THE CATHOLIC WOMEN'S LEAGUE
OF CANADA
FOR GOD AND CANADA

The Catholic Women's League of Canada

Constitution & Bylaws 2023

Mission Statement

The Catholic Women's League of Canada
calls its members to grow in faith,
and to witness to the love of God
through ministry and service.

The Catholic Women's League of Canada
C-702 Scotland Avenue, Winnipeg, MB R3M 1X5
Telephone: (204) 927-2310
E-mail: info@cwl.ca
Website: www.cwl.ca

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THE CATHOLIC WOMEN'S LEAGUE OF CANADA

- Organized nationally June 17, 1920
- Granted federal incorporation December 12, 1923
- Officially recognized by the Canadian Conference of Catholic Bishops as a national private association of the faithful, 2005
- Affiliated in 1921 with the International Union of Catholic Women's Leagues, now titled World Union of Catholic Women's Organizations, a world-wide federation holding membership in the conference of International Catholic Organizations and having consultative status with agencies of the United Nations
- Continued under the *Canada Not-for-profit Corporations Act*

FOR GOD AND CANADA

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PART I: Name

The association shall be known as **THE CATHOLIC WOMEN'S LEAGUE OF CANADA**, hereinafter called the "League."

PART II: Patroness

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

PART III: Crest, Corporate Seal and Flag

Section 1: Crest

The crest, as designed and adopted in 1922, shall be the cross, symbolic of faith, surmounting 10 maple leaves, symbolic of the provinces of Canada, with the words **"THE CATHOLIC WOMEN'S LEAGUE OF CANADA FOR GOD AND CANADA"** enclosed in an unbroken circle, symbolic of constant service to God and Canada. The colours of the crest shall be blue, chosen for Our Lady, and the papal colours, white and gold.

The crest shall be authentically reproduced and used with dignity and respect. Members shall make written request to the national executive for authorization to reproduce the crest.

Section 2: Corporate Seal
The corporate seal shall conform in design to that of the crest and shall be held in the custody of national office.

Section 3: Flag
The flag, adopted in 1990, is the permanent public symbol of the League.

PART IV: Objects
The Objects of the League shall be to unite Catholic women of Canada:

1. to achieve individual and collective spiritual development
2. to promote the teachings of the Catholic church
3. to exemplify the Christian ideal in home and family life
4. to protect the sanctity of human life
5. to enhance the role of women in church and society

6. to recognize the human dignity of all people everywhere
7. to uphold and defend Christian education and values in the modern world
8. to contribute to the understanding and growth of religious freedom, social justice, peace and harmony

PART V: Policy

The policy of the League shall be:

1. to have membership and operation based on the parish unit, with diocesan, provincial and national representational levels
2. to operate on a system of standing committees and to make the fullest possible use of these committees in the involvement of all members
3. to develop leadership qualities and provide training to enable members to take active roles in the affairs of their faith, community and society
4. to maintain affiliation with the World Union of Catholic Women's Organizations

5. to cooperate at all levels with other organizations where and in whatever manner the council concerned agrees is necessary or desirable to accomplish the Objects of the League
6. to maintain liaison with pastoral councils in accordance with the *Code of Canon Law*
7. to remain politically non-partisan

PART VI: Spiritual Program

Under the guidance of the spiritual advisor, in cooperation with the chairperson of faith, the spiritual program shall express the religious renewal of the people of God as envisioned by documents of Vatican II. (Part IX, Section (a)(i))

Council meetings shall endeavour, through the spiritual development program, to foster and advance the spiritual growth of members.

Councils shall honour, in a special way, Our Lady of Good Counsel, patroness of the League.

PART VII: Membership

Section 1: Categories of Membership

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

(a) **General Membership:** A Catholic woman 16 years of age or over may become a member with voting privileges and with eligibility for office by election or appointment.

(b) **Life Membership:** A member, nominated by a diocesan or provincial council, fulfilling the criteria established by the national executive, may be awarded a life membership in national council.

(c) **Honorary Life Membership:** A member who has served as national president has this distinctive honour bestowed on her.

(d) **Associate Membership:** A non-Catholic woman 16 years of age or over may become a member with

voting privileges, but without eligibility for office by election or appointment.

Membership rights and/or conditions may only be amended by a special resolution of the members affected by the amendment in accordance with the *Canada Not-for-profit Corporations Act* (hereinafter referred to as the "Act").

Section 2: Transfer of Membership

A member may transfer to another council and shall not be required to pay a further membership fee for the current year. A member shall hold membership in only one council at any one time. Membership is not transferable to any other person.

Section 3: Termination of Membership

Membership is terminated only when the member's term of membership expires through non-payment of membership fees.

PART VIII: Organization

The League shall be composed of parish, diocesan and provincial councils and a national council.

Section 1: Composition of Councils

(a) **Parish Council:** shall be composed of the individual members

(b) **Diocesan Council:** shall be composed of its officers, presidents of parish councils in the diocese, parish delegates accredited to the diocesan convention, and honorary life members and life members holding a membership in the diocese

(c) **Provincial Councils:** shall be composed of its officers, presidents of diocesan councils in the province, diocesan and parish delegates accredited to the provincial convention, and honorary life members and life members holding a membership in the province

(d) **National Council:** shall be composed of its officers, presidents of provincial councils, honorary life members, life members and provincial and diocesan delegates accredited to the national convention

Section 2: Composition of Executives

(a) **Parish Executives:** The parish executive shall be composed of the elected officers of the council.

(b) **Diocesan, Provincial and National Executives:** The diocesan, provincial and national executives shall be composed of the elected officers of the appropriate councils and presidents of the councils composing the level as stated in Part VIII, Section 1(b), (c) and (d).

Section 3: Responsibilities of the Executive

The executive shall:

(a) direct and administer the affairs of the League

(b) coordinate and organize programs to promote the Objects of the League

(c) represent League members in spiritual, social and political issues

(d) develop League policy and long-term planning

Section 4: National Administrative Committee

(a) There shall be a national administrative committee composed of the president, vice-president, secretary-treasurer, past president and the spiritual advisor in an

advisory capacity. The president shall chair this committee.

(b) The committee shall be responsible for the planning and formulation of recommendations for presentation to the national executive in matters of personnel, magazine and finance.

(c) The committee shall meet immediately before scheduled meetings of the national executive and may meet in emergency session at the call of the president. All proceedings of meetings of the committee shall be reported promptly to the national executive.

(d) The committee shall delegate appropriate responsibility for implementation of plans and policies to the executive director. (Part XVIII, Section 2(c))

Section 5: Certificates of Organization

Every parish, diocesan and provincial council when organized shall apply for and receive a Certificate of Organization in accordance with the regulations outlined in the *National Manual of Policy and Procedure*.

Section 6: Special Norms

(a) In the military ordinariate or a province where there is only one diocesan council, that council shall also fulfil the function of a provincial council.

(b) **Regional Committees**

(i) Upon request of the majority of parish councils in the area concerned and where it is agreed by motion by diocesan council, regional committees may be established to function under regulations set by the diocesan council concerned.

(ii) Upon request of the majority of diocesan councils in the area concerned and where it is agreed by motion by provincial council, regional committees may be established to function under regulations set by the provincial council concerned.

(iii) The regional committee shall be composed of a chairperson, the presidents of the parish or diocesan councils concerned and other members as required.

(iv) Where it is agreed by motion by diocesan or provincial councils, the chairpersons of regional committees may be members of that council. (Part XV, Section 2(d))

PART IX: The League and the Church

Spiritual Advisor

There shall be a spiritual advisor for each council.

(a) **Role**

(i) The spiritual advisor, in cooperation with the chairperson of spiritual development, shall provide advice and guidance for the spiritual program. (Part VI)

(ii) The spiritual advisor shall receive due notice of all executive and council meetings and conventions and shall attend and participate in all such meetings and conventions, when possible, in an advisory capacity.

(iii) At national level, the spiritual advisor shall receive due notice of the national administrative committee meetings and shall attend and participate when possible.

(b) **Appointment**

(i) The spiritual advisor of the parish council shall be the pastor of the parish. Where this is not possible,

the pastor, in consultation with the council executive, shall appoint a spiritual advisor.

(ii) At other levels, the spiritual advisor shall be named by the appropriate level of the hierarchy.

(iii) A spiritual advisor may not serve simultaneously on any two levels above parish level.

(c) **Term of Service**

On levels other than parish, a spiritual advisor's term of service shall not exceed five years. The council concerned shall give six months advance notice of the expiry of a spiritual advisor's term to the authority responsible for naming a successor.

PART X: Directors (national level only)

Section 1: Number of Directors

The number of directors shall be no more than eighteen (18) and shall be comprised of no more than seven (7) national officers and no more than eleven (11) presidents of provincial councils.

Section 2: Definition of the Board of Directors
The board of directors shall be referred to as the national executive.

Section 3: Chairperson of the Board
The chairperson of the board shall be the national president.

Section 4: Election and Term
The directors shall be elected in accordance with provisions in Part XVI, Section 1(d).

The term of office shall be two years in accordance with provisions in Part XVI, Section 2.

Section 5: Resignation of Directors
If for any reason, a director chooses to resign, a letter of resignation shall be directed to the national president, who in turn shall call it to the attention of the directors.

Section 6: Removal of Directors

Directors whose conduct or activities are detrimental to or incompatible with the Objects and Policy of the League may be removed or suspended from office. Such a matter shall be dealt with at a meeting of the directors. *Notice of Motion* for removal or suspension of any director must be given to the director concerned and to all directors one month before such meeting, and the motion to remove or suspend must be passed by a two-thirds majority at such meeting.

Section 7: Vacancies in the Office of Director

Vacancies in the position of director shall be filled in accordance with Part XI, Section 4.

Section 8: Quorum

A quorum for the transaction of business at any meeting of the national executive shall be a majority of the directors. Only those directors present in person shall be counted in determining whether a quorum is present.

Section 9: Voting Procedures

At all meetings of the national executive, every question shall be decided by a majority of votes cast on the question. In case of an equality of votes, the national president shall cast the deciding vote. Every question shall be decided by a show of hands.

Section 10: Committees

The national executive may, from time to time, appoint any committee or other advisory body as is deemed necessary or appropriate and, subject to the Act, with such powers as the board shall see fit.

Section 11: Minutes

Minutes shall be kept of all meetings of the national executive and signed by the national president and the national secretary-treasurer. Minutes of each meeting shall be submitted to the national executive prior to the next meeting for its approval, and once approved, copies shall be made available to each director.

Section 12: Remuneration of Directors
The national executive shall serve without remuneration and no member of the executive shall directly or indirectly receive any profit from her position. Reasonable expenses incurred by directors in the performance of their duties shall be paid.

Section 13: Conflict of Interest
Any director who has any direct or indirect personal interest, gain or benefit in an actual or proposed contract, business transaction, financial arrangement or other matter with the League shall declare her interest therein at the first opportunity at a meeting of the national executive.

Section 14: Borrowing Powers
The national executive shall not enter into any arrangement to borrow money on the credit of the League.

PART XI: Officers

Section 1: Parish Officers

Officers at **parish** level shall be:

- president
- vice-president
- secretary
- treasurer
- past president
- chairpersons of standing committees (three)

Section 2: Diocesan and Provincial Officers

Officers at **diocesan** and **provincial** levels shall be:

- president
- vice-president
- secretary
- treasurer
- past president
- chairpersons of standing committees (three)

Section 3: National Officers

Officers at **national** level shall be:

- president
- vice-president

- secretary-treasurer
- past president
- chairpersons of standing committees (three)

A chairperson's eligibility for all offices shall be as described in Part XVI, Section 1.

Section 4: Vacancies at Any Level of the League

(a) Resignations from office must be made in writing to the executive, submitted to the president.
(b) In the event of a vacancy in the office of president, the vice-president shall complete the unexpired term of the president.
(c) In the event of a vacancy in the office of vice-president, the secretary shall perform the duties of the vice-president until the next election. She shall not be appointed to the office of vice-president nor assume the office of president.
(d) In the event of a vacancy in any other office, a member shall be appointed by the president in consultation with the executive and shall serve until the next election.

Section 5: Removal of Officers at Parish, Diocesan or Provincial Levels

Officers whose conduct or activities are detrimental to or incompatible with the Objects and Policy of the League may be removed or suspended from office. Such a matter shall be dealt with at a meeting of the executive. *Notice of Motion* for removal or suspension of any officer must be given to the officer concerned and to all officers of the executive one month before such meeting, and the motion to remove or suspend must be passed by a two-thirds majority at such meeting.

PART XII: Duties of Officers

Section 1: President

The president, as the chief officer, shall:

(a) inform the membership of the position of the League on current issues and priorities and new programs
(b) foster open communication with the spiritual advisor on all League matters
(c) preside at all meetings and conventions of the council concerned
(d) be a signing officer for all official documents
(e) provide active leadership

(f) initiate policy, in consultation with the officers of the council concerned
(g) keep fully informed on the operation of the League and report annually to the membership
(h) be an advisory member of all committees except the nominations and elections committee
(i) be the official spokesperson for her council
(j) perform such other duties as may be incumbent upon her office
(k) appoint committees
(l) at **national** level:
    - chair the national administrative committee
    - be the chairperson of international relations
    - be a member of the national amendments committee
    - be an advisory member of all other committees except the nominations and elections committee

Section 2: Vice-President

The vice-president shall:

1) become president automatically after serving her elected term as vice-president

2) perform the duties of the president in her absence or inability to serve
3) recruit members and maintain membership
4) develop League resource material
5) ensure annual reports are completed
6) oversee life membership
7) be responsible for League development and leadership training
8) perform such other duties as may be delegated to her by the president

Section 3: Secretary

The secretary shall:

(a) record the minutes of all meetings of the council concerned and retain them as a permanent record
(b) be a signing officer for all official documents
(c) have charge of all papers and records of the council concerned
(d) be responsible for reports as required
(e) attend to correspondence as required
(f) be responsible for communications to council members

Section 4: Treasurer

The treasurer shall:

(a) maintain the financial records of the council concerned and have them appropriately audited or examined annually
(b) receive all League monies and pay all accounts as authorized
(c) be a signing officer for all official documents
(d) present a report of revenues and expenditures at meetings
(e) prepare and monitor annual budget

Section 5: National Secretary-Treasurer

At **national** level, the secretary-treasurer shall:

(a) be a signing officer for all official documents
(b) maintain a close liaison and work in cooperation with the executive director in all financial matters
(c) perform other duties as specified

Section 6: Past President

The past president shall:

(a) serve in a consultative capacity
(b) be responsible for archives and history

(c) facilitate the study and implementation of the *Constitution & Bylaws*
(d) perform other duties as assigned by the president
(e) be chairperson of laws at **national** level (Part XIII, Section 1(10))

Section 7: Chairpersons of Standing Committees

The chairpersons of standing committees shall:

(a) acquire knowledge of and fulfil the duties of the committee assigned
(b) appoint a sub-committee to share the work
(c) consult with chairpersons of other standing committees to maximize team effort and avoid duplication
(d) prepare and promptly submit monthly and annual reports as required
(e) be responsible for long-term planning

Section 8: Signing Officers

(a) Signing officers shall be the president, the treasurer and the secretary.
(b) All cheques must be signed by two of the signing officers.

(c) On the duly recorded decision of the council concerned, an alternate signing officer may be designated annually from among the elected officers.
(d) At **national** level, the president and secretary-treasurer shall certify all documents under the corporate seal.

PART XIII: Standing Committees

Chairpersons shall be elected; if insufficient are elected, appointments may be made by the president in consultation with the executive and spiritual advisor. Immediately after the annual meeting of members, the elected officers shall meet for the assignment of standing committees from the following designated list.

(1) Faith: Chairpersons of faith shall evangelize, promote spiritual growth, and encourage all levels to
(a) pray, individually and communally
(b) uphold the sanctity of life
(c) study Catholic teachings
(d) stress the importance of the role of women in the church
(e) foster vocations
(f) advance ecumenism and interfaith endeavours

(2) Service: Chairpersons of service shall encourage all levels to

(a) promote activities in service to members, the parish and the community

(b) advocate for and support services that include but are not limited to homelessness, human trafficking, poverty, bullying and racism

(c) educate members about charitable needs, especially mission assistance at home and abroad

(3) Social Justice: Chairpersons of social justice, guided by Catholic social teaching, shall encourage all levels to

(a) uphold the life and dignity of the human person

(b) advocate for the poor and the vulnerable and their inclusion in society

(c) advocate for the dignity of work and the equal rights of workers

(d) care for God's creation

(e) educate members and keep them informed of relevant social justice issues

(f) initiate resolutions on relevant issues

PART XIV: Meetings and Quorums

Section 1: Official Language

The official language is English.

Section 2: Parish Council

(a) Normally the executive of the parish council shall meet prior to each regular meeting. A majority of the executive shall constitute a quorum for executive meetings.

(b) Normally the parish council regular meeting shall be held monthly.

(c) The parish council annual meeting shall be held in January or February for the purpose of receiving reports and for the election of officers when applicable.

(d) The elected officers shall meet for the assignment of standing committees immediately after the annual meeting of members.

(e) Due notice having been given of regular and annual meetings of members, ten percent of the voting members of the council shall constitute a quorum.

(f) The parish executive and parish council may meet virtually when circumstances preclude meeting in person.

Section 3: Diocesan and Provincial Councils

(a) The executive of diocesan and provincial councils shall meet at least twice a year, before and after their annual meeting of members. Due notice having been given, a majority of the members of the executive shall constitute a quorum.

(b) The diocesan and provincial councils shall meet in annual meeting of members, diocesan in April or May, provincial in June or July, for the purpose of promoting the Objects and Policy of the League, planning future programs, receiving annual reports, and the election of officers if applicable. Due notice having been given, ten percent of the voting members shall constitute a quorum.

(c) The elected officers shall meet for the assignment of standing committees immediately after the annual meeting of members.

(d) The diocesan and provincial executives and diocesan and provincial councils may meet virtually when circumstances preclude meeting in person.

Section 4: National Council

(a) The executive of the national council shall meet at least twice a year, immediately before and after its annual meeting of members. Additional meetings may be called at the discretion of the president. Due notice having been given, a majority of the members of the executive shall constitute a quorum.

(b) The national council shall meet in annual meeting of members in August, for the purpose of promoting the Objects and Policy, planning future programs, receiving annual reports and the election of officers if applicable. Due notice having been given, 25 members of the council shall constitute a quorum.

(c) The elected officers shall meet for the assignment of standing committees immediately after the annual meeting of members.

(d) The national executive and national council may meet virtually when circumstances preclude meeting in person.

Section 5: Annual Meeting of Members Site

It shall be the place designated by the executive of the council assembled, giving due consideration to the rotation of the site and invitations received.

Section 6: Expenses for Voting Delegates

(a) Each level shall determine the expenses to be paid by its treasury for executive meetings, annual or other meetings or conventions except as stated in (b), (c) and (d) of this section.

(b) **Parish councils** shall pay the expenses of their voting delegate to the annual diocesan meeting of members.

(c) **Diocesan councils** shall pay the expenses of their voting delegate to the annual provincial meeting of members.

(d) At **national** level, the national treasury shall pay:

  (i) the expenses of the national executive to attend national executive meetings, the annual national meeting of members and other meetings as required

  (ii) transportation expenses for honorary life members to attend the annual national meeting of members

Section 7: Registration Fees
Annual meeting of members registration fees shall be prescribed in each case by the executive of the council assembled and shall be the funds of said council.

Section 8: Annual Meeting of Members Committees
Meeting of members committees shall be formed as required in accordance with the guidelines in meeting of members handbooks.

Section 9: Due Notice
Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting as follows:

(a) at parish, diocesan and provincial levels, notice must be given to each member entitled to vote at the meeting at least 21 days before the day on which the meeting is to be held
(b) at national level, notice must be given at least 60 days before the meeting

Section 10: Financial Statements
The annual financial statements will be sent to members

entitled to vote at a parish council annual meeting or annual diocesan, provincial or national meetings of members at least twenty-one (21) days before the date of the annual meeting of members. For all other members, notice will be given and the financial statements will be made available to members on request.

PART XV: Representation at Annual Meetings of Members

Section 1: Delegates

(a) **Voting delegates** are the presidents of each council comprising the council in session. If the president is unable to attend the annual meeting of members, a vice-president or an appointed executive member shall be the designate.

(b) **Accredited Delegates**

(i) **Each parish council** in the diocese concerned may send **TWO** accredited delegates to the annual diocesan meeting of members and **ONE** accredited delegate to the annual provincial meeting of members.

(ii) **Each diocesan council** in the province concerned may send **TWO** accredited delegates to the annual

provincial meeting of members and **TWO** accredited delegates to the annual national meeting of members.

(iii) **Each provincial council** may send **TWO** accredited delegates to the annual national meeting of members.

Section 2: Voting Powers

(a) **Voting delegates** shall take part in all proceedings and shall have the power to vote on all questions.

(b) **Accredited delegates** may take part in the business sessions of the annual meeting of members and vote on any question **except** the election of officers, amendments to the *Constitution & Bylaws* and increase in per capita fees.

(c) Officers of the council assembled, honorary life members and life members shall have accredited delegate status. (Part VIII, Section 1)

(d) Chairpersons of regional committees shall have accredited delegate status if granted by diocesan or provincial councils. (Part VIII, Section 6(b)(iv))

(e) Membership rights and/or conditions may only be amended by a vote of the members affected by the

amendment.

Section 3: Instructed Vote

(a) An instructed vote requires the voting delegate to vote according to the instructions of the council represented. A voting delegate holding an instructed vote is deemed to hold a group proxy for the council represented.

(b) *Notice of Motion* requiring an instructed vote shall be circulated to all councils at least six months before the annual meeting of members.

(c) The voting delegate carries an instructed vote for:
   (i) election of officers (Part XVI, Section 5(a))
   (ii) increase in per capita fees (Part XVII, Section 1(b))
   (iii) amendments to the *Constitution & Bylaws* (Part XX (a))

Section 4: Members

Any member may attend annual meetings or conventions at any level and may speak at business sessions at the discretion of the chairperson.

PART XVI: Eligibility, Nominations and Elections

Section 1: Eligibility for Office

(a) **Parish:** At parish level, only members, in accordance with Part VII, Section 1(a), (b), (c), shall be eligible for nomination to office, subject to the provisions of Part XVI, Section 2.

(b) **Diocesan:** At diocesan level, members eligible for nomination to office shall be:

(i) present officers, except for the past president, who, at the time of election, have served a full term, subject to provisions of Part XVI, Section 2.

(ii) parish council presidents who, at the time of election, have served a full term

(iii) A member eligible for nomination to office at diocesan level in one diocese shall be eligible for nomination to office at diocesan level in any other diocese to which she has moved.

(iv) Diocesan officers, except for the diocesan past president, and parish council presidents shall remain eligible for **three** elections following the last term served.

(c) **Provincial:** At provincial level, members eligible for nomination to office shall be:
   (i) present officers, except for the past president, who, at the time of election, have served a full term, subject to provisions of Part XVI, Section 2.
   (ii) diocesan council presidents who, at the time of election, have served a full term.
   (iii) A member eligible for nomination to office at provincial level in one province shall be eligible for nomination to office at provincial level in another province to which she has moved.
   (iv) Provincial officers, except for the provincial past president, and diocesan council presidents shall remain eligible for **three** elections following the term last served.

(d) **National:** At national level, members eligible for nomination to office shall be:
   (i) present officers, except for the national past president, who have served a full term, subject to provisions of Part XVI, Section 2.
   (ii) provincial council presidents who, at the time of election, have served a full term

(iii) National officers, except for the national past president, and provincial council presidents shall remain eligible for **three** elections following the term last served

(e) **At all levels:**

(i) A member shall hold only one office at a time at the level concerned.

(ii) If an officer, at any level, has been removed in accordance with Part XI, Section 5, her existing eligibility is forfeited.

Section 2: Term of Office

(a) At **parish**, **diocesan**, **provincial** and **national** levels, the term of office for elected officers shall be two years.

(b) An elected or appointed officer shall serve but not exceed one full term in the same office except the chairpersons and treasurers (secretary-treasurer at national level) who may be elected to a second consecutive term. A chairperson shall be given a different standing committee in her second consecutive term.

(c) If the time served by an appointed officer is more than one year, it shall be considered a full term.

Section 3: Nominations and Elections Committee

A nominations and elections committee consisting of three experienced members of the council concerned shall be appointed by the president of that council in consultation with the spiritual advisor. The chairperson of this committee shall not be a candidate for office.

Section 4: Nominations

(a) All members or councils shall have proper access to a list of those eligible for nomination to office.
(b) The consent of all nominees for office shall be obtained prior to the elections.
(c) Nominations from the floor are not permissible.
(d) At parish level, any member may nominate eligible members for office.
(e) Each parish council executive shall nominate a slate of officers for the diocesan council from the list of those eligible who have agreed to let their names stand for nomination.

(f) Each diocesan council executive, at the annual pre-meeting of members executive meeting, shall nominate a slate of officers for the provincial council from the list of those eligible who have agreed to let their names stand for nomination.
(g) Each provincial council executive, at the annual pre-meeting of members executive meeting, shall nominate a slate of officers for the national council from the list of those eligible who have agreed to let their names stand for nomination.

Section 5: Election of Officers

(a) For the election of officers, the instructed vote is deemed the first ballot. Should a candidate not be declared elected in the instructed vote, a second vote shall be taken. If a third vote is required, the same manner will be used.
(b) If the voting delegate does not have an instructed vote from the executive, she forfeits her privilege to vote on first and all subsequent ballots for that position.
(c) Election shall be by ballot vote unless there is only one candidate for an office or only the required number of candidates for the office of chairperson, in which case

approval shall be by motion to declare the candidate(s) elected.

(d) (i) Where a majority vote prevails, if three ballots fail to produce a majority vote for one candidate, then the candidate receiving the highest number of votes shall be declared elected. In the event of a tie vote on the third ballot, a fourth ballot using only the names of the tied candidates, will be taken.

(ii) Where a plurality vote prevails, the required number of candidates receiving the highest number of votes shall be declared elected. In the event of a tie, further balloting shall continue until the required number of candidates is elected.

(e) Any office left vacant following the election shall be filled from those eligible for nomination to office in that council.

(f) Nomination forms and ballots shall be destroyed following the election.

PART XVII: Finance

Section 1: Per Capita Fees

(a) **National**, **provincial** and **diocesan councils** shall be financed by per capita fees remitted by parish councils.

(b) Increases in per capita fees at diocesan, provincial or national level shall:

  (i) be by instructed vote following due notice to the membership involved

  (ii) require a majority vote of the voting delegates present

Section 2: Financial Projects

(a) At **parish** level, all financial projects shall be approved by the members at a council meeting in consultation with the spiritual advisor.

(b) **National, provincial** and **diocesan councils** shall not impose financial obligations on parish councils without their consent.

Section 3: Audit Year

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

Section 4: Membership and Per Capita Fees

(a) A membership fee is determined by each individual parish council and shall be due on January 1.
(b) A membership fee shall include diocesan, provincial and national per capita fees.
(c) Per capita fees are determined by diocesan, provincial and national councils at an annual meeting of members.
(d) Per capita fees shall be remitted promptly to the appropriate levels according to approved procedures.
(e) Deliberate withholding of per capita fees shall constitute a violation of the *Constitution & Bylaws*.

Section 5: Auditors and Audit of Accounts

At **national** level, auditors shall be appointed at the annual national meeting of members to examine and audit all accounts and funds and report to the next annual national meeting of members. The auditor must be a public accountant, be a member in good standing of an institute or association of accountants incorporated by or under an Act of the legislature of a province and meet any qualifications under an enactment of a province for performing any duty

that a public accountant is required to perform under the provisions of the Act.

PART XVIII: National Office and Executive Director
Section 1: National Office
The League shall maintain a permanent national office.
Section 2: Executive Director
The executive director of The Catholic Women's League of Canada shall:

(a) be employed or dismissed by the national executive upon recommendation of the national administrative committee
(b) be in charge of the national office
(c) undertake duties assigned by the national administrative committee or the national executive
(d) provide liaison between national executives, ensuring continuity of League business

PART XIX: *The Canadian League*

(a) *The Canadian League* magazine is the official publication of the League. The magazine promotes the Objects and Policy as set forth in parts IV and V of the *Constitution & Bylaws*.

(b) Annual membership fee includes subscription to *The Canadian League* magazine.
(c) Subscriptions may be provided for spiritual advisors by the council concerned.

PART XX: Amendment of *Constitution & Bylaws*

(a) Upon the recommendation of the national amendments committee and with the approval of the national executive, the *Constitution & Bylaws* of this association may be amended or repealed, or new by-laws enacted, by a two-thirds vote of the voting delegates present at an annual national meeting of members.
(b) The amendments committee shall be composed of the national past president as chairperson, the national president and other members as required, appointed by the national president.
(c) Notice of the proposed amendments shall be circulated to all councils at least six months before the annual national meeting of members.
(d) The approval of the Canadian Conference of Catholic Bishops shall be applied for within 60 days of the annual national meeting of members at which any

amendments or repeals are made, or new bylaws enacted and no such amendments, repeals or enactments shall enter into force or be acted upon prior to approval being received.

PART XXI: Parliamentary Procedure

(a) *Robert's Rules of Order* shall apply to those questions of parliamentary procedure not specified in the *Constitution & Bylaws* and *Standing Rules of Order*.

(b) A parliamentarian may be appointed for the annual meeting of members at the discretion of the president.

The foregoing *Constitution & Bylaws (2023)*, ratified and confirmed by The Catholic Women's League of Canada at the 103rd annual national convention, was sanctioned by the Canadian Conference of Catholic Bishops on the 23rd day of November, 2023.