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## LIFE MEMBERSHIP

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

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

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

### **Criteria for Life Membership**

- A. The nominee must have been a member of the League in good standing for at least 10 years.
- B. All nominees must have been a diocesan or provincial president.
- C. The nominee must have held executive positions at diocesan level for a minimum of four years.
- D. The nominee must have held executive positions at provincial level for a minimum of four years, not to include term served as diocesan president, at the time she is presented with her life membership.
- E. 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.
- F. 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.
- G. SPECIAL NORMS
  - i. 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.
  - ii. In provinces with no diocesan councils, Military Ordinariate, New Brunswick, Newfoundland and Labrador, and Prince Edward Island, criterion #3 may be waived, providing the nominee has served in executive positions at provincial level for a minimum of eight years.

The nomination process may begin as long as the nominee has met the criteria by the date of planned presentation.

## **Life Membership Nomination and Approval Procedure**

1. The Notice of Nomination for Life Membership form is completed to confirm the nominee meets all criteria and is a worthy candidate for life membership. This notice of nomination is approved by motion at the diocesan/provincial executive at an executive meeting and is signed by the nominating council's secretary and the nominating council's president and mailed to the executive director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5 by September 15<sup>th</sup>.
2. 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.
3. The nominating council president completes Section A of the Life Member Nominee Questionnaire form and the Life Member Checklist for the Provincial Council and forwards the forms as indicated on the top of each form.
4. The Nomination Form for Life Membership 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 15<sup>th</sup>.)
5. The Life Member Nominee Questionnaire is completed by the nominee, indicating her 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 by December 15<sup>th</sup>.
6. National office verifies that the nominee meets criteria 1-4 and the executive director confirms this fact to the submitting provincial or diocesan executives.
7. A Life Membership Checklist for the Provincial Council is completed by the provincial president who verifies completion of the Nomination Form for Life Membership and Life Member Nominee Questionnaire.
8. The Life Member Checklist for the Provincial Council along with a cheque for \$100.00 from the submitting council and the specific date on which the life membership will be presented must be returned to national office by February 1<sup>st</sup>.
9. National office will forward the completed Nomination Form for Life Membership and Life Member Nominee Questionnaire forms to the national chairperson of organization for confirmation that the nominee meets all the requirements.
10. Upon confirmation that all criteria have been met, the list of nominees is presented to the national executive at its winter meeting for approval by motion. Late submissions may reapply.
11. 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.

**THE CATHOLIC WOMEN'S LEAGUE OF CANADA**  
**NOMINATION FORM FOR LIFE MEMBERSHIP**  
**(to be completed by the nominating council)**

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

**Life membership is an honour that entails responsibility. Life membership is not intended to be a reward for years of service or a retirement gift. National council requires support and active service from its life members.** It is expected that life members will serve when requested at all levels to do research, write briefs/position papers, serve as a facilitator/ animator, program designer, resolutions committee member, speaker, sub-committee chairperson or advisor/mentor. **There is also the expectation that every life member will remain active in her own parish council.** If the nominee indicated on the Life Member Nominee Questionnaire that she is unable or unwilling at present to continue in active service to the League, please consider submitting her name at a future date. There are other appropriate ways of honouring members for their dedication to the League such as with a certificate, maple leaf service pin or the Bellelle Guerin award. **Recipients of the Bellelle Guerin award will not be eligible for life membership.**

This nomination form must be **approved by the provincial executive by motion at an executive meeting.** Upon endorsement by the provincial executive (as noted by signature of the secretary and the date of motion), the application must be submitted for final acceptance to national office prior to **December 15<sup>th</sup>**. The life member checklist along with a cheque for \$100.00 from the submitting council must be submitted to national office by **February 1<sup>st</sup>**. Upon confirmation that all criteria have been met, the list of nominees is presented to the national executive at its winter meeting for approval by motion. Late submissions may reapply.

NAME OF DIOCESAN/PROVINCIAL EXECUTIVE SUBMITTING THE NOMINATION:

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Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

NAME OF NOMINEE: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

NAME AND LOCATION OF PARISH COUNCIL OF WHICH NOMINEE IS CURRENTLY A MEMBER:

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CURRENT CWL POSITION: \_\_\_\_\_

LEVEL: \_\_\_\_\_

The following must be answered to comply with the established criteria for life membership found in the *National Manual of Policy and Procedure*:

1. How many years has the nominee been a League member? \_\_\_\_\_
2. What is her present involvement at the parish council level? \_\_\_\_\_
3. Is the nominee a recipient of the Bellelle Guerin award? \_\_\_\_\_
4. Positions held at diocesan level (If positions were held concurrently, please list one only.):

Position	No. of Years	From	To
Standing committee(s):			
_____	_____	_____	- _____
_____	_____	_____	- _____
_____	_____	_____	- _____
Secretary	_____	_____	- _____
Treasurer	_____	_____	- _____
Vice-President(s)	_____	_____	- _____
Diocesan President	_____	_____	- _____
Past Diocesan President	_____	_____	- _____
<b>TOTAL NUMBER OF YEARS AT DIOCESAN:</b>	<b>_____</b>		

5. Positions held at provincial level (If positions were held concurrently, please list one only.):

Position	No. of Years	From	To
Standing committee(s):			
_____	_____	_____	- _____
_____	_____	_____	- _____
_____	_____	_____	- _____
Secretary	_____	_____	- _____
Treasurer	_____	_____	- _____
Vice-President(s)	_____	_____	- _____
Provincial President	_____	_____	- _____
Past Provincial President	_____	_____	- _____
<b>TOTAL NUMBER OF YEARS AT PROVINCIAL:</b> (after serving as diocesan president)	<b>_____</b>		

6. Describe the occasions and levels (include dates if possible) in which the nominee has demonstrated her involvement and rendered extraordinary service to The Catholic Women's League of Canada. Kindly elaborate on the following:

Research: \_\_\_\_\_

Preparation of briefs: \_\_\_\_\_

Workshop animator/facilitator: \_\_\_\_\_

Speaker: \_\_\_\_\_

Sub-chairperson: \_\_\_\_\_

Ad hoc/advisory committee: \_\_\_\_\_

7. What impact has the nominee's accomplishments had on the League at the local, diocesan, provincial or national levels?

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

8. What gifts or skills have the nominee demonstrated which would be of a benefit to the future of the League as a life member?

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

**The completed application must be sent to national office and postmarked by December 15<sup>th</sup>.**

Approved by the executive of \_\_\_\_\_ diocesan/provincial council at an executive meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Nominating Secretary: \_\_\_\_\_

Diocesan President \*: \_\_\_\_\_

Provincial President: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Date of Presentation: \_\_\_\_\_

\* In a provincial council without diocesan councils, please insert "not applicable".

**ALL SIGNATURES MUST BE AFFIXED PRIOR TO SUBMISSION OF THIS FORM TO NATIONAL OFFICE.**



**The Catholic Women's League of Canada**  
**Life Member Nominee Questionnaire**  
(to be completed by the nominee)

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**SECTION A: COMPLETED BY NOMINATING PRESIDENT**

Your name has been submitted by (nominating council) \_\_\_\_\_  
for life membership in national council. This honour entails responsibility since national council requires support and active service from its life members. Only nominees available and willing to make the commitment actively to serve national council will be considered. Final approval of life membership applications (received by national office by December 15<sup>th</sup>) is made by motion at the winter national executive meeting.

As a life member, you would be expected to maintain membership by paying annual membership fees through your local parish council. You would also be responsible for registering for and attending diocesan, provincial and national conventions and would be expected to pay your own expenses.

Name: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Parish: \_\_\_\_\_ Diocese: \_\_\_\_\_

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**SECTION B: COMPLETED BY NOMINEE**

1. Are you available, able and willing at this time to render further service to the League?

- Yes                       Possibly at a later date                       No

*(If your response is no or possibly at a later date, the national executive reserves the right to return the nomination. Future nomination is welcomed.)*

2. League work – areas of particular interest:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Are you available to serve in any of the following capacities?

- Research                       Writing briefs/position papers                       Facilitator/animator  
 Program designer                       Resolutions committee member                       Speaker  
 Advisor                       Sub-committee chairperson

4. Are you available, able and willing to travel?

- Yes                       Possibly at a later date                       No

5. Are you currently a member of the executive at any of the following levels?  
 Parish    Regional    Diocesan    Regional    Provincial    National

6. What is your field of professional training/expertise?  
\_\_\_\_\_  
\_\_\_\_\_

7. Name the volunteer organizations in which you are currently involved.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Name other Catholic groups/organizations in which are you currently involved.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Additional information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of nominee: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete this form and forward a copy to your nominating president, provincial president and the executive director, c/o National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5. (Deadline Date: Postmarked by December 15<sup>th</sup>)**

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**SECTION C: SIGNED BY NOMINATING PRESIDENT AND PROVINCIAL PRESIDENT.**

\_\_\_\_\_  
**Nominating President Name**

\_\_\_\_\_  
**Provincial President Name**

\_\_\_\_\_  
**Nominating President Signature**

\_\_\_\_\_  
**Provincial President Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**



**The Catholic Women's League of Canada**  
**Life Member Checklist for the Provincial Council**  
**(to be completed by the provincial president)**

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This Life Member Checklist for the Provincial Council, along with a cheque for \$100.00 from the submitting council and the specific date on which the life membership will be presented, must be returned to national office by **February 1<sup>st</sup>**.

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**SECTION A: COMPLETED BY NOMINATING PRESIDENT**

Nominating Diocesan or Provincial Council: \_\_\_\_\_

Contact Person Regarding Nomination: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Nominee's Parish Council [name and town]: \_\_\_\_\_

Nominee's Current CWL Position: \_\_\_\_\_ Level: \_\_\_\_\_

Proposed Date of Presentation: \_\_\_\_\_

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**SECTION B: COMPLETED BY PROVINCIAL PRESIDENT**

**The following documentation has been received, approved and forwarded:**

- The diocesan/provincial executive approved the nomination by motion at an executive meeting.
- The completed Nomination Form for Life Membership was forwarded to national office and postmarked by **December 15<sup>th</sup>**.
- The completed Life Member Nominee Questionnaire was forwarded to the provincial president and national office by the nominee no later than **December 15<sup>th</sup>**.
- The cheque for \$100.00 from the submitting council is included with this checklist to national office by **February 1<sup>st</sup>**.

Approved by the executive of \_\_\_\_\_ Provincial Council at an executive meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Provincial Secretary: \_\_\_\_\_

Provincial President: \_\_\_\_\_