted by a majority vote of the voting delegates  
29 present with their *Instructed Vote* at the annual meeting of members at which the vote takes  
30 place. If the motion is lost, the per capita fees remain as is.  
31

### 32 **The Vote on Diocesan, Provincial and National Level Per Capita Fees Increase**

- 33 1. The vote on a per capita fee increase is an item on the annual meeting of members' agenda.  
34 2. Votes taking place at the parish level should take place at least one month prior to the  
35 diocesan annual meeting of members or for parish councils with no diocesan council, at least  
36 one month prior to the provincial annual meeting of members.  
37 3. Upon receiving the voting council's signed *Instructed Vote Forms*\*\*, the council at the next  
38 level notes the results of the votes to ensure that the voting delegates vote as "instructed" at  
39 the annual meeting of members.  
40 4. When the per capita fee increase comes up on the agenda, inform the members that only  
41 voting delegates (parish council presidents or designates at diocesan level; diocesan and  
42 parish presidents with no diocesan council or designates at provincial level; provincial  
43 presidents or designates at national level) may vote, and they must vote as their council voted  
44 as indicated on their *Instructed Vote Form*\*\*.

- 1 5. The proposed motion is read to the assembly at the annual meeting of members and the vote  
 2 is held using the *Instructed Votes* that the voting delegates hold with them. No discussion  
 3 takes place. The secretary must record the number of voting delegates present and the  
 4 number of votes for and against the motion.  
 5 6. The motion is adopted or lost by majority vote. The result of the vote becomes the council's  
 6 *Instructed Vote* that the president or her designate will take to the next level's annual meeting  
 7 of members.  
 8 7. *Instructed Vote Forms*\*\* are sent to all relevant levels and must be used to record the  
 9 *Instructed Vote*. The forms are signed by the voting council president and secretary to validate  
 10 the results of the vote. The president keeps one copy of the form and sends one copy to the  
 11 next level's president at least two weeks prior to the date of that council's annual meeting of  
 12 members. The voting delegate (president or her designate) must bring her copy of her  
 13 council's *Instructed Vote* to the next level's annual meeting of members to ensure that she  
 14 votes as instructed.  
 15

16 **\*\*Sample of an *Instructed Vote Form*:**

<b>Parish <i>Instructed Vote</i></b>		
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 adopted/lost _____		

30  
 31  
 32 **Sample *Instructed Vote Form* at Diocesan, Provincial or National Level:**

Diocesan, Provincial, National <i>Instructed Vote</i>		
No. of Councils In favour	No. of Councils Against	Motion Adopted/Lost
_____	_____	_____

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## FINANCIAL PROJECTS

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### Financial Projects (C&B, Part XVII, Section 2)

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

(b) **National, provincial and diocesan councils** shall not impose financial obligations on parish councils without their consent.

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

The national executive shall not enter into any arrangement to borrow money on the credit of the League. (C&B, Part X, Section 14) By extension this applies to all parish, diocesan and provincial councils.

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## OTHER SOURCES OF FUNDING

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### Bequests

On occasion, members have bequeathed financial gifts to councils. No tax receipts are issued for bequests.

Should the gift be given for a specific purpose or allocated to a specific project, it should be noted in the council's *Manual of Policy and Procedure* and spent in accordance with the stipulations. This notation should remain in the council *Policy and Procedure* until all the monies have been spent. The council treasurer (secretary-treasurer at national) will report on these monies separately.

Should no allocation be specified, the gift is recorded in the council's minutes and managed as part of the council's regular funds.

### Fundraising

Parish, diocesan and provincial councils may fundraise to support leadership training for their members, to finance designated members of their executive to attend annual meetings of members, and to finance council projects, activities and other council endeavours. All fundraising must be approved by the council membership and have an identified purpose.

### National Development Fund

The National Development Fund is administered through national office. *((512F) National Development Package)*.

Purpose: The fund's purpose is to provide financial assistance to councils at all levels that would incur financial hardship by hosting a workshop.

1 Councils at all levels may apply for assistance once a year after exploring subsidy opportunities at  
2 other levels of the League.

3  
4 General criteria for the workshop(s):

- 5 ➤ Promote the benefits of membership to parishes without councils
- 6 ➤ Assist with the organization of new parish councils
- 7 ➤ Provide leadership training
- 8 ➤ Provide member spiritual development
- 9 ➤ Promote League resources

10  
11 A list of qualifying criteria and expenses is given in the *(512F) National Development Fund Package*.

12  
13 Application: The application includes a detailed description of the event, copy of the workshop and a  
14 detailed projected budget. An application must be signed by the president who sends it to the  
15 executive director at national office. National office will review the application and advise the council  
16 president of the decision to fund the request or not within two weeks of submission. *(512F) National*  
17 *Development Fund Application*.

18 Report: To be reimbursed for expenses, the council giving the workshop must submit a complete  
19 report within two weeks of the event and all receipts for approved expenses to national office. Within  
20 two weeks of receipt of the *Report of Workshop and Follow-Up Summary Form* found in *(512F)*  
21 *National Development Fund Report* and verification of all the receipts, national office will reimburse  
22 the council for approved expenses.

## 23 24 25 **Provincial Grant**

26  
27 The Provincial Grant was established by national council to support provincial councils wanting to  
28 increase member attendance at their provincial annual meeting of members and national annual  
29 meeting of members. Attendance at these meetings is important for member motivation, to increase  
30 member awareness and education and to promote leadership. Members may need financial support  
31 to attend these meetings, especially if they are held far from where they live.

### 32 33 Purpose

34  
35 Every provincial council may apply for grant monies from national council every year:

- 36 ➤ to hold their annual meeting of members in a community that would normally not be  
37 considered
- 38 ➤ to help sponsor members who would otherwise be unable to attend their provincial annual  
39 meeting of members
- 40 ➤ to help sponsor members who would otherwise be unable to attend the national annual  
41 meeting of members

### 42 43 Amount

- 44 ➤ National council may distribute up to a maximum of \$15,000 in Provincial Grant monies each  
45 year.
- 46 ➤ Provincial councils may receive a maximum of \$5,000 over a 5-year period. This amount may  
47 be applied for all at once or in incremental amounts but may not exceed the \$5,000 limit over  
48 5 years.

1 Criteria

- 2 1. The application for a grant must be made on the official form, available from national office.  
3 2. The completed application must be forwarded to the executive director through national  
4 office at least six months prior to the event.  
5 3. Training and/or League development should be an integral part of the annual meeting of  
6 members.  
7 4. A proposed agenda of the annual meeting of members must be submitted with the  
8 application.  
9 5. A detailed budget for the subsidy request must be included with the application.  
10 6. Within 30 days following the annual meeting of members, a detailed breakdown of how the  
11 funding was used must be forwarded to the executive director at national office.  
12 7. Any unused grant money must be returned to national office.  
13  
14

15 **National Bursary**

16 Individual members may apply for financial support from the National Bursary Fund. This fund is  
17 used to provide financial assistance to members needing it to pursue studies, courses, seminars,  
18 conferences, workshops and diploma or degree programs that align with and promote the *Objects of*  
19 *League*. For full details, consult [\(552F\) National Bursary Application](#).  
20  
21

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22 **NATIONAL VOLUNTARY FUNDS**

---

23 National Voluntary Funds constitute monies forwarded by councils and individual members through  
24 national office for disbursement annually to selected organizations. These may be permanent or  
25 temporary.

26 Parish councils complete the [\(513F\) National Voluntary Fund Remittance Form](#) indicating which  
27 funds they wish to support and the amounts being allocated to each selected organization. This form  
28 is then forwarded to national office together with a cheque made out to *The Catholic Women's League*  
29 *of Canada*. A copy of this form is to be sent to the diocesan and provincial treasurers to allow them  
30 to compile their diocesan and provincial cumulative amounts to be recorded in their annual reports.

31 For an organization to be considered as a recipient of a national permanent or temporary voluntary  
32 fund, the organization must satisfy the League's policy for affiliations and cooperation with other  
33 organizations. (See Section 2 of this *National Manual of Policy and Procedure*)

34 To become eligible and to continue to receive financial support, the organizations must also provide  
35 following information for review by the national finance committee and national executive:

- 36 • Address of its central location or head office  
37 • A complete description of the organization, including  
38 - governance and mission  
39 - scope of activities or purpose for which the voluntary funding would be used  
40 • Three references from outside of the organization that support its work  
41 • Independently audited financial statements that include all the organization's revenues,  
42 expenses, assets and liabilities from the past three years

- 1 • Annual reports from the past three years
- 2 • Strategic and operational plans
- 3 • A commitment to send an annual audited financial report and annual report for review by the
- 4 national finance committee and national executive each year after being approved

## 7 **Permanent Voluntary Funds**

8 Permanent Voluntary Funds support initiatives or organizations through national council each year  
9 on an ongoing basis with no termination date. Monetary gifts are made in accordance with  
10 earmarked monies received from members and councils of the League. No tax receipts are given to  
11 members or councils for these monetary gifts.

12 Currently, the permanent voluntary funds are the *CWL National Bursary Fund ((522F) National*  
13 *Bursary)* and the four organizations listed below:

- 14 • *Coady International Institute* – of St. Francis Xavier University, Antigonish, Nova Scotia, was  
15 founded by Dr. Moses Coady who gave leadership to the Antigonish Movement, which  
16 promotes the ideal that by learning and working together, men and women become “masters  
17 of their own destinies.” (<https://coady.stfx.ca>)
- 18 • *Canadian Catholic Organization for Development and Peace – Caritas Canada* – was  
19 established in 1967 by the Canadian Conference of Catholic Bishops. It is Canada’s official  
20 Catholic overseas development organization and has helped support projects such as  
21 grassroots community development, literacy programs, mother and child health care, skills  
22 training, agricultural programs and emergency relief. It also supports educational programs  
23 and brings awareness to Canadians of the problems and goals of people in developing  
24 countries. Its primary sources of funds are the yearly Share Lent campaign, Canadian  
25 International Development Agency and donations from individuals and groups. Since 1969,  
26 the League has supported women’s projects in developing countries funded by CCODP-  
27 Caritas Canada through the “1% Program.” Brochures are available free of charge from  
28 national office. (<https://devp.org>)
- 29
- 30 • *Catholic Missions In Canada (CMIC)* – raises funds to provide missionaries with the tools they  
31 need to catechize throughout mission dioceses found within Canada. (<https://cmic.info>)
- 32 • *Catholic Near East Welfare Association (CNEWA)* – raises funds to support Eastern Catholic  
33 churches by building up the church, affirming human dignity and alleviating poverty,  
34 encouraging dialogue and inspiring hope. (<https://cnewa.org>)

## 36 **Temporary Voluntary Funds**

37 On occasion, Temporary Voluntary Funds may be established by national council and will be  
38 identified as such and assigned a maximum end date of five years. This term may be extended by  
39 motion and majority approval at a national annual meeting of members. Monetary gifts are made  
40 through national council using earmarked monies from members and League councils. No tax  
41 receipts are given to members or councils.

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## LIABILITY INSURANCE

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### **Commercial General Liability Insurance**

National office holds a commercial general liability insurance policy covering every member and council in the League. It is mandatory for parish councils and diocesan and provincial executives to subscribe to this insurance. Proof of insurance is provided to all parish councils in the spring parish council mailing.

The annual premium per member is set by the insurer and is communicated to every parish council. The member premium is to be paid to national office with per capita fees. Proof of insurance is available to all parish councils.

The annual premium per diocesan and provincial executive member is set by the insurer and is communicated to every diocesan and provincial executive. The diocesan and executive premium is paid to national office by each diocesan and provincial executive. Proof of insurance is available to each diocesan and provincial executive.

The Commercial General Liability Insurance Policy includes (subject to change at each renewal):

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

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

Coverage: For all persons acting within the scope of their duties as assigned by or on behalf of a recognized parish, diocesan or provincial council of the League.

Persons wishing to file a claim against a parish council or a diocesan or provincial executive must contact national office. National Office will provide them with the contact information of an independent insurance agent with whom to discuss their claim.

Consult Appendix 15: *Liability Insurance Details* for a summary of the various general liability insurance “coverage” clauses included in the current League policy.

### **Diocesan and Provincial Officers’ Liability Insurance**

Provincial and diocesan executives must subscribe to Directors’ and Officers’ Liability Insurance. This insurance policy is held by the provincial presidents on behalf of provincial and diocesan executives. The annual premium, divided equally among diocesan and provincial executives, is set by the insurer and is paid directly to the insurer from each diocesan and provincial executive’s council treasury.

Director and officers’ liability insurance reimburses (in part or in full) the costs resulting from law suits and judgements arising out of poor management decisions, employee dismissals, member grievances and other such acts committed in good faith. Criminal offences are not covered under this insurance.

Diocesan and provincial councils receive a summary of their coverage every year directly from the insurer once the premium has been paid in full.



- 1 c. List of any discrepancies found
- 2 d. List of any adjustments to be made
- 3 e. Identification of any practices that should be changed
- 4 f. List of any other concerns or affirmation that all is in order
- 5

6 The parish treasurer should report on this review.

7

### 8 **Diocesan and Provincial Levels**

9 At the diocesan and provincial levels, a professional audit of accounts may be advisable if the  
10 transactions and monies handled merit auditing standards. This could involve professional fees. The  
11 decision to “examine” or “audit” or “review” is made by the council concerned. This examination,  
12 review or audit should take place annually. If this is not possible, it should take place at the end of  
13 each council executive’s mandate (every two years) even if the treasurer is elected for a second term.

14 Whatever option is chosen, the person examining, reviewing or auditing the diocesan or provincial  
15 council account books and financial statements, must:

- 16 1. Initial under the last transaction verified
- 17 2. Send a signed letter to the council president that includes:
  - 18 a. A confirmation the examination or audit has been done
  - 19 b. Indication of the date of said examination or audit
  - 20 c. List of any discrepancies found
  - 21 d. List of any adjustments to be made
  - 22 e. Identification of any practices that should be changed
  - 23 f. List of any other concerns or affirmation that all is in order
- 24

25 The diocesan and provincial treasurer should report on this review. The treasurer would then make  
26 a motion to have the examined, reviewed or audited financial statements accepted by the executive.  
27 Only once accepted by the executive may the financial statements be sent to all members eligible to  
28 vote at the annual meeting of members.

29 At the diocesan or provincial winter mid-term or at the pre-annual meeting of members executive  
30 meeting, the treasurer puts forward a motion naming an auditor or examiner of the books for the  
31 year for recommendation to the assembly at the annual meeting of members. At the annual meeting  
32 of members, the treasurer puts forward a motion naming said proposed reviewer, examiner or  
33 auditor for the year for approval by the members eligible to vote.

34

### 35 **National Level**

36 At national level, the audited financial statements are accepted by motion by the national executive  
37 at the winter mid-term meeting and presented to the assembly at the national annual meeting of  
38 members.

1 At the national winter mid-term or at the pre-annual meeting of members executive meeting, the  
2 treasurer puts forward a motion naming an auditor or examiner or reviewer of the books for the year  
3 for recommendation to the assembly at the annual meeting of members.

4 At national level, auditors shall be appointed at the annual national meeting of members to examine  
5 and audit all accounts and funds and report to the next annual national meeting of members. The  
6 auditor must be a public accountant, be a member in good standing of an institute or association of  
7 accountants incorporated by or under an Act of the legislature of a province and meet any  
8 qualifications under an enactment of a province for performing any duty that a public accountant is  
9 required to perform under the provisions of the Act. (C&B, Part XVII, Section 5)

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## SECTION 9: NATIONAL OFFICE (C&B PART XVIII)

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The League shall maintain a permanent national office. (C&B, Part XVIII, Section 1)

National office was established in 1924 to support the national board and national officers with administration and with the publication of information. It provides a permanent mailing address for correspondence and the submission of fees (*The Canadian League*, August 1924).

CWL National Office  
C-702 Scotland Avenue  
Winnipeg, Manitoba R3M 1X5  
[info@cwlc.ca](mailto:info@cwlc.ca)  
(204) 927-2310

National office employs permanent and casual employees. The national board determines personnel policy and the staff complement needed for effective administration of national operations. The national administrative committee, through the executive director, oversees the office and the work done therein.

**Executive Director (C&B, Part XVIII, Section 2)**

The executive director of The Catholic Women's League of Canada shall:

- (a) be employed or dismissed by the national executive upon recommendation of the national administrative committee
- (b) be in charge of the national office
- (c) undertake duties assigned by the national administrative committee or the national executive
- (d) provide liaison between national executives, ensuring continuity of League business

### **National Office Responsibilities**

Staff provide secretarial and administrative assistance to the national board, national committees and task forces, and national officers. Responsibilities include, but are not limited to:

- Acting as liaison with IT services to ensure efficiency and effective use of the IT infrastructure within the national board's established budget limits
- Managing revenues, receivables and receipts cycle respecting the budget
- Managing purchases, payables and payments cycle respecting the budget
- Managing the sale of League supplies
- Facilitating councils' ability to update membership records
- Processing of parish council per capita remittances
- Distributing per capita remittances to diocesan and provincial councils
- Collecting and distributing of national voluntary fund donations
- Administering the National Development Fund, the Provincial Grant and the National Bursary Fund
- Handling internal and external correspondence
- Publishing and distributing the magazine
- Disseminating national communiqués, memos and surveys
- Administering the national CWL website and national CWL social media platforms
- Providing administrative support to permanent and ad hoc committees (administrative, archives, bursary, convention, elections, finance and resolutions)

1 **Management of Information Requests by Members**

2  
3 Requests for information of a non-administrative nature or for advice must be sent in writing by  
4 traditional mail or by e-mail. Requests will be redirected to the appropriate executive officer for  
5 response. Allow up to five business days for a League officer to respond to email inquiries.  
6

7 Any communication sent to national office must include the name and contact information of the  
8 person sending the request and the name and contact information of their parish, diocesan and  
9 provincial council.

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## SECTION 10: MEDIA

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Media refers to the tools and outlets used to deliver information or data for all forms of mass communication (broadcasting, publishing and the internet).

The term social media refers to a computer-based technology that facilitates the sharing of ideas, thoughts and information through virtual networks and communities.

All forms of media are public forums.

Social media platforms currently being used by the League include Facebook, Instagram, X, Pinterest and YouTube.

Consult *(645) Members' Communication Guide*.

### **Social Media Guidelines for the League**

Written advance permission from national office approved by the national president is required to use "The Catholic Women's League of Canada" or the League crest.

The use of "The Catholic Women's League of Canada" or use of the crest in social media usernames and handles is prohibited.

The League reserves the right to take legal action for a violation of its rights at law. Violation of this policy may result in the termination of position and membership.

If the ability for viewers or users to comment and post images is enabled, the media administrator must review all comments and images daily and remove offensive or inappropriate comments.

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

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*The Canadian League* magazine is the official publication of the League. The magazine promotes the Objects and Policy as set forth in parts IV and V of the Constitution & Bylaws. (C&B, Part XIX, (a))

*The Canadian League* is published three times a year and mailed to all members who do not subscribe to the digital version. The magazine can be accessed in digital format on the national website.

The publication of the magazine is directed by an editorial board whose members are the national president, national secretary-treasurer and the executive director.

All submissions are subject to the approval of the magazine editorial board and the availability of space in the magazine. Articles relating to a particular standing committee are subject to approval and editing by the national chairperson of that standing committee.

All submissions for publication should be sent to:

e-mail: [communications@cw1.ca](mailto:communications@cw1.ca)

CWL National Office, C-702 Scotland Ave., Winnipeg, Manitoba, R3M 1X5

Deadline dates for submission are listed in each issue of *The Canadian League*.

- 1 1. Features appearing in every issue:
  - 2 • president's message
  - 3 • article by the national spiritual advisor
  - 4 • articles, including head shots, by national officers
  - 5 • articles requested by the editorial board including author's head shot
  - 6 • provincial presidents' profiles and head shots published on a rotational basis between
  - 7 provinces
  - 8 • activities, achievements, projects, events, photographs from parish councils
  - 9 • provincial activities and projects featured with photographs published on a rotational
  - 10 basis between provinces
  - 11 • prayers, reflections, faith stories, inspirational articles
  - 12 • personal and human-interest stories
  - 13 • special council anniversaries, birthdays, milestone notices
  - 14 • Spotlight
  - 15 • listing of current national executive
  - 16 • listing of magazine editorial board
  - 17
- 18 2. Features appearing in specific issues:
  - 19 • national convention information and forms (winter)
  - 20 • detailed convention program (spring)
  - 21 • national annual meeting of members/convention highlights (fall)
  - 22 • annual disbursement of voluntary funds (fall)
  - 23 • list of CWL national bursary recipients (fall)
  - 24 • resolutions adopted at national annual meetings of members (fall)
  - 25 • photograph and biographies of new life members (fall)
  - 26
- 27 3. Features published periodically:
  - 28 • strategies for recruiting new members and maintaining memberships
  - 29 • articles and statements from Canadian Conference of Catholic Bishops
  - 30 • laws corner
  - 31 • letters to the editor
  - 32 • listing of new and reactivated councils
  - 33 • Catholic Women's Leadership Foundation news
- 34 4. Letters to the editor must be signed before being considered for publication. The decision to
- 35 publish, and the editing of letters, will be at the discretion of the editorial board.
- 36 5. Names of councils celebrating 25, 50, 75, and every 5<sup>th</sup> anniversary beyond 75 years will be
- 37 published as submitted by councils.
- 38 6. Names of members and former members celebrating birthdays of 100 years and over will be
- 39 published as submitted by councils.
- 40 7. In the event of the death of as submitted by councils a member of the current national executive
- 41 or an honorary life member, an obituary and picture will be published; for life members, their
- 42 name and diocese will be published.
- 43 8. Councils that have received authorization from the national executive for the production and sale
- 44 of items bearing the League crest may submit a small advertisement that includes a high-quality

1 digital picture or a description of the item and the reason for its sale (e.g., fundraiser for a national  
2 convention). Such advertisements will be included if space is available.

- 3 9. An honorarium may be offered at the discretion of the editorial board for solicited articles and  
4 photographs from non-member contributors.

5  
6 Note: Archived articles that have been published in *The Canadian League* are available from  
7 national office and on the national website.

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## 9 SPOTLIGHT

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10 Spotlight, in both *The Canadian League* magazine and on the national website, is a designated  
11 member-and council-driven space used to promote League activities and council events. It is entirely  
12 dependent on input from councils.

13 Postings are decided upon by national office in consultation with the national secretary-treasurer.

14 On the national website postings appear for a limited time to allow for varied and seasonal content.

### 16 **Spotlight Guidelines**

17  
18 Submissions that meet the following criteria may be posted to the website:

- 19 1. Each submission shall be typed and not exceed one paragraph or about 50 words.
- 20 2. Each submission shall be limited to one topic and one photograph.
- 21 3. Councils may send more than one submission.
- 22 4. Items must be about League events.
- 23 5. Council title and location must be identified.
- 24 6. Items or events should be new or innovative.
- 25 7. There will be limited focus on council anniversaries, service pins, members' years of service  
26 and members' birthdays. They may be listed. Details will be included only if there is  
27 significant importance to the event.
- 28 8. To ensure the highest quality photographic reproductions in all communications, it is  
29 important to supply well-lit, blur-free, high-resolution photographs (ideally 300 dpi).  
30 Whenever possible, please submit the original photograph (either electronically or by mail).
- 31 9. Photographs should be cropped to eliminate distracting details.
- 32 10. Newspaper articles will not be published unless they are clearly readable and authorization  
33 to reprint has been received.
- 34 11. Personal comments shall be excluded or edited out.
- 35 12. The executive director in consultation with the national secretary-treasurer decide what  
36 submissions will be posted.

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## GUIDELINES FOR COUNCILS' PRESENCE ON SOCIAL MEDIA

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1  
2 Do:

- 3 • Request written permission from national office if the council intends to use the League crest.
- 4 • Obtain written permission to use names, images or other personal details.
- 5 • Assign one or two administrators to moderate the account and post messages.
- 6 • Periodically update the “About” page.
- 7 • Use a recognizable profile picture.
- 8 • Be respectful of the League and its members.
- 9 • Know your members and tailor content to their needs.
- 10 • Engage your members. Ask for feedback, ask questions, communicate with them, etc.
- 11 • Reply to questions as quickly as possible.
- 12 • Keep posts brief, timely and concise.
- 13 • Proofread and be sure material referenced is accurate before publishing.
- 14 • Vary posts (text, links, photos, videos, etc.) and vary content.
- 15 • Post at strategic times. Posts should be limited to one or two a day to encourage engagement.
- 16 • Share posts, information and links relevant to council members from the national social media posts.
- 17 • Tag other people and businesses when mentioned in photos and text posts. Get written permission to post their information (photos, articles, links, etc.) first.
- 18 • 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.

19  
20  
21  
22  
23 Don’t:

- 24 • Post private matters on a public wall. Use private messaging.
- 25 • Overshare or over-post.
- 26 • Abuse hashtags.
- 27 • Oversell or overmarket.
- 28 • Let the page become dormant.
- 29 • Use Caps Lock.
- 30 • Repeat the same post.
- 31 • Use inappropriate photos

32  
33 Refer to Appendix 16: *Style Guide for Publications*.

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## ADVERTISING

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37  
38 Potential advertisers can be grouped into one of five categories, with each group being given a slightly  
39 different profile based on their association with the League and the organization’s objects.

### 40 **Group 1: Core Organizations**

41 Group One organizations are permanently affiliated with the League through formal motions adopted  
42 at national conventions. They are the Canadian Conference of Catholic Bishops (CCCB), the World  
43 Union of Catholic Women’s Organisations (WUCWO) and the Catholic Health Alliance of Canada  
44 (CHAC). (Consult Sections 2 and 8 of this Manual)

1 The promotion of the objects of these organizations can be channeled through all available  
2 communication methods to enhance cooperation and promote participation between these  
3 organizations and the League.

4

5 **Group 2: National Voluntary Funds**

6 Group Two organizations become affiliated with the League when a motion is adopted by national  
7 council to set up a national voluntary fund in support of a particular cause or project. The mandates  
8 of each of these organizations is fully reviewed prior to being proposed as a national voluntary fund  
9 and the causes of each determined to be worthy of the League's financial support. To qualify for  
10 ongoing support, the recipient must provide independently audited or reviewed financial statements  
11 annually. (Consult Section 2 of this Manual)

12 The promotion of the objects of these organizations can be channeled through all available  
13 communication methods to educate members about their causes and to promote individual and  
14 council contributions in support of these organizations.

15

16 **Group 3: Other Organizations**

17 Group Three includes all organizations that request association or affiliation with the League.

18

19 The requests of these organizations could be honoured in two ways:

- 20 • They may obtain a website link. Members will be warned on the "links" page that the League  
21 does not endorse the content on the sites of linked organizations and users would be leaving  
22 the League website at their own risk.

23 They may obtain exhibit space at national annual meetings of members or conventions. In  
24 consultation with the national president, national office approves all exhibitors according to  
25 guidelines found in the *(608B) Guide to Hosting a National Meeting of Members*, *(608) Guide to Hosting*  
26 *the Annual National Convention* and *(607) Guide to Hosting Diocesan/Provincial Convention*.

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

31

32 **Group 4: CWL Member Requests**

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

37

38

39

1 **Group 5: Annual Meeting of Members and Convention Committee Requests**

2 The national annual meeting of members and convention committee may ask permission from the  
3 national president to advertise fundraising items or special events to members. As a rule, private  
4 enterprise will not be endorsed or advertised through League channels unless there will be some  
5 financial benefit to the annual meeting of members and convention committee that would  
6 supplement its fundraising efforts.

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9 **COUNCIL WEBSITES**

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10 The CWL website ([www.cwl.ca](http://www.cwl.ca)) is the principal source of information and means of communication  
11 with members of the League.

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

14 When referring to the "National Domain Name," the word *domain* refers to an area on the Internet  
15 over which the national level of the League has sole authority and retains ownership through the  
16 appropriate registration procedures and payment of fees. ([www.cwl.ca](http://www.cwl.ca))

17 As each provincial, diocesan or parish council registers its own domain and comes online, it would  
18 link with the national homepage to facilitate member access to information from national and to  
19 eliminate duplication of material.

21 **NATIONAL WEBSITE**

22 National Domain Name: [cwl.ca](http://cwl.ca)

23 To access the Resource menu, members must register on the website.

24  
25 Other source materials include:

- 26 1. Communiqués: by standing committee (see Appendix 9: *Communications Protocol*)
- 27 2. National Annual Meetings of Members and Conventions
- 28 3. Media: Spotlight, *The Canadian League*, letters, news releases, articles, memos, publication  
29 guidelines
- 30 4. Annual reports by national officers and provincial presidents
- 31 5. Indigenous resources
- 32 6. Current and archived resolutions and position papers
- 33 7. Information on pins and certificates, council supplies and gifts, forms, manuals, prayers and  
34 hymns, workshops, promotional materials, marketing resources and strategic planning  
35 resources

1 **PROCEDURE FOR REGISTRATION ON THE INTERNET**

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**Provincial and Diocesan Domain Names**

Provincial and diocesan 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 (provide links to the national homepage).

See Appendix 17: *Guidelines for Website Development*



1 **SECTION 11: GOVERNANCE**

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2 **C&B PURPOSE AND AMENDMENT (C&B PART XX)**

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3 **The Catholic Women’s League of Canada Constitution & Bylaws(C&B) (604)**

4 Constitution and bylaws are the basic rules of an organization, adopted by its members to administer  
5 the affairs of that organization. They define the powers of officers, how they are selected and their  
6 term of office. The League’s *Constitution and Bylaws* must comply with the *Canada Not-for-profit*  
7 *Corporations Act*.

8 The *(604) Constitution & Bylaws* (C&B) is to be used with discretion, common sense and respect for  
9 individual members, their rights, privileges and responsibilities. It is important that each member  
10 has a copy of the League’s *Constitution & Bylaws*. *One of the duties of the past president is to facilitate*  
11 *the study and implementation of the Constitution & Bylaws*, so she is encouraged to regularly review  
12 sections of the *(604) Constitution & Bylaws* at meetings. (C&B, Part XII, Section 6 (c))

13  
14 **Amendment to the Constitution & Bylaws**

15 Upon the recommendation of the National Amendments Committee and with the approval of the  
16 national executive, the Constitution & Bylaws of this association may be amended or repealed, or new  
17 bylaws enacted, by a two-thirds vote of the voting delegates present at an annual national meeting of  
18 members. (C&B, Part XX (a))

19 The amendments committee shall be composed of the national past president as chairperson, the  
20 national president and other members as required, appointed by the national president. (C&B, Part  
21 XX (b)).

22 (c)The voting delegate carries an instructed vote for:  
23 (iii) amendments to the Constitution & Bylaws (Part XX (a)) (C&B, Part XV, Section 3)

24  
25 **Process**

26 The amending process, from submission to voting and implementation, will take two years for  
27 completion.

28 The approval of the Canadian Conference of Catholic Bishops shall be applied for within 60 days of  
29 the annual national meeting of members at which any amendments or repeals are made, or new  
30 bylaws enacted and no such amendments, repeals or enactments shall enter into force or be acted  
31 upon prior to approval being received. (C&B, Part XX (d))

32  
33 **General Rules**

- 34 1. Any member may propose an amendment by August 31<sup>st</sup>.  
35 2. An amendment shall be proposed for the betterment of the organization

- 1 3. An amendment must be substantive or permanent in content versus a change that addresses a  
2 temporary or internal problem.
- 3 4. A proposed amendment must not impose a financial burden on members or councils without  
4 their consent.
- 5 5. A proposed amendment shall address only a change to the League's *Constitution & Bylaws*. A  
6 proposed amendment to the *Constitution & Bylaws* is not required to change a procedure that  
7 appears in the *National Manual of Policy and Procedure*.
- 8 6. A suggested amendment and reasons for said amendment must be submitted for consideration  
9 by the national amendments committee on the *(550F) Constitution & Bylaws Amendment Form*.
- 10 7. Amendments to the *Constitution & Bylaws* are done by *Instructed Vote*. See this Manual's Section  
11 6: Meetings: Annual Meeting of Members and Convention: Voting Rights: Business Session.  
12  
13

1 PROPOSING AN AMENDMENT TO THE C&B FLOW CHART

2 DEADLINE AUGUST 31<sup>st</sup>

1. PARISH

Any member may propose a C&B amendment  
All members may vote  
Need 2/3 majority *In Favour* to move the proposed amendment on to the next level for consideration  
Complete *(550F) Constitution & Bylaws Amendment Form*

2. DIOCESAN

Any member of the executive may propose a C&B amendment  
All proposed amendments received from parish councils are considered  
Proposed amendments are presented at the Diocesan Annual Meeting of Members  
Only Voting and Accredited delegates may vote  
Need 2/3 majority *In Favour* to move proposed amendment on to the next level for consideration  
Complete *(550F) Constitution & Bylaws Amendment Form*

4. NATIONAL AMENDMENTS COMMITTEE

5. NATIONAL

Any member of the executive may propose a C&B amendment  
All proposed amendments received from provincial councils are considered by the National Amendments Committee  
National Amendment Committee presents vetted proposed amendments to the national executive at a mid-term meeting  
Only members of the national executive may vote  
Need 2/3 majority *In Favour* to send a proposed amendment for consideration to the general membership via parish councils thereby starting the *Instructed Vote* process

3. PROVINCIAL

Any member of the executive may propose a C&B amendment  
All proposed amendments received from diocesan councils and parish councils with no diocesan council are considered  
Proposed amendments are presented at the Provincial Annual Meeting of Members  
Only Voting and Accredited delegates may vote  
Need 2/3 majority *In Favour* to move proposed amendment on to the next level for consideration  
Complete the  
*(550F) Constitution & Bylaws Amendment Form*

1 **Proposed Amendment from a Parish Council**

- 2 1. A member submits the proposed amendment on the *(550F) Constitution & Bylaws*  
3 *Amendment Form* for consideration at a parish council regular meeting.  
4 2. The proposed amendment is read by the past president.  
5 3. The member who submits the proposed amendment moves its adoption. It is seconded and  
6 opened for discussion. At this time, it may be amended or postponed.  
7 4. A two-thirds majority vote of those in attendance at the meeting is required to adopt the  
8 proposed amendment and send it to the next level for consideration.  
9 5. If adopted, the past president shall:  
10 • ensure that the president and secretary sign the *(550F) Constitution & Bylaws*  
11 *Amendment Form* to certify that the amendment was adopted by a two-thirds vote of  
12 those in attendance at the council meeting.  
13 • send the *(550F) Constitution & Bylaws Amendment Form*, immediately following the  
14 meeting, to the diocesan president for the upcoming diocesan annual meeting of  
15 members or directly to the provincial president for councils with no diocesan council.

16  
17 **Proposed Amendment at Diocesan Council**

- 18 1. The diocesan council considers all proposed amendments from parish councils and diocesan  
19 officers who submit the *(550F) Constitution & Bylaws Amendment Form*.  
20 2. The proposed amendment is presented at the diocesan annual meeting of members by the  
21 diocesan past president who moves its adoption. It is seconded and opened for discussion. At  
22 this time, it may be amended or postponed.  
23 3. A two-thirds majority vote of the voting and accredited delegates at the diocesan annual  
24 meeting of members is required to adopt the proposed amendment and send it to the  
25 provincial council for consideration.  
26 4. If adopted, the past president shall:  
27 • ensure that the president and secretary sign the original *(550F) Constitution & Bylaws*  
28 *Amendment Form* to certify that the amendment was adopted by a two-thirds vote of the  
29 voting and accredited delegates in attendance at the diocesan annual meeting of  
30 members.  
31 • send the *(550F) Constitution & Bylaws Amendment Form*, immediately following the  
32 diocesan annual meeting of members, to the provincial president for consideration at the  
33 upcoming provincial annual meeting of members.

34  
35 **Proposed Amendment at Provincial Council**

- 36 1. The provincial council considers all proposed amendments from diocesan councils, parish  
37 councils with no diocesan council, and any provincial officers who submit the *(550F)*  
38 *Constitution & Bylaws Amendment Form*.  
39 2. The proposed amendment is presented at the provincial annual meeting of members by the  
40 provincial past president who moves its adoption. It is seconded and opened for discussion.  
41 At this time, it may be amended or postponed.

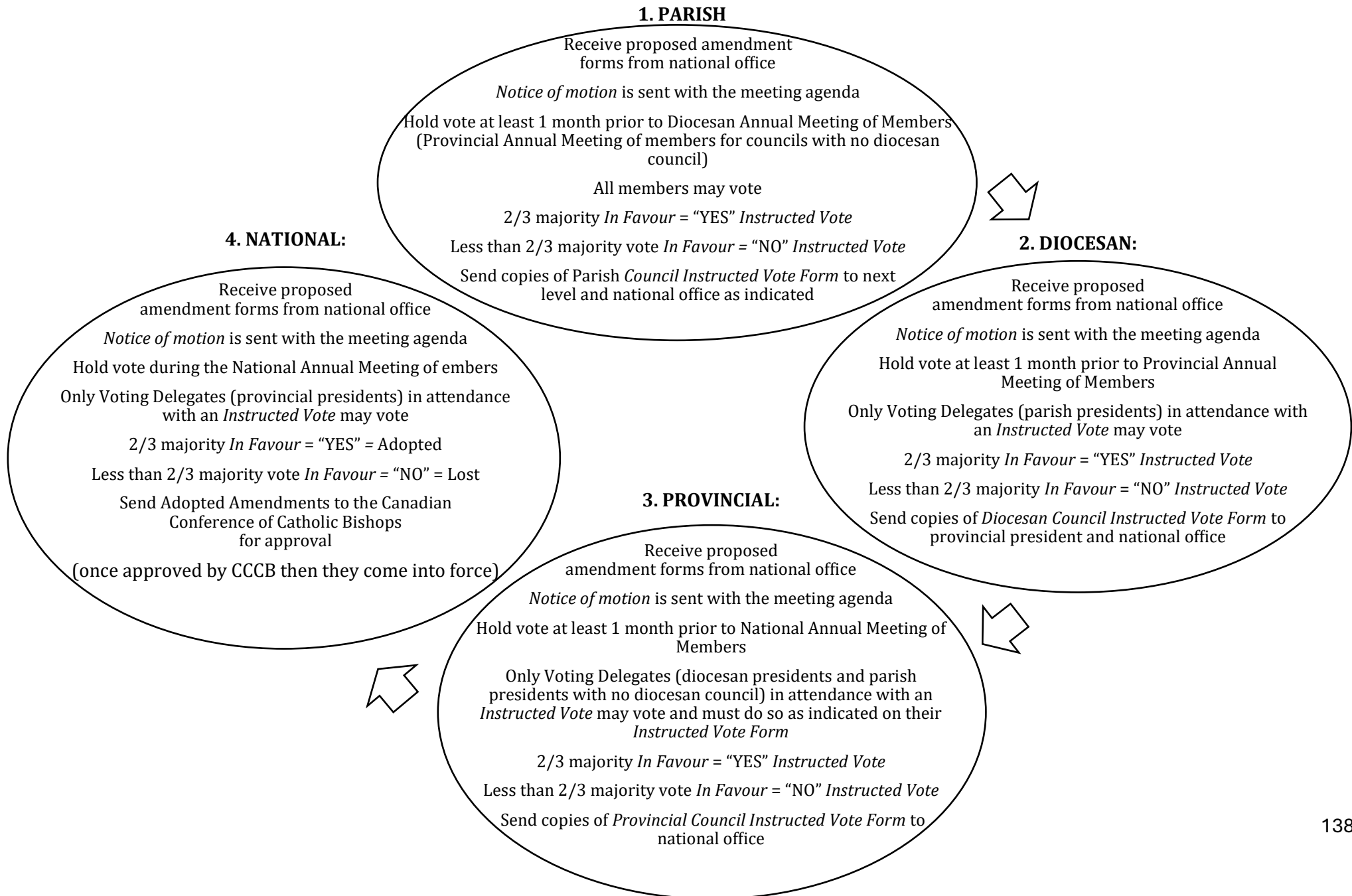
- 1 3. A two-thirds vote by voting and accredited delegates at the provincial annual meeting of  
2 members is required to adopt the proposed amendment and send it to the next level for  
3 consideration.
- 4 4. If adopted, the past president shall:
  - 5 • ensure that the president and secretary sign the original *(550F) Constitution & Bylaws*  
6 *Amendment Form* to certify that the amendment was adopted by a two-thirds vote of the  
7 voting and accredited delegates in attendance at the provincial annual meeting of  
8 members
  - 9 • send the proposed amendment to the national past president for consideration by the  
10 National Amendments Committee immediately following the provincial annual meeting  
11 of members
  - 12 • The deadline for submission to the national past president is August 31<sup>st</sup>.

#### 14 **National Amendments Committee**

15 The National Amendments Committees considers all proposed amendments from provincial  
16 councils and any national officers who submit the *(550F) Constitution & Bylaws Amendment Form*.

- 17 1. All proposed amendments must be submitted to the national past president by August 31<sup>st</sup>.
- 18 2. At any time prior to the circulation of a proposed amendment to the general membership, the  
19 originating council may withdraw the proposed amendment.
- 20 3. The National Amendments Committee will review and consider all submitted proposed  
21 amendments and compile submissions according to article, section and subsection of the C&B  
22 for the national executive to consider. Only a proposed amendment submitted in accordance  
23 with the general rules will be considered. The committee may:
  - 24 a. combine proposed amendments dealing with the same article, section and  
25 subsection in the *Constitution & Bylaws*
  - 26 b. contact the submitter when wording, meaning or reasons stated need further  
27 clarification
  - 28 c. edit submissions for grammatical and spelling errors and ensure vocabulary and  
29 sentence structure standardization without changing the intent of the original  
30 proposal
  - 31 d. prepare any additional proposed amendments required if a submission affects  
32 other articles, sections and subsections
- 33 4. The national past president will notify the president of the submitting provincial council in  
34 writing if the National Amendments Committee rejects a proposed amendment.
- 35 5. Once the national amendments committee has compiled a dossier of all the proposed  
36 amendments that meet the required criteria, the national past president shall present said  
37 proposed amendments to the national executive for consideration.
- 38 6. A two-thirds majority vote of the national executive is required to accept each proposed  
39 amendment for circulation to the membership.

PROCESS FOR *INSTRUCTED VOTE* ON C&B AMENDMENTS FLOW CHART (C&B PART XX)



1 Notice of the proposed amendments shall be circulated to all councils at least six months before the  
2 annual national meeting of members. (C&B, Part XX (c))

3  
4 Consult this Manual's Section 6: *Annual Meeting of Members & Conventions, Business Session,*  
5 *Instructed Vote* for full details on the *Instructed Vote* process.

6  
7 Only voting delegates (president or her designate named and registered as such prior to the annual  
8 meeting of members) in attendance at an annual meeting of members who have an *Instructed Vote*  
9 may vote on changes to the *Constitution & Bylaws*. They vote in accordance with their *Instructed Vote*.

10  
11  
12 In summary:

- 13 1. The process for giving parish voting delegates (parish council president or her designate  
14 named and registered as such prior the annual meeting of members) an *Instructed Vote* to be  
15 used at the diocesan annual meeting of members or the provincial annual meeting of  
16 members for councils with no diocesan council, begins at a parish council meeting early in  
17 the year:
  - 18 a. The parish president informs all members that voting on proposed amendment(s) to  
19 the *Constitution & Bylaws* will be held when sending the meeting announcement.
  - 20 b. At a parish council meeting held at least one month prior to the diocesan annual  
21 meeting of members or the provincial annual meeting of members for councils with  
22 no diocesan council, a vote is held on each proposed amendment received from  
23 national council.
  - 24 c. Before voting on a proposed amendment, it and the reasons for it must be read aloud  
25 to the assembly. Time for discussion and questions follow.
  - 26 d. Once the president closes the discussion and question period, the vote is taken.  
27 Record the number of votes for and against the proposed amendment.
  - 28 e. If two-thirds of the members present and voting have voted *In Favour* of the proposed  
29 amendment, the *Instructed Vote* the parish president, as voting delegate, will take to  
30 the diocesan annual meeting of members or to the provincial annual meeting of  
31 members for councils with no diocesan council, is "YES." If fewer than two-thirds  
32 voted *In Favour* of the proposed amendment, the *Instructed Vote* to be taken to the  
33 diocesan annual meeting of members or to the provincial annual meeting of members  
34 for councils with no diocesan council, is "NO."
  - 35 f. Both the parish president and the parish secretary sign the completed *Parish Council*  
36 *Instructed Vote Form* provided by national office to certify the vote results.
  - 37 g. The yellow copy of the *Parish Instructed Vote Form* is kept by the parish president and  
38 brought with her or her designate to the diocesan annual meeting of members or the  
39 provincial annual meeting of members for councils without a diocesan council.
  - 40 h. The white copy of the *Parish Instructed Vote Form* is sent to the diocesan president or  
41 the provincial president for councils with no diocesan council, at least two weeks  
42 prior to the diocesan annual meeting of members or the provincial annual meeting of  
43 members for councils with no diocesan council.
  - 44 i. The voting delegates (parish presidents or their designates) must have an *Instructed*  
45 *Vote* from their parish council and be present at the diocesan annual meeting of

1 members or provincial annual meeting of members for councils with no diocesan  
2 council, to be able to vote and must vote as instructed. If a voting delegate or her  
3 designate does not have the signed *Parish Council Instructed Vote Form* with her, she  
4 may ask the chairperson of the nominations and elections committee to provide her  
5 with a copy before the voting begins. If a voting delegate or her designate does not  
6 have an *Instructed Vote* from her council or is not present for the vote, she forfeits her  
7 privilege to vote on the motion put forward to amend the League's *Constitution &*  
8 *Bylaws*.  
9

- 10 2. The process for giving diocesan voting delegates (diocesan council president or her  
11 designate) an *Instructed Vote* to be held at the provincial annual meeting of members:
- 12 a. The diocesan president includes on the agenda of the diocesan annual meeting of  
13 members an item identified as a vote on proposed amendments to the League's  
14 *Constitution & Bylaws*.
  - 15 b. At the diocesan annual meeting of members held at least one month prior to the  
16 provincial annual meeting of members, a vote is taken on each proposed amendment  
17 received from national council.
  - 18 c. Before voting on a proposed amendment, it and the reasons provided for it must be  
19 read aloud to the assembly. No discussion or questions follow.
  - 20 d. The vote is taken by the voting delegates (parish presidents or their designates) in  
21 attendance with an *Instructed Vote*. Using the *Parish Council Instructed Vote Forms*  
22 received prior to the annual meeting of members, the *Instructed Votes* are verified  
23 during the voting to ensure that the voting delegates vote as "instructed".
  - 24 e. Votes for and against a proposed amendment to the *Constitution & Bylaws* are  
25 recorded.
  - 26 f. If two-thirds of the voting delegates or their designates in attendance with their  
27 *Instructed Vote*, vote *In Favour* of the proposed amendment, the result is recorded as  
28 "YES." If fewer than two-thirds vote *In Favour* of the proposed amendment, the result  
29 is recorded as "NO."
  - 30 g. Both the diocesan president and the diocesan secretary sign the completed *Diocesan*  
31 *Council Instructed Vote Form* provided by national office to certify the vote results.
  - 32 h. The yellow copy of the *Diocesan Instructed Vote Form* is kept by the diocesan  
33 president and brought with her or her designate to the provincial annual meeting of  
34 members.
  - 35 i. The white copy of the *Diocesan Instructed Vote Form* is sent to the provincial president  
36 at least two weeks prior to the provincial annual meeting of members.
  - 37 j. Voting delegates (diocesan presidents or their designates) must have an *Instructed*  
38 *Vote* from their council and be present at the provincial annual meeting of members  
39 to be able to vote and must vote as "instructed". If a voting delegate or her designate  
40 does not have the signed *Diocesan Council Instructed Vote Form* with her, she may ask  
41 the chairperson of the nominations and elections committee to provide her with a  
42 copy before the voting begins. If a voting delegate or her designate does not have an  
43 *Instructed Vote* from her council or is not present for the vote, she forfeits her privilege  
44 to vote on the motion put forward to amend the League's *Constitution & Bylaws*.  
45  
46  
47  
48

- 1 3. The process for giving provincial voting delegates (provincial council presidents or their  
2 designate) an *Instructed Vote* to be held at the national annual meeting of members:
- 3 a. The provincial president includes on the agenda of the provincial annual meeting of  
4 members an item identified as a vote on proposed amendments to the League's  
5 *Constitution & Bylaws*.
- 6 b. At the provincial annual meeting of members held at least one month prior to the  
7 national annual meeting of members, a vote is held on each proposed amendment  
8 received from national council.
- 9 c. Before voting on a proposed amendment, it and the reasons provided for it must be  
10 read aloud to the assembly. No discussion or questions follow.
- 11 d. The vote is taken by the voting delegates (diocesan presidents or parish presidents  
12 with no diocesan council) or designates in attendance with an *Instructed Vote* from  
13 their council. Using the *Diocesan Council Instructed Vote Forms* received prior to the  
14 annual meeting of members, the *Instructed Votes* are verified during the voting to  
15 ensure that the voting delegates vote as "instructed".
- 16 e. Votes for and against a proposed amendment to the *Constitution & Bylaws* are  
17 recorded.
- 18 f. If two-thirds of the voting delegates or their designate in attendance with their  
19 *Instructed Vote*, vote *In Favour* of the proposed amendment, the result is recorded as  
20 "YES." If fewer than two-thirds vote *In Favour* of the proposed amendment, the result  
21 is recorded as "NO."
- 22 g. Both the provincial president and the provincial secretary sign the completed  
23 *Provincial Council Instructed Vote Form* provided by national office to certify the vote.
- 24 h. The yellow copy of the *Provincial Instructed Vote Form* is kept by the provincial  
25 president and brought with her or her designate to the national annual meeting of  
26 members.
- 27 i. The white copy of the *Provincial Instructed Vote Form* is sent to national office at least  
28 two weeks prior to the national annual meeting of members.
- 29 j. Voting delegates (provincial presidents or their designates) must have an *Instructed*  
30 *Vote* from their council and be present at the national annual meeting of members to  
31 be able to vote and must vote as instructed. If a voting delegate or her designate does  
32 not have the signed *Provincial Council Instructed Vote Form* with her, she may ask the  
33 chairperson of the nominations and elections committee to provide her with a copy  
34 before the voting begins. If a voting delegate or her designate does not have an  
35 *Instructed Vote* from her council or is not present for the vote, she forfeits her privilege  
36 to vote on the motion put forward to amend the League's *Constitution & Bylaws*.
- 37 k. The provincial council's *Instructed Vote* is the final vote and will be used at the  
38 national annual meeting of members.
- 39
- 40 4. Final *Instructed Vote* on a Proposed Amendment to the League's *Constitution & Bylaws*
- 41 a. The national president includes on the agenda of the national annual meeting of  
42 members an item identified as a vote on proposed amendments to the League's  
43 *Constitution & Bylaws*.
- 44 b. Upon receiving the *Provincial Council Instructed Vote Form* at national office, the  
45 results of the votes are noted to ensure that the voting delegates vote as "instructed".
- 46 c. The proposed amendment and the reasons for it are read aloud to the assembly. No  
47 discussion or questions follow.

- 1 d. Voting delegates or their designates, use their *Instructed Vote* as indicated on their  
2 *Provincial Instructed Vote Form*, to vote on the proposed amendment.  
3 e. Votes for and against the proposed amendment are recorded. An abstention on any  
4 proposed amendment will be considered a “no” vote.  
5 f. If two-thirds of the voting delegates present with their *Instructed Vote* have voted *In*  
6 *Favour* of the amendment, then the proposed amendment is adopted. If there are  
7 fewer than two-thirds *In Favour* of the proposed amendment, then the proposed  
8 amendment is lost.  
9

10 **Note:** Amendments to the League’s *Constitution & Bylaws* adopted by *Instructed Vote* at the national  
11 annual meeting of members require the approval of the Canadian Conference of Catholic Bishops.  
12 This approval shall be requested within sixty (60) days following the national annual meeting of  
13 members. No amendment shall enter into force or be acted upon prior to approval being received.  
14 (C&B, Part XX, (d)).

15 Duly adopted amendments are forwarded to and retained by the appropriate federal ministry  
16 responsible for overseeing organizations governed by the *Canada Not-for-profit Corporations Act*.  
17  
18

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## 19 REVISIONS TO THE NATIONAL MANUAL OF POLICY & PROCEDURE

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20 Councils and members must forward proposed revisions to this manual using the *(551F) National*  
21 *Manual of Policy and Procedure Revisions Form* to be submitted to national office by December 1<sup>st</sup>.

22 Proposed revisions to this manual may not conflict with existing League policy in the C&B. If the  
23 revision being sought does conflict, then an amendment to the C&B must first be requested using the  
24 procedure outlined above.

25 The national past president shall be responsible for reviewing all submitted revisions annually and  
26 presenting her recommendations to the national executive for adoption at its winter mid-term  
27 meeting. She may choose to strike an ad hoc subcommittee to assist her.  
28  
29

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

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31 The League has adopted *Robert’s Rules of Order* as the parliamentary authority for conducting  
32 business meetings at all levels.

### 33 Rules of Order

34 *Robert’s Rules of Order* shall apply to those questions of parliamentary procedure not specified in the  
35 *Constitution & Bylaws* (C&B, Part XXI (a)) or adopted as standing rules of an annual meeting of  
36 members.  
37

1 A parliamentarian may be appointed for the annual meeting of members at the discretion of the  
2 president. (C&B, Part XXI (b))

3 *Rules of Order* are the rules necessary to conduct business meetings in an orderly fashion, with due  
4 regard for the opinion of all members and to complete as much business as possible in as short a time  
5 as possible.

6 Instructions on how to introduce and process motions are found in Appendix 18: *Motions*.

7

## 8 **The basic principles of Parliamentary Procedure**

9

- 10 1. That all members have equal rights and obligations. These include proposing motions,  
11 seconding motions, amending motions, expressing a point of view, asking questions, and  
12 voting.
- 13 2. That the minority be heard. All members have the right to express their views and to have  
14 those views respected.
- 15 3. That the majority rules. All motions are decided by a majority vote except when the (604)  
16 *Constitution & Bylaws* state otherwise or when the rights of the members are involved.
- 17 4. That only one matter be under consideration at a time. Questions or issues are presented to  
18 the assembly in the form of motions and only one main motion may be dealt with at a time. It  
19 must be settled in some way before another subject can be proposed. Secondary motions (e.g.,  
20 to amend, to refer to a committee) may be presented at the same time as a main motion to  
21 settle the main motion.
- 22 5. That all matters be open to full and free discussion before decisions are made on them.  
23 Members have the right to discuss matters before the assembly, so long as the rules of the  
24 organization are followed. Members also have the right to be informed on the issue and its  
25 effect before voting on it.
- 26 6. That the chair be impartial. To be fair to the members during discussion, the chair must remain  
27 impartial. If the president wishes to state an opinion while presiding at a meeting, she must  
28 vacate the chair. There are occasions when other officers or members should retain  
29 impartiality.
- 30 7. That simplicity and good will prevail. Simple, easily understood procedures are the ideal and  
31 will promote good will. Confusing technicalities may lead to dissension.

32

## 33 **Standing Rules of an Annual Meeting of Members**

34 Each annual meeting of members sets its own standing rules in accordance with *Robert's Rules of*  
35 *Order*. They are applicable for the duration of the annual meeting of members in session only. Even  
36 though the standard rules may be the same from one year to the next, the rules must be adopted by  
37 each new annual meeting of members.

38 Standing rules for the annual meeting of members and convention are presented by the council's past  
39 president to the executive at their mid-term meeting or the pre-convention executive meeting.  
40 Standing rules are usually printed in the annual report or program book or are made available to

1 attendees upon request. At the beginning of the business session of an annual meeting of members,  
2 a motion is proposed, debated and voted on to adopt the standing rules of the annual meeting of  
3 members. This motion requires a two-thirds vote *In Favour* to be adopted. To rescind or amend the  
4 rules once they have been adopted requires a two-thirds vote. To suspend a rule requires a majority  
5 vote.

6 Sample standing rules are found in Appendix 19: *Standing Rules*.

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## SECTION 12: PRIVACY POLICY

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### Preamble

The *Personal Information Protection and Electronic Documents Act* (PIPEDA) is Canada's federal private sector privacy law. It sets out the ground rules for how business must handle personal information in the course of commercial activities.

The League does not fall under PIPEDA regulations; however, as a federally regulated not-for-profit membership association that conducts some commercial activities, it uses PIPEDA information principles to reassure its members that their information is handled with confidentiality.

PIPEDA information principles are:

1. Accountability
2. Identifying purposes
3. Consent
4. Limiting collection
5. Limiting use, disclosure and retention
6. Accuracy
7. Safeguards
8. Openness
9. Individual access
10. Challenging compliance

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 executive director, as the privacy officer, is responsible for implementing the policy, monitoring compliance and initiating action to clarify policies and practices.

### How to Access Your Personal Information

The League provides notice about its privacy policies and procedures and identifies the purposes for which personal information is collected, used, retained and disclosed. It is circulated with the membership renewal packages sent to parish councils. It is to be prominently displayed wherever a parish council is accepting renewals. It is also available on demand by emailing a request to [membership@cwl.ca](mailto:membership@cwl.ca).

### Member's Right to Access

1. Members have two methods for accessing their personal information. They can request to see the membership list from their parish administrator. The administrator is authorized on behalf of all members of her council to modify personal information contained on the membership list when disparities or inaccuracies are noticed.

- 1 2. Members may also write to the executive director (privacy officer) at national office to obtain a  
2 copy of the personal information held on file. Responses are sent within 45 days of the original  
3 date of the request.  
4  
5

## 6 **Membership Lists**

- 7 1. The national office, through parish administrators, collects and retains member information  
8 including names, addresses, telephone numbers and email addresses. The member record also  
9 includes the year joined, the years paid and the years of service of each member.  
10 1. Parish administrators are responsible for ensuring the information is accurate. National office  
11 staff rely on the parish administrator to systematically update and maintain relevant, accurate  
12 and complete personal information on her council members, submitting changes to national  
13 office as soon as a change is needed.  
14 2. Only authorized national office staff and parish administrators duly authorized by their council  
15 executive have access to personal information and do so through the Membership List System.  
16 3. National office staff does not disclose the information on record for any “non-executive” member  
17 without the express consent of the member. This includes inquiries from sister members.  
18 4. Information on members is stored in a custom membership database housed by a professional IT  
19 service provider in Canada. Both firms are Canadian companies and protect League data with  
20 ransomware protection, anti-malware services, vulnerability assessments, security risk analyses  
21 and extensive backup systems.  
22 5. Hard copies of membership lists are retained in national office for two years, then shredded.  
23  
24

## 25 **Releasing Member Information Under Special Circumstances**

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

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

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

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

1 diocesan councils exist) to national office to receive the membership list of that parish council  
2 for the sole purpose of offering support and information for obtaining and keeping  
3 membership in the League.

4 4. The written request must outline all actions taken to contact the parish council and its  
5 executive and attest that no responses to the requests were received.

6 5. The written request will be reviewed by the national vice president who will make the  
7 determination if the membership list should be released by national office.

8

### 9 **Elected Officer Information**

10 1. The national office collects contact information for those who hold elected office at national,  
11 provincial and diocesan levels, with limited collection of information for those who hold  
12 elected office at the parish level. Officers must be accessible to the members they agree to  
13 serve, i.e., national to provincial, provincial to diocesan, diocesan to parish, parish to its  
14 members.

15 2. Implicit consent is given when a member allows her name to stand for office.

16 3. Elected members may not opt out of being contacted by the members they serve.

17 4. Information for diocesan, provincial and national officers is collected by the council secretary  
18 at the first executive meeting following election and forwarded to national office for use when  
19 sending communications and forwarding inquiries.

20 5. National office staff only disclose contact information on record for executive members in  
21 accordance with the League's communication policy.

22

### 23 **Life Member Information**

24 1. The national office collects service history and personal interests of life members and adds  
25 periodic updates to the information provided. The information is used by the board and the  
26 life member liaisons and is not disclosed to other parties.

27 2. Life members may not opt out of being contacted with requests for information or service.

28 3. Information on life members is kept on file in perpetuity, either as active life members or in  
29 the archival records.

30

### 31 **Mentors Skills Bank**

32 1. The national office collects educational and professional information from members  
33 interested in being included on the mentors' skills bank, as well as periodic updates to the  
34 information provided. The information is used by councils at all levels seeking subject matter  
35 expertise and is not disclosed to other parties.

36 2. Mentors may not opt out of being contacted with requests for information or service.

37 3. Information on mentors is destroyed once the mentor ceases to be a member or chooses to  
38 be removed from the list.

39

1    **Subscription to The Canadian League**

- 2           1. The national office collects sufficient personal information to allow for the mailing of *The*  
3           *Canadian League* magazine. The subscription is automatic; consent is implied when the  
4           membership fees are received.  
5           2. Members may opt out of receiving the magazine by expressing their intent to their parish  
6           administrator.  
7           3. Members may opt to receive the digital copy of *The Canadian League* magazine by advising  
8           their parish council administrator.  
9           4. The League’s mailing house, an identified third party, requires members’ personal  
10          information with which to affix address labels on the magazines for the post. The personal  
11          information forwarded includes members’ names, addresses and the councils to which they  
12          belong. These records are sent electronically. No information is retained by the mailing house.  
13          5. For those who opt to receive the digital version, national office will send them an email  
14          notification as each issue is released and available on the national web site.  
15  
16

17    **Photographs**

- 18          1. The national office receives and publishes photographs of members involved in League  
19          activities for use in internal League publications, and on its website and social media  
20          channels. Consent to be photographed is implied by attendance at the event.  
21          2. Members who do not wish to be photographed may opt out by speaking to the organizer of  
22          the event.  
23

24    **National Bursary Applications**

- 25          1. The national office collects educational information and personal goals for those interested  
26          in applying for League bursaries. The information is not disclosed to other parties.  
27          2. Bursary applications are kept for a six-year period, after which the paper forms are shredded  
28          or their electronic applications deleted  
29

30    **National Office Supplies Purchases**

- 31          1. The national office operates a secure e-shop (*League-shop*) on its website. Home addresses,  
32          shipping addresses and credit card information are required to process and ship orders.  
33          2. Payment by credit card is managed by Moneris payment processing services and is not  
34          disclosed to the national office. Payment by cheque is managed by national office staff; no  
35          cheque details are retained after the payment is deposited.  
36          3. Sales orders, including names, home addresses and shipping addresses, are retained as  
37          permanent records in the membership database. Hard copies of invoices are retained for  
38          seven years. Payment information is not retained.  
39  
40

1 **Disclosure to Third Parties**

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

17 **Email Protocol**

- 18 1. Members of council executives must be willing to share their contact information (telephone
- 19 numbers and email address) with their council members and the executives at all levels.
- 20 2. Provincial and diocesan councils have generic emails available on the national web site for
- 21 members. This email must be monitored every few days by the council secretary who will
- 22 either respond or send the email to the appropriate officer to respond to while informing the
- 23 member that her enquiry has been forwarded to that member of the executive. Parish
- 24 councils are also encouraged to have a generic email, monitored by the council secretary, for
- 25 member enquiries.
- 26 3. When sending emails to members, always use the BCC feature, especially with group emails.
- 27 This maintains the confidentiality of other members and to avoid responses being sent to all
- 28 recipients.
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## SECTION 13: ETHICAL GUIDELINES AND CONFLICT OF INTEREST

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### ETHICAL GUIDELINES

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#### Preamble

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.

The League recognizes its responsibility to provide a set of ethical guidelines for its members, in alignment with both the Mission Statement and the Objects of the League.

The Mission Statement of the League pledges each member 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) The ethical guidelines are also, therefore, situated within the context of lay ministry and participation as members in the common mission of the church.

#### 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.)

In all areas of service, members are called upon to:

- Communicate and act in a manner that is consistent with the common mission of the church
- Maintain an active relationship and good standing with the Catholic church
- Seek ongoing faith education and spiritual development
- Communicate and act in ways that respect the equal dignity and worth of every individual
- Communicate and act in ways that reach out to those who are suffering, weak or vulnerable
- Demonstrate respect for diverse cultures
- Avoid discrimination "based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability" (*Canadian Charter of Rights and Freedoms*)
- Refrain from and protect others from any form of coercion, intimidation, questionable behaviour or abusive words or actions

1 **TRANSPARENCY AND TRUST IN RELATIONSHIPS**

2 Christian leaders are called to be good shepherds who care about those whom they serve and who  
3 refrain from exploiting their position for their own personal interests or agenda.

4 Where League service involves confidential communication, counseling and trust, members shall:

- 5 • work always to promote the interests and well-being of those being served, refraining from
- 6 exploiting relationships of trust and authority
- 7 • treat all communications from those they serve with confidentiality except when permission for
- 8 disclosure is granted
- 9 • understand the limits of their own competence and make referrals to other professionals when
- 10 appropriate

11

12 **RELATIONSHIPS WITH YOUNG PERSONS**

13 Jesus welcomed and reached out to children and His teachings underline the need to develop a moral  
14 environment that protects the well-being of young people.

15 In any outreach to young persons, members must exercise ethical vigilance and:

- 16 • promote programs or services for children and adolescents aimed at a healthy, integrated
- 17 development of the young person's faith, values, personality, talents and mental and physical
- 18 abilities
- 19 • promote the rights and dignity of young people while remaining mindful of parental rights and
- 20 obligations
- 21 • promote respect for the young person's cultural background and identity
- 22 • foster a culture that promotes balanced and reasonable goals for young people
- 23 • monitor and report to the council president, spiritual advisor and police inappropriate behaviour
- 24 or speech and over-familiarity towards young persons
- 25 • ensure that two adults are always present when accompanying one or a group of young persons
- 26 or when transporting them
- 27 • follow diocesan protocol for the protection of children and vulnerable persons

28

29 **RELATIONSHIPS WITH COLLEAGUES AND THE CLERGY**

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

32 These guidelines are relevant to members of the League:

- 33 • Treat leadership responsibilities as a work of dedicated service rather than as a form of
- 34 entitlement or privilege.
- 35 • Foster transparency and accountability to fellow members as well as to those who are served by
- 36 keeping them informed of policies, procedures and decisions related to their field of service,
- 37 including any changes affecting them.
- 38 • Solicit and attend to feedback from members and those who are served.
- 39 • Exercise good stewardship of resources entrusted to one's care and employ good financial
- 40 practices.

- 1 • Recognize that good judgement is achieved through consultation rather than through isolated
- 2 decision-making.
- 3 • Seek advice and counsel of clergy, colleagues and other professionals whenever it is in the best
- 4 interest of those being served.
- 5 • Promote solidarity, justice and service in a spirit of collaboration.
- 6 • Refrain from maligning other members or the clergy.
- 7 • When conflict occurs, seek dialogue, reconciliation and counsel, and if necessary, professional
- 8 mediation.
- 9 • Take collegial and responsible action when concerns about or direct knowledge of misconduct
- 10 occur.

11

## 12 **CIVIC DUTIES**

13 Because the League is a Catholic lay association, its services and activities are important

14 contributions to civil society.

15 Members should strive to be engaged citizens.

- 16 • Communicate and act in a manner that is consistent with the “supremacy of God and the rule of
- 17 law” (*Canadian Charter of Rights and Freedoms*).
- 18 • Communicate and act in ways that promote a “culture of life” and respect the inviolable right to
- 19 life of all human beings.
- 20 • Communicate and act in ways that respect and promote the Catholic vision of marriage and family
- 21 life.
- 22 • Promote justice in relationships with others, especially on behalf of persons in need.
- 23 • Encourage informed public debate on issues of social and moral concern.
- 24 • Foster responsible and active citizenship in a pluralistic, democratic country.

25

## 26 **SCREENING PROCEDURES**

27 Councils may avail themselves of the screening procedures offered by their dioceses or the local

28 police department. These procedures ensure the integrity, safety and reputation of volunteer League

29 officers and any members who minister to young persons and the vulnerable.

30 Final ratification of the screening results is the responsibility of the League’s parish council president.

31 Members will ensure all screening criteria are met within their work in the parish, as per diocesan

32 protocols.

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36 *These guidelines have been drawn from a document prepared in 2007 by the English-Speaking Catholic Council of*

37 *Greater Montreal, following an in-depth consultative process involving both lay and clergy input, and they have*

38 *been adapted for the needs of the League. Used with permission.*

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1 **CONFLICT OF INTEREST**

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2 **Definition of Conflict of Interest**

3 **Conflict of Interest**

4 Any director who has any direct or indirect personal  
5 interest, gain or benefit in an actual or proposed contract,  
6 business transaction, financial arrangement or other matter  
7 with the League shall declare her interest therein at the first  
8 opportunity at a meeting of the national executive. (C&B, Part X, Section 13)

9 For the purposes of the League’s Policy, a conflict of interest means a situation in which a director,  
10 officer, member or employee has a private or personal interest sufficient to influence, or which  
11 could reasonably appear to influence, the objective exercise of her duties at The Catholic Women’s  
12 League of Canada.

13 “Private or personal interest” includes, but is not limited to, such person's self-interest or benefit,  
14 the interests or benefits of her family, friends, business partners or the like, as well as the interests  
15 of another organization in which she owns or has an interest or holds a position (voluntary or  
16 paid).

17 “Objective exercise of duties” refers to an individual’s ability to meet her responsibility to act  
18 honestly and in good faith with a view to the best interests of the League, without conflict or the  
19 appearance of same.

20 Directors, officers, members and certain employees have a duty to act impartially and place the  
21 interests of the League first, with decisions being unaffected by self-interest, self-dealing or the  
22 appearance of the foregoing. In making decisions affecting the League, all such persons shall  
23 exercise the care, diligence and skill of a reasonably prudent person in comparable circumstances  
24 and avoid conflicts between the interests of the League and any opposing or potentially opposing  
25 interests, including their own.

26  
27 Consult Appendix 20: *Conflict of Interest*.

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30  
31 *Note: Reviewed and edited by the League’s legal firm August 2025*

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## APPENDIX 1: HISTORY OF THE CATHOLIC WOMEN'S LEAGUE OF CANADA

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1  
2 The history of The Catholic Women's League of Canada began with the papal encyclical *Rerum*  
3 *Novarum* by Pope Leo XIII, May 18, 1891. This set the church on a dramatic path into the 20<sup>th</sup> century  
4 calling for workers to have the right to dignity, to form unions, to just wages and fair working  
5 conditions. Later, Pope Pius XI called for Catholic lay action designated as "the participation of the  
6 laity in the apostolate of the hierarchy." In 1906, this call was heard in England by Margaret Fletcher.  
7 She founded a national organization for Catholic women, a non-political organization for the  
8 formation of religious and intellectual interests, as a response to the call for Catholic lay action and  
9 to address the severe socio-economic needs of the working classes in Britain.

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

21 Catholic women's groups in Canada were forming in the major cities of Montreal (1917), Toronto  
22 (1918), and Halifax (1919), with each group functioning in its own territory, whether in parish or  
23 diocese. In 1918, all nationally organized groups were called to Ottawa to share their opinions with  
24 the federal government about the settling of immigrants flocking to Canada. However, there was no  
25 national organization of Catholic women represented, so Loretta Kneil, sister of Katherine Hughes,  
26 contacted Belle Guerin, President of the Catholic Women's Club of Montreal, who subsequently met  
27 with the federal minister and was inspired to push for such a national organization. Invitations were  
28 sent to cities where the League was established locally and to the societies of Catholic women in  
29 Hamilton, St. Catharines and Saint John. The first gathering was held in Montreal on June 17, 1920.  
30 On June 19, 1920, the Catholic Women's League of Canada was founded and placed under the  
31 patronage of the Canadian hierarchy. More than one hundred "sub-divisions" (councils) were  
32 organized within the first year by women traveling across the vast country by train, visiting small  
33 and large centres in every diocese, inspired by the motto "For God and Canada."

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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
  - ❖ Raymond-Marie Cardinal Rouleau and Most Rev. Andrea Cassulo, Apostolic Delegate to Canada and Newfoundland, 1929–31
  - ❖ Most Rev. Andrea Cassulo, 1932
  - ❖ J.M. Rodrique Cardinal Villeneuve and Most Rev. Andrew Cassulo, 1933–36
  - ❖ J.M. Rodrique Cardinal Villeneuve, 1937–46
  - ❖ James C. Cardinal McGuigan, 1947–74
- mandated by the Canadian Catholic Conference of the Hierarchy, January 1, 1948
- granted the special patronage of the Canadian Conference of Catholic Bishops, 1976 and 1989
- recognized by the Canadian Conference of Catholic Bishops as a lay association of women, 1992
- commended on numerous occasions by Sovereign Pontiffs, Pope Pius XI, Pope Pius XII, Pope John XXIII, Pope Paul VI and Pope John Paul II
- recognized by the Canadian Conference of Catholic Bishops as a national private association of the faithful, 2005

The Catholic Women’s League of Canada:

- comprises 11 provincial councils – one for each of the 10 provinces which includes the territories, and the 11<sup>th</sup> council being that of the military ordinariate, which was granted provincial status in 1965
- has received the commendation and keen appreciation of federal, provincial and municipal authorities, for the voluntary services ably performed by its nationwide membership
- was granted federal incorporation December 12, 1923, and is a registered not-for-profit membership association governed under the *Canada Not-for-profit Corporations Act*
- does not have registered charitable status

## APPENDIX 2: HISTORY OF THE IMAGE 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 15<sup>th</sup> 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 15<sup>th</sup> century. The picture reflects the formative period of the master's work and was probably painted between 1437 and 1440.

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

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

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

All councils and members are encouraged to celebrate the Feast of Our Lady of Good Counsel on or around April 26<sup>th</sup> every year. Councils may request the original picture or the modern alternative when purchasing stock items.



## APPENDIX 3: WORLD UNION OF CATHOLIC WOMEN'S ORGANISATIONS

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The World Union of Catholic Women's Organisations (WUCWO) ([www.wucwo.org](http://www.wucwo.org)) 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. The Catholic Women's League of Canada joined this international body in 1921 and maintains active affiliation.

Currently, 91 organizations belong to WUCWO. These organizations are from Africa, Asia Pacific, Europe, Latin America and the Caribbean, and North America. 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 the 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 has a permanent direct relationship in the Dicastery for Laity, Family and Life as established by canon law for international public associations of the faithful. It maintains relations with:

- |   |          |   |
|---|----------|---|
| • Secretariat of State                                | 35       | • Congregation for Propagation of the Faith |
| • Dicastery for Life, Family and Faith                | 36       |   |
| • Dicastery for Promoting Integral Human Development  | 37<br>38 | • Congregation for Catholic Education       |
| • Dicastery for Communication                         | 39       | • Pontifical Academy for Life               |
| • Pontifical Council for Culture                      | 40       | • Secretariat for the Synod of Bishops      |
| • Pontifical Council for Promoting Christian Unity    | 41<br>42 | • Pontifical Commission for Latin America   |
| • Pontifical Council for Promoting New Evangelization |          | • Various pontifical universities           |

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.

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

**APPENDIX 4: PINS AND AWARDS REQUIRING NOMINATION TO NATIONAL LEVEL**

Criteria	Maple Leaf Service Pin	Bellelle Guerin Award	Life Membership
Minimum years of service	Suggested 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"> <li>1. Active service at the parish level</li> <li>2. Service on the parish executive</li> <li>3. Service at diocesan and/or provincial level</li> <li>4. Extraordinary service to the League, contributing at the parish and diocesan [where applicable] and/or provincial level</li> </ol>	<ol style="list-style-type: none"> <li>1. Four years at diocesan level, including term as diocesan president</li> <li>2. Four years at provincial level, excluding term served as diocesan president</li> <li>3. Special norms for Military Ordinariate, New Brunswick, Newfoundland and Labrador, Ontario and Prince Edward Island and Quebec</li> </ol>

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Criteria	Maple Leaf Service Pin	Bellelle Guerin Award	Life Membership
Description of nominee’s attributes	None	<ol style="list-style-type: none"> <li>1. A demonstrated love of the League through words and actions</li> <li>2. Does not qualify for life membership and has opted out of ever accepting a life membership in the future</li> </ol>	<ol style="list-style-type: none"> <li>1. A demonstrated love of the League</li> <li>2. Ability to encourage others</li> <li>3. Ability to participate in study, research, workshops, etc.</li> <li>4. Availability and willingness to continue to serve</li> </ol>
Nominating council	Parish	Parish, diocesan or provincial	Diocesan or provincial
Form to be completed by nominating council	<i>(509) Maple Leaf Service Pin Form</i>	<i>(503) Bellelle Guerin Award Form</i>	Nomination for Life Membership (see <i>(508) Life Member Nomination Package</i> )
Form to be completed by nominee	None	<i>(503A) Bellelle Guerin Award Disclaimer Form</i>	Life Member Nominee Questionnaire Form (see <i>(508) Life Member Nomination Package</i> )
Deadline for submission	None	None	December 15 <sup>th</sup>

2

3 A copy of the Ceremony for Presentation of Service Pins (to be used for awards and certificates as  
4 well), may be found in the [\(603\) Ceremonies Handbook](#).

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## APPENDIX 5: GUIDELINES FOR WRITING ANNUAL REPORTS

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The process and method for compiling the annual reports for diocesan and provincial levels and the deadlines for doing so are set by provincial executives. Provincial executives should disseminate instructions to diocesan and parish councils no later than September to ensure that they have the information they need to complete their annual reports.

### **Annual Reporting Guidelines for Diocesan and Provincial 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.

#### Preparation:

- Review the annual report survey summary of parish council activities provided by national office.
- Report actual activities, events or special projects. Summarize the common activities and highlight one or two that were unique in some way.
- Include only activities that pertain to the committee being reported on.
- If an activity relates to a resolution that has been adopted, the chairperson to whose committee the action plan was referred should report on the activity. The chairperson of social justice's 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.
- Report on the use of national resources, in particular new initiatives.
- Categorize members' and councils' involvement in charities and projects.
- Include new projects undertaken on a one-time basis with successful results.
- Highlight the activities of the chairperson.
- Include information from sub-committee chairpersons
- Ensure that all names of organizations, persons and titles are spelled correctly.
- Recommendations and suggestions for the future should be general and simply stated.
- Do not include scripture, prayers, poetry or personal messages.

## APPENDIX 6: ARCHIVES - GUIDELINES FOR PARISH, DIOCESAN & PROVINCIAL

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Archives are the permanent history of the League. Preservation of archives is a priority for every past president. The past president should appoint an archives sub-committee of interested and experienced council members to maintain the archives and history. Funds should be included in the council budget to purchase required archival supplies.

### **Location of Archives**

All archives should be kept in a locked filing cabinet on church property or in a secure facility at the diocesan archives' location. 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, a copy is given to the current council president and a copy is attached to the minutes.

### **History Books**

All parish, diocesan and provincial history books contain the stories of their respective councils. They are to be stored in the archives of the level at which they are composed. A copy of same may be shared with levels within their province as desired. Once per year, national office staff will prepare an acid-free file box with materials pertaining to the national level, along with an index of same, to Library and Archives Canada located in Ottawa. An index of the contents of each box will be kept at national office.

### **Recommended Filing of Information**

- a. Binders - 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.
- c. All information (especially newspaper clippings) should include names, publication and date, and should be photocopied for better preservation.
- d. USB keys can be utilized for preservation of written information, but members need the visual history so all information stored on electronic or digital devices should also be committed to paper (acid-free paper, where possible).
- e. Materials such as photographs, videos and scanned or saved documents may be stored on the cloud so that they may be retrieved at any time should a council's archives be destroyed accidentally or through disaster. Username and password should be kept by the past president, secretary and president.
- f. 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.

## 1 **Contents of Binders or Archival Files**

- 2 a. Members: Councils are encouraged to set up a binder with a page, in alphabetical order, for  
3 each member. This page should have information about the member, including the year she  
4 became a member, offices held at each level in the League, other League work (projects,  
5 convention chairperson, dinners, League community related activities, World Day of Prayer,  
6 etc.), ministries in the church, awards and pins received, a photograph of the member and any  
7 other pertinent information as determined by the council. This page should be sent to the new  
8 council when a member moves. When the member dies, this page should be transferred to a  
9 separate binder or file for deceased members, noting the date of death and including death  
10 notices and funeral cards where available (see “c” below).
- 11 b. Past Presidents: Each past president is encouraged to write up to three pages outlining the  
12 highlights of her term as president. Add a photograph of the past president and the executive.  
13 These highlights become valued historical notes for future council histories.
- 14 c. Deceased Members: When the council keeps a page record of each member (as indicated in  
15 “a”), the page will be kept in an archival binder, alphabetically or by the year of death, to be  
16 determined by the council. This file can be in addition to or as part of the *Book of Life*, in which  
17 the names of all deceased council members are kept.
- 18 d. Minutes: Past minutes are archived after six years. They should be retained in dated binders  
19 or files. These minutes are a permanent record of council activities and must be kept forever.  
20 Council minutes are kept by the secretary for the current president’s term and the previous  
21 two terms for a total of six years before being archived.
- 22 e. Motions Book/File: Motions should be kept by the secretary in an active file. Every three  
23 years, rescinded motions will be placed into the archival motions binder for historical  
24 purposes. The standing motions and motions that have been amended are kept in the active  
25 book/file.
- 26 f. Treasurers Ledgers: Accounting records (ledgers only) are retained and may be placed in  
27 archives after five years and are kept permanently.
- 28 g. Annual Reports: Annual reports of the council are kept by the secretary for six years and then  
29 retained in an archival binder for reference and indexed by the year the report was given.
- 30 h. 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 i. 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, 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
  - 42 - a record of the charter, dates, names of charter members

1 **ADDITIONAL INFORMATION FOR ARCHIVING**

2 **Set up the files:**

- 3 • The ultimate archival and historical records of the council are the minutes of executive and  
4 general meetings (preferably the approved and signed versions). Complete and accurate  
5 minutes are so important because they are the official record of the council's work.  
6 • Other key items:  
7 ○ council charter and list of charter members  
8 ○ membership lists  
9 ○ annual reports,  
10 ○ annual financial statement or summary  
11 ○ council policies  
12 ○ special events programs  
13 ○ council newsletters  
14 ○ significant pieces of correspondence (e.g. signed by "important" people or regarding  
15 collaborative League projects), etc. Correspondence files can contain real jewels – be  
16 sure to go through them carefully before discarding anything.  
17 • Subject files, organized alphabetically by topic (materials organized by date within each file)  
18 • Index of the files (for easy filing of incoming items and to prevent duplication)  
19 • Use only coated paperclips, as needed.  
20

21 GATHER: League archives from all members, most especially the officers after every 2-year term  
22

23 **Keep:**

- 24 • Anything the local council creates and be sure to make print copies of electronic or digital  
25 items (technology changes frequently, rendering older forms of electronic files obsolete and  
26 unreadable very quickly; paper may be old-fashioned, but it endures if stored properly)  
27 • Photos, scrapbooks, etc. All must be labelled with dates, events and names of people in the  
28 pictures; newspaper clippings must be photocopied to circumvent disintegration of the  
29 newsprint  
30 • Selected information from other agencies that pertains to the work of or has content about  
31 the League or a member

32 **Discard:**

- 33 • Duplicates, materials from other agencies if they have their own archives, and the accounting  
34 records (receipts, cheque stubs) that are more than five [5] years old (Do keep annual  
35 financial statement/summary, and selected financial artifacts that could become historically  
36 significant)  
37 • All staples must be removed prior to recycling or shredding when discarding paper.  
38 • Most importantly, if in doubt, KEEP IT! One can always discard later, but the "undo" button  
39 has yet to be invented on shredders and garbage disposals.  
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1 **APPENDIX 7: SAMPLE AGENDA**

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2 **The Catholic Women's League of Canada**  
3 **St. Mary's Parish Council**  
4 **Agenda for General Meeting**  
5 **To be held in Parish Hall**  
6 **February 11, 20XX**  
7

- 8 1. Call to order  
9 2. Opening prayer, and spiritual program  
10 3. Territorial acknowledgement  
11 4. Opening remarks of president and spiritual advisor  
12 5. Roll call  
13 6. Adoption of the agenda  
14 7. Adoption of minutes of previous meeting  
15 8. President's Report  
16 9. Secretary's report  
17 10. Treasurer's report  
18 11. Reports of chairpersons  
19     • faith  
20     • service  
21     • social justice  
22 12. Reports of the chairpersons of special committees  
23 13. Ongoing business  
24     a. Reception for first communion  
25     b.  
26 14. New business  
27     a. Upcoming vote on proposed amendments to the C&B  
28     b. Dates of diocesan, provincial and national annual meetings of members and  
29         conventions  
30     c. Naming of accredited delegates for the diocesan and provincial annual meetings of  
31         members  
32 15. Adjournment  
33 16. Closing prayer  
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1 **APPENDIX 8: SAMPLE MINUTES**

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2 **The Catholic Women’s League of Canada**  
3 **St. Mary’s Parish Council**  
4 **Minutes of General Meeting held in the Parish Hall**  
5 **February 11, 20XX**  
6  
7

- 8 1. Meeting called to order  
9 The president, Kay Fine, called the meeting to order at 7:00 p.m.
- 10  
11 2. Opening Prayer and Spiritual Program Spiritual Advisor  
12  
13 Fr. James Brown led the members in the recitation of the League Prayer. Cathy Baker then  
14 led the members in “Prayer to the Mother of God, Mary.”  
15
- 16 3. The president gave the territorial acknowledgement.  
17
- 18 4. Opening remarks  
19
- 20 5. The president welcomed everyone to the meeting and thanked them for coming in such  
21 large numbers on a cold evening. Fr. Brown reminded the members that he would be leaving  
22 on February 15th for a seven-day retreat and asked the members to pray for him.  
23
- 24 6. Roll call  
25  
26 The following executive members were present:  
27 The following executive members were absent:  
28
- 29 7. Adoption of agenda  
30  
31 The following item was added under New Business: “Recognition of Charter Members.”  
32  
33 **MOTION:** To accept the agenda as amended. Made by Joan Ruiz, seconded by Ellen Brown.  
34 **ADOPTED.**  
35
- 36 8. Minutes of previous meeting  
37  
38 Secretary Betty Green read the minutes of the January 14, 20XX, general meeting and the  
39 following correction was made, “The treasurer reported a bank balance of \$516.24.”  
40  
41 **MOTION:** To approve the minutes of the January 14, 20XX, general meeting as corrected.  
42 Made by Celine Terriault, seconded by Micha Ussef. **ADOPTED.**  
43  
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1 9. Secretary's report  
2

3 Betty Green reported the following correspondence:

- 4 • received a thank you from Fr. Brown for anniversary gift
  - 5 • received information on diocesan convention from diocesan president
  - 6 • sent a sympathy card to family of Irma Podlowski
- 7

8 10. Treasurer's Report Treasurer  
9

10 Fern Plant reported receipts of \$325.00 and disbursements of \$192.00, leaving a balance of  
11 \$560.00 on hand as of February 10, 20XX. A copy of the full report was filed with the  
12 minutes. Chairperson of Social Justice Thelma Baxter spoke about the recent earthquake in  
13 Haiti and suggested that the council send a donation to the *Organization FYI* to help aid  
14 those affected by the disaster.

15  
16 **MOTION:** To send \$500.00 to *Organization FYI* to aid those affected by the recent  
17 earthquake in Haiti. Made by Thelma Baxter, seconded by Solange Brie. LOST  
18

19 11. Reports of Chairpersons  
20

21 Faith: Cathy Baker reported on the World Day of Prayer to be held at Union United Church  
22 on March 2nd, 20XX, at 11:00 a.m. She also spoke about the Easter celebrations. Copy of  
23 report attached.  
24

25 Service: Joan Ruiz reported that 12 members had helped serve lunch at the Women's Drop-  
26 In Centre on January 23rd. Copy of report attached.  
27

28 Social Justice: Thelma Baxter reported on a meeting of parish social justice representatives  
29 with the diocese's social justice coordinator that she had attended last week. Copy of report  
30 attached.  
31

32 12. Special committee reports  
33

34 Convention committee Chairperson Ann Brown reported that plans to host the diocesan  
35 convention were progressing. Copy of the committee report attached.  
36

37 13. Ongoing business  
38

39 Reception for first communion: The following topic introduced at the January meeting was  
40 brought forward.  
41

42 **MOTION:** That the council purchase a rosary for each first communicant at a cost of \$5.00  
43 per rosary. Made by Marie Dogherty, seconded by Fern Plantar. ADOPTED  
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14. New business

a. Recognition of charter members

**MOTION:** That the council present 25-year pins and a CWL mug to charter members on the occasion of the council’s 25th anniversary. Moved by Ellen Brown, seconded by Fran Vilagos. ADOPTED

b. Announcements: The diocesan meeting will be held on Saturday, March 13, 20XX at the Diocesan Centre at 2 p.m. All members are invited to attend.

15. Adjournment

There being no further business, the meeting adjourned at 8:10 p.m.

Or: **MOTION:** That the meeting be adjourned. Made by Irene Lemire, seconded by Anna Maria Gianti. ADOPTED.

The meeting adjourned at 8:10 p.m.

16. Closing Prayer

The meeting closed with the League theme prayer.

\_\_\_\_\_  
Betty Green, Secretary

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Kay Fine, President

\_\_\_\_\_  
Date Signed

## APPENDIX 9: COMMUNICATION PROTOCOLS

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### COMMUNIQUÉ GUIDELINES

A communiqué informs other levels of an important matter of jurisdiction that requires specific actions by members.

#### Planning Content

1. Set a goal for the communiqué.
  - a. Identify one or two topics you wish to inform the readers about
  - b. Identify the action or actions you intend the readers to take
2. Consider timelines. Planning an action may take time for the readers. Always consider how long it would take for the readers to act on the requests, including taking the requests to their council meeting for discussion. If the timeline is unreasonable, the actions you have requested may not take place as you intend.
3. Identify the readers and determine to which level the communiqué is being addressed and write with that level in mind. Communiqués intended for provincial and diocesan leaders will be written differently and on different topics than those intended for parish leaders.

#### Formatting

1. Use a consistent header that identifies the level and office of the author (e.g., national chairperson of faith), date of release and communiqué number.
2. Under the header include the following information
  - To: (by title and level)
  - cc: (by title and level)
  - From: (name and title and contact information – usually an email address)
  - Enclosures/Attachments
3. When writing to a particular level, ensure intervening levels receive a carbon copy (cc) of the message.
4. Provide a brief introductory greeting.
5. Provide the context for the one to two topics of the communiqué.
6. Limit the communiqué to a maximum of two pages.
7. Conclude the communiqué with what action you are requesting the readers to take, clearly identifying timelines and deadlines.
8. Sign and date the communiqué.
9. Provide information on how you may be contacted at the bottom of the page.

#### Sending

1. Proof the communiqué looking for errors, omissions, typographical and grammatical errors.
2. Send the communiqué out according to the policy of the level you represent.

1 **Distribution**

2 Communiqués are sent to presidents and secretaries who are expected to circulate the information  
3 to the officer’s parish, diocesan, provincial and national counterparts, as well as others according to  
4 their own provincial communications process.

5 National communiqués are released to provincial presidents and secretaries on September 15<sup>th</sup>,  
6 November 30<sup>th</sup>, March 31<sup>st</sup> and May 31<sup>st</sup>, unless an urgent matter arises that warrants an additional  
7 communiqué. Urgency in terms of communiqués means anything that requires the membership to  
8 act within a few weeks.

9

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11 **MEMO GUIDELINES**

12 Memos provide information crucial to members’ awareness on a topic of interest or to provide  
13 instruction or education on policy or operational matters.

14 Memos contain new or vital information that needs to be communicated from one level of the League  
15 to another but does not require action.

16 Memos are sent to presidents and secretaries who are expected to circulate the information to the  
17 officer’s parish, diocesan, provincial and national counterparts, as well as others according to their  
18 own provincial communications process.

19 National memos are released to provincial presidents and secretaries on September 15<sup>th</sup>, November  
20 30<sup>th</sup>, March 31<sup>st</sup> and May 31<sup>st</sup>, unless an urgent matter arises that warrants an additional memo.  
21 Urgency in terms of memos means anything that requires the membership to act within a few weeks.

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**APPENDIX 10: SAMPLE BUDGET**

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1		
2	Our Lady of Good Counsel Parish Council	
3	January 1, 20 __ to December 31, 20__	
4	<b>Estimated Receipts</b>	
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	<b>Estimated Expenditures</b>	
15	Per capita to national	\$ 1,300
16	Hall rental for ladies' tea party	250
17	League supplies	400
18	Cards and gifts for shut-ins	35
19	Stationery	25
20	Postage	50
21	Kitchen supplies	100
22	Christmas gifts	150
23	Annual meeting of members/convention expenses (president)	500
24	Honorariums	200
25	Donations to voluntary funds	
26	Coady International Institute Fund	200
27	Catholic Near East Welfare Association	200
28	Development and Peace-Caritas Canada	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 chairs for the church hall	600
38	Bank charges	25
39	New initiatives if revenue allows	<u>1,000</u>
40		5,910
41	<b>Net Revenue</b>	<b>\$ 0</b>
42		

## APPENDIX 11: NATIONAL POSITION PAPERS

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### **POSITION PAPERS FOR THE LEAGUE ARE THE EXCLUSIVE RESPONSIBILITY OF THE NATIONAL COUNCIL.**

The updating or development of a position paper is the responsibility of the national chairperson of faith, service or social justice to whom the topic or issue pertains.

#### **Definition**

A position paper is a formal statement defining the League's position or stance on a certain topic or issue. It gives readers a summary of the dimensions of the topic or issue from the League's perspective. The content of a position paper reflects the organization's national nature, its relationship with the Catholic church and its membership.

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

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

#### **Policy**

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

All position papers shall be reviewed by the respective national chairperson for relevancy once in every president's term.

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

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

1 **MEMBER INVOLVEMENT**

2

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

10

11

12 **NOTE ON RESOLUTIONS, POLICIES AND POSITION PAPERS**

13 League resolutions and policies and procedures are alternative documents to position papers.  
14 Resolutions reflect League priorities and direct members' actions. Policies and procedures guide day-  
15 to-day administration at all council levels and provide information on how members should  
16 represent the organization.

17 Because position papers are more global and higher-level documents providing information and  
18 guiding actions, there are fewer position papers than resolutions, policies, and procedures.

19

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## APPENDIX 12: BRIEFS, PETITIONS, LETTERS, EMAILS & POSTCARDS

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

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

The following policies and procedures provide information and guidance for members at all levels when writing briefs, petitions, letters, or postcards. Policies and procedures for writing resolutions are in the *(618) Resolutions Handbook*, available on the national website. The policy and procedure for the development of League position papers are found in Appendix 12: National Position Papers.

### **BRIEFS**

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

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

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

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

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

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**POLICY**

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

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

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

**PROCEDURE**

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

**When preparing a brief**

- consult with the appropriate level of the League regarding the issue
- research the issue as thoroughly as possible using reliable sources (e.g. research papers, government statistics, published expert opinions)
- document the sources used and consulted
- use the required format from the government body or organization
- submit the brief to the level of the League responsible for its review and approval

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

Note: The structure of a formal brief, as described in this process, is different from that of a brief that supports a resolution. Refer to the *(618) Resolutions Handbook* when preparing a resolution brief.

**PETITIONS**

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

Petitions can be prepared and processed as printed documents or in an electronic format.

1 POLICY

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

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

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

- 8 • petitions developed by the League.
- 9 • petitions developed by members or councils on behalf of the League.
- 10 • petitions developed by other organizations.

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

15

16 PROCEDURE

17 When drafting a petition, ensure that it

- 18 • meets all the requirements established by the rules and practices of the receiving  
19 government body or organization
- 20 • contains specific information explaining why that level of government or organization is  
21 being petitioned

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

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

38

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40

- 1 When drafting a paper petition, ensure that the petition
- 2 • is on the required paper size
  - 3 • maintains a respectful and dignified tone
  - 4 • contains the *prayer* (the text of a petition) for government body or organization to take some
  - 5 action or refrain from taking some action
  - 6 • includes on each page either the *prayer* (the text of a petition) or “Petition concerning...” and
  - 7 a statement of the subject matter of the petition
  - 8 • avoids directly requesting the expenditure of public funds
  - 9 • requests signatures, printed names and addresses

10 For more information and full instructions on petitions and e-petitions to government, contact the  
11 local representative at the appropriate level:

- 12 Federal: Clerk of Petitions
- 13 Provincial: Clerk’s Office
- 14 Municipal: City or town Clerk’s Office
- 15 Organizations: Refer to their website

16

## 17 **LETTER-WRITING AND EMAILS**

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

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

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

25

## 26 **POLICY**

27 Official letterhead is used by the president when she is writing on behalf of the membership. The  
28 topic of the letter is clearly stated, has the approval of the council’s executive and is signed by the  
29 president.

30 An individual member may write a letter using her own stationery, expressing her personal opinion.  
31 Her letter is not written on behalf of the League and no League symbols (crest, stylized Madonna)  
32 should appear on the letter.

33 After the adoption of a national resolution, members are encouraged to write letters to the  
34 government, according to recommendations in the action plan of the resolution. Likewise, a  
35 resolution of a provincial or local concern can only be acted on after adoption at the provincial or  
36 diocesan annual meeting of members and convention.

37

38

39

1 PROCEDURE

2 Letter-Writing Guidelines for Council Presidents

- 3 • use letterhead representative of the council
- 4 • state which level of the League is being represented if the letter is supporting an adopted
- 5 resolution
  - 6 ○ state the level at which the resolution was adopted and the date of adoption
  - 7 ○ cite words of the resolution as contained in the resolved clauses
- 8 • if the letter is addressing a government bill, include its number and name

9

10 Letter-Writing Guidelines for Individual Members

- 11 • do not use League letterhead, League crest or the stylized Madonna
- 12 • state that you are writing as a private or concerned citizen
- 13 • if the letter is supporting an adopted resolution of the League
  - 14 ○ state the level at which the resolution was adopted and the date of adoption
  - 15 ○ cite words of the resolution as contained in the resolved clause(s)
- 16 • if the letter is addressing a government bill, include its number and name
- 17 • refer to the *(173) Personal Letter-Writing Guide*

18

19 When to Write

- 20 • after League resolutions are adopted at their final destination (parish for municipal matters,
- 21 provincial for provincial matters or national for federal matters)
- 22 • when policy decisions are being made by a government body or organization
- 23 • after the introduction of a government bill
- 24 • early in parliamentary and legislative sessions
- 25 • any time a concern arises

26

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

- 30 • the prime minister and leader of the official opposition
- 31 • elected municipal and provincial and territorial representatives
- 32 • members of parliament
- 33 • a cabinet minister or senator involved in the legislation
- 34 • a government member who sits on a relevant legislative committee
- 35 • members of the board of an organization, senior management

36

37 Letter Style and Content

- 38 • When addressing a League resolution, state its title, the year and the level at which it was
- 39 adopted at its final destination.
- 40 • Refer to a bill number and title when writing concerning federal or provincial and territorial
- 41 legislation.
- 42 • Refer to the bylaw number and title when writing concerning a municipal bylaw.
- 43 • An original letter is more effective than a form letter.
- 44 • Write in a positive, constructive, polite tone, using your own words.
- 45 • Personalize the message and include relevant experiences, if possible.
- 46 • Address only one topic or issue of concern.

- 1 • State why the topic or issue is of interest and any relevant credentials or background you may
- 2 have.
- 3 • Be concise and keep to two to three points to explain your position.
- 4 • A question in the letter may elicit a response.
- 5 • Ask for clarification or information on their stance on the topic or issue.
- 6 • Thank the representative for any positive action in the past, especially regarding a League
- 7 resolution or initiative.
- 8 • Make a clear and realistic request for action.
- 9 • Request a response to the letter.
- 10 • Thank the representative for their time and consideration.
- 11 • In addition to your signature, print your name and return address.
- 12 • Keep a copy of the letter to refer to if a response is received
- 13

#### 14 Forms of Address

- 15 For information on how to address communication to the various federal and provincial and
- 16 territorial government officials, legislators, dignitaries, and clergy refer to
- 17 ○ the federal government webpage, “Styles of Address”
  - 18 ○ [\*\(173\) Personal Letter-Writing Guide\*](#) on the national website
  - 19 ○ websites for municipal levels and individual organizations

20 No stamp is needed for letters to members of parliament or senators when sent to care of the

21 House of Commons or Senate of Canada. Refer to the Canada Post website for the most current

22 information on postage requirements.

#### 23

#### 24 Sending Emails to Politicians

- 25 • Emails can be just as effective as a letter to a member of parliament or member of provincial
- 26 and territorial and municipal government as staff handle both in the same manner.
- 27 • The forms of address, content and style follow the same standards as that of a letter.
- 28 • Include an address and postal code. This is especially important when writing as a
- 29 constituent.
- 30

#### 31 Letter-Writing Campaigns

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

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3 Postcards can be an effective way to request action from elected representatives.

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- The graphics and font can attract the attention of recipients.
  - A postcard note is quick to read.
  - Postcards are easy to produce and circulate and do not require an envelope.
  - The more postcards a representative receives on the same issue, the more likely they are to give it consideration.
  - Postage to mail a postcard is similar to that of mailing a letter.
- 9

10

11 **POLICY**

12 Members and councils wishing to reproduce the League crest on a postcard must first obtain written  
13 permission from the national office.

14

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

- 16
- postcards developed by the League
  - postcards developed by members and councils on behalf of the League
  - postcards developed by other organizations
- 18

19

20 Members are welcome to personally sign postcards but shall not use a parish council or parish to  
21 circulate a postcard campaign that has not been approved and launched by the national executive.

22

23 **PROCEDURE**

24 When writing a postcard

- 25
- focus on one point and state the issue clearly
  - write a support statement or a statement of fact, or provide a statistic
  - close with an open-ended question.
- 27

28

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

32

33 Address of the House of Commons:

34 PM or MP's name  
35 Ottawa, Ontario  
36 Canada. K1A 0A6

37

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## APPENDIX 13: GUIDELINES FOR ORAL REPORTS

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1. To open your oral report, address the chair only (e.g., Madam Chair, Madam President, ...). End your report by saying, "This concludes my report."
2. Reporting should be done with accuracy, brevity and clarity and within the allotted time assigned by the president (usually three or five minutes). The chairperson of the meeting may halt a report should the speaker go over the time allotted.
3. Oral reports must be sent to the president and secretary prior to the meeting by a deadline established by the president.
4. In the first year of an officer or chairperson's term, the oral report should provide an update of activities from the start of the current calendar year to the date of the presentation of the oral report. The oral report should also include an overview of the speaker's goals and plans for the remainder of her term. Do not repeat information already recorded in your written annual report.
5. In the second year of the speaker's term, the oral report should provide an update of activities from the start of the current calendar year to the date of the presentation of the oral report. The oral report should include a summary of accomplishments during the speaker's term and make recommendations for future consideration.
6. Be precise in your use of vocabulary: e.g., refer to "the committee" rather than "it," or "the members" rather than "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.
8. This is not the time to thank people. Chairpersons, executive members and others may be thanked privately.



## APPENDIX 15: LIABILITY INSURANCE DETAILS

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Note: The information listed below is subject to change at each renewal time.

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

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

1. Coverage A – “Bodily Injury,” “Personal Injury” and “Property Damage” Insuring Agreement – To pay on behalf of the insured all sums (including prejudgment interest) that the insured shall become obligated to pay by reason of the liability imposed by law upon the insured or assumed by the insured under “contract” for “compensatory damages” because of:
  - a. “bodily Injury” sustained by any person or persons;
  - b. “personal Injury”;
  - c. “property damage” due to an accident or “occurrence.”during the Policy Period and in the “Coverage Territory,” subject to the limits of liability, exclusions, conditions and other terms contained in the Policy.
2. Coverage B – Advertising Injury Insuring Agreement – The insurer agrees to pay on behalf of the insured those sums the insured becomes legally obligated to pay as compensatory damages because of “Advertising Injury” to which insurance applies. Subject to exclusions, this insurance applies only to offences arising out of the insured’s business activities.
3. Coverage C – Medical payments Insuring Agreement – The insurer agrees to pay to or for each person who sustains “bodily injury” caused by accident all reasonable medical, surgical, x-ray, dental, ambulance, hospital, professional nursing and funeral services expense incurred within one year from the date of the accident on account of such “bodily injury,” provided such “bodily injury”:
  - a. occurs on premises the named insured owns or rents;
  - b. occurs on ways next to premises the named insured owns or rents; or
  - c. arises from operations with respect to the named insured is afforded coverage for “bodily injury” liability under this policy.
4. Coverage D – Tenants Legal Liability Insuring Agreement – To pay on behalf of the insured all sums which the insured shall become legally obligated to pay as “compensatory damages” for injury to or destruction, including loss of use, of premises of others (including building fixtures permanently attached thereto) rented to or occupied by the named insured, if such injury or destruction is caused by accident occurring during the term of this policy.
5. Coverage E – Standard Non-Owned Automobile Insuring Agreement – The insurer agrees to indemnify the insured against the liability imposed by law upon the insured for loss or damage arising from the use or operation of any automobile not owned in whole or in part by or licensed in the name of the insured, and resulting from bodily injury to or the death of any person or damage to property of others not in the care, custody or control of the insured.

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

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## APPENDIX 16: STYLE GUIDE FOR PUBLICATIONS

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The style guide ensures uniformity throughout all League publications. The style guide may be revised by the national 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., Bishop Wayne Lobsinger.
- 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 Organisations (WUCWO), Monica Santamarina, is attending the lecture.

### **Bullets, Letters, Numbers, Punctuation**

Use bullets when listing items or thoughts that are not complete sentences. If there are related thoughts on the same line, they may be separated by a semicolon. When making a list, 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
- sunscreen
- beach towel (preferably a large one)
- bathing suit

When listing items that are complete sentences, capitalize the first word following the dash or number and end with a period.

### **Spelling**

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

- Use uppercase with personal titles when used with a name, e.g., National President Shari Guinta; Shari Guinta, National President; Roman Catholic Church; United Church of Canada; St. Mary Parish Council; Archdiocese of Toronto. Exception: even when standing alone, “League” is capitalized.
- Lowercase subsequent references when the title stands alone or does not refer to a specific person or thing, e.g., Catholic church, United church, national executive, national council, the task of a bishop, city hall, school board, priest, religious, parish council.
- Capitalize names and titles referring to God and sacred writings and their sections, the word “church” as part of the name of a building or denomination, and universities and colleges (but

1 not their departments); e.g., Yahweh, Creator, Redeemer, Saviour, Book of Genesis, Christian,  
2 St. Peter's Catholic Church, Simon Fraser University, McGill Medical School, faculty of  
3 education.

- 4 • Capitalize Eucharist and Mass. Lowercase words related to other sacraments and rituals, e.g.,  
5 baptism, holy communion, bible, scripture, gospel, liturgy of the word.
- 6 • Italic type should be used for foreign words and phrases, e.g., *Laudato Si, fleur-de-lis*.

## 8 **Numbers, Times**

- 9 • Generally, numbers under 10 are spelled out unless providing a list, e.g., There are seven  
10 ingredients. Four boys saw 3 horses, 15 cats and 6 ducks.
- 11 • Generally, numbers 10 and over are written in figures, except at the beginning of a sentence,  
12 e.g., There are 21 children. Fifty-seven people were in attendance.
- 13 • Decimals are written in figures, as are percentages even if they are under 10, e.g., 5.48, 2½%,  
14 0.10. Fractions less than one are spelled out, e.g., one-third, except unusual fractions under  
15 one, e.g., 43/100; fractions larger than one are written figures, e.g., 1½.
- 16 • School grades are written in figures, e.g., Grade 2. (Note that the word grade is capitalized,  
17 except if it is pluralized, e.g., grades 2 and 3.)
- 18 • Time is written as follows: 10:00 a.m., 11:30 a.m., 3:00 p.m., 4:30 p.m., 1400 hrs.
- 19 • Numerical amounts are written as follows: \$2,134; \$75.00; 10¢ or \$0.10; \$1 million (but one  
20 million people).

## 21 **Abbreviations**

- 22 • Omit periods in all capital abbreviations unless the abbreviation refers to a person or  
23 geographical region or area, e.g., CWL, OMI, MP, YWCA, EST (Eastern Standard Time), E (East),  
24 J.A. Smith, B.C., P.E.I. (BC and PE are used for addressing only.)
- 25 • Use periods in mixed abbreviations, except for abbreviations that begin and end with a  
26 capital, e.g., m.p.h., BCom., PhD, PoW (prisoner of war), U of T (University of Toronto).
- 27 • The abbreviation for "that is" is i.e. The abbreviation for "for example" is e.g.
- 28 • Use the abbreviation or acronym for an organization if the name appears more than once  
29 within the same article, e.g., World Union of Catholic Women's Organizations (WUCWO),  
30 Canadian Conference of Catholic Bishops (CCCB).
- 31 • Spell out months, except where space is limited. Do not use a comma to separate the month  
32 and year when a day is not included, e.g., October 1, 1982, was a Friday. January 1996 was  
33 cold.
- 34 • Do not abbreviate books of the bible when standing alone. When referring to a book for a  
35 textual quote, abbreviations may be used, e.g., Genesis is the first book in the bible. "The Lord  
36 is my shepherd, I shall not want." (Ps 23.1)

## 38 **Quotations**

- 39 • Any passage that is being quoted from a speech or from any published source should be put  
40 inside quotation marks or, if it is relatively long, indented five spaces and typed without  
41 quotation marks keeping the same number of words on each line.

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- 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 omit part of the quoted matter. Indicate the omission with an ellipsis, three spaced periods. Use an ellipsis plus a period 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*

## APPENDIX 17: GUIDELINES FOR WEBSITE DEVELOPMENT

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Keep in mind that what is included on a website can be viewed by many.

### **Set-up and maintenance**

Before starting, determine who will set up and maintain the website

- Will services be contracted to a web designer to create the website and maintain all updates and at what initial and subsequent costs?
- Will authorized members be willing and able to maintain the website?

### **Usage**

Determine how the council will track the webpage traffic to evaluate the site's effectiveness.

1. Consider how the website will be used:

- Is the website a hub for members?
- Is the website a recruiting tool?
- Is the website a source of council information?
- Will the website host other council pages (e.g., Will the provincial website host a diocesan page on the diocesan council's behalf)?

2. Consider how the website will facilitate communications and action:

- Will members of the executive be required to submit information on a regular basis?
- Will a council newsletter or magazine be available?
- How will the site promote advocacy?
- How will the site promote call-to-action resources?

### **Layout**

- The Home page should be vibrant and full of information with easy access to information to visitors.
- The site should be clear and user-friendly.
- Drop-down menus for categories of information should be used.
- Visitors should always be able to get to the information they need within two to three clicks.

### **Suggested Do's**

- Have a website committee, including the president and secretary to review and approve or reject material for the website.
- List the executive, preferably with profiles. (Do not list any personal or contact information without the explicit permission of the person concerned.)
- Provide an upcoming calendar of events that may include events occurring at other levels of the League.
- Post newsletters and magazines that should be available to all members including a link to *The Canadian League* magazine.

- 1 • Post communiqués from the council’s officers. Include links to national communiqués and  
2 memos. (see Appendix 9: *Communication Protocols*)
- 3 • Report decisions of the council’s executive meetings and annual meetings of members and  
4 conventions relevant to the membership.
- 5 • Post annual meetings of members and convention information (e.g., agenda and registration  
6 forms).
- 7 • Provide copies of adopted resolutions (Note: If a resolution is directed to another level, be it  
8 diocesan, provincial or national for consideration and is not adopted at that level, it does not  
9 become publishable or pursuable at any level).
- 10 • Carefully review any suggested links, including associated links. A link can be considered an  
11 “association” and investigation should be done in accordance with the affiliations section of this  
12 Manual (Section 2: Council Cooperation with Other Organizations). If in doubt, consult with  
13 national office.
- 14 • Any material that is copied from another source should appear with a credit line acknowledging  
15 the source of the original material.
- 16 • Create a central generic e-mail box for receipt of comments and requests from members.  
17

#### 18 **Suggested Don’ts**

- 19 • List telephone numbers, postal or e-mail addresses of executive or any other member without  
20 their express written permission.
- 21 • Include reports from members who have attended conferences and events.
- 22 • Duplicate material that can be found on other CWL sites that have ownership over the material  
23 (e.g., national reports – a link to the national page will suffice).
  
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## APPENDIX 18: MOTIONS

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### How to Introduce and Process a Motion

1. A member rises, addresses the meeting chairperson – “Madam Chair” and waits to be recognized. The chair recognizes the member, by name, if possible.
2. All members at parish level may make motions. Once recognized, the member presents herself stating her name. She may then present a motion or resolution – “I move that ...” or “I move the adoption of the following resolution...” Another member must second the motion. If there is no seconder, the motion is not accepted.
3. At diocesan, provincial and national levels, accredited and voting delegates may make motions. Once recognized, the member presents herself, stating her name and the parish, diocesan or provincial council to which she belongs. She may then present a motion or resolution – “I move that ...” or “I move the adoption of the following resolution...” Another voting or accredited delegate must second the motion. If there is no seconder, the motion is not accepted.
4. The chair restates the motion and opens the floor for discussion and debate – “It has been moved and seconded that...; is there any discussion or debate?”
5. If necessary, the mover or another member she names to speak on her behalf, speaks to the motion first. At this time, she gives a short explanation along with the reasons for the motion.
6. Members at parish level or voting and accredited delegates at diocesan, provincial and national levels must be recognized by the chair before speaking and all remarks must be addressed to the chair. Members may speak only at the discretion of the chair.
7. Discussion and debate must be relevant to the topic.
8. It is during this discussion and debate that the motion may be amended or postponed or referred to a committee.
9. Members at parish level or voting and accredited delegates at diocesan, provincial and national levels have the right to speak. No member should be allowed to speak a second time until all others have had a chance to speak. If necessary, time limits on speakers or on the length of the debate can be set by the members.
10. Members speaking to a motion must avoid commenting on the motives of other members.
11. When there is no further discussion or debate, the chair restates the motion and asks: “Are you ready for the question?” If there are no objections, the motion is read aloud again.
12. A vote is taken – “Those in favour of the motion, please raise your hand (or voting cards);” “Those opposed, please raise your hand (or voting cards).” The chair must always ask for those *In Favour* and *Against* the motion even if all have voted in favour because members have a right to change their vote up until the chair declares the vote closed.
13. Motions are adopted by a majority vote unless some other figure is stipulated (for example 2/3 vote *In Favour* is needed to amend the C&B).
14. The chair announces the result of the vote – “The motion is adopted” or “The motion is lost.” If anyone is in doubt as to the result of the vote, she may ask for a vote count, which must then be taken. At this time, no further debate on that subject is allowed.
15. If a motion is adopted, the chair may give direction for action to be taken in response to the motion (for example: “The motion is adopted. The treasurer will please send a cheque to...”).
16. The motion and vote result are recorded in the minutes.

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**MOTION CHART**

<b>MOTIONS</b>	<b>EXAMPLE</b>	<b>SECOND</b>	<b>DEBATABLE</b>	<b>AMENDABLE</b>	<b>VOTE</b>	<b>NOTES</b>
ADJOURN EARLY	I move to adjourn	yes	no	no	majority	Privileged motion
ADJOURN END OF AGENDA	I move to adjourn	yes*	no	no	majority	Privileged motion *or The chair may ask "Is there any other business to discuss?" If none, she may then declare " <i>There being no further business, this meeting is adjourned</i> " (no motion required)
RECESS	I move to recess for 5 minutes	yes	no	yes	majority	Privileged motion
LAY ON THE TABLE	I move that this motion be laid on the table	yes	no	no	majority	This lays aside a motion when more urgent business arises
PREVIOUS QUESTION	I move the previous question	yes	no	no	2/3	If adopted, this closes debate
LIMIT / EXTEND DEBATE	I move to limit debate to 30 minutes	yes	no	yes	2/3	May be used to change length of speeches or length of debate
POSTPONE DEFINITELY	I move to postpone the motion until the next meeting	yes	yes	yes	majority	The debate is confined to the merits of postponing question
COMMIT / REFER	I move to refer this motion to a committee	yes	yes	yes	majority	The debate is confined to merits of referring motion to committee
AMEND	I move to amend the motion by...	yes	yes	yes	majority	Debate only if applicable motion is debatable

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**MOTION CHART (Continued)**

MOTIONS	EXAMPLE	SECOND	DEBATABLE	AMENDABLE	VOTE	NOTES
POSTPONE INDEFINITELY	I move to postpone this motion indefinitely	yes	yes	no	majority	Debate may go into merits of main motion; kills main motion
MAIN MOTION	I move that...	yes	yes	yes	majority	Introduces business to the assembly
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	majority	Must be made at time 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 move 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	majority	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	majority	Undebatable if motion to be reconsidered is undebatable; must be made by member who voted on the prevailing side

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N.B. For complete list of motions, consult *Robert's Rules of Order*.

1 **APPENDIX 19: EXAMPLE OF STANDING RULES**

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2 **105<sup>TH</sup> NATIONAL ANNUAL MEETING OF MEMBERS**  
3 **STANDING RULES**

4 **CONVENTION**

5 **Registration**

- 6 1. Each person attending shall register at the convention registration desk and shall be required  
7 to wear the official convention badge for admission to all meetings and events.  
8 2. Registrants shall be classified as members of national council (i.e., voting delegates  
9 [provincial presidents], accredited delegates [national officers, provincial accredited,  
10 diocesan accredited, honorary life members, life members]), CWL members, members of the  
11 hierarchy, spiritual advisors, resource persons, exhibitors or guests.

12 **Publicity and Privacy**

- 13 3. Official public statements of national council shall be released by the national president or  
14 the national administrative committee only. Interviews about the work and policies of the  
15 League shall be at the discretion of the national president.  
16 4. All publicity shall be under the supervision of the convention communications chairperson in  
17 cooperation with the national secretary-treasurer. Registrants with news items are  
18 requested to submit them to the national secretary-treasurer.  
19 5. Registrants shall refrain from photography and/or electronic recording of the proceedings  
20 during business sessions or spiritual celebrations. An official photographer has been  
21 appointed by the national president and copyright laws forbid the electronic recording of  
22 speeches or sessions.

23 **Information and Appeals**

- 24 6. No materials shall be distributed, displayed or sold without the prior approval of the national  
25 administrative committee.  
26 7. No appeals for support or collections of any kind shall be made unless a written request,  
27 clearly stating the purpose and identifying the persons making the request, is presented in  
28 advance to the national president and approved by the national executive.

29  
30 **ANNUAL MEETING**

31 **Seating Arrangements**

- 32 8. The annual meeting session of convention shall have a designated area in which members of  
33 national council will be seated. All members are requested to be in their seats at least five (5)  
34 minutes before the session opens.

35 **Credentials**

- 36 9. Voting cards shall be issued to members of national council.  
37 10. The registration and credentials committee chairperson shall provide a credentials report  
38 summarizing the number of national council members present at the start of the annual  
39 meeting. When adopted, the credentials report shall be the official roll of voting members.  
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1 **Parliamentary Procedure**

- 2 11. A parliamentarian may be appointed for the annual meeting session at the discretion of the  
3 national president.

4 **Motions/Resolutions**

- 5 12. Members of national council may introduce and second motions. Non-voting members,  
6 spiritual advisors and guests shall neither introduce nor second motions.
- 7 13. Five (5) copies of substantive motions or amendments to resolutions shall be prepared in  
8 advance of the time of presentation at the annual meeting session: four (4) copies submitted  
9 to the director of administration and one (1) retained by the mover. Motions from the floor,  
10 without prior filing of the written copy before approaching the microphone, will not be  
11 entertained.
- 12 14. Only resolutions submitted to the resolutions subcommittee by provincial councils or  
13 national chairpersons by the deadline date set by the national chairperson of social justice  
14 shall be considered for presentation to this annual meeting.
- 15 15. Resolutions concerning urgent matters may be accepted after the deadline date and, at the  
16 discretion of the resolutions subcommittee, may be presented at the annual meeting.
- 17 16. The procedure for presenting resolutions shall be:
- 18 a. the chairperson of social justice shall read the resolution
- 19 b. the president of the province submitting the resolution or her designate shall move its  
20 adoption; if more than one province has submitted the resolution, the provincial  
21 presidents concerned shall decide prior to the meeting who will move its adoption
- 22 c. the motion shall be seconded by any voting or accredited delegate
- 23 d. the president of the province submitting the resolution, or her designate, shall speak  
24 first to the resolution
- 25 17. Final wording of titles and briefs shall be the responsibility of the resolutions subcommittee.

26 **Debate**

- 27 18. The mover of a motion, or her designate, may speak to open and close debate. No other  
28 member shall speak more than once on the same motion or longer than three (3) minutes  
29 without permission unless granted by a two-thirds vote without debate of national council.
- 30 19. Those wishing to speak shall use the floor microphones; take a place in line and, upon being  
31 recognized by the chair, state name, status, diocese and province.
- 32 20. When time is of the essence, national council members shall be given priority to speak over  
33 non-voting members.
- 34 21. If the national convention has heard three (3) speakers on one side of the debate on a  
35 resolution and there appears to be no speakers on the other side of the debate on a resolution,  
36 the chair will seek leave of the delegates to call the question immediately. Should an objection  
37 be made, the chair will call a vote to close debate which will require a 2/3 vote to proceed on  
38 the question.

39 **Voting**

- 40 22. Provincial presidents shall have the power to vote on all questions.
- 41 23. Accredited delegates may vote on any question except the election of officers, amendments  
42 to the *Constitution & Bylaws* and increases in per capita fees.
- 43 24. Non-voting members and spiritual advisors may speak when recognized by the chair but shall  
44 not vote.
- 45 25. The chair shall ask for affirmative and negative votes only.

- 1       26. Voting cards shall be exhibited when a member votes.
- 2       27. Motions adopted by national council shall become effective at the adjournment of the meeting
- 3             unless an alternate time for the action to become effective has been stipulated in the motion.

4       **Minutes**

- 5       28. The national president shall appoint a minute’s review committee to verify the minutes of the
- 6             annual meeting session of the convention.
- 7       29. The national executive shall approve the minutes of the annual meeting session of convention
- 8             at its winter meeting. If corrections are necessary after approval, they may be made by motion
- 9             at the next annual meeting.

10       **Financial Statements**

- 11       30. The national executive shall approve the audited financial statements at its winter meeting.
- 12             These approved audited financial statements will be presented at the annual meeting by the
- 13             national secretary-treasurer.

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## APPENDIX 20: CONFLICT OF INTEREST

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### 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 there is a real benefit to such person in connection with a decision of the League or where her official duties are or will be influenced by her private interests;
2. Perceived or apparent, where there is the potential or appearance for a benefit from a decision of the League to such person, or where her official duties appear to be influenced by her private interests; and/or.
3. Foreseeable or potential, where her official duties may be influenced in the future by her private interests.

### Examples of Conflicts of Interest

NOTE: The following are for illustration purposes only and are not intended to be exhaustive or limiting. What constitutes a conflict of interest may depend upon situation and the individual's position within the League.

Some examples:

- **Financial or Other Benefit:** a financial or other personal interest where the director, officer, member or employee has decision-making power and stands to benefit directly or indirectly from a contract or decision made by or for the League;
- **Improper Influence:** when a director, officer, member or employee uses her position in the League to influence a decision to provide funding, services or benefits to another organization in which she has a direct or indirect interest or benefit;
- **Beneficial Transaction:** where a director, officer, member or employee uses her position in the League to cause the League to engage in transactions with entities in which the individual has a significant interest (directly or indirectly) or control;
- **Improper Influence:** when a director, officer, member or employee solicits or accepts some form of benefit or gift 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, officer, member or employee uses information or property to which she has access, and to which others would not have access, for some personal benefit.
- **Personal Relationships:** where a director's, officer's, member's or employee's decision-making could be influenced by relationships to relevant involved third parties in respect of the transaction, such as those involving family members, friends or associates;
- **Positions In Conflict With the League:** when a director, officer, 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.

1 **Responsibilities**

2 Directors, officers, members and employees of the League are responsible for managing conflict of  
3 interest situations in order to ensure that behavior and decision-making throughout the League are  
4 not influenced by conflicting interests and could not reasonably be seen to be so influenced.

5 The League supports an organizational culture in which individuals freely take responsibility for  
6 both “self-declaring” possible conflicts of interest, and respectfully raising possible conflicts faced  
7 by others in the organization. This culture assists in helping to avoid many such conflict situations  
8 from arising in the first place.

9 In respect of the conflict of interest, the director, officer, member or employee shall:

- 10 (i) disclose the nature and extent of the conflict of interest in writing or by requesting that  
11 his/her/their conflict of interest be noted in the minutes of the meeting of the directors of  
12 the League;  
13 (ii) disclose the conflict of interest to the League as soon as he or she becomes aware of same;  
14 (iii) not vote on any resolution involving a decision that involves the conflicting interests;  
15 (iv) not attend that portion of a meeting that discusses the conflict-related issues; and  
16 (v) act honestly and in good faith to the League in respect to any transactions or situations  
17 and in which a conflict of interest has been declared.  
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19 The time for disclosure to the League of a conflict of interest shall be immediately and without  
20 delay upon discovery, and where discovered at a meeting:

- 21 (i) immediately at the meeting at which the proposed contract, transaction or situation is first  
22 considered;  
23 (ii) if the director, officer, member or employee is not present at the meeting referred to in  
24 sub-paragraph (i) above or such person encounters or identifies a conflict of interest  
25 which arises or is identified thereafter, immediately at the first meeting thereafter  
26 he/she/they becomes so conflicted;  
27 (iii) if a contract, transaction or situation is already made, and the director, officer, member or  
28 employee becomes conflicted thereafter, immediately at the first meeting after  
29 he/she/they becomes so interested;  
30 (iv) if an individual who is interested in a contract or transaction or otherwise and who is  
31 approached to be a director, officer, member or employee of the League, he/she/they shall  
32 disclose such conflict if known prior to the acceptance of such position, or where not  
33 known, and where such person later becomes a director, officer, member or employee,  
34 immediately at the first meeting after he/she/they takes such position.

35 Where there is no such meeting scheduled and upcoming to makes such disclosures, the director,  
36 officer, member or employee shall disclose same to the board of directors of the League in writing  
37 immediately after he/she/they become aware of such conflict or potential conflict.

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1 Directors, officers members and employees have a responsibility to implement practical preventive  
2 measures, such as:

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

8  
9 Where prevention is not the solution, conflict of interest situations must be managed.

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11 If unsure whether a conflict of interest or potential conflict of interest exists, the steps set out below  
12 should be followed:

- 13 1. Declare The Conflict. Ensure transparency by full self-declaration, and by making sure that a  
14 record of the declaration is made.
- 15 2. Discuss it. If there is any doubt about whether the situation in question constitutes a conflict  
16 of interest, discuss the matter with the chairperson of the meeting or, if the situation  
17 warrants it, undertake a full dialogue with the relevant group.
- 18 3. Deal with it. Measures to mitigate or eliminate a conflict of interest will depend on what is  
19 appropriate to the severity of the situation. Options may include:
  - 20 i. from the position creating the conflict.
  - 21 ii. The affected individual does not participate in meetings, discussions, or decisions  
22 in respect of the conflict.
  - 23 iii. Remove the individual from affected duties. Consideration should be given as to  
24 whether the individual with the conflict can and should be removed from any  
25 duties related to the conflict.
  - 26 iv. Relinquish the private interest. In cases of serious conflict, the individual may  
27 choose to drop the private interest, such as membership on the board of another  
28 organization, which is causing the conflict.
- 29 4. Resign from the official duties. In serious cases where other solutions are not possible and  
30 the conflict cannot be overcome by (i) above, the individual may have to resign. Document  
31 the above in writing. Minutes, correspondence to interested parties, or other  
32 documentation shall be prepared to provide a record of steps taken.

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1     **Policy Application**

- 2           1. This Policy shall be disclosed to all directors, officers, members, and employees. This policy  
3           will be reviewed and updated in a timely manner and as appropriate (every three to five  
4           years), and all changes shall be disclosed to all directors, officers, members, and employees.  
5           2. Where a conflict arises outside of a meeting in which it should be declared, the following  
6           shall apply:  
7           At the national level, directors and employees must disclose possible conflict situations to  
8           the national president in confidence. Where the conflict of interest involves the national  
9           president, the situation must be disclosed in confidence to the vice-president and executive  
10          director. At all other levels, members must disclose possible conflict situations to the  
11          relevant council president in confidence. Where the conflict of interest involves the council  
12          president, the situation must be disclosed in confidence to the council vice-president.  
13          3. At all levels other than the national level; the relevant council president is the appropriate  
14          authority to resolve disputes in relation to the application of this Policy. Where a dispute  
15          involves the council president, the appropriate authority to resolve the dispute is the  
16          council vice-president. Notwithstanding the foregoing, the national president, in  
17          consultation with the national executive, is the final authority on resolving disputes in  
18          relation to the application of this Policy and, where appropriate, decisions by a council  
19          president or vice-president may be appealed to the national president. Where a dispute  
20          involves the national president, the final authority to resolve the dispute is the national  
21          executive in consultation with the executive director.

22

23     **Conclusion**

24     Councils at all levels bear great responsibility for the good name of The Catholic Women’s League of  
25     Canada and as such have a special responsibility for ethical matters.

26     The national executive is ultimately responsible for policy and should review this policy at least  
27     every three to five years.

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Note: Reviewed and edited by the League’s legal firm August 2025

1 **APPENDIX 21: POLICY & PROCEDURE REVISIONS FORM**

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2 **Submission Format**

3 (551) Policy & Procedure Revisions Form

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

6 **Note 2:** This form must be received at national office by **December 1<sup>st</sup>**.

7 **SECTION:** \_\_\_\_\_ (e.g. Section 3: Meetings)

8 **SUB-HEADING:** \_\_\_\_\_ (e.g. Parish Meetings)

9

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

10 **Date:** \_\_\_\_\_

11 **Name of Submitter:** \_\_\_\_\_

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

13 **Contact Information:** \_\_\_\_\_