



# The Catholic Women's League of Canada

To whom it may concern:

Congratulations on deciding to organize a Catholic Girls' League (CGL)! You are to be commended for undertaking this important work. It is hoped that girls who become involved in the church at a young age will elect to continue in that vein. Perhaps they will even go on to a lifetime of service within their parishes and through The Catholic Women's League of Canada.

The *Catholic Girls' League Administration Manual* is attached. I remind you that the established trademarks of The Catholic Women's League of Canada, i.e., crest and stylized Madonna, cannot be used in CGL material. I would suggest forming a task force to create a logo and/or crest that would encompass all provinces. Some may prefer to establish one unique to their own province. Whichever option you adopt, copyright laws must be strictly respected.

CGL groups will remain under the ministry of youth, reporting through the parish council's Christian family life/service chairperson and exist only at the parish council level. Should you wish guidance or advice from an existing CGL group, you may request contact information from national office. This informal network will be instrumental in assisting new groups as they ensure necessary processes are in place prior to initiating a group.

Sponsoring councils are urged to consult the ethical guidelines of their Catholic diocese. It is important to develop a moral environment that will protect the well-being of young people. As well, members should exercise ethical vigilance in any outreach to young people.

It is of critical importance that you review the *Catholic Girls' League Administration Manual* in full, and ensure it is followed in every regard.

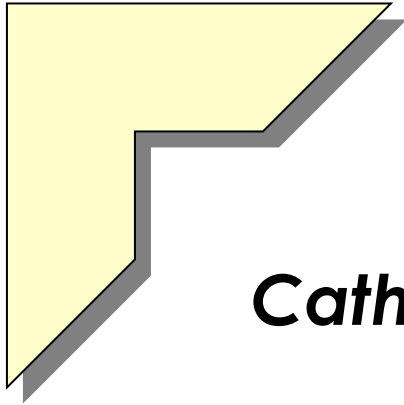
Again, congratulations on organizing a Catholic Girls' League. I look forward to hearing about your group's success!

If you have any questions, please feel free to contact me.

Yours truly,

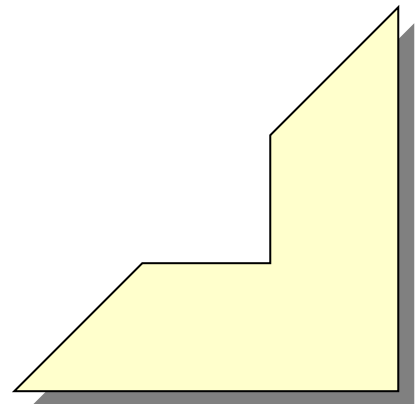
Dorothy Johansen  
National Chairperson of Christian Family Life

Encl.



# ***Catholic Girls' League***

## ***Administration Manual***



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## Foreword

This manual has been prepared as a guide to assist Catholic Girls' Leagues (CGL) to operate effectively. It may be reproduced so that all counselors have a current copy and it should be brought to meetings for reference purposes.

Supplementary guidelines governing the local CGL may be developed, approved by the sponsoring parish council, and included in this manual.

## Guidelines for Sponsoring CWL Council

The sponsoring parish council shall

1. provide from its membership at least two counselors and ensure that adequate police checks are completed. One of these counselors shall be appointed as lead counselor.
2. absorb all financial charges, including police checks, until the CGL is self-supporting. Allow CGL funds to be deposited and disbursed through the sponsoring council's treasury.
3. request regular reports from the lead counselor
4. as invited, participate in the installation ceremony and other events

## Preamble

This organization shall be known as the Catholic Girls' League (CGL).

As part of its commitment to evangelization, the local parish council of The Catholic Women's League of Canada shall be the sponsoring body of the CGL. The CGL is under the jurisdiction of the local parish council. The local parish council acts autonomously from The Catholic Women's League of Canada.

## Name

The name of the organization shall be the Catholic Girls' League, hereinafter called the CGL, a name chosen because it is consecrated to united Catholic action through devotion to the Blessed Mother.

Another name may be added to the official title, keeping the core CGL intact.

## Policy

The policy shall be to have membership and operation based on the parish unit in conjunction with the sponsoring parish council.

## Objects

The objects shall be to unite Catholic girls of Canada to

1. achieve individual and collective spiritual development
2. promote social justice, recognizing the human dignity of all people
3. promote lasting bonds of friendship through enjoyable programs
4. develop leadership qualities and skills

## Motto

The motto of the CGL shall be "Faith, Friendship, Fun and Formation".

## Crest

Identifying logos may be used at the discretion of the local CGL and shall be authentically reproduced and used with dignity and respect.

## Patroness

The patroness shall be the Blessed Virgin Mary under the title of Our Lady of Good Counsel.

## Guidelines for Organizing a Catholic Girls' League

In conjunction with the sponsoring council, the counselors shall

1. review the administration manual
2. advertise and promote the CGL
3. organize a gathering to meet the parents or legal guardians of prospective members and to give them a summary of the CGL program
4. provide the administration manual to prospective members
5. if possible, obtain from prospective members an acknowledgement that the CGL is operated by the local parish council acting autonomously from the Catholic Women's League
6. distribute membership applications, compiling a list of prospective members
7. review the membership applications and follow-up on any concerns or incomplete information
8. call a CGL meeting, notifying all prospective members by telephone
9. explain the CGL and the roles of officers
10. appoint a temporary executive
11. schedule the elections for the third meeting
12. arrange for the installation of the elected officers by the religious leader

## Membership

Membership shall be established and maintained by payment of the annual prescribed membership fee as decided by the local CGL. Fees are to be retained by the local CGL for use in covering its programs and events.

## Membership Qualifications

1. General Membership  
Any Catholic girl aged 10 to 15, by paying the prescribed CGL membership fee, may become a member with voting privileges and eligibility for office by election or appointment.
2. Associate Membership  
Any non-Catholic girl aged 10 to 15, by paying the prescribed CGL membership fee, may become a member, with voting privileges, but without eligibility for office by election or appointment.

## Counselor(s)

At least two counselors who are parish council members and the religious leader shall be approved by the sponsoring parish council. One shall be designated as the lead counselor.

The term of this position shall be two years, renewable after re-evaluation by the sponsoring parish council.

All counselors shall be screened prior to approval being granted, as requested by the sponsoring council. Appropriate, reasonable and best practice methods will be used to screen all counselors.

The counselors shall

1. guide and direct all activities of the CGL
2. collaborate with CGL officers
3. assist the CGL to determine a dress code appropriate for meetings and functions
4. report regularly to the parish council service chairperson
5. assist with completion of the annual membership report
6. complete the annual report and return it to the sponsoring council service chairperson
7. obtain parental/guardian permission in writing for all activities outside of regular meeting times and any publicity
8. submit current contact information of lead counselor with sponsoring council

## Religious Leader

The religious leader shall

- provide spiritual guidance to the counselors and members
- install the officers and counselors

## Officers

The officers shall consist of

- president
- president-elect
- secretary
- treasurer
- past president
- Mary's Leaders (four) for Faith, Friendship, Fun, and Formation committees

## Duties of Officers

The president shall

- preside at all meetings
- be an ex-officio member of all committees, except the nominating committee
- perform other duties as requested by the counselors
- upon completion of her term, become the past president

The president-elect shall

- assume the duties of president in her absence
- be a Mary's Leader

The secretary shall

- keep a record of all meetings and activities
- be responsible for correspondence
- send all notices, including membership information
- perform other duties as requested by the president

The treasurer shall

- collect and record all money from any source and give it to the designated counselor
- perform other duties as requested by the president

Mary's Leaders shall prepare and consult with their committee in one relevant area

- (Faith) spiritual activities
- (Friendship) activities involving service and social action
- (Fun) social activities
- (Formation) activities related to membership and training

## **Suggested Projects for the Faith Committee**

- reciting living rosary, especially for the months of May and October
- performing religious plays and skits
- days of recollection or retreats

## **Suggested Projects for the Friendship Committee**

- activities that show how members are a friend to all
- promote being friends with all of God's creation
- supporting service organizations and charities

## **Suggested Projects for the Fun Committee**

- sports/movie nights
- holiday parties or crafts (Halloween, Thanksgiving, Christmas, etc.)
- family activities and socials for parishioners

## **Suggested Projects for the Formation Committee**

- helping with open house programs for prospective members
- mentoring others as able
- making posters for advertising

## **Elections**

The term of office shall be one year. Pre-nominations shall be made at the December meeting. The annual election of officers shall be held at the January meeting. The installation of officers shall be held before or at the next meeting.

### **Nomination procedure**

1. A vote on the motion to open elections shall begin the election process.
2. The president shall appoint an election chairperson.
3. The lead counselor shall ensure two people count the votes.
4. Candidates shall be nominated and seconded by paid members.
5. Each candidate shall be asked if she wishes to stand for or decline the nomination.
6. If there is only one candidate for a particular office, the chairperson shall declare the nominee acclaimed.
7. Only paid members are eligible to vote.

### **Voting procedure**

1. The chairperson shall read the duties of the officer before election of that officer.
2. The names of candidates nominated for one position from pre-nominations will be shown, beginning with the president.



3. All votes will be by secret ballot.
4. The scrutineer will receive the ballots, count them, and report to the elections chair who will announce the name of the elected officer.
5. There will be a motion to close the elections and destroy all ballots.

## Meetings

The meetings and activities of the CGL shall be deemed as parish events and covered by parish insurance following parish guidelines.

Regular meetings shall be held as follows:

- at least two planning meetings per year including counselors and officers
- one general meeting or social activity per month

Meeting Agenda

1. Welcome and opening prayer
2. Roll call
3. Summary of last meeting
4. Reports of all officers
5. Activity (general) or planning (executive)
6. Closing prayer and adjournment

## Amendments

Any proposed amendments shall be submitted for consideration to the sponsoring parish council.

## Cautionary Notes

Before establishing a CGL group, please consider the following.

1. Review Ethical Guidelines for the Catholic diocese in which the council is established (excerpts are provided in the following section, however, it is important to read them in their entirety and ensure that they are followed).
2. Each parish council should take steps to ensure that appropriate, reasonable and best practice screening processes be undertaken for those members nominated to the position of the chairperson of the service standing committee, in particular where there is a Catholic Girls' League council present.
3. Because young people are among the most vulnerable, special care should be taken to exercise ethical vigilance. Councils should avail themselves of the screening procedures offered by the parish, diocese or local police department, thus ensuring the integrity, safety and reputation of the volunteer League members and those whom we serve.
4. The established trademarks of The Catholic Women's League of Canada, i.e., crest and stylized Madonna, cannot be used in CGL material.
5. Ensure all necessary processes are in place before establishing a CGL council.

## **Ethical Guidelines for Counselors**

(excerpts from the Ethical Guidelines from the Catholic diocese in which the council is formed)

## Application for Membership

Name of CGL: \_\_\_\_\_

Girl's Name: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Church & Religion: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

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

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Relationship to participant: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Health Card (name, number, expiry date): \_\_\_\_\_

Allergies (specify): \_\_\_\_\_

\_\_\_\_\_

Medical Conditions (specify): \_\_\_\_\_

\_\_\_\_\_

If severe, please indicate treatment: \_\_\_\_\_

Interests, hobbies, membership in other groups: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dues received: \_\_\_\_\_ Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

*If possible, obtain from prospective members an acknowledgement that the CGL is operated by the local parish council acting autonomously from the Catholic Women's League.*

