

Telephone: (204) 927-2310
Toll Free: 1 (888) 656-4040



Fax: (204) 927-2321
Toll Free: 1 (888) 831-9507

The CATHOLIC WOMEN'S LEAGUE of CANADA

C-702 Scotland Avenue, Winnipeg, MB R3M 1X5

Website: www.cwl.ca E-mail: info@cwl.ca

M E M O

To: Holders of the *National Manual of Policy and Procedure*

From: National office

Date: March 26, 2018

Re: Updates to the *National Manual of Policy and Procedure*

Following are instructions for updating the *National Manual of Policy and Procedure* (2017). A digital, current and searchable version of the *National Manual of Policy and Procedure* is available free of charge on the League website at cwl.ca for those who choose not to maintain a paper copy.

Remove pages	Insert Pages	Page/Line reference	Description of Change
31-32	31-32	Page 32 Lines 20-21	Clarifies timing of eligibility for life membership
		Page 32 Line 32	Adds New Brunswick to the list of provincial councils without diocesan councils
		Page 32 Lines 36-37	Clarifies start of nomination process
64-65	64-65	Page 65 Lines 2-6	Clarifies that a treasurer's report does not require a motion of acceptance
108-109	108-109	Page 109 Lines 11-15	Clarifies procedure when the office of president is vacant following election
127-128	127-128	Page 128 Lines 4-5	Provincial councils provide a policy for directors and officers insurance at provincial and diocesan levels
151-152	151-152	Page 151 Line 9	Bylaws are not guidelines
202-206	202-207	Page 203 Lines 29-30	Clarify the information from an adopted resolution that is archived
		Page 204	Additional information on the archiving process
		Page 205-207	Renumbered to accommodate new page 204

SECTION 3: MEMBERSHIP (C&B PART VII)

GENERAL MEMBERSHIP

1. Membership in the League is established and maintained by payment of the annual prescribed membership fee through a local parish council in accordance with Part XVII, Section 4.
2. It is the responsibility of the treasurer at parish council level to remit promptly to national office, all per capita fees when collected. This will ensure that members receive their copy of *The Canadian League* magazine to which they are entitled with paid-up membership, and guarantee those members who are named as accredited delegates to the annual national convention eligibility to vote.

The Reception of New Members ceremony may be found in the *Handbook for Spiritual Advisors* and *Ceremonies Booklet* available from national office.

TRANSFER OF 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

LIFE MEMBERSHIP

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.

Life members in a diocese do not attend parish/diocesan/provincial executive meetings unless they are members of that executive by appointment or election as defined in Part VIII Section 2(b), because they do not have the authority to assume the responsibilities of the executive. However, they have accredited delegate voting privileges at diocesan and provincial conventions in the province in which they hold membership.

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

1 diocesan/provincial executive by motion at an executive meeting indicating support for the
2 nomination. The responsibility for making the application is with the submitting
3 diocesan/provincial executive as it knows the individual's record of service. The national executive
4 verifies that the criteria have been met and approves the application for life membership. Provincial
5 and diocesan executives should consider whether or not they wish to add requirements in their
6 own policy and procedures manuals, provided these additions do not contravene the national
7 criteria.

8 National office advises the provincial and diocesan executives and the recipient's parish council of
9 the award. National council will officially recognize new life members at the annual national
10 convention and in the annual report.

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

15 **Criteria for Life Membership**

- 16 1. The nominee must have been a member of the League in good standing for at least 10 years.
- 17 2. All nominees must have been a diocesan or provincial president.
- 18 3. The nominee must have held executive positions at diocesan level for a minimum of four years.
- 19 4. The nominee must have held executive positions at provincial level for a minimum of four
20 years, not to include term served as diocesan president, at the time she is presented with her
21 life membership.
- 22 5. The nominee must have demonstrated her love of the League, her encouragement of others and
23 her ability to participate in study, research, presentations, workshops, etc.
- 24 6. The nominee must be available and willing to continue to serve the League at national level on
25 committees, preparing briefs, researching reports and resolutions, facilitating workshops and
26 attending conferences at the request of the national president.
- 27 7. SPECIAL NORMS
 - 28 a. In Ontario, with 13 diocesan councils, criterion #4 may be waived, providing the nominee
29 has served in executive positions at diocesan level for a minimum of eight years. In this
30 situation, years served at diocesan level must include two years as diocesan past president
31 at the time of the anticipated date of presentation.
 - 32 b. In provinces with no diocesan councils, Military Ordinariate, New Brunswick,
33 Newfoundland and Labrador, and Prince Edward Island, criterion #3 may be waived,
34 providing the nominee has served in executive positions at provincial level for a minimum
35 of eight years.

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

38 **Life Membership Nomination and Approval Procedure**

- 39 • The Notice of Nomination for Life Membership form is completed to confirm the nominee meets
40 all criteria and is a worthy candidate for life membership. This notice of nomination is approved
41 by motion at the diocesan/provincial executive at an executive meeting and is signed by the
42 nominating council's secretary and the nominating council's president and mailed to the

- 1 • names of movers and seconders
- 2 • number of votes for and against if ballot or counted vote
- 3 • details of debate, only if meeting instructs
- 4 • title of committee reporting, highlights of report filed for reference
- 5 • no opinion or personal comments
- 6 • time of adjournment

7 Sample minutes are available in Appendix 3.

- 8 4. Distribute copies of minutes prior to meeting if possible. Otherwise, be prepared to read the
- 9 minutes at the meeting.
- 10 5. Have motion book containing past motions at all meetings.

11 When are minutes approved?

12 Minutes of one meeting are usually approved at the next meeting of the group. Minutes are always
13 approved by the members of the group to whom they belong. This group may authorize a smaller
14 group, such as a committee, to approve the minutes of a particular meeting. In fact, this is advisable
15 when a group meets only once a year or only at six-month intervals.

16 At parish level, where meetings are held monthly, minutes of one meeting are always approved at
17 the next meeting by the members in attendance. This holds true, as well, for the minutes of the
18 annual meeting, which are approved at the next regular monthly meeting of the parish council.

19 At diocesan, provincial and national levels, minutes of business sessions of conventions may be
20 approved by a committee or the executive **if** the members of the convention have authorized their
21 approval in this way. This authorization is advisable since convention meetings take place only
22 once a year. The convention standing rules, when adopted, would give this authorization.
23 Otherwise, the minutes have to be approved at the convention the following year.

24 Minutes of executive meetings are approved by the executive at the next executive meeting, unless
25 the meetings are far enough apart to warrant having a committee approve them.

26 Minutes can be corrected at any meeting of the group even after they have been approved, however,
27 a specific motion to amend the minutes is required.

28 (For more detailed information, see *Robert's Rules of Order*.)

29 **Treasurer**

30 At parish level, in consultation with the parish council executive, in November/December, the
31 treasurer drafts a budget for the following fiscal year. The proposed budget should be presented for
32 acceptance at the January meeting. A sample budget is printed in Appendix 3.

33 At diocesan/provincial level, in consultation with the executive, the treasurer drafts a budget for
34 the following fiscal year for approval (by majority vote) at the fall executive meeting. An interim
35 financial statement (since January 1) should be prepared for annual convention – for delegates
36 information only.

37 At all levels, the executive should receive a report of income and expenses at each executive
38 meeting to assist in budgetary control.

1 The audited financial statement presented by the treasurer is adopted by motion. The oral report of
2 the treasurer is not adopted by motion. No action of acceptance by the assembly is required – or
3 proper – on a financial report of the treasurer unless it is of sufficient importance, as an annual
4 report, to be referred to auditors. In the latter case it is the auditor’s report which the assembly
5 accepts by motion. A Financial Management Policy for national level is available on request from
6 national office.

7 **Past President**

8 Take charge of League history and archives or appoint an interested member. Bring scrapbook or
9 history to some meetings for members to see. Be responsible for reviewing biannually the council’s
10 manual of policy and procedure for any needed additions, deletions and corrections; all changes
11 must be brought to the membership (for parish councils) or the executive (for diocesan and
12 provincial councils) for approval before amending the manual. Engage members in the revisions
13 process by inviting them to forward to national office proposed revisions to the *National Manual of*
14 *Policy and Procedure* by December 1st of each year. Monitor/review the *National Manual of Policy*
15 *and Procedure* and the council manual.

16 **Chairpersons of Standing Committees (C&B Part XIII)**

17 Standing committees are the cornerstone of The Catholic Women’s League of Canada. Standing
18 committees will be led by a chairperson. She is encouraged to appoint assistants who will be named
19 “sub-committee chairpersons” and who will report to her regularly.

20 The standing committee chairperson shall:

- 21 1. Summarize memos or directives from other levels and include the summary in her report.
- 22 2. Prepare a report of committee activities since the last regular meeting and incorporate
23 recommendations and plans for the future.
- 24 3. Have two copies of the report, one for her file and one for secretary.
- 25 4. Find more detailed information in *Parliamentary Procedure*, *Executive Handbook* and *Leading*
26 *the League*, available from national office.
- 27 5. In consultation with the council president, appoint sub-committee chairpersons to cover
28 specific headings under the committee to allow for more in-depth study and support for the
29 chairperson.

30 A sub-committee chairperson shall:

- 31 1. Become more knowledgeable about the committee in general and the topic in particular.
32 Study/research the topic using reports from church documents, royal commissions of inquiry,
33 parliamentary papers, independent reports, resource books and materials.
- 34 2. Be aware of what is happening locally, provincially, nationally and internationally through
35 newspapers, television, magazines, annual reports, local speakers, and/or resource persons.
- 36 3. Determine which aspects of the issue would/should concern the League.
- 37 4. Maintain regular contact with the chairperson, keeping her informed about:
38 • upcoming events relevant to the sub-committee, advising well in advance so information
39 may be circulated to other levels
40 • changing situations
41 • any special emphasis needed...when...why

- 1 8. For elections at every level except the parish level, the chairperson explains the instructed vote.
2 Instructed vote means that on the first ballot, the voting delegate must vote for her council's
3 nominees as previously determined by the council executive. If she is unsure about her council's
4 nominees, she should ask to see her council's completed nomination form. If the voting delegate
5 does not have an instructed vote from the executive, the council forfeits its privilege to vote on
6 the first ballot and all subsequent ballots for that position. If a voting delegate does not attend
7 the convention, the council forfeits its privilege to vote. If there is no majority on the first ballot,
8 then the voting delegates are free to vote on the second and any subsequent ballots, and those
9 voting delegates are free to vote for the nominee of their choice in any succeeding ballots. See
10 Part XV, Section 3.
- 11 9. The chairperson of the nominations and elections committee requests a decision from the
12 voting members as to whether or not the result of any ballot will be made known. (This could
13 apply when no majority has been obtained or if there is a tie vote. The number of votes and
14 corresponding name for each candidate for a particular position could then be shown only to
15 the voting delegates in confidence prior to the next ballot being taken.)
- 16 10. When a president-elect has served a two-year term, she automatically becomes president. The
17 voting will commence therefore, with the office of president-elect and continue in the order
18 outlined in Part XI, Sections 1 – 3. Where the office of president-elect is vacant and there is no
19 president-elect to become president, voting will commence with the office of president.
- 20 11. A member may be nominated for more than one office and when elected to an office, her name
21 is removed from the Candidates List for other offices. When instructed votes apply and this
22 happens, voting delegates are released from their instructed vote and each voting delegate may
23 vote for the candidate of her choice.
- 24 12. If there is only one candidate for an office, a voting delegate moves that the candidate be
25 declared elected, to be seconded by another voting delegate, and then voted on by all voting
26 delegates.
- 27 13. Election of Officers shall be by majority vote:
- 28 a. When a majority vote (more than half) has been obtained, the successful candidate shall be
29 declared elected by the president.
- 30 b. When no majority vote has been obtained, a second ballot will then be taken and, if
31 necessary, a third.
- 32 c. If three ballots fail to produce a majority vote for one candidate, then the candidate
33 receiving the highest number of votes shall be declared elected. In the event of a tie vote on
34 the third ballot, a fourth ballot will be taken using only the names of the tied candidates.
- 35 14. Election of Chairpersons shall be by plurality vote:
- 36 a. The chairperson announces the number of chairpersons required to be elected.
37 Chairpersons are not elected to a specific standing committee.
- 38 b. Standing committees are assigned to chairpersons at the executive meeting immediately
39 following election.
- 40 c. If only the required number of candidates are standing for the office of chairperson, a voting
41 delegate moves that the candidates be declared elected, to be seconded by another voting
42 delegate, and then voted on by all voting delegates.

- 1 d. Ballots are distributed and members are asked to write the names of candidates for whom
2 they wish to vote on one ballot. They may vote for the required number or less. Voting for
3 more than the required number of candidates will result in a spoiled ballot.
- 4 e. After the ballots are collected and the votes are counted, the president declares elected
5 those candidates who have received the highest number of votes.
- 6 f. In the event of a tie involving the final position of the required number, balloting shall
7 continue until the required number of candidates is elected.
- 8 g. The president announces the successful candidates in alphabetical order.
- 9 15. The ballots shall be counted by members of the nominations and elections committee and the
10 spiritual advisor.
- 11 16. Any office left vacant following the election shall be filled by appointment from those eligible for
12 nomination to office, except for the offices of president and president-elect. The member shall
13 be appointed by the president in consultation with the executive and spiritual advisor and shall
14 serve until the next election. If the office of president is vacant following elections, an “acting
15 president” should be approved by motion of the membership of the council.
- 16 17. When results of the election have been duly recorded, the nomination forms and the ballots
17 shall be destroyed by the committee and the nominations and elections committee dissolved.
18 Results of the elections (name and office) must be recorded in the annual meeting/convention
19 minutes.
- 20 18. The newly elected officers are introduced by the outgoing past president and assume the duties
21 and responsibilities of their respective office immediately following the annual meeting.
- 22 19. The formal installation of officers may take place at the convenience of the council in
23 consultation with the spiritual advisor.

24 **Example of Plurality Vote to Elect Five Chairpersons**

25 After the first ballot was counted -

26 (1) Member A received 14 votes
27 Member B received 10 votes
28 Member C received 10 votes
29 Member D received 9 votes
30 Member E received 7 votes
31 Member F received 6 votes

32 ABCDE are declared elected

(2) Member A received 14 votes
Member B received 10 votes
Member C received 8 votes
Member D received 8 votes
Member E received 8 votes
Member F received 8 votes

A and B are declared elected. There is a tie
involving the final positions, so further
balloting is necessary. On the 2nd ballot,
members will vote for three chairpersons
from the remaining nominees. Voting will
continue until the required number of
candidates are elected.

39 [the next page is page 121.]

40

- 1 • The Euthanasia Prevention Coalition (EPC) fund was established by national council in 2015
2 with a term not to exceed five years in duration. EPC seeks to present a united voice in
3 presentations to governments with respect to issues related to euthanasia and assisted suicide,
4 to network and exchange information, to develop and promote materials to educate the public,
5 to build a research team for collecting information, to organize events, to create the opportunity
6 for informative debate and to establish and build compassionate care community services.

AUDITORS AND AUDIT OF ACCOUNTS

8 The treasurer shall maintain the financial records of the council concerned and have them
9 appropriately audited or examined annually.

10 The word “examined” implies a less professional procedure than engaging an accountant to audit
11 the council’s financial statements, revenues and expenditures.

12 At the parish level, a member knowledgeable in parish council activities and financial undertakings,
13 with banking or bookkeeping experience, could be invited to examine the council books for a
14 minimal charge or gift of appreciation.

15 At the diocesan or provincial levels, however, a professional audit of accounts may be advisable if
16 the transactions and monies handled merit auditing standards (at professional fees). The decision
17 to “examine” or “audit” is made by the council concerned.

GENERAL LIABILITY INSURANCE

Parish General Liability Insurance

19 Commercial general liability insurance is provided to parish councils and is paid for by the national
20 treasury. Proof of insurance is provided to all parish councils in the spring parish council mailing.
21

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

23 Effective Date: January 1st to December 31st annually

24 Who Is Covered by the Policy?

- 25 • All persons acting within the scope of their duties as assigned by or on behalf of a recognized
26 parish council of The Catholic Women’s League of Canada.

27 Potential claimants wishing to file a claim against a parish council of The Catholic Women’s League
28 of Canada are advised to contact national office where they will be directed to discuss their claim
29 with an independent insurance agent.

Diocesan and Provincial General Liability Insurance

31 Commercial general liability insurance is mandatory for diocesan and provincial executives at a
32 cost of \$0.60 per voting member. Proof of insurance is provided to all diocesan and provincial
33 executives upon payment of the annual premium.

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

35 Effective Date: January 1st to December 31st annually

36 Who Is Covered by the Policy?

- All persons acting within the scope of their duties as assigned by or on behalf of a recognized diocesan or provincial council of The Catholic Women’s League of Canada.

NOTE: Considering the varying degree of risk based on their activities and financial situation, provincial and diocesan executives are strongly encouraged to subscribe to the directors’ and officers’ liability insurance obtained by provincial councils. Director’s and officers’ liability insurance reimburses (in part or in full) the costs resulting from law suits and judgments arising out of poor management decisions, employee dismissals, member grievances, and other such acts committed in good faith. Criminal offenses are not covered under this insurance.

Summary of General Liability Coverage at Parish, Diocesan and Provincial Levels

This summary is for information purposes only. Policy declarations and wordings for current coverage are available upon request. Words and phrases that appear in quotation marks have a special meaning as described in the definitions section of the policy. Summary of coverage as follows:

1. Coverage A – “Bodily Injury,” “Personal Injury” and “Property Damage” Insuring Agreement – To pay on behalf of the insured all sums (including prejudgment interest) that the insured shall become obligated to pay by reason of the liability imposed by law upon the insured or assumed by the insured under “contract” for “compensatory damages” because of:
 - “bodily Injury” sustained by any person or persons;
 - “personal Injury”;
 - “property damage” due to an accident or “occurrence.”during the Policy Period and in the “Coverage Territory,” subject to the limits of liability, exclusions, conditions and other terms contained in the Policy.
2. Coverage B – Advertising Injury Insuring Agreement – The insurer agrees to pay on behalf of the insured those sums the insured becomes legally obligated to pay as compensatory damages because of “Advertising Injury” to which insurance applies. Subject to exclusions, this insurance applies only to offences arising out of the insured’s business activities.
3. Coverage C – Medical payments Insuring Agreement – The insurer agrees to pay to or for each person who sustains “bodily injury” caused by accident all reasonable medical, surgical, x-ray, dental, ambulance, hospital, professional nursing and funeral services expense incurred within one year from the date of the accident on account of such “bodily injury,” provided such “bodily injury”:
 - occurs on premises the named insured owns or rents;
 - occurs on ways next to premises the named insured owns or rents; or
 - arises from operations with respect to the named insured is afforded coverage for “bodily injury” liability under this policy.
4. Coverage D – Tenants Legal Liability Insuring Agreement – To pay on behalf of the insured all sums which the insured shall become legally obligated to pay as “compensatory damages” for injury to or destruction, including loss of use, of premises of others (including building fixtures permanently attached thereto) rented to or occupied by the named insured, if such injury or destruction is caused by accident occurring during the term of this policy.

SECTION 11: GOVERNANCE OF THE ORGANIZATION

C&B PURPOSE AND AMENDMENT (C&B PART XXI)

Why does the League need a Constitution & Bylaws?

A Constitution & Bylaws (C&B) is a set of fundamental laws outlining the agreed basic principles, structure and purposes of an organization and the rights of its members. It also defines the powers of officers, how they are selected and their term of office.

Bylaws are the basic rules of an organization, adopted by its members to control the affairs of that organization.

The C&B is to be used with discretion, common sense and respect for individual members, their rights, privileges and responsibilities. To become acquainted with its use, it would be worthwhile if a few minutes were allotted at each general or executive meeting to review an article or section. Such a review will encourage members' awareness of how the organization operates. It is important that each member has a copy of the C&B.

Amendment of Constitution & Bylaws

A Constitution & Bylaws Amendments Committee, comprised of the past national president (as chairperson of laws), the national president, the national president-elect and other members as required and appointed by the national president, reviews proposed revisions. The amending process, from submission to voting and implementation, will take two years for completion. The committee is dissolved upon completion of the amendments procedure.

General Rules

1. An amendment should be proposed for the betterment of the organization. Changing the structure and bylaws should not be done without putting something superior in its place; members should recognize it is a serious responsibility to initiate change through amendments.
2. A proposed amendment must be substantive or permanent in content versus a change that addresses a temporary or internal problem.
3. Sufficient reasons for proposing the amendment must be stated on the submission form before it will be considered by the committee.
4. A proposed amendment shall address a change to the constitution or bylaws only. A proposed amendment to the C&B is not required to change a procedure that appears in the *National Manual of Policy and Procedure*.
5. A proposed amendment must not impose a financial burden on members or councils without their consent.
6. Any member may propose an amendment. The amendment must be submitted on the official amendment form.
7. Formal Presentation and Adoption of Amendments

Parish Council – A member submits the proposed amendment on the official amendment form to the parish council regular meeting. The amendment is read by the past president. The

1 member who submits the proposed amendment to the meeting moves its adoption. It is
2 seconded and opened for discussion. At this time, it may be amended or deferred. A two-thirds
3 majority decides its fate. If accepted, the past president is responsible for:

- 4 • ensuring that the president and secretary sign the amendment form to verify that the
5 amendment was accepted by a two-thirds majority vote by the council
- 6 • sending the amendment, immediately following the meeting, to the diocesan president for
7 the upcoming annual diocesan convention

8 Diocesan Council – The diocesan president receives all accepted parish council amendments
9 and any proposed amendment submitted on an official amendment form by a diocesan officer.
10 The amendment is presented at the diocesan convention by the diocesan past president who
11 moves its adoption. It is seconded and opened for discussion. At this time, it may be amended or
12 deferred. A two-thirds majority vote decides its fate. If accepted, the past president is
13 responsible for:

- 14 • ensuring that the president and secretary sign the original amendment form to verify that
15 the amendment was accepted by a two-thirds majority vote by the council
- 16 • sending the amendment, immediately following the annual diocesan convention, to the
17 provincial president for the upcoming annual provincial convention

18 Provincial Council – The provincial president receives all diocesan amendments and any
19 proposed amendments submitted on an official form by a provincial officer. The amendment is
20 presented at the provincial convention by the provincial past president who moves its adoption.
21 It is seconded and opened for discussion. At this time, it may be amended or deferred. A two-
22 thirds majority vote decides its fate. If accepted, the past president is responsible for:

- 23 • ensuring that the president and secretary sign the original amendment form to verify that
24 the amendment was accepted by a two-thirds majority vote by the council
- 25 • sending the amendment, immediately following the annual provincial convention, to the
26 national chairperson of laws to meet the deadline of August 31st

27 National Council – An officer at the national level may also submit a proposed amendment on an
28 official amendment form to the executive of the national council for approval by a two-thirds
29 majority vote prior to submission to the national chairperson of laws.

- 30 8. A proposed amendment must be submitted to the national chairperson of laws by August 31st.
- 31 9. At any time prior to the circulation of a proposed amendment to the general membership, the
32 originating council may withdraw the proposed amendment.
- 33 10. The committee will review and consider all submitted proposed amendments and compile
34 submissions according to article, section and subsection. The committee may:
 - 35 • combine proposed amendments dealing with the same article, section and subsection,
36 where feasible
 - 37 • contact the submitter when wording, meaning or reasons stated need further clarification
 - 38 • edit submissions for grammatical and spelling errors and to ensure word/sentence
39 standardization without changing the intent of the original proposal
 - 40 • prepare any additional proposed amendments required if a submission affects other
41 articles, sections and subsections

APPENDIX 5: ARCHIVES GUIDELINES FOR LEAGUE HISTORY PROVINCIAL, DIOCESAN AND PARISH COUNCILS

Archives are the permanent history of the League. Preservation of archives is a priority for every past president! If archives and history are not her priority or interest, the past president is encouraged to appoint an archives sub-committee or an interested and experienced council member to maintain the archives and history. Funds should be included in the council budget to purchase required archival supplies. The sub-committee or interested member will inform the past president about any requirements for archival supplies prior to the setting of the council's budget.

Location of Archive

All archives should be kept in a locked filing cabinet on church property or in a secure facility at the diocesan archives location. However, League archives must always be kept separately from other diocesan files.

Updating and Indexing Archives

Archives should be updated and reviewed every two years. An inventory of archival materials should be maintained. Three copies of the inventory will ensure continuity. One copy is to be kept with the archival files, one copy kept in the past president's archival file (with this guideline) and a copy given to the current president and noted in the minutes.

History Books

All councils (parish, diocesan and provincial) are encouraged to send a copy of their own history book to CWL national office at C-702 Scotland Avenue, Winnipeg, MB R3M 1X5, marked "Archives." A letter, signed by the current president of that council, authorizing the League to place this history along with other histories of that year in the League archives at the Archives of Manitoba must be included. (National archives are kept at this location.) Once a year, national office staff will prepare an acid free file box with the council histories received that year and submit it and an index of the contents to the Archives of Manitoba. An index of the contents of each box will be kept at national office.

Recommended Filing of Information

- a. Binders (large three-ring) and acid free file folders or large envelopes are usually the best manner in which to preserve historical information.
- b. Photograph albums, with names, dates, location and occasion noted, are invaluable. Use of an acid free pen on acid free paper or typewritten information placed near the picture will give information about the people in the photograph when memories fail.
- c. All information (especially newspaper clippings) should include names, publication and date.
- d. Computer discs can be utilized for preservation of written information, but members need the visual history so all information stored on discs should also be committed to paper (acid free paper, where possible).
- e. Treasurers' books (ledgers only) are retained and may be placed in archives after five years. Cheques and receipts are kept for five years and then destroyed.

Contents of Binders or Archival Files

- a. Members: Councils are encouraged to set up a binder with a page, in alphabetical order, for each member. This page will include information about the member, including the year she

1 became a member, offices held (which should be updated if the member advances to other
2 League levels), other League work (projects, convention convener, dinners, League community
3 related activities, World Day of Prayer, etc.), ministries in the church, awards and pins received,
4 a photograph of the member and any other pertinent information as determined by the council.
5 In large councils, a file box could be used for each member's information. This page should be
6 sent to the new council when a member moves. When the member dies, this page should be
7 transferred to a separate binder or file for deceased members, noting the date of death and
8 including death notices and funeral cards where available (see "c" below).

- 9 b. Past Presidents: Each past president is encouraged to write two or three pages outlining the
10 highlights of her term as president. These highlights become valued historical notes for future
11 council histories. There should be a photograph of the past president and of the executive.
- 12 c. Deceased Members: When the council keeps a page record of each member (as indicated in "a"),
13 the page will be kept in an archival binder, alphabetically or by the year of death, to be
14 determined by the council. This file can be in addition to or as part of the *Book of Life*, in which
15 the names of all deceased council members are kept.
- 16 d. Minutes: Past minutes are archived after six years. They should be retained in dated binders or
17 files. These minutes are a permanent record of council activities and must be kept forever.
18 (Council minutes are kept by the secretary for the current president's term and the previous
19 two terms for a total of six years before being archived.)
- 20 e. Motions Books: A motion book should be kept in an active file by the secretary for six years and
21 then placed into an archival motions binder for historical purposes. Standing motions are
22 retained in the active file until a motion is made to rescind that particular standing motion
23 when it will be placed into the archival motions binder. Standing motions may be amended and
24 as amended are kept in the current motions book.
- 25 f. Annual Reports: Annual reports of the council and standing committee chairpersons are kept by
26 the secretary for six years and then retained in an archival binder for reference and indexed by
27 the year the report was given.
- 28 g. Resolutions: Resolutions initiated or adopted by the council are kept until the resolution has
29 been acted upon and resolved. Only the resolution, brief, works cited and action plan will be
30 placed in the archives.
- 31 h. Miscellaneous Archives:
- 32 - list of presidents, spiritual advisors, addresses, terms in office, dates
 - 33 - list of the council's executive for each year
 - 34 - list of recipients of awards, maple leaf service pins, other pins, with date of presentation
 - 35 - list of life members, honorary life members, addresses and year awarded
 - 36 - correspondence of historical interest, i.e., letters from/to church, political or community
37 leaders, congratulations, plaques, documents for anniversaries, special services, etc.
 - 38 - special projects, including financial statements of the project
 - 39 - copies of council newsletters (one per year, unless several were outstanding)
 - 40 - a record of the charter, dates, names of charter members
- 41

1 **Additional Information for Archiving**

2 SET UP the files:

- 3 • the ultimate archival and historical records of the council are the minutes of executive and
4 general meetings (preferably the approved and signed versions). This is why complete and
5 accurate minutes are so important – they are the official record of the council’s work.
6 • other key items: council charter and list of charter members, membership lists, annual reports,
7 annual financial statement or summary, council policies, special events programs, council
8 newsletters, significant pieces of correspondence (e.g. signed by “important” people or regarding
9 collaborative League projects), etc. Correspondence files can contain real jewels – be sure to go
10 through them carefully before discarding anything.
11 • subject files, organized alphabetically by topic (materials organized by date within each file)
12 • index of the files (for easy filing of incoming items and to prevent duplication)

13 GATHER: League archives from all members, most especially the officers after every 2-year term

14 KEEP:

- 15 • anything the local council creates, and be sure to make print copies of electronic items
16 (technology changes frequently, rendering older forms of electronic files obsolete and
17 unreadable very quickly; paper may be old-fashioned, but it endures!)
18 • photos, scrapbooks, etc. – preferably labelled with dates, events and names of people in the
19 pictures; newspaper clippings should be photocopied to circumvent disintegration of the
20 newsprint
21 • selected information from other agencies that pertains to the work of or has content about the
22 League or a member

23 DISCARD:

- 24 • duplicates, materials from other agencies if they have their own archives, and the accounting
25 records (receipts, cheque stubs) that are more than 5 years old (Do keep annual financial
26 statement/summary, and selected financial artifacts that could become historically significant)
27 • Finally and most importantly, if in doubt, KEEP IT! One can always discard later, but the “undo”
28 button has yet to be invented on shredders and garbage disposals.

APPENDIX 6: CONFLICT OF INTEREST POLICY

2 **Definition Of Conflict Of Interest**

3 A conflict of interest is a situation in which a person has a private or personal interest sufficient to
4 appear to influence the objective exercise of her duties at The Catholic Women’s League of Canada
5 (the “League”).

6 “Private or personal interest” includes, but is not limited to, a member’s self-interest, the interests
7 of her immediate family or business partners, as well as the interests of another organization in
8 which she holds a position (voluntary or paid).

9 “Objective exercise of duties” refers to an individual’s ability to carry out her responsibilities in the
10 best interest of the League.

11 **Types Of Conflicts Of Interest**

12 A director, member or employee of the League may be in a conflict of interest situation that is:

- 13 1. Actual or real, where her official duties are or will be influenced by her private interests.
- 14 2. Perceived or apparent, where her official duties appear to be influenced by her private interests.
- 15 3. Foreseeable or potential, where her official duties may be influenced in the future by her private
16 interests.

17 **Examples Of Conflicts Of Interest**

18 (Note these are for illustration purposes only and are not intended to be exhaustive or limiting)

- 19 • Self-interested funding: when a director, member or employee uses a position in the League to
20 influence a decision to provide funding or services to another organization in which she has an
21 interest.
- 22 • Improper influence: when a director, member or employee solicits or accepts some form of
23 benefit in return for influencing the League’s activities or promoting someone else’s interests in
24 the League.
- 25 • Misuse of information or property: when a director, member or employee uses information or
26 property to which she has access, and to which others would not have access, for some personal
27 benefit.
- 28 • Inappropriate outside activity: when a director, member or employee’s activities outside the
29 League are in conflict with the official position or interests of the League and/or the Catholic
30 church.
- 31 • Accepting undue benefits: such as significant gifts which place a director, member or employee
32 under obligation to the donor.

33 **Responsibilities**

34 Directors, members and employees of the League are responsible for managing conflict of interest
35 situations in order to ensure that behavior and decision-making throughout the League are not
36 influenced by conflicting interests.

1 The League supports an organizational culture in which individuals freely take responsibility for
2 both “self-declaring” possible conflicts of interest, and respectfully raising possible conflicts faced
3 by others in the organization. This culture makes it possible to avoid many such situations from
4 arising in the first place. Directors, members and employees have the responsibility to implement
5 practical preventive measures, such as:

- 6 • Providing meeting agendas in advance to enable participants to foresee possible conflicts;
- 7 • Ensuring that people are clearly told when information must be protected from improper use;
- 8 • Declining involvement in an action (such as supporting a questionable outside activity).

9 Where prevention is not the solution, conflict of interest situations must be managed. Here are the
10 steps to be taken by those involved in such situations, working together and supporting one
11 another’s ethical responsibilities.

- 12 1. Declare it. Ensure transparency by full self-declaration, and by making sure that a record of the
13 declaration is made.
- 14 2. Discuss it. If there is any doubt about whether the situation in question constitutes a conflict of
15 interest, discuss the matter with the chairperson of the meeting or, if the situation warrants it,
16 undertake a full dialogue with the relevant group.
- 17 3. Deal with it. Measures to mitigate or eliminate a conflict of interest will depend on what is
18 appropriate to the severity of the situation. Options include:
 - 19 i. Restrict the involvement of the individual. Where appropriate, the conflicted individual
20 should withdraw from decision-making and/or any discussions related thereto.
 - 21 ii. Recruit a third party to assist. Where appropriate, a disinterested party may be asked to
22 sit in on the decision-making and/or any discussions related thereto, or the mediation of a
23 dispute between members.
 - 24 iii. Remove the individual from affected duties. When restrict and recruit are not suitable
25 options, consideration should be given as to whether the individual with the conflict can
26 and should be removed from any duties related to the conflict.
 - 27 iv. Relinquish the private interest. In cases of serious conflict, the individual may choose to
28 drop the private interest, such as membership on the board of another organization, which
29 is causing the conflict.
 - 30 v. Resign from the official duties. In serious cases where other solutions are not possible, the
31 individual may have to resign from the position creating the conflict.
- 32 4. Document what has been done. Minutes, correspondence to interested parties, or other
33 documentation shall be prepared to provide a record of steps taken.

34 **Policy Application**

- 35 1. This Policy shall be disclosed to all directors, members, and employees. This policy will be
36 reviewed and updated in a timely manner and as appropriate (every three to five years), and all
37 changes shall be disclosed to all directors, members, and employees.
- 38 2. At the national level, directors and employees must disclose possible conflict situations to the
39 national president in confidence. Where the conflict of interest involves the national president,
40 the situation must be disclosed in confidence to the president-elect and executive director. At all
41 other levels, members must disclose possible conflict situations to the relevant council president
42 in confidence. Where the conflict of interest involves the council president, the situation must be

1 disclosed in confidence to the council president-elect and/or vice-president. Possible conflict
2 situations must be disclosed when they first emerge.

3 3. In addition to the above, a conflicted individual will declare the conflict to all concerned before
4 any relevant discussion occurs. In the case of directors, such declaration will be recorded in the
5 minutes of the meeting.

6 4. At all levels other than the national level; the relevant council president is the appropriate
7 authority to resolve disputes in relation to the application of this policy. Where a dispute
8 involves the council president, the appropriate authority to resolve the dispute is the council
9 president-elect or vice-president. Notwithstanding the foregoing, the national president, in
10 consultation with the national executive, is the final authority on resolving disputes in relation to
11 the application of this policy and, where appropriate, decisions by a council president or
12 president-elect/vice-president may be appealed to the national president. Where a dispute
13 involves the national president, the final authority to resolve the dispute is the national
14 executive in consultation with the executive director.

15 **Conclusion**

16 The application of this policy relies heavily on the good judgment and common sense of those
17 affected.

18 Councils at all levels bear great responsibility for the good name of The Catholic Women's League of
19 Canada and as such have a special responsibility for ethical matters. The national executive is
20 ultimately responsible for policy, and should review this policy at least every three to five years.