

The Catholic Women's League of Canada

Sault Ste. Marie Diocesan Council

Manual of Policy and Procedure

Section A

April 2022

DIOCESAN MANUAL OF POLICY AND PROCEDURE

The council is known as the Sault Ste. Marie Diocesan Council of The Catholic Women's League of Canada.

Purpose of the Diocesan Council

To implement the Catholic Women's League objectives and policies and to be a link between The Catholic Women's League members of the Sault Ste. Marie Diocesan Council and the national and provincial councils of The Catholic Women's League of Canada.

Policy Manual

A copy of the Diocesan Manual of Policy and Procedure will be kept in the file of the diocesan president and each of the diocesan executive members and these manuals will be passed on to successors in office. The manual will be used as a reference for approved policies relating to the operation of the League in the Diocese of Sault Ste. Marie.

Portions of the manual will be reviewed by the diocesan executive for update or revision at each executive meeting. A draft copy of revisions will be prepared by the past president with final approval by the president.

Revised copies of the Diocesan Manual of Policy and Procedure will be given to the diocesan executive members at the winter executive meeting. Approval of the Diocesan Manual of Policy and Procedure will be made by motion at the pre-convention meeting at the end of the diocesan president's term of office.

DIOCESAN EXECUTIVE

Elected Officers

The elected officers of the Diocesan Council shall be the:

1. President
2. President-elect
3. First Vice-President
4. Second Vice-President
5. Recording Secretary
6. Corresponding Secretary
7. Treasurer
8. Past President
9. Five Chairpersons of Standing Committees

Standing Committees

The Diocesan Council will have eight Standing Committees:

1. Spiritual Development
2. Organization
3. Christian Family Life
4. Community Life
5. Education and Health
6. Communications
7. Resolutions
8. Legislation

Appointed Regional Chairpersons

The appointed Regional Chairpersons shall be considered members of the Diocesan Council as they represent the parish council presidents in each region (North Bay, Sault Ste. Marie and Sudbury).

Diocesan Spiritual Advisor

The Diocesan Spiritual Advisor is appointed by the Bishop of the Diocese for a term not to exceed five years. In consultation with the Bishop, he appoints the Regional Spiritual Advisor in each region (see *Handbook for Spiritual Advisors*).

The Spiritual Advisor shall receive due notice of all executive meetings and conventions and shall attend and participate in all such meetings and conventions when possible, in an *ex officio* capacity.

MEETINGS

Fall and Winter Executive Meetings

All members of the diocesan executive will meet twice annually, in fall and winter, in Sudbury. The meeting time and place will be determined by the diocesan president.

Due notice having been given, a majority of the members of the executive shall constitute a quorum.

All members of the executive are expected to attend these meetings.

Pre-Convention and Post-Convention Meetings

A pre-convention meeting will be scheduled immediately prior to the annual diocesan convention. A post-convention meeting will be scheduled immediately following the annual diocesan convention.

All members of the executive are expected to attend these meetings.

OF SPECIAL NOTE

During an unprecedented pandemic, business will be conducted as directed within the emergency parameters provided by national and provincial councils, which from time to time required modification outside the normal operating procedures.

The diocesan council will continue to move forward in consideration of any future direction it may receive and in consideration of any public health directives in place at the time.

The following reflects pandemic delivery/presentation of meetings:

Full executive or committee meetings may be held at an agreed-upon location or electronically, by telephone, teleconference, video-conference, WEB-cam, e-mail, on line secured chat line or other method which enables effective communication between diocesan executive members or other invited participants.

The president, in consultation with the communications chairperson and with due consideration, shall determine the tools and methods of communication to be implemented to conduct business.

VOTE BY EMAIL

In an emergency situation, the president may call for a vote electronically via email. In such cases the vote must be ratified at the next executive meeting.

Revised April 2022

REGIONAL COMMITTEES

Regional committees function in North Bay, Sault Ste. Marie and Sudbury. The diocesan council determines the guidelines for the operation of the regional committees according to the Constitution and Bylaws [C&B Part VIII Section 6(b)(i-iv)].

Part VIII Section 6(b)(i-iv)

- i. Upon request of the majority of parish councils in the area concerned and where it is agreed by motion by diocesan council, regional committees may be established to function under regulations set by the diocesan council concerned.
- ii. Upon request of the majority of diocesan councils in the area concerned and where it is agreed by motion by provincial council, regional committees may be established to function under regulations set by the provincial council concerned.
- iii. The regional committee shall be composed of a chairperson, the presidents of the parish or diocesan councils concerned and other members as required.
- iv. Where it is agreed by motion by diocesan or provincial councils, the chairpersons of regional committees may be members of that council [Part XV Section 2(d)].

Regional Chairpersons

The regional chairpersons will:

- be appointed by the diocesan president for a two-year term immediately following the election of the diocesan president (three are appointed to represent the three regions – North Bay, Sault Ste. Marie and Sudbury)
- be a past president of a parish council in that specific region
- serve as liaison between the parish councils in their region and the diocesan council, keeping the lines of communication open in both directions
- receive their instructions and information from the diocesan president
- keep in close contact with the parish presidents and deal with regional concerns
- report their activities to the diocesan president
- plan the location of the regional meeting and look after all arrangements
- be responsible for overseeing the mailing out of notices of regional meetings to the diocesan executive and parish council presidents
- chair the presidents' and regional meetings
- attend diocesan executive meetings as representatives of the parish council presidents in their region.

The regional chairperson, in consultation with the diocesan president, will appoint a spiritual development chairperson, a secretary-treasurer and a communications chairperson, if necessary. Other committee representatives may be appointed as necessary for community representation and/or a special League project.

Chairpersons of regional committees shall have accredited delegate status on the Sault Ste. Marie Diocesan Council.

Regional Presidents' Meetings

Presidents' meetings are called by the regional chairperson in the fall and in the spring within two weeks following the diocesan executive meetings at which time the parish council presidents and regional chairperson will share information between the diocesan council and parish councils. The "Agenda" for the meeting will be set by the diocesan president.

Tentative plans are also made for the time and place of regional meetings to be confirmed after consultation with the parish council presidents and the diocesan president.

April 2017

Regional Meetings

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

Diocesan representatives should be invited to attend regional meetings and allowed time on the agenda. The regional meetings serve to keep the parish presidents in contact with their diocesan council and with each other.

The regional meeting is a good setting for councils to report on parish activities. Promotion of League development and growth by information/education should be the focus of these meetings. The diocesan president will attend these meetings whenever possible.

Regional Finances

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

Annual fees or regional dues shall be determined by each region at the fall presidents' meeting and will include cost of the diocesan newsletters sent to the parish councils twice a year and cost to maintain the diocesan website.

Fundraising is not the purpose of the regional committee; however, any special financial obligation on the parish councils shall be directed annually through the regional committee.

There will be three signing officers: the regional chairperson, secretary-treasurer and an alternate to be appointed by the regional chairperson. All cheques must be signed by two of the three signing officers.

The treasurer will be responsible for the day-to-day custody of funds and payment of the regional expenditures in a timely manner and will index papers and transfer all books to the incoming regional treasurer following receipt of the final bank statement. Signing authority then ceases at the end of the diocesan president's term of office.

Duties of the Regional Chairperson

The regional chairperson will:

1. represent the diocesan president in her region (North Bay, Sault Ste. Marie or Sudbury)
2. represent the parish council presidents at the diocesan executive meetings
3. ensure that information from the diocesan executive meeting is given to the parish council presidents at a presidents' meeting or by written report
4. dispense information or other League information as may be directed by the diocesan president
5. confirm the time and place of regional meetings with the diocesan president and will extend an invitation for her to attend the meeting
6. preside at all regional meetings in her region and will invite the diocesan officers to bring messages, if they are present
7. report on regional activities at the diocesan executive meetings and will submit an annual report (highlights) for the diocesan Annual Report Book
8. chair the presidents' and regional meetings

9. attend the annual diocesan convention to represent the region and present a regional report on activities that have taken place. She will participate in the convention business as an accredited delegate according to the Constitution and Bylaws [Part XV Section 2(d)]
10. refer to Guidelines, Section B pages 11 - 12.

The appointed position of regional chairperson, as well as her committee, is dissolved at the completion of the diocesan president's term of office.

DIOCESAN NEWSLETTER

The diocesan newsletter is distributed to parish councils twice a year via email, with a pdf version available on the diocesan website.

The cost of the diocesan newsletter, currently a \$12.00 fee, is payable to the regional treasurer as part of the annual dues, by September 1st each year. The fee for the diocesan newsletter is used to maintain the diocesan website and additional costs associated with developing and publishing the e-newsletter.

Each region is responsible for submitting payment to the diocesan treasurer.

Complimentary copies will be emailed (or mailed if requested) to each past diocesan president, honorary life member and life member.

A hard copy of the Fall Newsletter must be sent to the diocesan archivist.

The newsletter is the responsibility of the communications committee chairperson who may choose to appoint a sub-chairperson as editor. (Refer to guidelines on file in the communications chairperson's file box relating to content and style, etc.)

Each diocesan executive member including parish presidents will be responsible to submit any articles for publication to the communications committee chairperson within the time frame allocated.

A listing of upcoming council anniversaries, service milestones and centenarian birthdays will be included in each newsletter.

The diocesan executive (regional chairpersons) will be responsible to inform the parish presidents as to distribution of the newsletter as it pertains to the work of their council committees.

On the cover of the newsletter will be the picture of the Madonna. Refer to Standing Motion on file in the Motion Book.

ANNUAL REPORTS

The diocesan Annual Report Book shall be compiled and printed by the diocesan organization chairperson, based on the annual reports received from the parish councils. In order for information to flow in a timely manner and in order to accommodate the different levels of the League, (i.e. parish, diocesan, provincial and national), it is important that effective communication occurs.

1. The diocesan organization chairperson will receive the annual report forms from the provincial organization chairperson along with the guidelines and time lines for completion.
2. The diocesan organization chairperson will send out annual report forms to each parish council president with instructions for completing and returning of the forms within the time frame allocated, usually before the end of November. It is recommended that parish councils be urged to fill out the reports at a special meeting of the parish council's executive to ensure conformity.
3. Once the completed forms have been returned by the parish councils to the diocesan organization chairperson, she will be responsible for distributing the completed forms to each respective diocesan standing committee chairperson, along with detailed instructions for preparing an annual report for that standing committee (following the format set by the provincial organization chairperson) and returning it by the deadline indicated, usually mid-January.

Four copies of each diocesan standing committee annual report are required: one copy remains with the diocesan standing committee chairperson and three copies are submitted to the diocesan organization chairperson by the deadline indicated.

4. The diocesan organization chairperson will keep one copy for the Annual Report Book. The other two copies will be given to the diocesan president. The diocesan president will bring a copy of each diocesan standing committee report to the provincial organization committee chairperson by the required deadline, usually at the winter provincial executive meeting, normally held in early February.
5. Each diocesan officer will be required to submit an annual report for the Annual Report Book, following the format set by the diocesan organization chairperson and within the time frame allocated.
6. Each of the voting delegates, diocesan officers, honorary life members, life members, past diocesan presidents, provincial representative and the bishop of the diocese will receive a copy of the Annual Report Book at the diocesan convention. If any of the above is unable to attend the diocesan convention, a copy of the Annual Report Book will be sent to them by the organization chairperson. A pdf version, minus the financials, will be available on the diocesan website, <https://www.ssmcwl.ca>
7. The cost of the Annual Report Book is included in the diocesan registration fee. Additional copies of the Annual Report Book can be made available for sale at the diocesan convention. The registration fees are to be given to the diocesan treasurer.

RESOLUTIONS

Resolutions play a major part in the League's work. Through them, policy may be established, programs planned, or concerns and views expressed to governments.

1. The deadline for receiving resolution topics from parish councils by the diocesan resolutions chairperson is December 1st.
2. The diocesan resolutions chairperson will forward resolutions topics received, for approval, to the provincial resolutions chairperson by December 15th. Should recommendations have to be made to the resolution and the resolution is returned to the diocesan resolutions chairperson, she in turn will forward the additional information to the parish council concerned. The amended resolution, once approved by motion at a general meeting of the council (January or February), is then re-submitted and received by the diocesan resolutions chairperson by March 5th.
3. The resolution now becomes the property of the diocesan council and may be changed as deemed necessary by the diocesan resolutions standing committee. At the winter meeting of the diocesan executive a motion will be made to bring the resolution to the diocesan convention for approval. Printed copies of the "Proposed Resolution" are usually available upon registration at the annual diocesan convention so that members may study them before they are brought to the floor at the annual diocesan convention for discussion and vote.
4. Resolutions passed at the annual diocesan convention are sent immediately to the provincial council with three copies of the complete resolution (resolution, brief, works cited, action plan, checklist) and three copies of the supporting research in binders. Any changes made at other levels of the League will be discussed with the parish council submitting the resolution by the diocesan resolutions chairperson and/or her committee.
5. A letter signed by the diocesan president and recording secretary confirming that the resolution(s) was passed at the annual diocesan convention will also be forwarded to the provincial council within the time frame allocated.
6. The resolution(s) package(s) will be forwarded as early as possible to the provincial resolutions chairperson as the documents will be required prior to the scheduled June provincial resolutions committee meeting in order that provincial council can adhere to the national council deadlines.
7. Regardless of origin, resolutions must be well researched, with careful planning and attention to detail.

DEVELOPMENT AND PEACE

The diocesan council will encourage parish councils to adopt the national resolution (1969) requesting that 1% of all funds raised by each council be directed to Development and Peace to aid developing countries.

Members will also be asked to contribute 1% of personal luxury items. (The funds could be collected at a general meeting.)

All funds for Development and Peace should reach the diocesan treasurer by March 15th each year.

The diocesan treasurer will forward these funds to the provincial treasurer, who, in turn, will remit them to national office.

In this way, the amount of contributions collected nationally by The Catholic Women's League of Canada is forwarded to Development and Peace and will be matched by the Canadian International Development Agency (CIDA).

SEMINARIAN FUND

The diocesan council executive will encourage all parish councils to contribute to the Diocesan Seminarian Fund each year. This fund was established in 1935 to assist the bishop of the diocese in the education of priests.

Donations should be mailed to the diocesan treasurer by March 15th.

A cheque for all donations received will be presented to the Bishop at the Opening Mass of the annual diocesan convention.

RECOGNITION AND AWARDS

Council Anniversary Certificate

This certificate, which was introduced in 1988, is awarded by the diocesan council to parish councils in recognition for years of service. The certificate is ordered from the national office and signed by the national president, with space for the signatures of the diocesan president and the diocesan spiritual advisor. The certificate is presented by the diocesan president, or her designate, to a parish council celebrating 25, 50, 60, 75, 80, 90 or 100 years of service. A certificate may be awarded to councils holding other anniversary celebrations. A letter of congratulations may be sent to parish councils who celebrate every five-year anniversary, e.g. 30, 35, 40, etc. All certificates will in presentation folders before presentation.

The diocesan corresponding secretary will monitor the list of council anniversaries and advise the diocesan president, the communications chairperson, the national office and the provincial president of significant upcoming anniversaries.

Maple Leaf Service Pin

The Maple Leaf Service Pin is presented to those members who have served the League in an exceptional or meritorious manner. Every council should set in place criteria for awarding this pin. The diocesan president should be notified that a member has received this award and a letter of congratulations will be sent on behalf of the diocesan council. The diocesan council may choose to present this award to deserving members of the diocesan council.

Life Membership

A member who meets the national council criteria for life membership will be nominated by the diocesan council for this honour. Following the approval of the provincial president, a cheque issued by the diocesan treasurer will accompany the application to national. The presentation of the life membership will take place following the annual diocesan convention Opening Mass.

Bellelle Guerin Award

Bellelle Guerin was the first president of The Catholic Women's League of Canada. The award is presented to individuals who have worked tirelessly to keep the League alive in the spirit of the first president. The women nominated should be individuals who have kept the vision and the dream of Bellelle Guerin alive by dedicating themselves to the work of the League, in their parish, diocese or province. The recipient of this award does not meet the criteria for a life membership.

Certificate of Merit

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

BENEVOLENT POLICY

On the death of a member of the current diocesan council (including parish presidents), present/former diocesan and regional spiritual advisors, a mass will be offered at the request of the Sault Ste. Marie Diocesan Council.

On the death of a member of the immediate family (husband, child, parent) of a diocesan officer, including parish presidents, a mass will be offered at the request of the diocesan council.

Expressions of sympathy or get-well wishes will be sent at the discretion of the diocesan president on behalf of the diocesan council.

On the death of a diocesan president, honorary life member, life member or past diocesan president, it is the responsibility of the president of the deceased member's council to contact the diocesan president as soon as possible.

The parish council president should contact the family, or their representatives, to ensure any involvement taken by the League is welcome (e.g. an honour guard).

If possible, the diocesan president, or her representative, will attend the League prayer service and/or the funeral mass.

Members of the Sault Ste. Marie Diocesan Council are encouraged to attend the League prayers and/or funeral mass and/or participate in the honour guard with members of the parish CWL.

A mass will be offered for the deceased member and a small spray of blue, yellow and white flowers (carnations) in a vase will be sent from the Sault Ste. Marie Diocesan Council.

ELECTION OF DIOCESAN OFFICERS

Election of diocesan officers will take place at the annual diocesan convention. Officers will be elected for a two-year term.

The election procedures outlined in the National Constitution and Bylaws 2013 and the National Manual of Policy and Procedure will be followed.

Elections Committee

On or before December 15th, a Nominations and Elections Committee chairperson will be appointed by the diocesan president, usually a diocesan past president. The chairperson shall be a member experienced and active in the League. She shall be prepared to address the convention on election procedures. The chairperson shall appoint her committee of life members and past diocesan presidents. The chairperson of the committee shall not be a candidate for office. (NP&P page 102 lines 10 & 11)

The diocesan spiritual advisor will serve as an *ex-officio* member on the nominations and elections committee.

Elections Register

The diocesan past president will update the Elections Register and forward a copy to the nominations and elections committee chairperson or diocesan president by November 15th, prior to the election year.

Eligibility for Nominations and Elections

The following rules will apply:

1. Members eligible for nomination to office shall be:
 - (a) present officers (except for the past president) who, at the time of election, have served a full term, subject to provisions at C&B Part XVI Section 2
 - (b) parish council presidents who, at the time of election, have served a full term.
2. Any member eligible for nomination to office at diocesan level in one diocese shall be eligible for nomination to office at the diocesan level in any other diocese to which she has moved.
3. Diocesan officers (except for the past president) and the parish council presidents shall remain eligible for **three** elections following the last term served.

The diocesan president-elect will be sent a letter, by the nominations and elections committee chairperson, asking her to affirm her willingness to assume the office of diocesan president.

Candidates for president-elect, treasurer and recording secretary must provide a copy of a **police check** along with their consent to let their name stand.

Acceptance List

The names of those members who consent to let their name stand for office, resumés and the nomination forms will be sent to the parish councils by March 1st.

It is the responsibility of the nominations and elections committee chairperson to ensure there is a candidate for every office.

Instructed Vote

Each parish council will be advised to use only the names on the Acceptance List when completing the nomination forms. They will be instructed to complete the forms at an executive meeting, record the names and offices in the council's minutes, have the nomination forms signed by the president and recording secretary and forwarded to the nominations and elections chairperson within the time frame allocated.

Candidates List

The chairperson of the nominations and elections committee will:

- prepare a "candidates list" with the names of the members and the office(s) for which they have been nominated
- notify each candidate in writing of the office(s) for which she has been nominated.

Elections Secretary

The diocesan president will appoint a member, who is not a candidate for office, to be secretary for elections at the annual diocesan convention.

Election Process

- The president will remain in the chair during elections, since the convention is still in session. She will announce the voting results provided to her by the elections chairperson.
- For the elections of officers, the instructed vote applies on the first ballot only. If the voting delegate does not have an instructed vote form from her executive, she forfeits her privilege to vote on the first and all subsequent ballots for that position.
- Election shall be by ballot vote, unless there is only one candidate for an office, or only the required number of candidates for the office of chairperson, in which case, approval shall be by motion to declare the candidate(s) elected.
- Where a majority vote prevails, if three ballots fail to produce a majority vote for one candidate, then the candidate receiving the highest number of votes shall be declared elected. In the event of a tie vote on the third ballot, a fourth ballot, using only the names of the tied candidates will be taken.
- Where a plurality vote prevails, the required number of candidates receiving the highest number of votes shall be declared elected. In the event of a tie, further balloting shall continue until the required number of candidates is elected.
- Any office left vacant following the election shall be filled from those eligible for nomination to office in that council.
- Nomination forms and ballots shall be destroyed following the election.
- The newly-elected officers are introduced by the outgoing past president and assume the duties and responsibilities of their respective office immediately following the annual meeting (NP&P page 109 line 19).

ANNUAL DIOCESAN CONVENTION/ANNUAL MEETING OF MEMBERS

The annual diocesan convention (annual meeting of members) will be held in April or May, on the last weekend of April, closest to May 1st whenever possible, for the purpose of promoting the Objects and Policy of the League, planning future programs, receiving annual reports and, in an election year, the election of officers (C&B Part XIV Section 3b).

Due notice having been given, ten percent of the voting members shall constitute a quorum (C&B Part XIV Section 3b).

In an election year, the elected officers shall meet for the assignment of standing committees immediately after the annual convention (C&B Part XIV Section 3c).

Location will be determined by a rotation of the Regional Committees according to a tradition of Sudbury, Sault Ste. Marie and North Bay. A change/review of the location of the Convention/ Annual Meeting of Members outside of the traditional rotation will be permitted upon consultation with the diocesan executive and the respective regional committees.

The convention may be held electronically, if necessary, to carry out the business of the Annual Meeting of Members. The president, in consultation with the communications chairperson, shall define the tools used. See also page 3 Delivery/Presentation of meetings.

All details of planning and other information about the diocesan convention will be found in the *Guide to Hosting the Diocesan/Provincial Convention Handbook* which is kept in the files of the diocesan president with copies held in the file boxes of the regional chairpersons.

The diocesan convention chairperson (or co-chairpersons) will be appointed by the diocesan president from among the diocesan officers or parish presidents of the host region.

Working in consultation with the diocesan president, the convention chairperson will appoint the necessary committee members.

The diocesan president will:

1. meet with the convention committee for the initial planning meeting and to ensure that the convention file box has been received
2. approve the hotel site
3. receive subsequent convention committee reports
4. when the convention is not held in her region, attend other meetings if and when necessary
5. be responsible for the design/printing of the convention program book
6. appoint a hostess to receive any provincial and/or national delegates
7. appoint the president-elect to introduce any banquet speaker(s)
8. appoint the first vice-president to express appreciation
9. arrange to have regional bars presented to outgoing regional chairpersons during the convention.

The celebrant for the Opening Mass will be the bishop of the diocese or his delegate.

The celebrant for the Closing Mass will be the diocesan spiritual advisor.

Newly-appointed regional chairpersons and spiritual advisors will be introduced at the closing luncheon.

Past diocesan presidents, honorary life members, life members, regional spiritual advisors, parish presidents and special guests will be invited to the reception prior to the banquet (if one is held).

Revised April 2022

DIOCESAN FINANCIAL POLICY

Diocesan Treasurer

The diocesan treasurer will be the Chief Financial Officer of the diocesan council and she will be responsible to:

1. maintain a close working relationship with the diocesan president in all matters concerning the financial operation of the council
2. be an official signing officer and responsible for the day-to-day custody of funds and payment of expenses according to approved financial policy
3. ensure that any member who has spent personal funds for League business is reimbursed upon presentation of a completed expense form accompanied by the required receipts (every effort should be made to conform to the designated time frames allocated by the treasurer)
4. keep all cancelled cheques, expense account statements, bills, bank statements, financial books, per capita ledger, etc., in good order (records will be kept for a five-year period)
5. ensure that the financial records of the council have been appropriately audited or examined annually (the word "examined" implies a less professional procedure than engaging an accountant to audit the council's financial statements, revenues and expenditures - the decision to "audit" or "examine" the books is made by the council)
6. prepare an interim financial statement for the period January 1 to April 30 for the diocesan annual convention
7. prepare a draft annual proposed budget for the new fiscal year in consultation with the diocesan president for presentation at the fall executive meeting
8. present a motion for final approval of the proposed budget to take place at the winter executive meeting
9. ensure that the day-to-day custody of funds and payment of expenditures for the council are done in a timely manner
10. index papers and transfer all books to the new treasurer following receipt of the May bank statement in an election year
11. ensure that all funds are kept in the same bank in bank accounts approved by the diocesan executive
12. ensure that the diocesan convention fund is a separate account with an annual statement prepared for the fall executive meeting and the Annual Report Book
13. assist the newly-elected diocesan treasurer in setting up a new set of books.

There will be no access to League funds for personal use. There will be no credit cards, debit cards or charge accounts in the name of the League and payment to a personal credit account will not be permitted.

Signing of Cheques

The official signing officers for the diocesan council will be the:

- a) President
- b) Treasurer
- c) Recording Secretary

Cheques for the president will be signed by the treasurer and the recording secretary.

Cheques for the treasurer will be signed by the president and the recording secretary.

Cheques for the recording secretary will be signed by the president and the treasurer.

No cheques will be pre-signed.

All cheques issued on behalf of the council must have two signatures of the official signing officers.

Responsibilities

The treasurer will forward copies of all original invoices with pertinent cheques, affixed with her signature, to the president or the recording secretary who will co-sign and mail out the cheques.

The diocesan executive will engage in long-term financial planning and project the financial position on an annual basis. They will be responsible to:

1. decide on the responsible and proper use of League revenues in keeping with League policy in a stewardship role
2. study annual financial statements and consider any recommendations from the auditor
3. review the annual proposed budget at the fall executive meeting as presented by the diocesan treasurer and approve at the winter executive meeting
4. review and approve the proposed convention budget at the winter diocesan executive meeting, according to diocesan guidelines (see Appendix A)
5. approve guidelines for allowable expenses and financial policy every two years at the January diocesan executive meeting
6. be prepared to monitor/evaluate revenues and expenditures as recommended by the treasurer, especially per capita fees, newsletter costs, convention registration fees, annual report book costs, travel expenses, etc.

Operating Funds

When possible the diocesan council shall retain a reserve of six months operating funds to protect the operation of the diocesan council from an unforeseen shortfall in revenue or increase in expenses. This financial reserve may be invested in short-term certificates at the discretion of the diocesan council.

Per Capita Fees

The diocesan council is financed by per capita fees remitted by parish councils in the diocese. Therefore, it is important that the parish councils are reminded to forward their per capita fees to national office by January 1st and postmarked no later than February 28th.

Per capita fees collected are remitted to national office by the parish councils.

As of January 2, 2011, distribution of monies from national office is as follows:

National Council	\$13.00
Provincial Council	\$ 3.00
Diocesan Council	\$ 4.00

The League's membership year runs from January 1st to December 31st. Therefore, when deemed necessary, in order to increase the diocesan council's portion of the per capita fee an instructed vote must take place at the annual diocesan convention.

*** Refer to Guidelines (page 13) governing Per Capita Fees.

Financial Projects

The Sault Ste. Marie diocesan council is financed by:

- a) per capita fees remitted by parish councils
- b) newsletter revenue
- c) registration fees and extra copies of annual report books
- d) donations/fundraising as required and approved by the diocesan council.

The audit year shall be the period beginning January 1st and ending December 31st.

EXPENSES

Officers

Each diocesan officer will receive an advance of \$100.00 for which they will be held accountable. The diocesan president will receive an advance of \$500.00 for which she will be held accountable. Advances will be issued at the beginning of the term of office and are intended to cover day-to-day operations for their committee and/or council work.

All expenses for reimbursement (printing, postage, telephone, photocopies, travel, meals, etc.) must be submitted on the approved expense form issued by the diocesan treasurer.

Original receipts must accompany all requests for payment.

All expenses for the current fiscal year must be submitted no later than April 1st, September 1st and December 15th, annually.

Any major expenses must have prior approval of the diocesan council.

All unused portions from advances issued during the term of office (\$100.00 or \$500.00) will be reimbursed to the diocesan treasurer at the end of the two-year term.

Transportation

Mode of travel will be by the most economical method available. Travel by car will be reimbursed by payment of the gasoline used (receipt must accompany request).

To avoid duplication of costs, several members of the executive will arrange to travel together when travelling on approved League business. Only the driver would submit the expense claim.

Accommodations

The diocesan council will provide shared accommodation only. Where and/or when members make arrangements to travel early, or stay later or choose single room accommodations, they will be required to pay the difference.

See Convention Guidelines, Section C, p6 re: pre-convention Thursday night accommodation for the diocesan president.

Meals

Meals can be claimed for days of meetings, as well as those while travelling to and from executive meetings.

Allowable expenses for meals:

Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$10.00

Original receipts are required. (Payment for meals does not include the cost of alcoholic beverages or tips.)

During conventions, officers may claim for meals not included in the convention package.

Diocesan Executive Meetings

Diocesan officers and the spiritual advisor who do not reside in the region where the diocesan executive meetings are held, will have their expenses paid for transportation, accommodations and meals. Diocesan officers and the spiritual advisor who reside in the region where the diocesan executive meetings are held will have their expenses paid for meals. Exceptions for those who reside in the region where the diocesan executive meetings are held and wish hotel accommodations shall be at the discretion of the diocesan president.

ANNUAL DIOCESAN CONVENTION EXPENSES

Registration Fees

The diocesan executive will determine the registration fee for the annual diocesan convention at their fall executive meeting.

Expenses Covered

The following expenses will be covered by the diocesan treasury for the diocesan officers and the spiritual advisor:

- a) registration fees
- b) accommodations (based on shared accommodation)
- c) meals
- d) transportation

The additional expenses covered by the diocesan treasury include:

- a) appreciation gifts
- b) program printing and other approved costs according to League policy

Arrangements should be made by the diocesan treasurer to ensure that:

- a) all registration fees collected by the convention treasurer are transferred to the diocesan council treasurer immediately following the convention
- b) the cheque be made payable to *"The Catholic Women's League of Canada"* and dated no later than June 1st.

Provincial Delegate

Expenses for the provincial president (or her designate) to attend the diocesan convention will be reimbursed by the provincial council including meals, accommodations, transportation and registration package.

National Delegate

If the national president is invited to the diocesan convention and she (or her designate) is able to attend, the transportation expenses will be paid by the national treasury. However, the diocesan council will be responsible for all other expenses including:

- a) registration
- b) accommodations
- c) meals

If a member of the national executive other than the national president is invited to attend, the diocesan council will be responsible for all expenses including transportation, registration, accommodations and meals.

Other Guests and/or Dignitaries

The diocesan council will be responsible for the following:

1. hospitality costs, transportation and honorariums for guests/speakers as pre-approved and arranged by the council
2. invited guests will receive complimentary tickets to luncheon and/or banquet at the discretion of the council
3. presentation gifts to be purchased by the diocesan president and to be a budget item each year. Recipients should include the provincial and/or national delegates, convention chairperson(s), guests/speakers, spiritual advisor (at the end of his term of office), and regional spiritual advisors (at the end of their term)
4. the president-elect will be responsible for the purchase of a gift for the diocesan president at the end of her term of office
5. the Nominations and Elections Committee Chairperson(s) will have accommodations paid to attend the diocesan convention
6. regional bars will be presented by the diocesan president to the three regional chairpersons at the end of their term

Provincial Convention

The diocesan president (voting delegate), president-elect (accredited delegate), and the spiritual advisor will have expenses paid for:

- a) transportation
- b) accommodations (based on shared accommodation)
- c) meals
- d) registration fee and ticket package

National Convention

The diocesan president (accredited delegate) will have her expenses paid to attend two national conventions during her term of office, if finances permit.

The diocesan spiritual advisor will have his expenses paid to attend one national convention during his five-year term of office.

ARCHIVES

Information included in the archives shall tell the story of The Catholic Women's League of Canada, Sault Ste. Marie Diocesan Council.

Minutes

Executive meetings/conventions – business sessions only (originals to be retained by past president/historian)

Elections Register Binder

- Nominations and Elections Policy
- Duties of chairperson
- Sample copies of forms and letters
- Eligibility List and addresses (for previous six elections)
- Relevant correspondence (for previous six elections)

History

- Policy on archives
- Catalogue of Archives (to be reviewed every two years)
- Annual reports (report books)
- Highlights of each diocesan president's term (not to exceed two pages)
- Correspondence of historical value
- Diocesan briefs/position papers relating to Resolutions
- List of annual diocesan conventions (date, place, theme)

Press / Photo Albums

- Official photo of diocesan president and officers
- Press coverage of president's term of office
- Convention programs
- Relevant photos of special interest – event, date, place and all individuals shall be identified (approximately four pages per two-year term)

Newsletters – Annual Reports – Policy Guidelines

NOTES:

1. Photos and memorabilia shall be provided by the communications chairperson.
2. The diocesan president and the historian will determine what materials are to be retained for the archives at the completion of the past president's term of office.
3. Confidentiality – any restricted items will be granted access only by the diocesan president after consultation with the executive officers.
4. Archives are located at the Sault Ste. Marie Diocesan Centre on Ste. Anne Road in Sudbury, Ontario.

RULES OF ORDER

The Catholic Women's League of Canada has adopted ***“Robert's Rules of Order”*** as the parliamentary authority for conducting business meetings at all levels of the League and they shall apply to those questions of parliamentary procedure not specified in the Constitution and Bylaws and Standing Rules of Order.

A parliamentarian may be appointed for the annual diocesan convention at the discretion of the diocesan president.

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

When basic principles are understood, the rules often become self-evident without having to refer to the book of rules.

Basic Principles could include the following:

- all members have equal rights and obligations. These include proposing motions, seconding motions, amending motions, expressing a point of view, asking questions, nominating, running for office and voting
- the majority rules
- that the minority are heard (all members have a right to express their views and to have those views respected)
- only one matter can be under consideration at one time (only one main motion can be dealt with at a time). However, a secondary motion (i.e. to amend, to refer to a committee) may be presented at the same time as a main motion in order to settle the main motion
- all matters should be open to full and free discussion before decisions are made on them so long as the rules of the organization are followed
- to be fair to the members during discussion, the president or chairperson must remain impartial. If she wishes to state an opinion, while presiding at a meeting, she must vacate the chair. There may be occasions when other officers or members should remain impartial
- simplicity and good will must prevail.

PRIVACY

The federal *Personal Information Protection and Electronics Documents Act* (PIPEDA) came into force January 1, 2004 and applies to personal information collected in the course of commercial activities. The Privacy Commissioner of Canada has ruled The Catholic Women's League of Canada does not conduct commercial activities and is therefore exempt from PIPEDA. Notwithstanding the foregoing, the League strives to share with members how their personal information is protected in the areas of management, notice, choice and consent, collection, use and retention, access disclosure to third parties, security, quality, and monitoring and enforcement (NP&P page 171, Preamble).

SCREENING

The diocesan president must appoint a privacy officer for her term of office. The past president may be assigned to this position.

The signing officers of the diocesan executive shall be the president, treasurer and recording secretary. All signing officers of the diocesan executive must have passed a recent police check.

Prior to elections, anyone allowing her name to stand for these three positions, as well as that of president-elect, must submit a printed record of a recent police check to the diocesan privacy officer.

Screening information is private and strictly confidential. The screening information is restricted to the diocesan privacy officer and the diocesan president. All screening documents must be kept in a secure location by the diocesan privacy officer.

Insurance

Executive members of the diocesan council are covered for general liability insurance through the national general liability policy for diocesan and provincial executive councils. Directors and officers liability is covered through a separate insurance policy. These policies are renewable annually and shall be kept by the diocesan president.

Diocesan General Liability Insurance

The diocesan council shall procure general liability insurance through the national office according to national policy. Coverage shall be renewed annually at the determined rate. The premium is payable to national office in February of each year by way of cheque sent by the diocesan treasurer.

Diocesan Directors and Officers Insurance

The diocesan council shall procure five million dollars (\$5,000,000) Directors and Officers Personal and Entity Liability Insurance for its officers and directors through the Ontario provincial council. The diocesan council shall renew coverage annually. A cheque will be brought to the winter provincial executive meeting by the diocesan president. Cheques will be gathered at the provincial executive meeting and funds will be forwarded to the insurance company by the provincial treasurer with an Ontario provincial council cheque.

APPENDIX "A"

GUIDELINES FOR THE DIOCESAN CONVENTION ACCOUNT

The diocesan convention treasurer will be appointed by the convention chairperson in consultation with the diocesan president and will be responsible to ensure that:

1. a convention account will be opened in the name of "The Catholic Women's League of Canada", with official signing officers being the convention chairperson, the treasurer and the secretary
2. all cheques will be signed by two of the three officers
3. an advance of \$1,000.00 will be extended to the host convention committee, by October 15th annually, to assist them in covering any immediate expenses relating to the upcoming convention
4. a proposed budget will be prepared and submitted to the diocesan treasurer by the convention chairperson by January 1st convention year
5. the proposed budget, including ticket income, will be reviewed/approved at the winter executive meeting
6. the convention chairperson will be notified immediately by the diocesan treasurer of any changes or budget approval
7. once budget has been approved a cheque in the amount of the approved budget (including changes, if necessary) will be sent to the convention chairperson less the advance
8. within one month following the annual diocesan convention, after all cheques have cleared the bank, an official "Statement of Receipts and Disbursements" will be prepared and sent to the diocesan treasurer with all receipts attached
9. the convention account in the host region will then be closed and any remaining funds will be transferred by cheque to the diocesan treasurer for deposit into the diocesan convention or council account as applicable
10. payment of other allowable expenditures will be the responsibility of the diocesan treasurer in consultation with the diocesan president.

The diocesan convention account is a separate account with an annual statement prepared for the fall executive meeting and the Annual Report Book.

The diocesan convention account may also be invested in short-term certificates following approval by motion of the proposed convention budget. This budget must be submitted to the diocesan treasurer by January 1st to be approved at the winter executive meeting of the council.

The Catholic Women's League of Canada
Sault Ste. Marie Diocesan Council

Guidelines

For

Diocesan Officers

Section B

April 2022

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Guidelines

Procedures outlined in this manual are intended to provide for an orderly administration of the council affairs and may be revised, as required by motion of the diocesan council.

The past president will be responsible for receiving additions, deletions or changes for the manual during her term in office.

Diocesan Officers' Responsibilities

All diocesan officers will be responsible for the following:

- attend all meetings of the diocesan council (usually in September and January), the pre-convention and post-convention meetings and the annual diocesan convention. If the member is not able to attend, the diocesan president must be advised of this in advance and a written copy of her report must be sent to the president
- prepare and present a report for the September and January meetings outlining the League work she has undertaken since the last meeting and issues of interest to her committee/office
- prior to any report being presented, a written copy must be sent to the diocesan president by the specified deadline and a summary of the report (in point form, not exceeding 15 lines) will be sent to the recording secretary
- attend, whenever possible, regional meetings, spiritual development workshops and other League workshops held in the officer's region
- will take direction from the diocesan president and disseminate information, as directed or required by the committee work
- send out directives. When directives and materials are received from other levels of the League, it should be read and processed. A directive should be prepared and, once approved by the diocesan president, sent to the parish counterparts by email or by mail (to those who do not have email addresses). An emailed copy should be sent to the diocesan executive. A copy of any directives sent is also emailed to the provincial counterpart
- write articles or submit information, as requested, for the diocesan newsletter, which is published in the spring and fall, and for the diocesan Facebook page, adhering to the deadlines established by the chairperson of the communications standing committee
- maintain a file box containing materials from the current officer's term and for the two previous terms. Items of ongoing interest and manuals should be kept current and in readiness to pass on at the end of the term
- prepare an updated task list for her successor
- be prudent guardians of League resources; ensure that ongoing expenses are reported on the required forms to the diocesan treasurer, with all receipts attached and in the time frame allocated
- ensure that the \$100.00 cash advance to cover expenses for diocesan League work during the officers' term is spent wisely. At the end of her term, the officer will return all of the unused portion
- operate on a system of standing committees and make fullest possible use of these committees in the involvement of all members
- develop leadership qualities and provide training to enable members to take active roles in the affairs of their faith community and society
- be politically non-partisan.

LEAGUE CREST

Permission to use the crest must be obtained from the national executive

- by letter or email forwarded to national office outlining the intended use
- with an enclosed sample, if possible, of the proposed item.

Production and distribution of the intended item may not begin until written authorization has been obtained by the national executive via the executive director of national office.

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

LEAGUE PINS AND BARS

Pin Protocol

The League pin should be worn on the left side as a symbol of service “for God and Canada”. Good taste and discretion on the part of the members should prevail.

League Insignia Pin

The insignia pin should be worn with pride by every League member.

President Pin

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

Past President Pin

The past president pin is presented to an outgoing president at the same time as the president's pin is passed on to the incoming president.

Diocesan Bar

Diocesan bars are available for use with the president and past president pins.

Regional Bar

Regional bars are available for use with the past president pin for regional chairpersons at the end of their term of office.

Spiritual Advisor Pin

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

CERTIFICATES / SCROLLS

Council Anniversary Certificate

The council anniversary certificate is awarded by diocesan councils to parish councils in recognition of years of service.

The corresponding secretary will be responsible to ensure that the president is aware of the council anniversaries in order that she, or her delegate, may present a certificate on behalf of the diocesan council.

MEMBERSHIP

General Membership

Membership is established and maintained by payment of the annual prescribed membership fee through a local parish council in accordance with C&B Part XVII Section 4.

Associate Membership

A non-Catholic woman, over the age of 16, may become a member, with voting privileges, but without eligibility for office by election or appointment.

Life Membership

In the League, life membership gives the recipient, in addition to the honour, a permanent place on the national council, the same voting privileges as accredited delegates at an annual meeting or convention [C&B Part XV Section 2(b)], a voice in its affairs and eligibility for a national appointment.

Life membership is not intended to be a reward for years of service or a retirement gift. Life members in a diocese do not attend parish/diocesan/provincial executive meetings unless they are members of that executive by appointment or election.

Only diocesan and provincial executives are entitled to submit applications for life membership in accordance with the established criteria. The application must be signed by both the diocesan and provincial presidents indicating support for the nomination. The responsibility for making the application is with the submitting executive as it knows the individual's record of service.

The diocesan council may wish to add requirements to their own policy and procedure manual, provided these additions do not contravene the national criteria.

Life members are:

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

Criteria for Life Membership

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

Revised April 2017

7. SPECIAL NORMS

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

Life Membership Nomination and Approval Procedure

- The *Notice of Nomination for Life Membership* form is completed by the nominating diocesan executive, approved at a meeting of the diocesan executive and signed by the diocesan and provincial presidents. The completed form is mailed to the Executive Director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg MB R3M 1X5. (Deadline Date: Postmarked by September 15th.)
- National office forwards the following information to the nominating council: criteria for life membership, *Nomination Form for Life Membership*, *Life Member Nominee Questionnaire* and *Life Member Checklist for the Provincial Council*.
- The nominating council provides the contact names and addresses on the *Life Member Nominee Questionnaire* form and forwards the forms as indicated on the top of each form.
- The *Nomination for Life Membership* form is completed by the nominating executive and is accepted by motion at an executive meeting. It is signed by the nominating council secretary (who verifies this executive action) and by both the diocesan and provincial presidents pending final approval upon completion of all other documentation (i.e. *Life Member Nominee Questionnaire* and final *Life Member Checklist for the Provincial Council* and signature of the provincial president). This form is mailed to the Executive Director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg MB R3M 1X5. (Deadline Date: Postmarked by December 15th.)
- The nominee completes the *Life Member Nominee Questionnaire*, indicating her ability, availability and willingness to continue actively serving the League, and forwards a copy to the nominating president, provincial president and Executive Director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg MB R3M 1X5. (Deadline Date: Postmarked December 15th.)
- National office verifies that the nominee meets criteria 1-3 (page 6) and the executive director confirms this fact to the submitting provincial or diocesan executive
- A *Life Membership Checklist for the Provincial Council* is completed by the provincial president who verifies completion of the *Nomination for Life Membership* and *Life Member Nominee Questionnaire*.
- The *Life Membership Checklist for the Provincial Council* and cheque for \$100.00 and the specific date on which the life membership will be presented is forwarded to national office by February 1st.
- National office will forward the completed *Nomination for Life Membership* and *Life Member Nominee Questionnaire* forms to the national chairperson of organization for confirmation that the nominee meets all the requirements.
- At the winter meeting of the national executive, the list of those nominees meeting all the criteria and requirements is presented and the nominees are officially accepted as life members of national council.

Revised April 2017

- Following acceptance by the national executive, the submitting provincial and diocesan executives and the nominee's parish council will be notified and a life membership pin and scroll will be sent to the nominating diocesan or provincial council prior to the anticipated date of presentation.

Honorary Life Membership

A distinct honour bestowed on a member who has served as national president.

Transfer Membership

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

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

A member may hold membership in only one council at a time.

Membership on the Diocesan Council

In order to be eligible to serve on the diocesan council, a member must have completed a full term as a parish president. Members are elected/appointed for a two-year term.

Resignation from office must be made in writing to the executive.

VACANCIES ON THE DIOCESAN COUNCIL

President

In the event of a vacancy of the office of president, the president-elect shall complete the unexpired term of the president.

If the president's resignation occurs:

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

President-elect

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

Other Executive Office

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. The member to be appointed should be considered from the election register, a former parish president, and then a CWL member.

REMOVAL OF OFFICERS

Officers whose conduct or activities are detrimental to or incompatible with the Objects and Policy of the League may be removed or suspended from office.

Consultation will be made with the president at the next level before any decision is made.

The matter shall be dealt with in strict confidence by the executive at an in-camera meeting.

Notice of motion for removal or suspension of any member must be given to the member concerned, to all members of the executive, and to the president at the next level one month before such meeting. The member in question shall be invited to make a statement at the meeting or may submit a written statement to be read at the meeting. Attending the in-camera meeting shall be the member in question, members of the executive, the spiritual advisor and the president at the next level or her representative.

The motion to remove or suspend must be passed by a two-third majority of the members attending such meeting.

An officer who is removed shall, in accordance with Part XVI, Section 1(e) (ii) of the Constitution and Bylaws, forfeit eligibility for any future position.

MEETINGS AND PROGRAMS

Members of the diocesan council will be required to attend:

- diocesan executive meetings
- annual diocesan convention
- pre- and post-convention meetings
- where and when appointed – provincial convention
- regional meetings (held in member's area)
- special meeting(s) at the call of the diocesan council president.

Where and when invited to represent the diocesan council at any special celebrations, arrangements will be provided according to diocesan council policy.

Spiritual Development Workshops are held in each region on a monthly and/or other basis. Where possible, council officers should make every effort to attend and support the efforts of the regional spiritual workshop advisors as they contribute to assist members in realizing the League's Mission to call its members "to grow in faith, and to witness to the love of God through ministry and service".

Educational Programs that will encourage and support the development of Christian values throughout society, and in particular the image of the family, should be attended and supported by each diocesan officer. In this way, others will be encouraged as they see the diocesan officers represent Catholic women and their views on topics of national interest and importance and then work to communicate those views to church, government and society at large.

Through good communication and participation, the diocesan officers will be able to know and support the Objects of the League:

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

REGIONS

The Diocesan Council of Sault Ste. Marie has been formed into three regions to carry out the work of the League: one in North Bay, one in Sault Ste. Marie and one in Sudbury.

The chairperson of each regional committee is appointed by the diocesan president for a two-year term. The appointed individuals should be past presidents of a parish council in their specific region. The regional chairpersons are members of the diocesan council and have accredited delegate status on the Sault Ste. Marie Diocesan Council.

The regional chairpersons serve as liaison between the parish councils and the diocesan council.

In each region, regional committees are composed of a chairperson, the presidents of the parish councils concerned and other members as required (usually regional spiritual advisor, secretary, treasurer). Some regional councils may also have a spiritual development person, as well.

The regional chairpersons receive their direction, instructions and information from the diocesan president. Their responsibilities include:

- keeping in close contact with parish presidents
- reporting regional concerns and activities to the diocesan president
- planning meetings considering location, date and all arrangements
- organizing presidents' meetings within two weeks of the diocesan executive meeting, whenever possible
- organizing regional meetings in consultation with the diocesan president
- chairing presidents' and regional meetings
- being responsible for sending notifications of upcoming regional meetings to the diocesan executive and parish presidents
- attending the diocesan executive meetings to represent the parish presidents in their respective regions.

Funding

The funding for the regional committees is composed of annual regional fees collected from the parish councils to cover operating expenses. Each parish council remits the regional fees directly to the regional treasurer annually, on or before January 1.

Meetings in Each Region

Presidents' Meetings

Presidents' meetings are held in each region within two weeks of the diocesan executive meetings, if possible. The agenda is set by the diocesan president based on material covered at the diocesan executive meetings. Since parish presidents are considered part of the diocesan executive, they are given information relating to the diocesan meetings. Each parish president is invited to be accompanied by one other member of her council, usually her president-elect or another member of her executive. The guest is an observer at the meeting.

Regional Meetings

Regional meetings are held twice a year, in the spring and fall, and are open to all League members. The meetings serve to keep all councils in contact with each other. Councils can learn what is going on at other levels of the League and may be asked to report on parish activities.

A workshop should be planned, or guest speaker should be invited, to educate members about the League and/or issues of concern to the League or its members.

Diocesan officers should be notified about regional meetings and invited to attend, be introduced and allowed time on the agenda, if they wish.

Life members and past diocesan presidents, in attendance, should be introduced.

Spiritual Development Workshops

A Regional Spiritual Advisor is appointed in each region. The Sisters of St. Joseph have generously provided this service to the diocesan CWL in each region. The Regional Spiritual Advisors may offer spiritual development workshops to assist the parish spiritual development chairpersons with their spiritual programs for meetings. All members are invited and encouraged to attend.

PER CAPITA FEES / FINANCES

Per Capita Fees

The League's membership runs from January 1st to December 31st.

The diocesan council is financed by per capita fees remitted by parish councils in the diocese. Therefore, it is important that the councils are reminded to forward their per capita fees to the national office, as soon as they are collected, and no later than February 28th, annually.

Per capita fees are determined at an annual diocesan convention.

The membership fee is determined by each individual parish council and is due January 1st. The rate structure for the diocesan council, as of July 2011, is \$20.00 per member.

The per capita fees collected are remitted to national by the parish councils. National will distribute the monies to the provincial and diocesan councils as required:

National Council	\$13.00
Provincial Council	\$ 3.00
Diocesan Council	\$ 4.00

"Parish Council Remittance Form for Per Capita Fees" is used to submit fees to the national office annually.

Financial

The Sault Ste. Marie Diocesan Council is financed by:

- a) per capita fees remitted by parish councils
- b) newsletter revenue
- c) convention registration fees and sales of extra Annual Report books
- d) donations and/or fundraising as required and approved by the diocesan council

The audit year, at all levels of the League, shall be the period beginning January 1st and ending December 31st.

There will be the signatures of two signing officers on all cheques issued by the council.

ORGANIZING A PARISH COUNCIL

Where a group of Catholic women wishes to form a parish council of The Catholic Women's League of Canada, it should be done in consultation with the pastor, who will automatically assume the role of spiritual advisor.

Duties of the diocesan president

The diocesan president will:

1. supply guidance and necessary information and assistance in organizing the parish council
2. supply an "Application for Certificate of Organization"
3. attend the information/organizational meeting and provide guidance and support as may be requested
4. assist when elections are held to establish their officers. The diocesan president, or her representative, should chair the elections procedure
5. instruct the council regarding national, provincial and diocesan per capita fees
6. ensure that those members in attendance at the organization meeting will sign their names on the reverse side of the "Application for Certificate of Organization" and pay the prescribed membership fee and will be considered charter members of the newly-organized council. This form will be sent to national office and a charter will be prepared and sent to the parish council along with a President's Kit
7. advise and/or assist with the *Installation/Reaffirmation of Officers* as may be required or requested.

COUNCIL STATUS CHANGES

Inactive Council

When a council intends to become inactive, the matter should be discussed with the members of the council, their spiritual advisor and the diocesan president.

The diocesan president will evaluate the situation and suggest alternatives to remain active.

If the council wishes to continue to become inactive, then the council president should be available to instruct them to send a written notice to all the members, the spiritual advisor and the diocesan president, advising of their intentions to discuss and vote on a motion to become inactive. The date, time and place of the meeting should be in the letter.

The diocesan president will then be responsible to:

1. be in open communication with the parish council president, allowing the council freedom to write or call, before a vote has been taken to become inactive
2. visit the council and try and discuss possible solutions; e.g. the council could remain active, but focus on just a spiritual program with time for reflection and praying on the issue along with some socializing for a period of time (remember, many of the members may have dedicated several years of service to the League)
3. assist in the procedure to disband if this is the vote and encourage the members to join neighbouring councils
4. remove the council's name from all mailing lists and notify other councils
5. monitor the situation with a view to reactivating the council at an appropriate time.

Council to Disband

Councils should be encouraged not to rush into disbanding but focus on prayer sessions and open discussions with the parish priest, executive members and diocesan officers.

Should the council insist on disbanding they will be required to complete three forms:

- a) *Disbanding a CWL Parish Council Checklist*
- b) *Disbanding a CWL Parish Council Certificate*
- c) *Disbanding a CWL Parish Council "in Trust".*

The diocesan president, spiritual advisor and the bishop should receive a copy of the motion to disband.

Change in Council Status (continued)

The diocesan president will be responsible to:

1. maintain open communication with the parish council president, allowing her freedom to write or call, before a vote has been taken and before the council has deteriorated to the point where disbanding is the only solution
2. visit the council along with the spiritual advisor. When help is requested, assist in evaluating the situation within the council, be understanding and discuss possible solutions
3. attend the meeting called to take the vote to disband, assist in the procedure and encourage members to join neighbouring councils
4. accept the council information and history; record details in the diocesan minutes for future reference, noting date
5. send a letter of regret to the parish council and notify the provincial president and provincial chairperson of organization regarding the disbanding council. Indicate that the charter has been sent to national office
6. remove the name of the disbanded council from mailing lists and inform other councils in the diocese of the disbandment; request their prayerful and moral support for the members
7. monitor the situation with a view to reorganizing the council at an appropriate time. Visit members of the disbanded councils, whenever possible.

Maintaining a Parish Council in the Event of a Parish Closure

The bishop should be in close contact with the diocesan president in order to offer advice and/or alternatives for the council; thus providing the affected parish council ample time and opportunity to assimilate and accept impending changes.

The diocesan president will be responsible to follow the guideline as outlined in the National Manual of Policy and Procedure, page 44.

Amalgamating Councils

A shortage of priests in many areas has resulted in the twinning or clustering of parishes.

Twinning Parishes: the bringing together of two or more parishes under the administration of one parish with the priest serving as pastor of the combined parishes.

Clustering of Parishes: the coming together of two or more parishes working together as pastoral teams to enliven the life of each parish, maintaining individual autonomy but following a common pastoral approach.

If the parish council refuses *not to twin* with the "parent" CWL council OR *if the "parent parish" in the cluster does not have a CWL parish council*; then the diocesan president and spiritual advisor should be notified.

Change in Council Status (continued)

Further to amalgamating councils, the diocesan president will be responsible to:

1. provide support and assistance
2. preside over the meeting called to vote on the amalgamation
3. assist in the procedure and encourage members to continue their League membership
4. accept the council records for safekeeping in the diocesan archives; consider celebrating the acceptance of the archival records at a diocesan convention
5. send a letter of appreciation to the newly-formed parish council and officially inform the provincial president and the provincial chairperson of organization of the amalgamation. Inform national office that the CWL parish council is officially amalgamated.

Reactivating a Council

When a League council is reactivated the diocesan president should contact the national office requesting information about the status of the former council's charter; providing any pertinent information regarding the date of organization, the name of the first president, secretary and spiritual advisor.

DUTIES OF THE DIOCESAN PRESIDENT

The president shall:

- be the chief officer of the diocesan council
- inform the membership of the position of the League on current issues, priorities and new programs
- provide active leadership
- initiate policy, in consultation with the officers of the diocesan council
- be the official spokesperson for the diocesan council
- preside over all diocesan meetings and at the diocesan conventions
- be a signing officer for all official documents
- appoint regional chairpersons for each of the three regions, in consultation with the diocesan council and spiritual advisor
- liaise with the regional chairpersons, providing them support, direction and leadership
- attend regional meetings, if possible, bringing greetings to the members
- appoint standing committee chairpersons in consultation with the diocesan executive and spiritual advisor
- appoint other committees, as required
- be an *ex-officio* member of all committees, except the nominations and elections committee
- foster open communication with the spiritual advisor, the diocesan executive and members on all League matters
- represent the diocesan council on the Ontario Provincial Council
- prepare and submit reports, as required by the diocesan and provincial councils
- keep the president's file box up-to-date
- abide by and respect issues of confidentiality.

Revised April 2017

DUTIES OF THE PRESIDENT-ELECT

The president-elect shall:

- become president automatically after serving her elected term as president-elect. She will be asked to confirm her willingness to serve as president prior to elections being held
- perform the duties of the president in her absence or if she is unable to complete her term
- be the chairperson of the organization standing committee
- be responsible for League development, leadership training and educating members
- be responsible for the distribution and collection of annual report forms, the printing of the annual report book and its distribution to the diocesan executive, parish presidents, life members and past diocesan presidents
- perform other duties as may be delegated to her by the president
- keep the president-elect/organization file box in order and up-to-date
- abide by and respect issues of confidentiality
- fulfill the duties as a member of the diocesan council.

DUTIES OF THE VICE-PRESIDENT(S)

The duties of the vice-president(s) shall be as follows:

- in the absence or inability of the president-elect to serve, the vice-presidents, in order of rank, shall perform her duties
- in the absence or inability of both the president and president-elect, the first and second vice-presidents shall perform the duties of the president and president-elect respectively
- be the chairperson(s) of standing committee(s)
- keep the standing committee's file box in order and up-to-date
- prepare and submit reports as required
- perform other duties as delegated by the president
- abide by and respect issues of confidentiality
- fulfill the duties as a member of the diocesan council.

DUTIES OF THE RECORDING SECRETARY

The recording secretary shall:

- record the minutes of all meetings and conventions of the council, ensuring that the minutes are forwarded to the diocesan officers within four weeks after the meeting
- retain the minutes as a permanent record of the work of the diocesan council
- ensure that council minutes are kept for the current president's term and the previous two terms for a total of six years before being archived
- keep the motions book current
- be a signing officer for all official documents
- have charge of all papers and records of the council
- be responsible for reports, as required
- perform other duties as assigned by the president
- prepare and submit reports, as required
- keep the secretary's file box in order and up-to-date
- abide by and respect issues of confidentiality
- fulfill the duties as a member of the diocesan council.

DUTIES OF THE CORRESPONDING SECRETARY

The corresponding secretary shall:

- attend to all correspondence at the president's request or approved by the president
- maintain a binder with a list of all correspondence sent and received and copies of the correspondence. This binder should be brought to diocesan meetings for the information of the council
- maintain an updated list of contact information of the diocesan executive, parish spiritual advisors, presidents and treasurers. This information will be shared with the diocesan executive and the parish presidents in their own region
- share the lists with the provincial president and provincial administrative assistant and the national office
- maintain the confidentiality of the contact information which is not to be disclosed to other persons or agencies
- monitor the list of council anniversaries and advise the president of upcoming special council anniversaries and other important dates as required
- advise the provincial president and the national office of councils celebrating significant anniversaries, e.g. 25, 50, 75, 90 or 100 years
- send a list of special council anniversaries and other important dates to the newsletter editor
- advise the provincial administrative assistant of special awards, such as life membership and Bellelles Guerin awards
- prepare the convention packages prior to the January Executive Meeting for distribution to the parish presidents. The convention package includes:
a covering letter from the corresponding secretary and a list of all enclosures which are:
 1. A letter of invitation to convention from the diocesan president
 2. The "Call to Convention"
 3. Tentative Agenda
 4. Advance Registration Form
 5. Special Event Ticket Form
 6. Incentive Program Letter (from the diocesan president)
 7. Incentive Program Registration Form
 8. Minutes from the previous convention
 9. Invitation Poster (to be displayed at the parish)
 10. "Scent-Free" Poster
- read the roll call and the call to convention at the annual diocesan convention
- perform other duties as assigned
- prepare and submit reports, as required
- keep the corresponding secretary's file box up-to-date
- abide by and respect issues of confidentiality
- fulfill the duties as a member of the diocesan council.

DUTIES OF THE TREASURER

The treasurer shall:

- maintain the financial records of the council and have them appropriately audited or examined, annually
- receive all League monies and pay all accounts, as authorized
- be a signing officer for all official cheques and documents
- present a report of revenues and expenditures at meetings
- prepare and monitor the annual budget
- at the close of the convention account, review the convention statement of revenue and expenses along with the attached statements
- review, monitor and advise the council on investment accounts
- liaise with council officers relating to cash advances and reimbursement of officers and committee expenses
- update and keep current the financial expenses reporting forms for the officers
- review and advise the council relating to fiscal resources and expenses
- work with officers, set up long-range planning to ensure a six-month reserve fund for the council
- maintain a close liaison and work in cooperation with the council president on all financial matters
- prepare the annual financial statements for the Annual Report Book before the deadline set by the Annual Report Book Chairperson/Organization Chairperson
- distribute copies of the annual financial statements to all voting and accredited delegates to the annual diocesan convention, at least 21 days prior to the convention. This would include voting delegates (parish presidents) and accredited delegates (diocesan executive, parish accredited delegates, honorary/life members, past diocesan presidents)
- arrange hotel accommodations for the diocesan executive members who travel to the fall and winter executive meetings
- confirm hotel accommodations for the annual diocesan convention with the diocesan president and arrange accommodations for the executive for convention
- arrange for the diocesan council to complete their registrations forms for the diocesan convention at the winter meeting, then forward the funds for their registration packages to the convention treasurer
- arrange for the registration package and accommodations for the provincial representative to attend the annual diocesan convention. These expenses will be paid by the diocesan funds; however, following the convention, an invoice shall be sent to the provincial council treasurer for reimbursement of these expenses
- at the end of her term of office, assist the new treasurer in setting up her books
- perform other duties, as assigned
- prepare and submit reports, as required
- keep the treasurer's file box up-to-date
- abide by and respect issues of confidentiality
- fulfill the duties as a member of the diocesan council.

Revised April 2015

DUTIES OF THE PAST PRESIDENT

The past president shall:

- serve in a consultative capacity
- be responsible for the archives and history
- facilitate the study and implementation of the *Constitution and Bylaws*
- perform other duties as assigned by the president
- review the policy and procedure manual and update it during her term of office, as required
- review the guidelines and update them during her term of office, as required
- submit the revised Diocesan Manual of Policy and Procedure and Guidelines prior to the end of her term of office for approval
- prepare and submit reports as required
- keep the past president's file box up-to-date
- abide by and respect issues of confidentiality
- serve as chairperson of the nominations and elections committee in an election year
- serve as Privacy Officer
- fulfill the duties as a member of the diocesan council.

DUTIES OF EACH STANDING COMMITTEE CHAIRPERSON

The standing committees are:

- Spiritual Development
- Organization
- Christian Family Life
- Community Life
- Education and Health
- Communications
- Resolutions
- Legislation
- Past President/Historian

All standing committees will be led by a chairperson.

The chairperson shall:

- educate herself on the work of her standing committee
- become knowledgeable of the issues relating to the committee locally, provincially, nationally and internationally
- when information is received from her provincial counterpart, disseminate the information in a directive sent out to the parish counterparts (any information sent to the parishes must first be approved by the diocesan president)
- read communiqués and directives (both current and past) on the provincial and national websites
- read articles in current and past *The Canadian League* magazine
- send out a minimum of two directives per year
- be a mentor to the parish counterparts by providing information and education on the issues and concerns of this standing committee
- consult with chairpersons of other standing committees to maximize team effort and avoid duplication
- prepare and submit monthly and annual reports as required
- appoint a sub-committee to share the work
- perform other duties as assigned by the president
- fulfill the duties as a member of the diocesan council
- abide by and respect issues of confidentiality.

Sub-committees

Whenever possible, invite others to assist with the work of the committee. For example, in the Christian Family Life Committee, one member could take responsibility for the sub-committee of refugees, immigration and citizenship. Having sub-committees allows for a specific heading to be studied in depth and provides valuable support for the chairperson. Any expenses incurred by the sub-committee members must be approved by the chairperson and are included as part of the expenses of the chairperson of the standing committee.

Revised April 2017

DUTIES OF THE SPIRITUAL DEVELOPMENT CHAIRPERSON

The spiritual development chairperson's duties include:

- spiritual growth of members
- study of Catholic teachings
- role of women in the church
- evangelization and mission assistance
- lay ministries
- ecumenism and interfaith endeavours

The spiritual development chairperson shall:

- educate herself on the work of her standing committee
- ensure an ongoing contact with the provincial spiritual development chairperson
- liaise with the diocesan spiritual advisor
- prepare the spiritual programs for the diocesan meetings and conventions
- have these programs approved by the diocesan spiritual advisor and the diocesan president
- lead the prayer at the meetings or assign others to do some of the readings
- if others are assigned readings, provide them a copy of the reading in advance
- have enough copies of the programs printed for the meetings (and conventions, if requested)
- set up a table with a statue of the Blessed Virgin Mary, tablecloth, candle, bible and *Book of Life* for each meeting
- obtain copyright licenses for hymns for convention if required
- support spiritual development workshops in her region
- be responsible for the *Book of Life*
- ensure the names of deceased members are recorded each year
- display the *Book of Life* at diocesan meetings
- display the *Book of Life* at diocesan conventions: Opening Mass, Closing Mass and part of the spiritual display during business meetings
- liaise with the provincial spiritual development chairperson to ensure names of deceased members are also in the provincial *Book of Life*
- perform other duties assigned by the diocesan president
- prepare reports as required
- keep the spiritual development file box up-to-date
- perform other duties as assigned by the president
- abide by and respect issues of confidentiality
- fulfill the duties as a member of the diocesan council.

Revised April 2017

DUTIES OF THE ORGANIZATION CHAIRPERSON

The organization chairperson's duties include:

- (a) recruit members and maintain membership
- (b) League development
- (c) League resource material
- (d) annual reports
- (e) life membership

The organization chairperson shall:

- educate herself on the work of her standing committee
- request funding for educational programs from other levels of the League, prepare reports and send reports as required
- arrange for workshops to be held in the diocese, apply for funding, choose the date and locations, advertising, presenters, etc.
- send out annual report forms to the parish presidents, collect the completed forms, send the appropriate forms to the diocesan standing committee chairpersons
- provide direction to parish council presidents, diocesan officers and diocesan standing committee chairpersons for completion of the annual report and set deadlines
- make arrangements to have the Annual Report Book published
- ensure that report books are brought to the diocesan convention to be distributed to:
 - the diocesan executive
 - parish presidents
 - Honorary/Life members
 - past diocesan presidents
 - the diocesan bishopIf any of the above does not attend the convention, a copy should be sent to them by mail.
- prepare and submit reports as required
- keep the organization file box up-to-date
- perform other duties as assigned by the president
- abide by and respect issues of confidentiality
- fulfill the duties as a member of the diocesan council.

DUTIES OF THE CHRISTIAN FAMILY LIFE CHAIRPERSON

The christian family life chairperson's duties include:

- (a) marriage and family
- (b) sanctity of life
- (c) ministry to:
 - i. youth
 - ii. disabled
 - iii. seniors
 - iv. widowed
 - v. separated
 - vi. divorced
- (d) vocations

The christian family life chairperson shall:

- educate herself on the work of her standing committee
- prepare and submit reports as required
- consult with chairpersons of other standing committees to maximize team effort and avoid duplication
- keep the christian family life file box up-to-date
- abide by and respect issues of confidentiality
- perform other duties as assigned by the diocesan president
- refer to guidelines regulating sub-committees on page 25
- fulfill the duties as a member of the diocesan council.

DUTIES OF THE COMMUNITY LIFE CHAIRPERSON

The community life chairperson's duties include:

- (a) dignity and rights of persons
- (b) social and economic justice
- (c) refugees, immigration and citizenship
- (d) Canadian Catholic Organization for Development and Peace (CCODP)
- (e) developing countries

The community life chairperson shall:

- educate herself on the work of her standing committee
- consult with chairpersons of other standing committees to maximize team effort and avoid duplication
- prepare and submit reports as required
- keep the community life file box up-to-date
- perform other duties as assigned by the diocesan president
- abide by and respect issues of confidentiality
- fulfill the duties as a member of the diocesan council.

DUTIES OF THE EDUCATION AND HEALTH CHAIRPERSON

The education and health chairperson's duties include:

Keeping members in the region informed relating to:

- (a) Catholic education
 - i. Catholic schools and catechesis
 - ii. Rites of Christian Initiation
- (b) literacy and continuing education
- (c) scholarships and bursaries
- (d) wellness and sickness/disease
- (e) environment
- (f) genetics

The education and health chairperson shall:

- educate herself on the work of her standing committee
- consult with chairpersons of other standing committees to maximize team effort and avoid duplication
- prepare and submit reports as required
- keep the education and health file box up-to-date
- perform other duties as assigned by the diocesan president
- abide by and respect issues of confidentiality
- fulfill the duties as a member of the diocesan council.

DUTIES OF THE COMMUNICATIONS CHAIRPERSON

The communications chairperson's duties include:

- (a) creating awareness to articles in *The Canadian League* magazine
- (b) media
 - i. for evangelization
 - ii. to promote the League
 - iii. evaluation and promotion of good content
 - iv. newsletters and bulletins
- (c) media relations
- (d) media contact list
- (e) media coverage (i.e. news articles, photographs)
- (f) Pornography and Mandatory Age Verification campaign
- (g) diocesan website
- (h) social media networks (Facebook)
- (i) photo sharing site

The communications chairperson shall:

- educate herself on the work of her standing committee
- be the editor of the diocesan newsletter:
 - setting deadlines for submissions
 - setting guidelines for articles
 - arranging for publication and distribution
- be responsible for the diocesan submissions to the ON-Line monthly provincial e-newsletter. Once a year, a diocese will be highlighted. The council will be notified of their month. Well in advance of the deadline, the diocesan communications chairperson will request submissions of pictures and accompanying articles. The deadline for parishes should be set about one month before it is to be sent to the provincial communications chairperson
- prepare and submit reports as required
- keep the communications file box and USB stick up-to-date
- perform other duties as assigned by the diocesan president
- abide by and respect issues of confidentiality
- fulfill the duties as a member of the diocesan council.

DUTIES OF THE RESOLUTIONS CHAIRPERSON

The resolutions chairperson's duties include:

- a) research and preparation of resolutions and briefs (keeping with the time frames allocated for submissions to diocesan and provincial levels)
- b) study and implementation of resolutions passed by other levels
- c) at provincial and national levels, presentation of resolution to government

The resolutions chairperson shall:

- educate herself on the work of her standing committee
- prepare and submit reports as required
- keep the resolutions file box up-to-date
- perform other duties as assigned by the diocesan president
- abide by and respect issues of confidentiality
- fulfill the duties as a member of the diocesan council.

DUTIES OF THE LEGISLATION CHAIRPERSON

The legislation chairperson's duties will include:

- (a) monitor and study legislation at all levels of government
- (b) preparation of briefs and position papers on proposed legislation

The legislation chairperson shall:

- educate herself on the work of her standing committee
- prepare and submit reports as required
- keep the legislation chairperson's file box up-to-date
- perform other duties as assigned by the diocesan president
- abide by and respect issues of confidentiality
- fulfill the duties as a member of the diocesan council.

SPIRITUAL ADVISORS

Spiritual Advisors for Diocesan and Parish Councils and Regional Committees

There will be a spiritual advisor for the diocesan council and spiritual advisors for each parish council and regional committee.

Under the guidance of the spiritual advisors, in cooperation with the chairperson of spiritual development, the spiritual program shall express the religious renewal of the people of God as envisioned by documents of Vatican II.

In 2005 the Regional Spiritual Advisors Workshops were set up. Regional Spiritual Workshop Advisors were appointed for North Bay, Sudbury and Sault Ste. Marie. The focus of this program is to assist the members by:

- a) providing them with information that helps them access resources to enhance their council spiritual programs
- b) instilling in them, confidence in their abilities to perform good spiritual programs
- c) working and encouraging them to share their resources including their skills and talents to train and encourage other leaders to step forward in faith and action
- d) providing spiritual workshops, retreats and days of reflection that benefit not only the leaders, but the council members and other League members who may be interested in spiritual growth.

Role of the Spiritual Advisor

The spiritual advisor, in cooperation with the chairperson of spiritual development, shall provide advice and guidance for the spiritual programs of the diocesan council.

Spiritual advisors will receive due notice of all executive and council meetings and conventions and shall be invited to attend and participate in all such meetings and conventions, when possible, in an *ex-officio* capacity.

The spiritual advisors of the parish councils will be the pastor of the parish. Where this is not possible, the pastor, in consultation with the diocesan spiritual advisor and the bishop of the diocese, shall appoint a spiritual advisor.

The diocesan spiritual advisor's term of service shall not exceed five years. The diocesan council shall give six months advance notice of the expiry of the diocesan spiritual advisor's term to the authority responsible for naming a successor – the bishop of the diocese.

The parish spiritual development chairpersons should ensure that the parish spiritual advisors have copies of the *Handbook for Spiritual Advisors*.

The regional chairpersons should ensure that the regional spiritual advisors have a copy of the *Handbook for Spiritual Advisors*.

The diocesan spiritual development chairperson should ensure that the diocesan spiritual advisor has a copy of the *Handbook for Spiritual Advisors*.

Revised April 2017

COMMUNICATION

Each diocesan officer will be responsible to make every attempt to provide effective communication with the members they serve.

Diocesan Newsletter

The communications chairperson has the ultimate responsibility for magazine content. Any submissions made are subject to approval by the diocesan president, the communications chairperson, and the availability of space in the publication.

It is important that every effort is made to have newsletter information submitted to the communications chairperson within the time frame allocated. The information shared will help counterparts at the parish council level know what action they should be taking and what information they should be sharing with their council members. It is important that the content of the information is timely, accurate, informative and not a duplication.

The Canadian League Magazine

This magazine is published three times a year and mailed out to all members. It is the official publication of The Catholic Women's League of Canada. Any letters sent to the editor must be signed before considered for publication. The decision to publish and the editing of the submissions are at the discretion of the editorial committee. Names of councils celebrating 25, 50, 75, and every 5th anniversary beyond 75 years will be printed. Any member celebrating a birthday of 100 years and more will be eligible to be published.

Should the diocesan council receive authorization from the national executive for the production and sale of items bearing the CWL crest, they may submit a small advertisement describing the item and it will be published if space is available. Submission to the CWL National Office, C-702 Scotland Ave., Winnipeg MB R3M 1X5 (facsimile: 204-927-2321 or email: communications@cwl.ca).

Constitution and Bylaws

The Constitution and Bylaws (C&B) is a set of fundamental laws outlining the agreed basic principles, structure and purposes of the organization and the rights of its members. It also defines the power of officers, how they are selected and their term of office. The bylaws are the basic rules of the organization adopted by its members to control the affairs of the organization. The C&B is a guide to be used with discretion, common sense and respect for individual members, their rights, privileges and responsibilities. To become acquainted with its use, a few minutes should be allotted at each executive meeting to review an article or section. This review will help encourage members' awareness of how the organization operates.

Revised April 2019

Communication (continued)

Every diocesan officer should ensure that their counterparts at the parish council level have a current copy of the national Constitution and Bylaws, and are using the information to support and enhance their League work.

Diocesan officers should also have a copy in their file box. The officers should read and know the contents of the Constitution and Bylaws (current issue – revised 2013).

National Manual of Policy and Procedure

Every diocesan officer should ensure that their counterparts at the parish council level have a current copy of the National Manual of Policy and Procedure and are using the information to support and enhance their League work. Diocesan officers should also have a copy in their file box. The officers should read and know the contents of the policy and procedure manual.

The National Manual of Policy and Procedure is updated annually. It is the responsibility of each member of the diocesan executive to ensure that their file box copy is kept updated.

Miscellaneous Communiqués

National Office – Workshops – Programs – Newsletters – Communiqués – Bulletins
Provincial Website - Workshops – Programs – Newsletters – Communiqués – Bulletins
Diocesan - Workshops – Programs – Newsletters – Communiqués – Bulletins
Parish Council - Workshops – Programs – Newsletters – Communiqués – Bulletins
Spiritual Development Programs – Workshops – Meetings – Prayer Services
Committees – CWL website
CWL Supplies and Resource Materials – Prayers
Honorary/Life Members / Past Presidents / Members
Handbook for Spiritual Advisors
The Beatitudes Brochure
Conventions / Diocesan/Provincial/National
CWL Promotional Leaflet
Mentoring Brochure
Pro-Life Pamphlet
Except the Lord Build the House
Leadership / Public Speaking Course
Christian Family Life Study Kit
Humble Prayer
Families Stories of Faith
Called to Cana – CWL Prays
Ceremonies Certificate
Leading the League – Step Forward in Faith and Action
Resolutions – Resolutions Supplement
Prayer Service for Deceased Members
Guide to Hosting the Diocesan Convention

Revised April 2017

REPORTS

Reports

Every diocesan officer will have in their file box copies of reports and other correspondence and communiqués, as well as copies of information pertaining to their committee work from provincial and/or national officers. Officers should take time to become familiar with the information.

When new information is received, officers should read the material and where/when necessary, distribute it to their respective counterparts at parish council and/or provincial level.

Annual Reports

Every diocesan officer will submit an annual report to the organization chairperson within the time frame allocated in order that the Annual Report book can be prepared for presentation at the annual diocesan convention and posted on the diocesan website. The report will highlight the work of the councils across the region, for each committee, for the year, with special emphasis on recommendations that can be made to improve and/or enhance the work of the committee in future years.

Oral Reports

Each officer will also be required to submit an oral report at the annual diocesan convention/annual meeting of members.

1. This report should not be longer than two to three minutes and should highlight activities that are not included in the written annual report.
2. Where officers are expected to speak on a specific topic at convention/AMM, the diocesan president should give direction at the winter meeting in order that the members are prepared.
3. Prior to officers submitting their annual report, two copies of the full report along with two condensed copies (8 – 10 lines) are to be submitted to the recording secretary.
4. When giving their report officers will address the diocesan president **only** "Madam President" then submit their report and conclude the report with "Respectfully Submitted".

Revised April 2022

Email

With modern technology, communicating effectively with those who have computers and computer skills is much faster and more efficient than could have happened a few years ago.

If officers wish to use email, every effort should be made not to abuse the email process, as excess mailings can create computer problems as well as extra work for those who are too busy to scan all the materials being sent out.

Remember to be courteous and discreet in all email submissions and above all else, remember that some of the officers may not have email access if officers want to be all inclusive.

Personal email addresses are to be used for CWL correspondence only and are not to be shared with anyone. Delete names and addresses before forwarding. Blind copy most of your email correspondence.

CONFIDENTIALITY

Information that is shared at the executive meetings should be held in strict confidence unless officers have been authorized and given approval to share the information through their committee work, etc.

There may be other times when members come in contact with confidential information and it is most important that discretion is used and information is not released by the wrong person to the wrong person.

PRIVACY

The Federal government passed the *Personal Information Protection and Electronic Documents Act*, (PIPEDA) in 2001 and it was fully implemented on January 1, 2004. The purpose of this act is to establish rules to govern the collection, use, and disclosure of personal information in a manner that recognizes the right of privacy of individuals with respect to their personal information. The Privacy Commissioner of Canada has ruled The Catholic Women's League of Canada does not conduct commercial activities and is therefore exempt from PIPEDA. Notwithstanding the foregoing, the League strives to share with members how their personal information is protected in the areas of management, notice, choice and consent, collection, use and retention, access to disclosure to third parties, security, quality, and monitoring and enforcement (NP&P page 171, Preamble).

This means:

- 1) When executive members collect, or task others to collect on their behalf, personal information (address, phone number, email, fax, resumés, references, police checks, bursary information, etc.) from a person they must:

a) Have that person's consent:

The council uses implied consent for all information that is collected (except screening) as defined in the National Manual of Policy and Procedure page 172, "Choice and Consent", but access to the information should be limited to those who need it to do their job.

b) Advise them, before the information is collected:

- what it will be used for
- who will have access to it
- how long it will be kept.

c) Manage their information as stated.

- 2) When the personal information of an individual is compromised, that person has the right to complain to the provincial privacy officer and ask that corrective action be taken.
 - Personal contact information is only provided on a need-to-know basis.
 - When the Corresponding Secretary issues an updated list, this list contains personal contact information for diocesan officers, parish presidents, and spiritual advisors. Recipients will destroy all previous lists when a new one is issued. The information on this list may not be shared with anyone not on the list, without first getting the consent of that person.

Updated April 2017

Privacy (continued)

- These lists may only be used for League business and may not be used to forward jokes or other unrelated information.
- When sending or forwarding emails to a list of names, the blind carbon copy feature on your email should be used so that the email addresses of those you are sending to are hidden. This protects them if the email is forwarded further.
- When diocesan elections are held, the chairperson of the nominations and elections committee will send out election information to the parish presidents by regular mail, along with the resumés of members willing and eligible to stand for election to the diocesan executive. Email may not be used to send these documents because they are confidential and email is not. All copies of resumés and acceptance lists must be destroyed after the nomination form has been completed.

RULES OF ORDER

The Catholic Women's League of Canada has adopted "*Robert's Rules of Order*" as the parliamentary authority for conducting business meetings at all levels of the League and they shall apply to those questions of parliamentary procedure not specified in the Constitution and Bylaws and Standing Rules of Order.

A parliamentarian may be appointed for the annual diocesan convention at the discretion of the diocesan president.

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

When basic principles are understood, the rules often become self-evident without having to refer to the book of rules.

Basic principles could include the following:

- All members have equal rights and obligations. These include proposing motions, seconding motions, amending motions, expressing a point of view, asking questions, nominating, running for office and voting.
- The majority rules.
- That the minority are heard (all members have a right to express their views and to have those views respected).
- Only one matter can be under consideration at one time (only one main motion can be dealt with at a time). However, a secondary motion (i.e., to amend, to refer to a committee) may be presented at the same time as a main motion in order to settle the main motion.
- All matters should be open to full and free discussion before decisions are made on them as long as the rules of the organization are followed.
- To be fair to the members during discussion, the president or chairperson must remain impartial. If she wishes to state an opinion, while presiding at a meeting, she must vacate the chair. There may be occasions when other officers or members should remain impartial.
- Simplicity and good will must prevail.

Updated April 2017

Annual Diocesan Convention (in Person)

The president will appoint a convention chairperson. Depending on what region is hosting the convention (North Bay, Sudbury or Sault Ste. Marie) the national guide to hosting a convention as well as regional guidelines are available in each regional chairperson's file box.

Each region also keeps a copy of convention materials with information that will assist their respective regions when hosting a convention.

The Diocesan Convention Account is available to supplement unforeseen costs or escalating costs that cannot be recovered through the registration and convention tickets. A motion is on the diocesan records to provide the host regional convention committee an advance of \$1,000.00 in convention year. The advanced monies will be deducted from the cheque forwarded to the convention committee on final approval of the proposed convention budget. *** Refer to policy regulating Convention Account in Section C Convention Guidelines page C5.

Standing Rules of Order at Convention / Annual Meeting of Members (AMM)

Each convention or annual meeting of members (AMM) will set its own standing rules that will be applicable for the duration of the convention (AMM) in session only. Even though these standing rules may be the same from one year to the next, the rules must be adopted at each new convention (AMM) and copies should be available to all who register.

- At the beginning of the business session of a convention (AMM), the rules are read and a motion is proposed, discussed and voted on to adopt the standing rules of the convention(AMM). This is usually initiated by the past president or her delegate.
- To rescind or amend the rules requires a 2/3 majority vote.
- To rescind or amend the rules once they have been adopted requires a 2/3 majority vote.
- To suspend a rule requires a majority vote.
- Other rules may cover the procedure for presenting the resolutions, the distribution of other than CWL materials, the presentation of the credentials report, and anything else requiring the cooperation of the members.
- Large conventions (AMMs) may require more rules.

RESOLUTIONS

Resolutions play a major part in the League's work. Through them, policy may be established, programs planned, or concerns and views expressed to governments. Resolutions can be a powerful tool "to infuse a Christian spirit into the temporal order". The League can serve the church's mission and be a Christian witness through resolutions.

The Resolutions Chairperson and Committee are responsible to:

- research and prepare resolutions and briefs
- study and implement resolutions passed by other levels.

What is a resolution?

A resolution, like a motion, is a proposal that introduces new business to the assembly. The new business is introduced in the form of a resolution because of its formality, its length or its complexity. The rules that apply to resolutions are the same as those that apply to motions, i.e., seconded, debated, passed by a majority vote and all secondary motions can be applied to them.

What is the purpose of a resolution?

A resolution may be directed to:

- a. the League itself at any level or
 - b. outside groups or institutions, such as the government, the Canadian Conference of Catholic Bishops, businesses, etc.
1. When directed within the League, its purpose is to propose a plan, establish a policy, recommend action, commend, censure, thank, etc.
 2. When directed to a group outside the League, its purpose is to influence others to take action that the League itself cannot take, to state the League's position on an issue, to petition, to express concern, to show appreciation, etc.

Basic Steps in Preparing a Resolution:

- | | |
|---------------------------------|---|
| 1. become aware of an issue | 2. discuss with the council |
| 3. form a committee | 4. research and gather support material |
| 5. draft the resolved clause | 6. draft the bridging clause |
| 7. draft the accompanying brief | 8. source references |
| 9. draft the action plan | 10. present for adoption |

Remember to pray at every stage.

Revised April 2022

CWL FUNERAL

A member of the diocesan council executive should contact the family to offer assistance. The member should also explain how the CWL can be involved with respect to an honour guard, procession, and vigil prayers. (Permission from the family of the deceased must always be obtained prior to League participation.)

Members should make every attempt to visit the funeral home/home/church as a group. When signing the guest book, indicate CWL.

Encourage the president of the deceased member's council or her delegate (e.g., spiritual development chairperson) to lead the vigil prayers which may be found in the *Handbook for Spiritual Advisors* and in the *Ceremonies Booklet*.

Members should be contacted to form a guard of honour for the funeral. They could wear CWL scarves, stoles, arm bands or crest buttons and their League pin.

- Members could line up on either side of the stairs or entrance to the church. Once the greeting prayers have been said by the priest, the guard of honour follows the casket to the front of the church and usually sits directly behind the pallbearers. The funeral director will direct the members in the honour guard as to when to enter, where to sit, and when to leave.
- If there is no procession into the church by the CWL members, then some honour guards could sit together, behind the pallbearers.
- Members could sit at the end of the pews lining the aisle of the church, beginning from back to front, depending on the number of members present.
- Members could line up outside on the sidewalk from the church to the hearse.

One member should be appointed to be responsible for order during the guard of honour to:

- instruct members where to sit or stand
- distribute materials as may be required
- communicate with the presider and/or the funeral director
- ensure that respect and order is maintained by silence and quiet prayer
- refer to policy governing benevolent funds "Agencies Assisted by Donations from CWL" page 47.

Updated April 2017

BOOK OF LIFE

The diocesan council should prepare a Book of Life to record the names of deceased members of The Catholic Women's League of Canada in the diocese. This is usually done by the spiritual development chairperson.

During the opening ceremonies at the annual diocesan convention, the Book of Life is placed on a stand or small table designated by the liturgy committee in the church sanctuary prior to the opening celebration.

Suggestions for Preparing a Book of Life

1. Use a sturdy three-ring binder and cover the book with a suitable material (e.g., velvet, satin), blue or white in colour with the League crest displayed on the front.
2. The title page should include the name "Sault Ste. Marie Diocesan Council".
3. Use good quality paper to record the names which can either be printed, calligraphed or typed.
4. Enter the name of the deceased member and the date of death, by year, and include the name of the CWL parish council.
5. The names of national, provincial, diocesan and parish council presidents should be noted.
6. It would also be appropriate to include a list of deceased spiritual advisors in the Book of Life.

Reporting Deceased Members

All deceased members are reported to The Catholic Women's League of Canada, National Office.

Parish council presidents fill out the form and forward a copy to national office with a copy to provincial and diocesan chairpersons of spiritual development to ensure that their respective Book of Life can be updated.

The diocesan chairperson of spiritual development will submit a complete list of the region's deceased members for the current year, to the provincial chairperson of spiritual development by December 30th of each year.

The provincial chairperson of spiritual development will submit a complete list of their province's deceased members for the current year, to national office by January 15th of each year.

FLAG PROTOCOL

General rules to consider in all flag situations:

1. All flags displayed together should be of the same size and displayed at the same height. No one flag should ever be displayed over another.
2. When two flags are displayed together, the highest ranking flag should be to the viewer's left. This also applies to four or more flags, with the other flags in order of importance, running from left to right.
3. When three flags are displayed together, the highest ranking flag should be displayed in the middle.
4. In procession/parades, as seen by the spectators at the head of the colour party (or groups of flags): two flags – highest ranking to the left; three or more flags – highest ranking to the front and centre, with the remainder of the flags in a line behind, running in order of rank from spectators' left to right.
5. The papal flag is never to be processed in, but placed in the sanctuary prior to procession. The order of flags when processed in is as follows: Canada – Ontario (1867) – Quebec (1867) – Nova Scotia (1867) – New Brunswick (1867) – Manitoba (1870) – British Columbia (1871) – Prince Edward Island (1873) – Saskatchewan (1905) – Alberta (1905) – Newfoundland and Labrador (1949) – Northwest Territories (1870) – Yukon (1898) – Nunavut (1999) – CWL flag.
6. In any flag situation, no flag should ever be touching the ground.
7. If a flag is to be flown at half-staff, it should first be hoisted to the pole top, then lowered to the half-staff position. When lowered at the end of the day, the flag should be once more hoisted full-staff before it is lowered.
8. Ranking order of commonly used flags:
 - a. Canadian National flag *
 - b. Provincial flag
 - c. Papal flag *
 - d. CWL flag

** indicates flags that must be present in a church in any display*

AGENCIES ASSISTED BY DONATIONS FROM CWL

Some agencies are permanently assisted by donations received from members and councils of The Catholic Women's League of Canada.

1. **Coady International Institute** of St Francis Xavier University, Antigonish, Nova Scotia. Coady offers a six-month diploma program designed for leaders engaged in the development of people-based organizations in developing countries. The students range in age from 23 to 45 and are persons employed with the public and private sector organizations engaged in human international development.
2. **National Pro-Life Fund** is to assist pro-life groups by voluntary contributions in the struggle to preserve the sanctity of life. Councils are encouraged to support pro-life agencies in their local area and not send funds to the national office.
3. **Canadian Catholic Organization for Development and Peace (CCOD&P)** is Canada's official Catholic overseas development organization launched by the Canadian Conference of Catholic Bishops. The organization helps support projects such as grassroots community development, literacy programs, mother and child health care, skills training, agricultural programs and emergency relief. They also support educational programs that keep Canadians more aware of the problems and goals of people in developing countries. The primary source of funding comes from the "Share Lent" campaign, Canadian International Development Agency and donations from individuals and groups like the CWL.
4. **Catholic Missions in Canada** is assisted by donations received from CWL members and councils. These funds provide missionaries with the tools they need to catechize throughout 24 missions dioceses found within Canada and support six religious education programs.
5. **Catholic Near East Welfare Association (CNEWA)** Velma's Dream raises funds to support the Infant Welfare Centre in the Old City of Jerusalem and Shepherd's Field Hospital in Bethlehem. The fund was designated to end on December 31, 2016 (NP&P page 126).
6. **Euthanasia Prevention Coalition (EPC)** will be supported for a term not to extend beyond August 18, 2020.

CONVENTIONS (IN PERSON)

The annual diocesan convention will be held at the end of April or the first week of May. The three regions (North Bay, Sudbury and Sault Ste. Marie) will take turns hosting the convention.

Once the diocesan council has determined the date, an invitation can be extended to the bishop of the diocese and the provincial president.

The date of the convention is set in consultation with the diocesan president in office at the time of the invitation and will be held the weekend closest to the end of April, or if necessary, the first weekend in May.

The convention committee will be formed according to the guidelines contained in "A Guide to Hosting the Diocesan/Provincial Convention" Handbook.

Information on the structure and responsibilities of a convention committee is clearly outlined in this handbook. However, each region hosting the convention will have access to the diocesan convention file box. Approved materials and information in the file box will assist the host region with finalizing their plans for their area; keeping in mind that conventions vary greatly from region to region, and each has its own unique quality, encompassing long-standing customs.

The diocesan president will appoint a chairperson, and a committee will be set up to ensure that plans progress in a timely manner. The treasurer of the convention committee will ensure that a convention budget is available for the diocesan officers to view at their diocesan executive meeting in January. A convention account will be set up for the diocesan convention in the host region and will be closed once the final bank statement for the account has been received. Any funds remaining in the account will be transferred to the diocesan treasurer for deposit.

A float of \$1,000.00 will be advanced to the host convention committee by the diocesan treasurer to help cover any immediate costs that may arise prior to the approval of the convention budget at the diocesan level. However, any monies advanced will be reduced by the diocesan treasurer, prior to submitting a cheque to the host convention treasurer to cover the approved, proposed convention budget.

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

1. Reporting should be done with accuracy, brevity and clarity and within the assigned period.
2. Oral reports are recorded in the minutes of the convention. However, they are not adopted.
3. A Convention Account is set up in the diocese. Please refer to guidelines for the Diocesan Convention Account.
4. Refer to Annual Diocesan Convention, Section C, re: Convention/Convention account and Convention Expenses/Expenses for National/Provincial/Other Guests, etc.

ANNUAL MEETINGS OF MEMBERS (AMM)

The AMM consists of the BUSINESS SESSIONS and may be presented virtually. (see ANNUAL DIOCESAN CONVENTION, Section C, page 3)

Revised April 2022

FACEBOOK

GUIDELINES

The diocesan council will follow these recommendations (taken from the National Manual of Policy and Procedure) for use of, and subsequent monitoring of, its Facebook page including/observing/practicing the following:

Do:

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

Don't:

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

WEBSITE GUIDELINES

The Sault Ste. Marie Diocesan Council website address is: www.ssmcwl.ca

All information shall be approved by the diocesan president prior to posting on the website. Send communiqués without attachments to the communications chairperson for entry on the website. Communiqués are deleted or erased at the end of each term. All submissions shall be made via the chairperson of communications who is the only contact for the website.

Incoming email to the website is automatically forwarded to the diocesan president who will act or forward for action as required. The communications chairperson is the only contact for the Web master and inquiries and submissions shall be made via the communications chairperson. All information is to be kept current and up-to-date. Dates of upcoming events may be posted and removed after event is over.

Content Guidelines

- current profile of diocesan spiritual advisor, diocesan officers and regional chairpersons
- diocesan president's message
- clear and concise information approved by the diocesan president
- communiqués from diocesan spiritual advisor, all current diocesan officers and regional chairpersons
- report on diocesan convention/AMM
- oral convention/AMM reports of diocesan officers
- calendar of events
- diocesan convention/AMM dates and sites
- upcoming provincial and national convention/AMM dates and locations
- links to the CWL national and provincial websites
- diocesan newsletters
- Annual Report Book, Manual of Policy and Procedure, Guidelines and Convention Guide in PDF format
- no personal information or opinions, or individual items
- prayer services that are not copyrighted

Updated April 2022

GUIDELINES FOR COMMUNUNIQUÉS

A communiqué is a communication from a diocesan officer to her counterpart at the parish level. Communiqués should be researched, prepared (with optional input from sub-chairpersons) and sent two times a year.

During the year, each sub-heading should be addressed at least once, providing a balanced overview of the committee or officer's position.

ONCE APPROVED BY THE DIOCESAN PRESIDENT, communiqués are sent with all enclosures to the parish counterparts (or parish president if no counterpart). These communiqués are to be sent by email or by mail (to those who do not have email addresses). The list of parish counterparts is sent only to the parish counterparts.

Communiqués and enclosures are emailed to the diocesan executive, provincial counterpart and committee sub-chairpersons, UNLESS SPECIFICALLY REQUESTED.

A communiqué should accomplish one or more of the following:

- direct, motivate and guide the work of parish officers
- provide information about diocesan initiatives
- suggest ways to implement initiatives in parishes (and diocese if applicable)
- pass along current information relating to the office using committee headings listed in the *Constitution and Bylaws*
- include information from provincial communiqués

The first communiqué, sent following a diocesan convention, should include:

- a letter of introduction
- an outline of your goals and objectives for your term
- highlights of the diocesan convention

The second communiqué, before the fall meeting, should include:

- pertinent information from the provincial convention (AMM)
- an update on new instructions and initiatives (i.e. resolutions passed) relative to the officer's position

The third communiqué, sent after the fall meeting but before the winter meeting, should include:

- an update, new instructions or follow-up on previous directions, further directions, if any, to provincial materials.

The fourth communiqué should be sent before the conclusion of term of office.

Generally, communiqués should be filled with news and ideas, with a goal of quality rather than quantity of communiqués sent.



Sault Ste. Marie Diocesan Council
of the Catholic Women's League of Canada

National
theme
logo

OFFICER'S POSITION

National Theme

COMMUNIQUE # _____ Pages: _____ Date: _____

TO: Parish Counterpart's Position
FROM: Officer's Name, Diocesan Council Position
CC: Diocesan Officers, Parish Presidents, Provincial Counterpart,
Sub-chairperson/Assistant

Scriptural quote or inspirational quote from Catholic source
(remember to list the author or source)

Attachments/Enclosures: List the flyers, backup materials that are included

COMMUNIQUE MESSAGE:

- Use the headings that are listed in the *Constitution and Bylaws*. Try to cover one or more sub-headings in each communiqué so that you have a balanced coverage of all topics at least once per year.
- Give information with facts to back it up. Always verify your sources.
- Double check spelling of names, phone numbers, and contact information.
- Suggest ways for the officers to use the information that you send to them.
- Be specific about any action that you would like them to take.
- Welcome each newly-elected or appointed officer by name in your communiqué if possible. If not, include a general welcome to newly – elected/appointed parish counterparts.
- Send the communiqué by email to your parish counterparts (or by mail to those who do not have email addresses). Send electronically to diocesan officers and provincial counterpart.
- Invite them to contact you if they need assistance. Be cautious about including personal information.

The Catholic Women's League of Canada

Sault Ste. Marie Diocesan Council

**ANNUAL DIOCESAN
CONVENTION**

Or

**ANNUAL MEETING OF MEMBERS
(AMM)**

Section C

April 2022

NOTE: Throughout Section C, “Annual Diocesan Convention” refers to an in-person convention unless specifically stated “Annual Meeting of Members” (AMM).

ANNUAL DIOCESAN CONVENTION

The annual diocesan convention/AMM will be held the weekend closest to the end of April or the first weekend in May, whenever possible. The three regions of North Bay, Sudbury and Sault Ste. Marie will take turns hosting the convention if it is to be in person.

The diocesan conventions are held at a hotel in the hosting region. The diocesan president will ensure that bookings are made for upcoming conventions, three years in advance. The president and/or her designate will make arrangements for meeting rooms, meals and accommodations and for the necessary contracts.

Convention Agenda

The convention begins on Friday evening with the Opening Mass in a parish with the bishop presiding. Before mass the convention chairperson welcomes delegates to the mass and welcoming remarks are offered by the parish CWL president or her representative. Following mass, dignitaries are invited to bring greetings on behalf of the region. These speakers may include the federal Member of Parliament, the provincial member of the legislature, the mayor of the city, representatives from the Knights of Columbus and the Sisters of St. Joseph and the provincial and national councils of the Catholic Women's League. The diocesan president welcomes the delegates, publicly thanks the bishop and the hosting parish. At this time, special presentations may be made, such as a life membership or Bellelle Guerin Award. At the completion of these presentations, a reception is held in the church hall.

The business sessions are held on Saturday and include reports by the diocesan officers, workshops and/or guest speakers. The banquet is held on Saturday evening, followed by entertainment. The business sessions continue on Sunday morning and, in election year, will include the election of officers. The convention concludes with the Closing Mass, which may be followed by a closing luncheon.

Once the diocesan council has determined the date of the convention, written invitations, by the diocesan president or corresponding secretary, are sent to the bishop of the diocese and the provincial president.

Business Sessions/AMM

The president has the overall responsibility for most of the meeting preparation. She chairs all business sessions.

The spiritual development chairperson is responsible for the spiritual programs for the convention. All business sessions open and close with spiritual programs composed of scripture readings, prayers and hymns. One of these programs includes the "Crowning of Mary". The spiritual development chairperson assigns diocesan officers to lead prayers, arranges for accompanying music and obtains the copyright licenses for printed hymns.

The corresponding secretary reads the call to convention, the opening salutation for speeches and does the roll call.

The past president reads the Standing Rules of Order and makes the motion that the rules, as stated, be adopted for the convention.

The recording secretary moves the motion to accept the minutes from the previous convention and notes any errors and/or omissions. She is responsible for recording the minutes of the convention. She may choose to have a minutes editing team to assist her with the process.

Other duties may be assigned to officers such as introducing or thanking a speaker, readings for prayer services, being an assistant for a guest, etc.

All officers will report on their committee work based on the guidelines provided by the president at the winter meeting. All reports must be sent to the president well in advance of the convention for her consideration and approval. Reports should be done with accuracy, brevity and clarity within the assigned time frame (usually not more than two to three minutes). Oral reports are recorded in the minutes of the convention but they are not adopted. The officers' reports should highlight activities not included in the written report. When beginning the report address "Madam President" and conclude with "Respectfully Submitted" or "This concludes my report." An abbreviated copy of the report, (no more than 8 to 10 lines), in point-form giving the highlights, is sent to the recording secretary for the minutes.

Convention Committee

A convention committee will be formed in the hosting region. The convention committee will follow the guidelines contained in the manual *Guide to Hosting the Diocesan/Provincial Convention*. Information on the structure and responsibilities of a convention committee is clearly outlined in this handbook. Each region will also have access to the diocesan convention file box containing approved materials and information to assist the host region. Conventions in each area may vary and each has its own unique quality.

The diocesan president will appoint a convention chairperson, or co-chairpersons, from the hosting region to oversee the convention. The convention committee chairperson(s) must work closely with the diocesan president. The diocesan president has final approval over all aspects of the convention.

The treasurer of the convention and convention chairperson will ensure that a convention budget is available for the diocesan council to approve at their January executive meeting. A convention account will be set up for the convention in the host region and will be closed following payment of all convention expenses.

The secretary of the convention committee will record the minutes of all meetings of the convention committee.

Other members of the committee will include all parish council presidents (or their representatives) from the host region. They will assist with sub-committees needed for the convention, i.e. opening reception, liturgy, registration, delegate kits, decorations, hostesses/signs, transportation, prizes, League supplies, entertainment, etc.

Diocesan Convention Account

The convention treasurer will be appointed by the convention chairperson in consultation with the diocesan president and will be responsible to ensure that:

- a convention account is opened in the name of "The Catholic Women's League of Canada" with the official signing officers being the convention chairperson(s), the treasurer and the secretary
- all cheques be signed by two of the officers
- an advance of \$1,000.00 will be received by the host convention committee by October 15th, to assist them in covering any immediate expenses relating to the upcoming convention
- a proposed budget will be prepared and submitted to the diocesan president by the convention chairperson prior to the January meeting of the diocesan council; the convention chairperson will be notified by the diocesan treasurer of any changes to the proposed budget - once the budget has been approved, a cheque in the amount of the approved budget (including changes) will be sent to the convention chairperson, less the advance
- all registration fees collected by her are transferred to the diocesan council treasurer immediately following the convention
- an official "Statement of Receipts and Disbursements" will be prepared and sent to the diocesan treasurer with all receipts attached after all cheques have cleared the bank
- the convention account in the host region will then be closed and any remaining funds will be transferred by cheque to the diocesan treasurer for deposit into the diocesan treasury
- payment of other allowable expenditures will be the responsibility of the diocesan treasurer in consultation with the diocesan president.

Expenses for Convention by Diocesan Officers

Registration

The diocesan executive will complete their registration forms at the winter meeting. The diocesan treasurer will send the registration forms, along with the payment, for all diocesan executive members to the registration chairperson.

Travel

When the convention is held in the diocesan executive member's hometown, she will not be reimbursed for travel expenses. Travel costs can only be claimed by those travelling from out-of-town.

To minimize costs, members are asked to car pool, whenever possible.

Reimbursements are based on actual gas required for the trip, based on actual receipts.

Accommodations

All members of the diocesan executive have their accommodations paid for the Friday and Saturday nights of the convention, based on double occupancy. If a member chooses to room alone, she will personally be responsible for cost of half the room.

Members of the diocesan council are required to attend the pre-convention meeting on the Friday afternoon. Regardless of the location of the convention, all members are able to travel Friday morning to arrive in time for the meeting. Therefore, no hotel accommodations are covered for the Thursday night. If anyone chooses to stay at the hotel on Thursday night, it is a personal expense.

EXCEPTION: Pre-convention Thursday night accommodation for the president will be covered as she has responsibilities early on Friday morning.

The post-convention meeting is held on the Sunday afternoon. There is some consideration for hotel accommodations for members travelling from the farthest point, to not be on the road late in the day. Therefore, diocesan executive from Sudbury are never covered on Sunday night, even when travelling from North Bay or Sault Ste. Marie. If the member chooses to stay, it is a personal expense.

When convention is held in North Bay, travellers from Sault Ste. Marie will be provided with Sunday night hotel accommodations. When convention is held in Sault Ste. Marie, Sunday night accommodations will be provided for those from North Bay.

When the convention is held in Sudbury, travel time is reasonable for those returning to both North Bay and Sault Ste. Marie; therefore, Sunday night accommodations will not be paid by the diocesan treasury.

The diocesan treasurer will book hotel rooms for all diocesan executive members, but the members will reimburse the diocesan treasury for their personal expenses.

See Section A - p20, EXPENSES

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Other Convention Expenses

Convention Chairperson(s)

If the convention chairperson is not a member of the diocesan council, the diocesan treasurer will reserve a hotel room for her for the Friday and Saturday nights of the convention. Convention co-chairpersons will also have their accommodations covered.

Election Chairperson(s)

In election year, the election chairperson(s) will have her (their) registration package, accommodations and travel paid by the diocesan treasury in accordance with diocesan expenses.

Guests

Guests, such as the bishop, guest speakers, etc. may be invited to attend a luncheon or banquet at the invitation of the president and have their meal paid by the diocesan treasury.

Standing Rules of Order

Each Convention/AMM will set its own Standing Rules of Order that will be applicable for the duration of the convention/AMM in session. Even though the rules may be the same from one year to the next, the rules must be adopted at each annual convention/AMM and copies should be available to all who register.

- At the beginning of the first business session of a convention/AMM, the rules are read and a motion is proposed, discussed and voted on to adopt the standing rules of the convention/AMM. The rules are read by the past president who also moves the motion.
- To rescind or amend the rules requires a 2/3 majority vote.
- To rescind or amend the rules, once they have been adopted, requires a 2/3 majority vote.
- To suspend a rule requires a majority vote.
- Other rules may cover the procedure for presenting the resolutions, the distribution of material not distributed by the League, the presentation of credentials report and any others requiring the cooperation of the members.
- Large conventions/AMM may require more rules.