

Telephone: (204) 927-2310  
Toll-free: (888) 656-4040



Facsimile: (204) 927-2321  
Toll-free: (888) 831-9507

## The CATHOLIC WOMEN'S LEAGUE of CANADA

C-702 Scotland Avenue, Winnipeg, MB R3M 1X5  
Website: [www.cwl.ca](http://www.cwl.ca) E-mail: [national@cwl.ca](mailto:national@cwl.ca)

# MEMO

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To: **Holders of *National Manual of Policy and Procedures***  
Date: April 14, 2009 From: National office  
Re: updates to the *National Manual of Policy and Procedures*

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- replace *TABLE OF CONTENTS*
- replace pages 16/17 – update to International Conferences
- replace page 23/24 – new pricing
- replace page 55 – clarification re: members as spiritual advisors
- replace pages 70/73 with revised pages 70/74 – information about website development
- replace pages 76/80 with revised pages 76/81 – clarifications on quorum, diocesan and provincial mid-year meetings and invitations to national officers
- replace page 95/96 – update on procedure for increase in parish membership fees
- replace page 99/100 – update on donation dates for MaterCare, Inc.

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### Appendix 1

- replace pages A1-21/24 – updates

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### Appendix 3

- replace *TABLE OF CONTENTS*
- replace pages A3 -20/21 – change in application procedure
- replace pages A3-22/23 – change in procedure
- replace pages A3-24/25 – updated form
- replace page A3-27 – update voluntary funds
- replace page A3-28 – updated years
- discard page A3-30 (price list and order form are now online)
- replace page A3-32/33 with revised pages A3-30/31 – revised page numbers
- replace page A3-34 with revised page A3-32 – change in procedure

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Please note that blank pages and unused page numbers are placed intentionally to allow for expansion of the manual until the next full edition is published.

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- 1 • 2003 – The National Council of Catholic Women, USA, hosted the fourth WUCWO  
2 North American Regional Conference in Minneapolis, Minnesota, prior to the 51<sup>st</sup>  
3 Biennial Convention, theme, *Catch the Spirit*

#### 4 **International Conferences**

- 5 • 1985 – UN World Conference and Forum, UN Decade for Women in Nairobi, Kenya,  
6 Africa, theme, *Equality, Development, Peace*
- 7 • 1995 – UN Fourth World Conference on Women in Beijing, China, theme, *Platform*  
8 *For Action*
- 9 • 2008 – The Catholic Women’s League of Canada hosted the fifth WUCWO North  
10 American Regional Conference in Winnipeg, Manitoba, prior to the 88<sup>th</sup> annual  
11 national convention, theme, *Love One Another*

#### 12 **Point 5**

13 The League’s policy is “to cooperate at all levels with other organizations where and in  
14 whatever manner the council concerned agrees is necessary or desirable to accomplish  
15 the objects of the League.”

16 The Catholic Women’s League of Canada is officially affiliated (by motion) with

- 17 • World Union of Catholic Women’s Organizations (WUCWO) – 1921
- 18 • Catholic Health Association of Canada and its provincial counterparts – 1983

19 Through contributions sent by members and councils to the national treasury, the League  
20 officially contributes to the following national voluntary funds:

- 21 • Coady International Institute, since 1961
- 22 • National pro-life organizations, since 1973
- 23 • Canadian Catholic Organization for Development and Peace, since 1969
- 24 • MaterCare International, since 1997
- 25 • Catholic Missions In Canada, since 2001
- 26 • World Union of Catholic Women’s Organizations, since 2005

27 **Refer to Article XVI Finance for administration of these voluntary funds.**

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

#### 32 **Participation in Coalition/Affiliation with Another Organization**

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

- 35 1. Review the organization’s constitution, bylaws, list of offices/officers, sponsors,  
36 policies and objects.
- 37 2. Ensure that the policies and objects of the organization conform with the objects and  
38 policies of the League.
- 39 3. Investigate the reputation of the organization in the community.
- 40 4. While League involvement with another organization may focus on one common  
41 issue or concern, the council must ensure such involvement does not give credibility  
42

- 1 to or condone other stands taken by the proposed coalition/affiliation organization  
2 which are not compatible with the objects and policies of the League.
- 3 5. It is not advisable for councils to affiliate with any other organization/group by  
4 payment of membership dues.
- 5 6. Determine how the proposed coalition/affiliation would affect the League in matters  
6 such as:
- 7 (a) circulation of common material by either i) the coalition/affiliation; ii) the League  
8 (b) the duration of the coalition/affiliation between the organizations  
9 (c) if the League name is to be used in publications and what control the League has  
10 over publication content  
11 (d) if League participation is for a specific issue/topic and if the issue/topic is to be  
12 named  
13 (e) if the coalition/affiliation is to be allowed to include the League's name in  
14 advertising and in any common publication or material, and what control the  
15 League has over the content of such material
- 16 7. Participation in a coalition/affiliation shall be determined by a motion of the members  
17 at a council meeting, after matters outlined in sections one to four have been  
18 determined and agreed upon by both the League and the coalition/affiliation  
19 organization, or by motion to become effective subject to the satisfaction of all such  
20 matters.
- 21 8. Resolutions that have been developed and researched by other groups or  
22 organizations shall not be accepted as resolutions of The Catholic Women's League  
23 of Canada.

- 1 ***Scholarship Certificate***
- 2 Introduced in 1994, the scholarship certificate is used by councils awarding scholarships
- 3 to students.

Criteria	Maple Leaf Service Pin	Bellelle Guerin Award	Life Membership
Minimum years of service	Suggested seven – 10 years	25 years	10 years
Description of nominee’s service	Exceptional or meritorious service on a one time basis or over several years; criteria as determined by the nominating council.	<ol style="list-style-type: none"> <li>1. active service at the parish level</li> <li>2. service on the parish executive</li> <li>3. service at diocesan and/or provincial level</li> <li>4. extraordinary service to the League, contributing at the parish and diocesan [where applicable] and/or provincial level</li> </ol>	<ol style="list-style-type: none"> <li>1. continued involvement at the parish level</li> <li>2. four years at diocesan level, including term as diocesan president</li> <li>3. four years at provincial level, excluding term served as diocesan president</li> </ol> <p>* Special norms for Military Ordinariate, Newfoundland and Labrador, Ontario and Prince Edward Island may be found in the <i>National Manual of Policy and Procedure</i></p>
Description of nominee’s attributes	None	<ol style="list-style-type: none"> <li>1. a demonstrated love of the League through words and actions</li> <li>2. does not and will not qualify in future for life membership</li> </ol>	<ol style="list-style-type: none"> <li>1. a demonstrated love of the League</li> <li>2. ability to encourage others</li> <li>3. ability to participate in study, research, workshops, etc.</li> <li>4. availability and willingness to continue to serve</li> </ol>
Nominating council	Parish	Parish, diocesan or provincial	Diocesan or provincial
Form to be completed by nominating council	Nomination for Maple Leaf Service Pin	Nomination for Bellelle Guerin Award	Nomination for Life Membership
Form to be completed by nominee	None	None	Life Member Nominee Questionnaire
Fee to be submitted with the form	\$50.00	\$75.00	\$100.00
Deadline for submission	None	February 1	December 15

1 **Article IX The League and the Church**

2

3 **Spiritual Advisor**

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

8

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

12

13 Women may be appointed spiritual advisors. Where a member is appointed as spiritual  
14 advisor, she may continue to pay her membership fees in order to maintain her years of  
15 service in the League. However, during her tenure as spiritual advisor she will not have  
16 voting privileges. At Eucharistic celebrations, lay spiritual advisors participate as lay  
17 persons, not as clerics. Liturgical roles should not be confused with League roles.

18

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

21

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

26

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

30

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

1 As each province registers on the Internet and comes “on-line,” they would link with the  
 2 national homepage. It is recommended that all councils registering on the Internet link to  
 3 the national homepage to eliminate duplication of material.

4  
 5 *Provincial/Diocesan Domain Name*

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

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

14  
 15 The domain name/homepage format is as follows:

16 Provincial Councils                      cwl.pc.ca                      pc = 2 digit province postal designation

17		
18	Alberta Mackenzie	cwl.ab.ca
19	B.C. & Yukon	cwl.bc.ca
20	Manitoba	cwl.mb.ca
21	Military Ordinariate	cwl.mo.ca
22	New Brunswick	cwl.nb.ca
23	Newfoundland and Labrador	cwl.nl.ca
24	Nova Scotia	cwl.ns.ca
25	Ontario	cwl.on.ca
26	Prince Edward Island	cwl.pe.ca
27	Quebec	cwl.qc.ca
28	Saskatchewan	cwl.sk.ca
29		

30 Diocesan councils would follow the same procedure, prefacing the domain name with the  
 31 diocesan name in each instance.

32  
 33 Diocesan Councils                      diocese name.cwl.pc.ca

34  
 35 **The Catholic Women’s League of Canada Website: <http://www.cwl.ca>**

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

38  
 39 Following is a list of what can be found on the website:

40 **General Information:** membership information, brief history, organizational  
 41 structure, and history of Our Lady of Good Counsel

42 **Recent Updates:** by date

43 **Call to Action:** up-to-date information on current issues of concern to  
 44 members

45 **The Canadian League:** archived issues in PDF format

46 **Resolutions:** by standing committee and year

47 **Programs:** by standing committee

48

1	<b>Executive Profiles:</b>	brief biographies on national executive members
2	<b>Communiqués:</b>	prepared by standing committee chairpersons
3	<b>National Conventions:</b>	information on upcoming conventions as well as reporting of
4		past conventions
5	<b>Supplies and Forms:</b>	order form, supplies and forms available for free download
6	<b>Spotlights:</b>	initiatives undertaken by parish councils
7	<b>Press Releases:</b>	by date
8	<b>Contact Us:</b>	address, telephone numbers, facsimile number and e-mail
9		address of CWL national office
10	<b>Links:</b>	links to websites for provincial council and those organizations
11		supported by the League

12  
13 In addition, there is a separate page for each standing committee, which includes reports,  
14 communiqués and magazine articles pertaining to that committee.  
15

### 16 **Thoughts Around Website Development**

- 17 • Consider how your website will be used. What are your overall communications goals?  
18 Is the website a hub for members? Recruiting tool? Advocacy or call to action resource?  
19 This will help in determining what should be emphasized and what should be less  
20 prominent.
- 21 • Try to have a lot of information on the front page. When photos and stories change  
22 people can see it right away. They don't have to spend time looking.
- 23 • Make the site clear and user friendly. Visitors should always be able to get to the page  
24 they need within 2-3 clicks.
- 25 • How will the site be updated? Will you contract services to a "web designer" to make  
26 updates or can simple changes and updates be made by members. If you're paying for  
27 updates, consider what kind of budget you will have for ongoing updates.
- 28 • Try to track your traffic. This is a critical tool for evaluating the site's effectiveness.
- 29 • Keep in mind that what you include on your website can be viewed by many!

### 30 **Suggested Do's**

- 31 • Report decisions of executive meetings and conventions relevant to the membership.
- 32 • List the executive, preferably with profiles.
- 33 • Post newsletters/magazines that should be available to all members.
- 34 • Post communiqués from officers of the same level that maintains the site (e.g.  
35 provincial officers on the provincial website).
- 36 • Provide copies of resolutions adopted at the intended level of their destination (e.g. if a  
37 resolution is directed to the national level for consideration and is not adopted, it does  
38 not become publishable or pursuable at any level).
- 39 • Provide an upcoming calendar of events that may include events occurring at other  
40 levels of the League, at their request.
- 41 • Create a central e-mail box for receipt of comments and requests from members.
- 42 • Post convention information, agenda and registration form.
- 43 • Post photographs only when express permission has been given by all persons identified  
44 in the photograph.
- 45 • Review carefully any suggested links, including associated links. A link can be  
46 considered an association and investigation should be done in accordance with the  
47 affiliations section of the *National Manual of Policy and Procedure*.

- 1 • Have a website committee, including the president and communications chairperson to  
2 review and approve/reject material for the website.  
3 • Material that is copied from another source should appear with a credit line  
4 acknowledging the source of the original material.  
5

### 6 ***Suggested Don'ts***

- 7 • List telephone numbers, postal or e-mail addresses of executive or any other member  
8 without their express written permission.  
9 • Include reports from members who have attended conferences/events.  
10 • Post forms, etc. that need to be closely controlled or only for the use of certain  
11 designated sub-groups of members within the League (e.g. credential cards).  
12 • Duplicate material that can be found on other CWL sites that have ownership over the  
13 material (e.g. national reports – a link to the national page will suffice).  
14

### 15 **Advertising Policy**

16 Potential advertisers can be grouped into one of five categories, with each group being  
17 given a slightly different profile based on the longevity of association with the League  
18 and the organizations objects as outlined in Article V.  
19

#### 20 *Group One: Core Organizations*

21 Group One organizations are permanently affiliated with the League through formal  
22 motions made at national conventions and include the Canadian Conference of Catholic  
23 Bishops, the World Union of Catholic Women's Organizations and the Catholic Health  
24 Association of Canada only. The promotion of the objects of these organizations can be  
25 channeled through all available communication methods in order to enhance cooperation  
26 and promote participation between these organizations and the League.  
27

#### 28 *Group 2: National Voluntary Funds*

29 Group Two organizations become affiliated with the League when a motion is approved  
30 by national council to set up a national voluntary fund in support of a particular  
31 cause/project. These organizations include the Canadian Catholic Organization for  
32 Development and Peace, MaterCare International Inc., Coady International Institute,  
33 Catholic Missions In Canada and organizations that have been supported financially  
34 through the National Pro-Life Fund. The mandates of each of these organizations is fully  
35 reviewed prior to being proposed as a national voluntary fund, and the causes of each  
36 determined to be worthy of the League's on-going financial support. The promotion of  
37 the objects of these organizations can be channeled through all available communication  
38 methods in order to educate League members about the causes and to promote individual  
39 and council contributions in support of these organizations.  
40

#### 41 *Group 3: Other Organizations*

42 Group Three includes all organizations that request to associate or affiliate with the  
43 League on a one-time or an on-going basis. For example, the Knights of Columbus, the  
44 Women's Inter-Church Council of Canada, NET (National Evangelization Teams),  
45 Church Council for Justice and Corrections or the Catholic Biblical Association of  
46 Canada. To a large degree, these organizations represent private enterprise and their  
47 requests for advertising and/or affiliation are made primarily to increase their local

1 presence, gain new members, or sell a product that may be of interest to League  
2 members. The requests of these organizations could be honoured in two ways:

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

9  
10 *Group 4: CWL Members’ Requests*

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

15  
16 *Group 5: Convention Committee Requests*

17 National convention committees may request to advertise fund-raising items or special  
18 events to delegates. As a general rule, private enterprise will not be endorsed nor  
19 advertised through League channels unless there will be some financial benefit to the  
20 convention committee that would supplement its fundraising efforts.

21  
22 ***Section 9: Parish Activities*** (parish level only)

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

26  
27 Parish activities may include fundraising, financial support to the parish, or liaising and  
28 cooperating with parish pastoral councils and/or other groups operating in the parish.  
29 These activities may vary from parish to parish, depending on the size and nature of the  
30 council. The parish activities standing committee comprises an elected chairperson at the  
31 parish level and, as such, is an optional standing committee for any parish council.

32  
33 The parish activities chairperson, in consultation with the president and executive, shall  
34 complete an annual report on her activities and forward same to the diocesan president.  
35 If no standing committee has been established, the president and her executive are  
36 responsible for reporting to the diocesan president.

37

1 **Sample Guidelines for Reporting Parish Activities** (to diocesan presidents only)2 Parish: St. Mary's

3

4 Diocese: Hamilton, Ontario

5

6 Parish Activity: Attended all meetings of the parish pastoral council and reported  
7 League activities; brought reports back to membership from  
8 pastoral council.9 In cooperation with various committees of the pastoral council, the  
10 following activities took place

- 11 • catered to reception for newly-ordained priest
- 
- 12 • assisted in arranging marriage encounter weekend
- 
- 13 • arranged parish anniversary celebrations for those parishioners
- 
- 14 married for 25 or 50 years

15

16 Funds Raised: Irish Concert \$ 400  
17 Fall Bazaar 4,000  
18 Wedding Dinner 2,500  
19 Sale of tickets on quilt 500  
20 \$7,400

21

22 Parish Assistance: Purchase chairs for sanctuary \$ 2,000  
23 (Financial) Purchase tables for parish centre 800  
24 Purchase instructional materials for  
25 Religious Education Program 1,000  
26 \$3,80027 Parish Assistance:  
28 (Other) CWL Members

29

- 30 • serve as sacristans
- 
- 31 • assist with hospitality program for weekend masses
- 
- 32 • count Sunday collection and prepare bank deposit
- 
- 33 • assist religious education coordinator in preparation of children
- 
- for first communion and confirmation

## 1 **Article XIII Meetings, Conventions and Quorums**

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

8

9 For more detailed information on meetings, please refer to *Training Material for CWL*  
10 *Members Parts I and II, Parliamentary Procedure, Executive Handbook, and Leading the*  
11 *League.*

12

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

17

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

- 19 • the regular and annual general parish council meetings shall be the number of  
20 members present
- 21 • a regular diocesan or provincial executive meeting shall be a majority of the members  
22 of the executive
- 23 • an annual diocesan or provincial convention shall be the voting members present
- 24 • a national executive meeting shall be a majority of the members of the executive
- 25 • an annual national convention shall be 25 members of the national council

26 [C&B Article XIII Section 2, 3 & 4]

27

### 28 **Section 2(a): Parish Council Executive Meetings**

29 The **parish council president** should

- 30 1. Call an executive meeting prior to the general meeting at a regular time each month.
- 31 2. Prepare an agenda and allow enough time to discuss questions and plan the general  
32 meeting.
- 33 3. Inform and encourage all officers, including standing committee chairpersons, the  
34 past-president and the spiritual advisor to attend. **A quorum for this meeting is a**  
35 **majority of the executive.**
- 36 4. Discuss current business and future plans and prepare recommendations for the  
37 general meeting. These recommendations should be presented in an impartial manner.  
38 The members at the general meeting must be allowed to make the decisions unless the  
39 executive has been given the authority to do so.

40

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

45

### 46 **Section 2(b): Parish Council General Meetings**

47 The **parish council president** should

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

18 **Due notice having been given, the quorum for a regular meeting is the number of**  
19 **members present. [C&B Article XIII, Section 2, 3 & 4]**

### 20 21 **Other Suggestions**

- 22 1. Start the meeting on time. Waiting for late-comers is not being fair to those who are
- 23 on time.
- 24 2. Speak so everyone can hear; stand up if necessary.
- 25 3. Avoid holding a private conversation with the secretary or with anyone else. Doing
- 26 this usually results in other private conversations among the members.
- 27 4. Follow the agenda; if it is necessary to change it, ask the members for their
- 28 permission. Complete one item on the agenda before going on to the next.
- 29 5. Help members formulate motions, if required. Motions should include all applicable
- 30 details, such as, date, time, numbers, amount of money, etc. Ensure that all relevant
- 31 details are included.
- 32 6. Encourage discussion when necessary by reminding members that their opinions are
- 33 valid and essential in order that the group may reach a decision.
- 34 7. Keep discussion on the topic. If a speaker strays from the topic, does not speak
- 35 clearly enough, or if the meeting is hampered by whispering, interrupt the speaker,
- 36 and ask politely that the problem be corrected.
- 37 8. During a discussion, if ideas are being repeated, ask “Are there any new points to be
- 38 raised?” If not, repeat the motion and call for the vote.
- 39 9. When calling for the vote, do not forget to ask for both the affirmative and negative
- 40 votes, even if all hands are up on the first call. Members are allowed to change their
- 41 vote at this point. It is not necessary to ask for abstainers. Should someone want to be
- 42 recorded as abstaining, because of a conflict of interest for instance, she may ask that
- 43 it be done.
- 44 10. To avoid having one or two members monopolize discussion during a meeting,
- 45 enforce the rule that a member may speak only once if another member who has not
- 46 spoken wishes to do so.
- 47 11. Be impartial; allow the members to make the decisions during the meeting.
- 48 12. Be fair and courteous at all times.

**Members** should

1. Plan to attend the meeting and to arrive on time. Meetings held on the same day each month and at the same time (e.g., the second Tuesday of each month at 7:30 p.m.) make it easier for members to remember the meeting and reserve the night.
2. Bring a copy of the minutes from the last meeting if they have been circulated. Read them ahead of time and note any errors.
3. If notice has been given that a particular topic will be discussed, do some homework on it and be prepared to speak. Your views are valid and necessary in order that an informed decision may be reached.
4. Inform the president ahead of time if you plan to bring up new business so she can allow time for it on the agenda.

**Other Suggestions**

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

**Section 3(b): Diocesan and Provincial Councils**

The executive of diocesan and provincial councils should have an executive meeting on at least two occasions in the year, in addition to their annual convention, for example in the fall and in the winter. (Where geography and weather necessitate, teleconferencing may be considered an option.)

**Section 5: National Conventions****Procedure to Issue an Invitation to Host a National Convention**

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

1	<b>YEAR</b>	<b>PLACE</b>	<b>THEME/TITLE</b>
2	2009	St. John's	<i>Women of Peace and Hope</i>
3	2008	Winnipeg	<i>Love One Another</i>
4	2007	Montreal	<i>Love One Another</i>
5	2006	Halifax	<i>Companions on the Journey</i>
6	2005	Vancouver	<i>Companions on the Journey</i>
7	2004	London	<i>Cast Out Into the Deep</i>
8	2003	Saskatoon	<i>Cast Out Into the Deep</i>
9	2002	Moncton	<i>The Open Door: You Are the Light of the World</i>
10	2001	Calgary	<i>The Open Door</i>
11	2000	Charlottetown	<i>People of God: A Time for Celebration</i>
12	1999	Winnipeg	<i>People of God: A Time for Celebration</i>
13	1998	Ottawa	<i>People of God: A Time for Healing</i>
14	1997	St. John's	<i>The Catholic Women's League of Canada: through service to the</i>
15			<i>people of God</i>
16	1996	Toronto	<i>The Catholic Women's League of Canada: through service to the</i>
17			<i>people of God</i>
18	1995	Edmonton	<i>The Catholic Women's League of Canada: calling its members to</i>
19			<i>holiness</i>

### 21 ***Annual Convention Committees***

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

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

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

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

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

### 44 ***Guidelines for Oral Reports to the Convention Assembly***

- 45 1. Address the chair only. e.g., Madam President, Madam Chairperson... Arrange (with  
 46 those reporting) for a simple, uniform greeting. e.g. Dear sisters in the League, ladies  
 47 and gentlemen, ...
- 48 2. Reporting should be done with accuracy, brevity and clarity and within the assigned  
 49 period.

- 1 3. Make every effort to have the oral report typed prior to convention. If this is not  
2 personally possible, send the report well in advance to be typed by those responsible  
3 for the report.
- 4 4. Report on the future. The oral report should be an update from the time of the written  
5 report, not a repeat of past accomplishments, e.g., recent legislation or current affairs  
6 connected to topics in question; upcoming events ...
- 7 5. Speak in the third person, e.g., group, committee, executive, board, panel, agency
- 8 6. Bring dignity to the work of the League through the message. This is not a time for  
9 grandstanding, singing, silly jokes, poems or prayers. This approach takes more time  
10 than one realizes and does not fit into the category of reporting. These are more  
11 appropriate and appreciated as resource material in communiqués or as inspiration for  
12 workshops. Taking more than the allotted time means that someone else will have  
13 less or the meeting agenda will be challenged to remain on time.
- 14 7. This is not the time for “thank you”. Chairpersons, executive or others may be  
15 thanked privately.

### 17 ***Recommendations for Action Arising from Oral Reports***

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

24  
25 A chairperson should have the approval of the executive members to bring the motion to  
26 the council and to receive their assistance in wording such a motion. The wording of the  
27 motion should specify how, when and by whom the action is to be implemented. Once  
28 the motion is passed by the council, it is committed to carry out the action. The matter  
29 would be brought to the next executive meeting by the appropriate chairperson for  
30 discussion on procedure of implementation and would become part of the council plan of  
31 action.

32  
33 Unless a recommendation arising from the report is put in the form of a motion, it  
34 remains simply a suggestion with no obligation to carry it out.

### 36 ***Section 6: Convention Expenses***

#### 37 ***Provincial Conventions***

- 38 • Transportation expenses of the national president or national spiritual advisor  
39 attending annual provincial conventions are paid from the national treasury. The host  
40 council is responsible for registration, accommodation and meals.
- 41 • The national president should be invited to attend at least one annual provincial  
42 convention in each province during her two-year term of office; therefore, provincial  
43 presidents should advise the national president of dates of annual provincial  
44 conventions as early as possible.
- 45 • The national spiritual advisor should visit all provinces at least once during his five-  
46 year term of service.

1 *Diocesan Conventions*

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

6  
7 *League Functions*

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

11  
12 If a member of the national executive, other than the president, is invited by a council  
13 (parish, diocesan or provincial level) to attend a function, the host council is responsible  
14 for all costs, including transportation, registration, accommodation and meals.

15  
16 It is advised that provincial and diocesan executives establish a policy to cover the  
17 expenses of their presidents and other officers attending conventions and special  
18 functions at other levels of the League.

1 **Article XVI Finance**

2

3 **Section 1: Per Capita Fees**

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

13

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

17

18 **Procedure for Increasing Parish Membership Fees**

19 An increase in the membership fee of an individual parish council is determined by the  
20 recommendation of the parish council executive, followed by a notice of motion at a  
21 parish council meeting, and approved by a majority vote of the members present at the  
22 next meeting. Parish council members shall be notified of this agenda item 30 days prior  
23 to the vote.

24

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

28

29 (Majority vote: if 20 members are present at a council meeting, 11 or more votes would  
30 constitute a majority.)

31

32 **Procedure for Increasing Per Capita Fees**

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

42

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

47

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

5  
6 An increase in ***national per capita fees*** must be voted on by the voting delegates  
7 (provincial council presidents or their designate) who carry an instructed vote from the  
8 annual provincial convention. It is approved by a majority vote of the voting delegates  
9 present at the annual national convention.

10  
11 The process is as follows:

- 12 1. A motion to raise per capita fees must be adopted by the executive of the level that is  
13 requesting the increase.
- 14 2. A *Notice of Motion* is circulated a minimum of six months prior to the annual  
15 convention and requires a majority vote of the voting delegates present at an annual  
16 convention to achieve a per capita increase. The voting delegate votes according to  
17 the instructions of the council she represents. Therefore, the process for giving the  
18 voting delegate an instructed vote begins at a parish council meeting. Each parish  
19 council's instructed vote is given to the diocesan council at the diocesan convention.  
20 The diocesan council's instructed vote is given to the provincial council at the  
21 provincial convention. The provincial council's instructed vote is the final vote, and is  
22 given at the annual national convention.

#### 23 24 ***Parish Council Presidents***

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

#### 41 42 ***Diocesan Council Presidents***

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

- 47 1. Schedule a time on the agenda of the diocesan convention to hold the vote on the  
48 proposal outlined in the Notice of Motion.

1 copy of this form is to be sent to the diocesan treasurer or, in provinces where there is no  
2 diocesan council, the provincial treasurer, for their information.

3  
4 Four agencies are permanently assisted by donations received from members and  
5 councils of The Catholic Women's League of Canada

6 • Coady International Institute – of St. Francis Xavier University, Antigonish, N.S.,  
7 was founded by Dr. Moses Coady who gave leadership to the Antigonish Movement  
8 which promotes the ideal that by learning and working together, men and women  
9 become “masters of their own destinies.”

10  
11 • Coady offers a six month diploma program designed for leaders engaged in the  
12 development of people-based organizations in developing countries. The students,  
13 ranging in age from 25 to 45, are persons employed with public and private sector  
14 organizations engaged in human and international development. All students sign a  
15 commitment to return to their country of origin upon completion of the program and  
16 are required to undertake a Diploma Study Project that relates the students' work at  
17 home to Coady's formal training.

18  
19 • National Pro-Life Fund – established in 1973 to assist national pro-life groups, by  
20 voluntary parish council contribution, in the struggle to preserve the sanctity of life.

21  
22 • Canadian Catholic Organization for Development and Peace – established in 1967, is  
23 Canada's official Catholic overseas development organization launched by the  
24 Canadian Conference of Catholic Bishops. Development & Peace has helped support  
25 projects such as grassroots community development, literacy programs, mother and  
26 child health care, skills training, agricultural programs and emergency relief.  
27 Development & Peace also supports educational programs, helping make Canadians  
28 more aware of the problems and goals of people in developing countries.  
29 Development & Peace's primary source of funds is the yearly “Share-Lent”  
30 campaign, Canadian International Development Agency and donations from  
31 individuals and groups. Since 1969, the League has supported women's projects in  
32 developing countries funded by Development & Peace through the “1% Program.”  
33 Brochures are available free of charge from national office

34  
35 • CWL Mission Partners Fund – Catholic Missions In Canada (CMIC) raises funds to  
36 provide missionaries with the tools they need to catechize throughout 24 Mission  
37 dioceses found within Canada. CWL Mission Partners, in conjunction with the  
38 League, supports six religious education programs.

39  
40 MaterCare International Inc. will be assisted by donations received from members and  
41 councils of The Catholic Women's League of Canada until at least the end of 2010.  
42 MaterCare supports the development of a birth trauma centre in Ghana, Africa, and the  
43 training of medical professionals to deal with a preventable medical condition, obstetric  
44 fistula.

45

1 **Section 3: Membership and Per Capita Fees**

2 1. The annual membership fee is payable at the parish level. The fee is structured on a  
3 combination of the current national (\$8.00), provincial (determined by each  
4 provincial council) and diocesan (determined by each diocesan council) per capita  
5 plus an additional optional sum to be retained for the operation of the parish council.  
6 **[C & B, Article XVI, Section 4]**

7  
8 2. Membership lists are mailed to parish councils in November of each year. Fees  
9 submitted to national office must be postmarked no later than February 28<sup>th</sup>.  
10 Membership lists with per capita fees are processed at national office in the order in  
11 which they are received, with provincial and diocesan portions of the fees being  
12 forwarded monthly.

13  
14 The completion of membership lists and remittance of per capita fees is the responsibility  
15 of the parish council standing committee chairperson of organization/membership with  
16 the assistance of the treasurer.

17  
18 *Membership lists:* computerized membership lists (in duplicate) are forwarded to parish  
19 councils in November of each year along with a set of detailed instructions on how the  
20 lists should be completed. After the list has been updated/corrected and the per capita  
21 fees calculated, the chairperson of organization/membership, with the council treasurer,  
22 completes the *Parish Council Remittance Form for Per Capita Fees*, issues a cheque and  
23 forwards the same to national office.

24  
25 *Per capita fees* are due and payable on January 1<sup>st</sup> of each year. It is important for parish  
26 councils to remit per capita fees to national office early in the year so that new members  
27 can receive all issues of *The Canadian League* magazine to which membership entitles  
28 them. It is not necessary to wait until all members have paid their per capita fees before  
29 remitting to national office. Submit the membership list and the per capita fees collected  
30 and, at the same time, request an updated membership list of unpaid members.

31  
32 In order to keep the financial commitments of the League at all levels, per capita fees are  
33 due on or before February 28<sup>th</sup>. A *New and Renewed Members List* form is available for  
34 late-paying and new members.

35  
36 National, provincial and diocesan per capita fees are sent to national office, together with  
37 one copy of the *Parish Council Remittance Form for Per Capita Fees* and **one copy** of  
38 the updated membership list. Retain **one copy** for council records.

39  
40 Upon receipt at national office, the membership list is processed and national office  
41 forwards the provincial and diocesan portions of the fees to the respective treasurers at  
42 the end of each month. Diocesan and provincial councils depend on their portions of the  
43 per capita fees to carry out the duties of their councils. Late remittance of fees to national  
44 office may affect the diocesan/provincial council's ability to operate.

45

**Annual Report Guidelines**

An annual reporting form for parish resolutions chairpersons, and guidelines for completion, can be found on pages 88-90 of *Leading the League*. Each diocesan and provincial chairperson may, however, prepare her own report form for the councils in her jurisdiction.

Information requested on the form may include the following

- action taken by councils or members on resolutions adopted at any level during the year, and the response or the results of the action
- action undertaken in the current year by councils or members on past resolutions adopted in previous years, and the response or the results of the action
- copies of policy and position papers or briefs, i.e., title, date, and information on their presentation (i.e., to whom) and results
- chairpersons’ activities such as the number of memos/directives sent; assistance given to members to research or formulate a resolution; attendance at, or giving a workshop on, resolutions; organizing study groups or action on resolutions; monitoring of *Hansard*

**Provincial resolutions chairpersons are requested to include the above information in their reports. They are also requested to list the topics of proposed resolutions to be presented at their upcoming provincial conventions.**

**Note A:** When reporting on resolutions, the reference number and title should be used. The level of the League where the action took place should also be mentioned.

Example: (national)	<u>89.1 Family Violence - League Program</u>
	Provincial Action – ....
	Response – .... or
	Diocesan Action – .... or
	Response – ....
	Parish Action – ....
	Response – ....
(provincial)	AB/MK 89.8 Sunday Shopping

**Note B:** Where there is only one chairperson for both the resolutions and legislation standing committees, she must report on both committees.

1	<b>National Resolution Topics</b>		
2			
3	2008	2008.01	Preventing Human Trafficking at 2010 Olympics
4		2008.02	Restrictions on the Sale of Products Containing Triclosan
5		2008.03	Toxic Substances in Household Products
6		2008.04	Accurate Food Labelling
7		2008.05	Transportation Tax Credit for Rural Post-Secondary Students
8		2008.06	Revision of the <i>Youth Criminal Justice Act</i>
9			
10	2007	2007.01	Government Funding for Police Record Checks
11		2007.02	Global Accountability for Canadian Registered Mining Companies
12		2007.03	Hospice Palliative Care: An Integral Component of the Canadian Health Care System
13			
14			
15	2006	2006.01	Religious Freedom
16		2006.02	Legal Protection for All Those Who Object to the Solemnization for Civil Marriage for Same-sex Partners
17			
18		2006.03	Increase Old Age Security
19		2006.04	Renewable Energy
20		2006.05	GST Exemption on Funeral Services
21		2006.06	Labelling and Disposal of Pest Control Products
22			
23	2005	2005.01	Christmas Postage Stamps
24		2005.02	The Children of Mothers in Prison
25		2005.03	Protection of Farmers' Rights to Save Seed
26		2005.04	Ratification of International Covenant Re: Death Penalty
27		2005.05	Appeal Provision for Refused Refugee Claimants
28		2005.06	Developing Countries and Water
29		2005.07	The Illegal Manufacture and Trafficking of Crystal Methamphetamine
30		2005.08	MaterCare International Funding
31		2005.09	Support for Families Experiencing Perinatal Loss
32		2005.10	Strategy to Reduce Polybrominated Diphenyl Ether Flame Retardants
33		2005.11	Assisted Suicide – A Criminal Offence
34		2005.12	Grandparents' Rights of Access to Their Grandchildren
35			
36	2004	2004.01	Protection of Human Life
37		2004.02	Children Living in Poverty
38		2004.03	Abuse of Residents Living in Long-Term Care Facilities
39		2004.04	Child Care Tax Deduction for Families With a Stay-at-Home Parent
40		2004.05	End Trafficking of Children
41		2004.06	National Strategy for Suicide Prevention
42		2004.07	Water Use in Canada
43		2004.08	Treatment of Autistic Persons
44		2004.09	Ovarian Cancer
45		2004.10	Effective Participation in Application of the <i>Canadian Environmental Assessment Act</i>
46			
47		2004.11	Link Between Violent, Graphic Imagery and Aggressive Behaviour and the Mechanics of Killing
48			

1		2004.12	Marijuana Possession/Use – A Criminal Offence
2			
3	2003	2003.01	Affordable Housing for Low-Income Canadians
4		2003.02	Increasing the Guaranteed Income Supplement
5		2003.03	Use of Antimicrobials and Their Impact
6		2003.04	Healthy Living for Life
7		2003.05	Type 2 Diabetes and You
8		2003.06	Health Danger from Exposure to Lead in Consumer Products
9		2003.07	Education on Marijuana
10		2003.08	National Strategy to Eliminate Computer-Based Child Pornography
11		2003.09	Age of Consent for Sexual Activity
12		2003.10	Tax Deduction for Post-Secondary School Textbooks
13			
14	2002	2002.01	Christian Prayer at National Ceremonies
15		2002.02	Anti-Bullying Programs
16		2002.03	Accessibility of the Work Place for Persons with Disabilities
17		2002.04	Income Supplement Programs for Seniors
18		2002.05	Tax on Currency Exchange Transactions
19		2002.06	National Home Care Program
20		2002.07	Fetal Alcohol Syndrome
21		2002.08	Labelling on Prepackaged Foods
22		2002.09	Human Stem Cell Research
23		2002.10	Biopatenting
24		2002.11	Responsible Internet Use for Children
25		2002.12	Child Pornography
26			
27	2001	2001.01	End-of-Life Care
28		2001.02	Toward a Culture of Peace and Non-Violence
29		2001.03	Hunger in Canada
30		2001.04	Water Quality in Canada
31		2001.05	National Strategy for Arthritis
32		2001.06	Spousal Benefits under the <i>Canadian Forces Superannuation Act</i>
33		2001.07	Discrimination in the Canada Pension Plan
34			
35	2000	2000.01	Our Lady of Guadalupe – Mother and Evangelizer of America
36		2000.02	The Prohibition of the Sale of Human Embryonic or Foetal Tissue, or Reproductive Services
37			
38		2000.03	Promotion of Fair Trade Coffee
39		2000.04	Endometriosis Research/Awareness
40		2000.05	Violence on Television as it Relates to Children
41		2000.06	Violence in Music Lyrics
42		2000.07	Teen Suicide: Prevention/Awareness
43		2000.08	Sweat Shops
44		2000.09	Establishment of a National Registry of Convicted, Dangerous, High-Risk Sex Offenders
45			
46			
47	1999	1999.01	Elder Abuse/Assault Awareness
48		1999.02	Childhood Abuse in Institutions



## **The Catholic Women's League of Canada**

### **National Development Fund Guidelines**

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Requests for funding will be evaluated on an individual basis by diocesan and provincial presidents and the national chairperson of organization as outlined on the application form.

- **Councils may apply for assistance once in a calendar year.**
2. Requests for funding should be submitted to:
    - assist in the organization of parish councils
    - assist parish, diocesan and provincial councils to promote League leadership training and other development workshops
    - promote League development through spiritual development
  3. When planning a workshop, consideration should be given to:
    - the structure of The Catholic Women's League of Canada, its levels, standing committees, responsibilities of officers, parliamentary procedure, and effective meetings
    - using CWL resource materials
    - the development of spiritual programs
  4. The following steps must be followed when applying for subsidy:
    - the projected amount of subsidy estimated to effectively conduct the workshop(s), the completed application form, and a copy of the agenda listing the resource material, must be submitted providing the information requested on the form
    - the completed application form and agenda is then forwarded to the president at the next level for approval and signature and she, in turn, forwards the application and agenda to the provincial president for approval and signature. Once the application has received the appropriate signatures, the provincial president forwards the application to the national chairperson of organization through the national office for approval and signature.
    - national office will forward notice of approval and a *National Development Fund – Report of Workshop and Follow up Summary* form to the applicant.
    - as soon as possible after the workshop the *Report of Workshop* and *Follow up Summary* form must be completed and forwarded to national office in order to receive reimbursement for the expenses. All receipts should be submitted to the national office for the approved refund\*\*.
    - Note: The National Development Fund does not cover expenses for decorations such as banners, honoraria for CWL resource persons, meals and refreshments for participants, or paid advertising.
    - In order to encourage maximum possible participation by members, a claim may be made under transportation to cover car travel expenses in excess of 120 km for a round-trip to attend the workshop (each car holding a minimum of three persons).
    - The diocesan and provincial presidents are responsible for ensuring that the requested subsidy is valid and reasonable.

100% FUNDING IS AVAILABLE WITHIN BUDGET LIMITATIONS.

\*\* In some cases the council submitting the application may require the funds in advance of holding the event. These cases will be approved on an individual basis and when funds are given prior to the event the council will be responsible for returning all unused funds to the national office.

**The Catholic Women's League of Canada**  
**Application for Subsidy from the National Development Fund**

PLEASE NOTE SUBSIDIES MAY BE REQUESTED ONCE ANNUALLY.  
THE APPLICATION SHOULD BE SUBMITTED FOR CONSIDERATION AT LEAST TWO MONTHS PRIOR TO THE EVENT.

Name of council applying for subsidy \_\_\_\_\_

Total amount of subsidy requested: \$ \_\_\_\_\_ (provide complete detailed expenditures on reverse)

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Facsimile No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Workshop title: \_\_\_\_\_

Place \_\_\_\_\_ Date \_\_\_\_\_ Number attending \_\_\_\_\_ Duration \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Number attending \_\_\_\_\_ Duration \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Number attending \_\_\_\_\_ Duration \_\_\_\_\_

Diocese \_\_\_\_\_ Province \_\_\_\_\_

Name(s) of facilitator(s) \_\_\_\_\_

Parish councils participating \_\_\_\_\_

**The National Development Fund does not cover expenses for:**

- **decorations, such as banners, etc.**
- **meals, accommodations, refreshments for participants**
- **honoraria for CWL resource persons**
- **paid advertising**

**Attach agenda, including a list of resource materials. Following review and approval by the diocesan president, the application form and a copy of the agenda listing the resource material must be forwarded directly to the provincial president for review and approval, who will forward the application form to the national chairperson of organization for review and approval. Notices of approval will be sent by national office to the applicant, with a copy to the treasurer for her records.**

The cheque will be sent to the treasurer following receipt at national office of the *National Development Fund – Report of Workshop and Follow Up Summary.*

Name of council treasurer \_\_\_\_\_

Address \_\_\_\_\_

Supplies requested should be forwarded to:

Name \_\_\_\_\_

Address \_\_\_\_\_

**THIS SECTION MUST BE COMPLETED.**

**Application for Subsidy from the National Development Fund**  
**BUDGETED DETAILED EXPENDITURES**  
*(Refer to National Development Fund Guidelines)*

Item	Quantity & Description		Projected Cost
CWL Supplies		\$	
		\$	
		\$	
		\$	
<b><u>Transportation for members (provide details on reverse)</u></b>	<i>Total kilometers minus 120km per car @ .38¢</i>	\$	
Meeting room		\$	
Printing		\$	
Postage		\$	
Telephone calls		\$	
Expenses for facilitator	Meals \$ _____ Travel \$ _____ Accommodations \$ _____ \$ _____	\$	
Other expenses (provide details)		\$	
<b>TOTAL AMOUNT OF SUBSIDY REQUESTED</b>		<b>\$</b>	

**REQUIRED SIGNATURES:**

Diocesan President		Date
Provincial President		Date
National Chairperson of Organization		Date



**THE CATHOLIC WOMEN'S LEAGUE OF CANADA  
NATIONAL DEVELOPMENT FUND  
REPORT OF WORKSHOP and FOLLOW UP SUMMARY**

**Immediately following the workshop, it is the responsibility of the council president to ensure that both sides of this form are completed and returned with receipts for reimbursement to:**

**c/o CWL National Office  
C-702 Scotland Ave., Winnipeg, MB R3M 1X5**

**Copies should also be forwarded to your diocesan and provincial council presidents.**

**Submitted by:**

Name \_\_\_\_\_

Council \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_ E-mail \_\_\_\_\_

**Workshop title** \_\_\_\_\_

Place \_\_\_\_\_ Date \_\_\_\_\_ Number attending \_\_\_\_\_ Duration \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Number attending \_\_\_\_\_ Duration \_\_\_\_\_

Diocese \_\_\_\_\_ Province \_\_\_\_\_

Name(s) of facilitator(s) \_\_\_\_\_

Parish councils participating \_\_\_\_\_

Describe workshop and length of presentation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List the materials used \_\_\_\_\_

Would you consider this workshop a success? \_\_\_\_\_ Why? \_\_\_\_\_

Please describe what went well \_\_\_\_\_

What would you change if presenting this workshop again? \_\_\_\_\_

**DETAILED EXPENDITURES** [please attach all receipts]

Item	Quantity & Description	Cost
CWL Supplies		\$
		\$
		\$
Transportation for members (provide details)	Total kilometers minus 120 km per car @ 38¢	\$
Meeting room		\$
Printing		\$
Postage		\$
Telephone calls		\$
Expenses for facilitator	Meals \$ Travel \$ Accommodations \$ _____ \$ _____	\$
Other eligible* expenses – provide details (*see Application for Subsidy)		\$
<b>Total</b>		\$

Where actual costs varied by more than \$100.00 from the original application, please provide an explanation.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Council President

**The Catholic Women's League of Canada**

**C-702 Scotland Ave., Winnipeg, Manitoba R3M 1X5**

**NATIONAL VOLUNTARY FUND REMITTANCE FORM**

**Parish Council** \_\_\_\_\_

**Diocese/Province** \_\_\_\_\_

**Council Treasurer** \_\_\_\_\_  
(please print)

**Phone number (daytime)** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NATIONAL VOLUNTARY FUND</b>	<b>AMOUNT</b>
Coady International Institute Fund	
National Pro-Life Fund	
Canadian Catholic Organization for Development and Peace	
Catholic Missions In Canada	
World Union of Catholic Women's Organizations	
MaterCare (Canada) Inc. (2010)	
<b>TOTAL</b>	

Please send with cheque payable to: The Catholic Women's League of Canada  
C-702 Scotland Ave.  
Winnipeg, MB  
R3M 1X5

**Send a copy of this form to your diocesan treasurer, or provincial treasurer where there is no diocesan treasurer.**



# The Catholic Women's League of Canada

TOLL-FREE TELEPHONE 1-888-656-4040  
TOLL-FREE FACSIMILE 1-888-831-9507

## PARISH COUNCIL REMITTANCE FORM FOR PER CAPITA FEES

**The League's membership year runs from January 1<sup>st</sup> to December 31<sup>st</sup>.  
Per capita fees are due at national office no later than February 28<sup>th</sup>.**

PARISH COUNCIL \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

NAME OF PERSON SUBMITTING THESE FEES \_\_\_\_\_

TITLE \_\_\_\_\_

DIOCESE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

**FOR NATIONAL OFFICE USE ONLY**

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Date: \_\_\_\_\_  
Batch: \_\_\_\_\_  
Code: \_\_\_\_\_  
Cheque: \_\_\_\_\_  
Total: \_\_\_\_\_

DATE \_\_\_\_\_

NUMBER OF MEMBERS PAYING FOR 2009 \$ \_\_\_\_\_ (a)  
(NOTE: DO NOT INCLUDE YOUR SPIRITUAL ADVISOR IN THIS COUNT)

NUMBER OF MEMBERS PAYING FOR 2008 \$ \_\_\_\_\_ (b)

NATIONAL PER CAPITA FEE @ \$ **8** PER MEMBER \$ \_\_\_\_\_ (c)

PROVINCIAL PER CAPITA FEE @ \$ \_\_\_\_\_ PER MEMBER \$ \_\_\_\_\_ (d)

DIOCESAN PER CAPITA FEE @ \$ \_\_\_\_\_ PER MEMBER \$ \_\_\_\_\_ (e)

**TOTAL PER CAPITA FEE** ➡ \$ \_\_\_\_\_ (f)

ADD: GIFT SUBSCRIPTION TO MAGAZINE FOR NON-MEMBERS  
(SPIRITUAL ADVISORS, ETC.)

\_\_\_\_\_ @ \$ **8** \$ \_\_\_\_\_ (g)

**TOTAL REMITTANCE** ➡ \$ \_\_\_\_\_ (h)



**In this section, please write your reason(s) for proposing the amendment. Only proposed amendments containing reason(s) will be accepted for consideration. If more space is required, use a separate sheet.**

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Signature of member submitting \_\_\_\_\_

Date \_\_\_\_\_

This proposed amendment received the acceptance/approval of

\_\_\_\_\_ Parish Council on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature of parish president)

\_\_\_\_\_  
(signature of parish secretary)

This proposed amendment, previously approved by \_\_\_\_\_ Parish Council, received the acceptance/approval of

\_\_\_\_\_ Diocesan Council on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature of diocesan president)

\_\_\_\_\_  
(signature of diocesan secretary)

This proposed amendment, previously approved by \_\_\_\_\_ Diocesan Council, received the acceptance/approval of

\_\_\_\_\_ Provincial Council on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature of provincial president)

\_\_\_\_\_  
(signature of provincial secretary)

Mail the completed form to the National Chairperson of Laws, c/o CWL National Office,  
C-702 Scotland Ave., Winnipeg, Manitoba, R3M 1X5  
Telephone: (204) 927-2310 Facsimile: (204) 927-2321

Deadline date for submission: **August 31<sup>st</sup>**

