



The
Catholic
Women's
League
Of
Canada

London Diocesan Council
Manual of Policy & Procedure

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1 Contents

2 1

3 . Forward.....4

4 2. Purpose of the London Diocesan Council4

5 3. Composition of Diocesan Executive Council.....4

6 3.1 Elected Officers4

7 3.2 Other members of the Executive Council4

8 3.3 Committees of the Executive Council5

9 3.4 Election Screening Process Information5

10 3.5 Standing Committees6

11 3.6 Sub Committees6

12 3.7 Parish Presidents.....6

13 3.8 Regional Chairpersons6

14 3.9 Diocesan Spiritual Advisor.....7

15 4. Financial Policy7

16 4.1 Source of Funds7

17 4.2 Administration of Funds7

18 4.3 Signing of Cheques8

19 4.4 Treasurer Training9

20 4.5 Auditor’s Report.....9

21 5. Executive Council Member Expenses.....9

22 5.1 Transportation.....9

23 5.2 Meals9

24 5.3 Accommodations9

25 5.4 Executive Council Meetings 10

26 5.5 Fall Regional Meetings 10

27 5.7 Diocesan Representation at Provincial Convention 10

28 5.8 Diocesan Representation at National Convention..... 10

29 5.9 National Representation at Diocesan Convention..... 10

30 5.91 Provincial Representation at Diocesan Convention 10

31 6. General Expenses11

32 6.1 Photocopies 11

33 6.2 Computer Expenses 11

34 6.4 Annual Executive Council Spiritual Retreat 11

35 6.5 C.W.L. Day at Marian Shrine, Merlin 12

36 6.6 Annual Diocesan Lenten Retreat..... 12

37 6.7 Bishop’s Dinner..... 12

38 6.9. Priest for Life Membership..... 12

39 7. General Policies12

40 7.1 Diocesan Sashes 12

41 7.2 Expressions of Get Well 13

42 7.3 Expressions of Sympathy 13

43 7.4 Expressions of Congratulations 13

44 7.5 Ordering Flowers or Donation to a Charity of Choice..... 13

45 7.6 Anniversary Certificates..... 13

46 7.7 Membership Certificates..... 13

47 7.8 Life Members and Past Presidents’ Tablecloth 14

48 7.9 Spiritual Advisor’s Stole 14

49 7.10 Diocesan Computer 14

1	8.	Meetings, Reports, Communication and Files	14
2	8.1	Attendance.....	14
3	8.2	Executive Meetings	14
4	8.3	Finance Meeting	14
5	8.4	Pre/Post - Convention Meeting.....	14
6	8.5	Minutes of Executive Council Meetings.....	15
7	8.6	Executive Council Meeting Reports.....	15
8	8.7	Directives	15
9	8.8	Information.....	15
10	8.9	Media	15
11	8.10	E-Mail.....	15
12	8.11	Exchanging Files and Information to Newly Elected Officers.....	16
13	9.	Committees	16
14	9.1	Finance Committee	16
15	9.2	Convention Minutes Committee	17
16	9.3	Resolutions Review Committee.....	17
17	9.4	Topics for Resolutions	17
18	9.5	Nominations and Elections Committee	17
19	9.6	Life Membership, Bellelle Guerin or other Awards of Distinction	17
20	10.	Convention Policy.....	18
21	10.1	Planning a Diocesan Convention	18
22	10.2	Location	18
23	10.3	Date	19
24	10.4	Convention Finances.....	19
25	10.5	National and Provincial Representative	20
26	10.6	Hotel Reservations	20
27	10.7	Life Members	20
28	10.8	Liturgy and Spiritual Program.....	20
29	10.9	Convention Program, Agenda and Spiritual Program	20
30	10.10	Annual Report Book	21
31	10.11	Collection.....	21
32	10.12	Hosting a National Convention.....	21
33	10.13	Hosting a Provincial Convention.....	21
34	11.	Bursaries	22
35	11.1	London Diocesan Spiritual Advisors Bursary	22
36	11.2	J.L. Hennessey Bursary	23
37	11.3	Bishop John Michael Sherlock Bursary 2002.....	23
38	11.4	Life Members and Past Presidents Social Justice Award	23
39	12.	Amendments to the Manual of Policy and Procedure.....	24
40	13.	Policy Review.....	25
41		Appendix 1- Archive Guidelines.....	26
42		Appendix 2 - Spiritual Advisor’s Bursary Application Form.....	28
43		Appendix 3 - J. L. Hennessey Bursary Application Form	29
44		Appendix 4 - Life Members and Past Presidents Social Justice Award - Nomination Form.....	30
45		Appendix 5 - Guidelines for Written Reports and Directives.....	31
46		Appendix 6 - Standing Rules of Order for Conventions	32
47			

1 . **Forward**

- 2 • The Council is known as the London Diocesan Council of The Catholic Women’s
3 League of Canada, hereinafter called the Diocesan Council.
- 4 • The Diocesan Council received its charter from The Catholic Women’s League of
5 Canada in 1921.

6 **2. Purpose of the London Diocesan Council**

- 7 • To promote individual and collective spiritual development among the members.
- 8 • To implement Catholic Women’s League objectives and policies in the Diocese of
9 London.
- 10 • To represent The Catholic Women’s League members in the London diocese at
11 the provincial level.
- 12 • To coordinate the parish councils in the London diocese.
- 13 • To be the link between the parish councils in the diocese of London and the
14 provincial council.
- 15 • To disseminate information and direction from the provincial council and pass it
16 on to the parish councils in the diocese of London.
- 17 • To provide direction, inspiration and encouragement to The Catholic Women’s
18 League members and councils in the diocese.
- 19 • The Diocesan Council is governed by the current Constitution and Bylaws of The
20 Catholic Women’s League of Canada, the National Manual of Policy and
21 Procedure, the Ontario Manual of Policy and Procedure and the Diocesan Manual
22 of Policy and Procedure.

23 **3. Composition of Diocesan Executive Council**

24 The executive council consists of elected officers and other members as identified
25 below and this body will be known as the executive council in this document.

26 **3.1 Elected Officers**

- 27 • The elected officers of the diocesan council shall be: president, vice-president,
28 secretary, treasurer and three pillar chairpersons.

29 **3.2 Other members of the Executive Council**

- 30 • The president shall appoint an Administrative Assistant who will attend all
31 meetings and be part of the secretary’s committee.
- 32 • The spiritual advisor and the appointed regional chairpersons shall be members of
33 the executive council.
- 34 • The spiritual advisor and administrative assistant do not have voting privileges.
- 35 • The position of past president is not an elected office.

1 **3.3 Committees of the Executive Council**

- 2 • Administration Team It is recommended that an advisory and planning
3 committee consist of the president, vice-president, past president, secretary,
4 treasurer and spiritual advisor. They shall collaborate in discussions on upcoming
5 meetings, agendas, and planning strategy. This information shall then be brought
6 back to the diocesan executive.
- 7 • In the event of a vacancy in any office, except vice president, a member may be
8 appointed by the president. The appointee, who meets the criteria for eligibility
9 of diocesan office, shall hold that office until the next election. Exceptions that
10 may occur shall be handled in consultation with the president and the spiritual
11 advisor.

12 **3.4 Election Screening Process Information**

- 13 • The past president is the chairperson of nominations and elections. She shall
14 appoint a diocesan screening officer who is a life member and not part of the
15 current executive.
- 16 • The London Diocesan Council has determined it is prudent to screen the
17 president, vice-president, secretary and treasurer, who are signing officers – those
18 in high-risk, financial positions. The screening officer shall perform this
19 screening.
- 20 • As part of the election process, those members letting their names stand for the
21 positions noted above are required to provide two (2) references (pastor, friend,
22 professional, work or volunteer associate), a current police check that is no older
23 than six (6) months and must have the authentic stamp of the police dept. and
24 permission for the screening officer to have access to this information for
25 screening. Members of the diocesan executive shall not be included as reference.
26 Diocesan council shall reimburse these individuals for the cost of the police
27 record check.
- 28 • Information shall be forwarded to the screening officer, in an addressed envelope
29 marked “confidential”. She shall review the material and ensure that all is in
30 order and file it in the diocesan screening binder/file.
- 31 • The screening officer shall contact references and review the police checks. She
32 shall notify the chairperson of nominations and elections of the outcome of the
33 screening of the members.
- 34 • The nominations and elections chairperson shall include only the names of the
35 successfully screened eligible nominated members on the acceptance list for high
36 trust, financial positions.
- 37 • Members shall not have access to any information contained in the screening
38 binder/file. All screening information is private and strictly confidential.
- 39 • The binder/file shall be kept in a secure spot and available only to the screening
40 officer and the diocesan president. Records shall remain active 3 terms (six (6)
41 years). Once the member is no longer eligible for election, the file shall be
42 destroyed.

1 **3.5 Standing Committees**

- 2 • The diocesan council shall have one chairperson of Organization (vice-president)
3 and three pillar chairpersons: Faith, Service and Social Justice.

4 **3.6 Sub Committees**

- 5 • Each pillar will have a sub-committee to attend to the tasks noted under each
6 heading
7 • Sub committee members do not attend executive meetings.

8 **3.7 Parish Presidents**

- 9 • The presidents of the parish councils are members of the diocesan council.
10 • As there are too many councils in our diocese to accommodate presidents at
11 diocesan executive meetings, they will be represented by regional chairpersons
12 • At the Annual Meeting of Members or Convention, parish presidents or their
13 designates are the voting members of the diocesan council.

14 **3.8 Regional Chairpersons**

- 15 • A regional chairperson shall be appointed by the president for each region. She is
16 a member of the diocesan executive and therefore has voting privileges at
17 executive meetings.
18 • The regional chairperson should be a past parish council president.
19 • The position of regional chairperson shall be a two-year term with a maximum of
20 one consecutive terms.
21 • The primary purpose of the position of regional chairperson is to be a liaison
22 between parish councils and diocesan council.
23 • When the regional chairperson approaches the end of her term, she shall submit
24 the names of two members in her region whom she feels will fulfill the duties of
25 the position. The candidate list is to be submitted to the diocesan president-elect
26 in January of the year her term ends.
27 • If she chooses to remain in the position of regional chairperson for a second term,
28 her name must be submitted with two other names.
29 • In appointing the new regional chairperson, the president shall consult with the
30 president-elect and the spiritual advisor.

31

32 **The Regional Chairpersons’ Duties shall include the following:**

33

- 34 • Chairs meetings of the presidents in the region within 14 days following each
35 diocesan executive meeting to distribute the material received.
36 • Submits a report on regional chairperson activities at diocesan executive
37 meetings. The report is to meet the guidelines set out in this manual.
38 • Appoints a Secretary/Treasurer for the region.

- 1 • Coordinates regional meeting information with the host council.
- 2 • Sends invitations for the regional meetings to councils in the region as well as
- 3 parishes that do not have a Catholic Women’s League council, and diocesan
- 4 officers and Life members in her region.
- 5 • Chairs the fall regional meetings/workshops before turning the meeting over to
- 6 the diocesan president, if she is in attendance.
- 7 • Receives information/directives from the diocesan executive and forwards to
- 8 council presidents.
- 9 • Submits annual report to the organization chairperson for the annual report book.
- 10 • Facilitates annual on-line survey training if required, and contacts council
- 11 presidents to ensure on-line surveys are completed by the deadline.
- 12 • Attends annual diocesan convention as an accredited delegate.
- 13 • It is suggested that each region shall prepare their own Manual of Policy &
- 14 Procedure to govern and regulate their meetings in regard to representation,
- 15 procedures and finances.

16 **3.9 Diocesan Spiritual Advisor**

- 17 • The spiritual advisor of the diocesan council shall be appointed by the Bishop of
- 18 the Diocese of London. In January of his/her final year, the bishop should be
- 19 notified and requested for a new spiritual advisor.

20 **4. Financial Policy**

21 **4.1 Source of Funds**

22 The funds of the diocesan council shall be:

- 23 • Diocesan per capita fees
- 24 • Donations (to diocesan reserves)
- 25 • Fund raising
- 26 • Bank interest on investments
- 27 Contributions made for specific purposes shall be directed to the respective funds.

28 **4.2 Administration of Funds**

- 29 • The treasurer shall be responsible for the day-to-day custody of funds and
- 30 payment of expenses.
- 31 • Surplus funds not required for the operating expenses shall be invested in short
- 32 term deposits insured by CDIC or low risk mutual funds.
- 33 • There shall be no access to League funds for personal use.
- 34 • Personal funds spent on authorized diocesan council business shall be reimbursed
- 35 to the individual on submission of an expense form accompanied with appropriate
- 36 receipts.
- 37 • Expense forms shall be submitted in a timely fashion.

- 1 • A credit card in the name of the Diocesan Council, treasurer, secretary and
2 president will be obtained with a maximum credit of \$5000. The credit card will
3 be from the same institution as the diocesan funds. Notification of change of
4 executive will be given to the credit card company at the bank visit after each
5 election. The address on file will be that of the current treasurer.
- 6 • The president shall have \$150 discretionary spending allowance for unexpected
7 expenditures between executive meetings.
- 8 • The secretary may request and advance of \$100 each year to mail the annual
9 convention minutes to the councils. Receipts for these expenses are to be attached
10 to the next expense sheet. To reduce costs, annual convention minutes are to be
11 emailed to regional chairpersons for distribution to their region's council
12 presidents, by email if possible.
- 13 • The administrative assistant may request and advance of \$50 at the beginning of
14 her term. The accounts will be reconciled with receipts and a return of funds at the
15 end of her term. To reduce costs, correspondence should be by email whenever
16 appropriate. Cards, certificates and other official documents should be sent
17 through regular mail.
- 18 • The past president may request an advance of \$250 for postage of the nominations
19 and elections packages. Receipts for these expenses are to be attached to the next
20 expense sheet.
- 21 • The life members liaison may request a float of \$100 at the beginning of her term.
22 The account will be reconciled with receipts and a return of funds at the end of
23 her term.
- 24 • A gift not exceeding \$500 shall be given to the departing spiritual advisor at the
25 end of his term. This gift could be given at the convention or an appropriate
26 occasion at the end of his term.
- 27 • The diocesan council shall give a Christmas gift of \$100.00 to the diocesan
28 spiritual advisor and \$50.00 to the Bishop of London and to an auxiliary bishop, if
29 applicable.
- 30 • The past president, as part of her duties, is responsible for the archiving of the
31 diocesan council history A donation of \$500 will be paid to the Diocesan Offices
32 in January for the safe-keeping of these documents
- 33 • The diocesan council shall pay mileage for all those serving on sub-committees to
34 attend meetings, if approved before the meeting by the president.
- 35 • The deposit for the annual diocesan spiritual retreat shall be paid to the facility
36 two (2) years in advance of the event. (if required)
- 37 • The deposit for the bi-annual executive orientation shall be paid to the facility (if
38 required) two (2) years in advance of the event. The current president with the
39 current president-elect shall set the dates in co-operation with the chosen facility

40 **4.3 Signing of Cheques**

- 41 • The official signing officers of the diocesan council shall be the president, the
42 treasurer, and the recording secretary

- 1 • All cheques must be signed by two of the signing officers.
- 2 • No person shall sign their own cheque.

3 **4.4 Treasurer Training**

- 4 • The Treasurer is entitled to have training by a qualified instructor on Quick
5 Books or accounting program in use at the time.

7 **4.5 Auditor's Report**

- 8 • The auditor's report will be voted on at the March executive council meeting.
9 This will allow for distribution to the parish council voting and accredited
10 delegates in accordance with the rules for a "not for profit" organization.

11 **5. Executive Council Member Expenses**

12 **5.1 Transportation**

- 13 • The diocesan council shall cover the cost of executive council members to travel
14 to approved executive council meetings, fall regional meetings and conventions.
- 15 • Mileage shall be at \$.40 per kilometre, effective April 1, 2022. Car pooling is
16 suggested whenever possible.
- 17 • Mileage shall be paid when the president or her designate is representing diocesan
18 council at special meetings and events. (i.e., anniversaries, pastoral planning,
19 funerals, etc.)
- 20 • Mileage shall be paid by the diocesan council if a diocesan council member is
21 presenting League Development Days, specialized workshops, and/or any form of
22 League education to a region or parish council.
- 23 • When an executive council member is invited to a council in a region, on behalf
24 of the diocesan council, mileage shall be paid by the diocesan council.
- 25 • When a one-way trip to regional meetings and League Development Days for an
26 executive council member is greater than 200 km, diocesan council shall pay for
27 mileage, accommodation and meals.

28 **5.2 Meals**

- 29 • Allowable receipted expenses for meals shall be:
30 Breakfast \$20.00
31 Lunch \$25.00
32 Dinner \$40.00
33 Maximum expenses shall be \$85.00 per day, excluding gratuities. All meals that
34 are not covered on the meal plans for diocesan delegates at convention be paid at local
35 prices.
36 Meal expenses do not cover alcoholic beverages.

38 **5.3 Accommodations**

- 39 • The president shall have the option of rooming alone.

- 1 • The spiritual advisor shall have a single room.
2 • All other rooms shall be shared, two per room amongst the executive council.
3 Should individual accommodations be desired, it would be the responsibility of
4 that individual to pay half of that expense.

5 **5.4 Executive Council Meetings**

- 6 • Diocesan council will pay up to \$300 for lunch and \$ 300 for the meeting room
7 for executive council meetings.

8 **5.5 Fall Regional Meetings**

- 9 • The diocesan council shall pay for the lunch of the invited guests, executive
10 council members, spiritual advisor, local regional chairpersons, and technical
11 services person, (should one be required) attending all fall regional meetings.
12 • The stipend for the facilitator of the fall regional meetings shall be determined at
13 the September executive council meeting, when possible.
14

15 **5.6 Diocesan Spiritual Advisor**

- 16 • The diocesan council shall pay the cost of replacing the diocesan spiritual advisor
17 in his pastoral duties while he is attending executive council meetings, fall
18 regional meetings, the various conventions, and any other event that requires his
19 attendance in support of the diocesan council.
20 • A priest replacing the Spiritual Advisor at CWL functions be given a stipend of
21 \$50.

22 **5.7 Diocesan Representation at Provincial Convention**

- 23 • Travel expenses, accommodation, meals, registrations and special events shall be
24 paid by the diocesan council for the vice-president accredited delegate and the
25 spiritual advisor. The 2nd accredited delegate attendance will be as funds permit.

26 **5.8 Diocesan Representation at National Convention**

- 27 • Travel expenses, accommodation, meals, registrations and special events shall be
28 paid by the diocesan council for two (2) accredited delegates (president and vice-
29 president or their designate) and the spiritual advisor.

30 **5.9 National Representation at Diocesan Convention**

- 31 • Accommodation, registration and meals for the national president or her
32 representative at the diocesan convention shall be the responsibility of the
33 diocesan council.

34 **5.91 Provincial Representation at Diocesan Convention**

- 35 • Accommodation, registration and meals for the provincial president or her
36 representative at the diocesan convention shall be the responsibility of the
37 diocesan council.

- 1 • The diocesan treasurer will invoice the provincial council for accommodation,
2 registration and meals for the provincial president or her representative at the
3 diocesan convention.

4 **6. General Expenses**

5 **6.1 Photocopies**

- 6 • When an executive council member is presenting League Development Days,
7 specialized workshops and/or any form of League education to a region or parish
8 council, photocopies shall be paid by the diocesan council.

9 **6.2 Computer Expenses**

- 10 • To acknowledge the cost of printing from personal printers, diocesan executive
11 council shall pay \$50 for printer cartridges, per term of office, for each executive
12 council member with the exception of the treasurer, president, faith chairperson,
13 vice president and secretary who shall receive \$100 for printer cartridges.
14 • **Should there be circumstances arise where more cartridges are necessary,**
15 **they can hand in a receipt to be paid pending discussion**
16 • **Regional chairpersons should be paid by the region for their expenses**
17 **(cartridge)**
18 • The treasurer shall pay for this expense at the beginning of each term of office.

19 **6.3 Web-Site or Webmaster Expenses**

- 20 • The diocesan council shall be responsible for all diocesan web-site expenses.
21 • Website hosting fee is due in March of each year.
22 • Domain fee is due in May of each year.
23 • Should the webmaster be requested to attend any diocesan event to assist with
24 technical presentations, her mileage and meal expenses will be paid in accordance
25 with Section 5: Executive council Member Expenses.
26
27

28 **6.4 Annual Executive Council Spiritual Retreat**

- 29 • Diocesan council shall cover 50% of the cost of the retreat for those attending.
30 • The annual diocesan spiritual retreat shall include current executive council
31 members, life members, and past diocesan presidents.
32 • The diocesan council shall pay a stipend of \$500.00 plus mileage, room and board
33 to the facilitator of the annual diocesan retreat.
34 • The current Faith chairperson and the current president shall set the dates in co-
35 operation with the chosen facility.
36 • The mileage to this event shall be paid to the Faith chairperson.
37

1 **6.5 C.W.L. Day at Marian Shrine, Merlin**

- 2 • A per diem and mileage shall be paid to the visiting priest at the C.W.L. Day.
3 • This per diem shall be determined at the March diocesan council meeting.
4 • A \$200 donation shall be given to St. Patrick Parish, Merlin.
5 • Mileage to this event shall be paid to the Faith chairperson.

6 **6.6 Annual Diocesan Lenten Retreat**

- 7 • The annual diocesan Lenten retreat shall be held on the first Saturday in Lent,
8 alternating between the south-west and the north-east portions of the diocese.
9 • The diocesan council shall pay the mileage and lunch for the Faith chairperson or
10 her alternate and the spiritual advisor when they attend the annual diocesan
11 Lenten retreat.
12 • The stipend for the Lenten Retreat facilitator will be \$200. Mileage and lunch will
13 also be paid.

14 **6.7 Bishop's Dinner**

- 15 • The president and guest shall attend the Bishop's Dinner annually.
16 • Her mileage and dinners shall be paid by diocesan council.
17 • She shall attend the dinner closest to her home.

18 **6.8 Insurance**

19

- 20 • Liability insurance shall be paid per diocesan executive member and spiritual
21 advisor to the national office and to the provincial office.
22

23 **6.9. Priest for Life Membership**

- 24 • Membership for Priest for Life be renewed on a yearly basis.
25

26 **7. General Policies**

27 **7.1 Diocesan Sashes**

- 28 • The royal blue sashes provided to the executive council members shall be worn on
29 the left shoulder at functions where required (i.e., Honour Guard).
30 • When the term on the executive council is completed, that member shall pass the
31 sash to the new executive council member.

1 **7.2 Expressions of Get Well**

- 2 • Get well wishes/messages/cards shall be sent to a member of the diocesan
- 3 executive or the spiritual advisor experiencing illness, by the administrative
- 4 assistant
- 5 • Get well cards to past members of the diocesan executive shall be sent, at the
- 6 discretion of the president, by the administrative assistant.

7 **7.3 Expressions of Sympathy**

8 Mass shall be offered on the death of:

- 9 • An immediate family member of the diocesan executive and/or spiritual advisor.
- 10 • An immediate family member of a past diocesan executive and/or past spiritual
- 11 advisor.
- 12 • A mass and a flower arrangement or a donation to a charity of the family’s choice
- 13 shall be made on the death of a diocesan or past diocesan executive or spiritual
- 14 advisor. The amount of the latter shall not exceed \$75.00.
- 15 • Sympathy cards shall be sent to a member of the current or past executive council,
- 16 spiritual advisor and life members in the event of the death of a member of the
- 17 immediate family of an executive council member, spiritual advisor or life
- 18 member (husband, children, parents, and siblings.) Sympathy cards shall be sent
- 19 by the administrative assistant.

20 **7.4 Expressions of Congratulations**

- 21 • At the discretion of the president, congratulations shall be sent by the
- 22 administrative assistant.

23 **7.5 Ordering Flowers or Donation to a Charity of Choice**

- 24 • On occasions such as extended illness, hospitalization or expression of sympathy
- 25 (a) flowers or gift can be ordered or (b) donation to a charity of choice, can be
- 26 made, for members of the executive council members, spiritual advisors and life
- 27 members. The cost of the arrangements shall not exceed \$75.00.

28 **7.6 Anniversary Certificates**

- 29 • Anniversary Certificates shall be presented to parish councils celebrating the
- 30 following anniversaries; 10, 25, 40, 50, 60, 75, 80, 90 or 100, at the scheduled
- 31 event or fall regional meetings.

32 **7.7 Membership Certificates**

- 33 • Membership Certificates shall be presented to parish councils who maintain or
- 34 increase their council membership.
- 35 • The certificates shall be presented at the fall regional meetings.

1 **7.8 Life Members and Past Presidents' Tablecloth**

- 2 • It shall be the responsibility of the Life members' liaison to retain and maintain
3 the tablecloth and transport it to all diocesan conventions ready to be placed on
4 the table, where the life members and past presidents sit.

5 **7.9 Spiritual Advisor's Stole**

- 6 • It shall be the responsibility of the Faith chairperson to maintain the spiritual
7 advisor's stole.

8 **7.10 Diocesan Computer**

- 9 • London Diocesan CWL currently own two laptops. One is for the use of the
10 Treasurer and the other is for the use of the Secretary.

11 **8. Meetings, Reports, Communication and Files**

12 **8.1 Attendance**

13 As a member of the executive council, attendance is required at:

- 14 • Executive meetings - minimum of four meetings throughout the year as well as
15 the pre and post convention meetings.
16 • Diocesan convention in April.
17 • All fall regional meetings.

18 If a member is unable to attend a meeting, the president shall be informed, and a
19 written report must be forwarded to the president, prior to the meeting.

20 **8.2 Executive Meetings**

- 21 • The meeting location is at the discretion of the president.
22 • When unable to hold an executive in person meeting, an online platform will be
23 used to hold a web-based meeting.

24 **8.3 Finance Meeting**

- 25 • Those present at the finance meeting shall consist of the members of the finance
26 committee (See 9.1 Finance Committee) and anyone designated by the president.
27 • Prior to the January executive meeting, the treasurer shall present the proposed
28 budget for the current year. The fiscal year runs from January to December.
29 • The treasurer shall then present the proposed budget to the executive council
30 members at the January meeting where the budget will be ratified.

31 **8.4 Pre/Post - Convention Meeting**

- 32 • The pre-convention meeting shall be scheduled immediately prior to the
33 convention. The agenda for the pre-convention meeting shall deal only with the
34 information pertaining to the convention and any other business that the president
35 deems immediate.

- 1 • The post convention meeting shall be held within 6 weeks following the
2 convention.

3 **8.5 Minutes of Executive Council Meetings**

- 4 • Minutes of the London executive council meetings shall be sent out no later than
5 one month after the last meeting.

6 **8.6 Executive Council Meeting Reports**

- 7 • A concise report, with the exception of the current financial statement, shall be
8 forwarded to all executive council members by e-mail 6 days prior to the
9 executive meetings. (Sunday before) (See Appendix 5 – Guidelines for Written
10 Reports and Directives).

11 **8.7 Directives**

- 12 • All directives shall be forwarded to the diocesan president and the secretary a
13 minimum of 10 days in advance of the executive council meeting. After approval
14 of the diocesan council president, the secretary will distribute the submitted
15 directives to diocesan council members 6 days in advance of the diocesan council
16 meeting
- 17 • Directives will be fully approved at the executive council meeting.
- 18 • Regional chairpersons will forward the approved directives to their regional
19 councils within 7 days of the executive council meeting to make them aware of
20 the contents before the regional meeting.
- 21 • The secretary will send the approved directives to the website within 7 days of the
22 diocesan council meeting.
- 23 • Directives shall be concise and informative and not to exceed one sheet of paper,
24 whenever possible. (See Appendix 5 – Guidelines on Written Reports and
25 Directives)

26 **8.8 Information**

- 27 • All official letters sent by the executive council members shall be copied to the
28 diocesan president for her information.
- 29 • All information sent to council presidents shall be sent to executive council
30 members, including nominations and election information.

31 **8.9 Media**

- 32 • The president or her appointee as well as the spiritual advisor shall be the official
33 spokesperson for the London diocesan council.

34 **8.10 E-Mail**

- 35 • E-mail is a communication tool where agendas, information, minutes and reports
36 can be sent but e-mail shall not be used for motions, except in urgent matters.
37 Such motion to be ratified at the next meeting.

- 1 • Even though e-mail is a good mode of communication, we must recognize that
2 everyone does not have this capability; therefore, we must continue to use regular
3 postal service as well.

4 **8.11 Exchanging Files and Information to Newly Elected Officers**

5 Upon completion of the term of office on the executive council, all files should be
6 current and forwarded to the new officer. As well as the current files and
7 pertinent information for the position, (Appendix 1) the following shall be
8 forwarded:

- 9 • Diocesan Sash
10 • Wooden block (holds name plate)
11 • Your standing committee directives from the two previous years
12 ○ USB stick is recommended
13 • Any educational resources

14
15 Do not pass on minutes of any meetings.

16 *It is recommended to use online resources whenever possible, ie: National Manual
17 of Policy and Procedure, Constitution and Bylaws, and other National resources
18

- 19 • This procedure shall take place at the 1st scheduled executive council meeting
20 following the election of a new slate of officers. The treasurer shall transfer her
21 files by June 30th of the same year.
- 22 • Nameplates for new members will be ordered by the treasurer after the post-
23 convention meeting.
- 24 • The secretary shall retain all the minutes in dated binders.
- 25 • The administrative assistant shall retain correspondence for only two years.
- 26 • Diocesan council shall pay the expense of an overnight orientation meeting
27 following each election.

28 **9. Committees**

- 29 • The president and the spiritual advisor are ex-officio members of all diocesan
30 committees except the Nomination and Election Committee. The Spiritual
31 Advisor is usually involved in the counting/supervising at elections.

32 **9.1 Finance Committee**

- 33 • The finance committee shall consist of the following:
34 • Treasurer – Chairperson
35 • Vice-President
36 • Immediate Past Treasurer
37 • Immediate Past President
38 • Secretary
39 • Ex-Officio – President and Spiritual Advisor

1 **9.2 Convention Minutes Committee**

- 2 • A Convention Minutes Committee, selected by the diocesan recording secretary to
3 assist in the recording of motions and business of convention, shall be formed for
4 each diocesan convention or annual meeting of members. It is recommended that
5 committee members should be from different regions, and be seated near
6 microphones to hear clearly what is being said.

7 **9.3 Resolutions Review Committee**

8 The Resolutions Review Committee shall consist of the following:

- 9 • Vice-President
10 • Appointees from the pillars
11 • Immediate Past Resolution Chairperson
12 • Immediate Past President.
13 • Ex-Officio – President and Spiritual Advisor.

14 **9.4 Topics for Resolutions**

- 15 • Topics for resolutions should be submitted by October 1st and the completed
16 resolution shall be forwarded to the diocesan resolutions standing committee
17 chairperson by November 15. The resolution committee to forward to diocesan
18 council by January of the next year. Consult the Resolution Supplement to the
19 Executive Handbook Deadline for submitting title of resolution to provincial
20 resolution chairperson is December 15.

21 **9.5 Nominations and Elections Committee**

22 The Nominations and Elections Committee shall be appointed by the president
23 and consists of the following:

- 24 • Immediate Past President – Chairperson.
25 • Secretary for the elections (appointed by the chairperson).
26 • At least 2 other committee members shall be appointed by the president consisting
27 of past diocesan presidents or members at large who are not wishing to run for
28 office.
29 • Usually, Past president appoints people to help her

30 **9.6 Life Membership, Bellelle Guerin or other Awards of Distinction**

- 31 • The nomination of an individual for life membership is to be discussed at the May
32 diocesan executive meeting following her completed term as past-president of the
33 diocese. Should the individual meet the criteria, the secretary in conjunction with
34 the President will complete the appropriate forms and forward with proper
35 payment to the provincial president to meet the September 15th deadline. Upon
36 approval of the provincial council, the provincial president will forward the
37 nomination with payment to the national council by the December 1st deadline.
- 38 • For Bellelle Guerin or other awards of distinction, the executive council will make
39 a recommendation and the vice-president(diocesan organization standing
40 committee chairperson) will contact the parish council president of the selected
41 individual and work in concert with the parish council to obtain these awards.
42 These awards may be awarded either at the parish council, a fall regional meeting,

1 or a diocesan convention as in agreement by the parish council and diocesan
2 council.

3 4 **10. Convention Policy**

5 **10.1 Planning a Diocesan Convention**

- 6 • Planning a convention is the responsibility of the diocesan president and the
7 executive council.
- 8 • An experienced convention chairperson be appointed by the diocesan president
9 for a three (3) year term with evaluation yearly as the liaison
- 10 • The diocesan president in consultation with the vice-president shall appoint the
11 diocesan convention chairperson or co-chairpersons, which will not necessarily be
12 the regional chairperson.
- 13 • The annual convention is an annual meeting of members (AMM) therefore the
14 business conducted must include receipt of reports, receipt of financial reports,
15 appointment of auditors, and the elections of officers, when applicable.
- 16 • The convention may have social time, workshops, guest speakers, and liturgical
17 celebrations. The executive council chooses speakers, workshops, and Mass
18 content. The A.M.M. is for business only and will not have the options mentioned
19 above.
- 20 • Time must be allocated to the national president or her representative and the
21 provincial president or her representative for greetings, reports and workshops.
- 22 • The convention committee organizes and executes the facility, meals,
23 entertainment and personal needs portions of the convention i.e., book hotels,
24 order meals, provide hospitality, printing of programs and agenda, etc. in
25 accordance with the London Diocesan Hosting a Convention Manual.
- 26 • The convention committee is responsible for arranging, negotiating and paying for
27 any special equipment required for the convention. AV equipment cost up to \$500
28 is paid by the convention committee; anything in excess of this amount shall be
29 the responsibility of the diocesan council.
- 30 • No petitions shall be distributed at conventions or regional fall days without prior
31 consent from the diocesan president.

32 **10.2 Location**

- 33 • The location of the annual diocesan convention shall be determined by the
34 diocesan executive a minimum of 4 years in advance. The vice-president in the
35 beginning of her first term can request the outgoing convention as her term of
36 president to be held in her region.
- 37 • The executive council invites and encourages all regions to consider hosting the
38 annual diocesan convention should facilities be available.

- 1 • Ideal facilities should be able to accommodate up to 350 for sessions of the
2 convention, and up to 600 for banquet facilities. It is advisable to remember
3 many members have mobility issues and room must be left for movability.

4 **10.3 Date**

- 5 • The annual convention shall be held the last week of April each year, dependent
6 upon the availability of facilities and the timing of Easter week.

7 **10.4 Convention Finances**

- 8 • The diocesan council shall determine the allocation of the diocesan convention
9 /AMM registration fees at least 1 ½ years prior to convention at the September
10 executive meeting.
- 11 • The treasurer shall register and pay all expenses for the executive council
12 members, life members, past diocesan presidents, and national and provincial
13 representatives. Tours will be individually invoiced.
- 14 • The treasurer will invoice diocesan regions for registration and meals for the
15 respective regional chairpersons. The diocesan council is responsible for mileage
16 and accommodations based on double occupancy for the regional chairpersons.
- 17 • The treasurer will invoice the provincial council for the registration, meals, and
18 accommodations based on double occupancy for the provincial representative per
19 provincial policy.
- 20 • The diocesan council shall purchase a gift not to exceed seventy-five dollars
21 (\$75.00) for the parliamentarian at the convention.
- 22 • The banquet ticket, for any past diocesan spiritual advisors shall be paid by the
23 diocesan council, if they wish to attend.
- 24 • Lunch tickets for invited ecumenical guests shall be paid by the diocesan council.
- 25 • The treasurer shall register and pay all necessary expenses for the invited guests.
- 26 • Beginning in 2023 diocesan council will no longer pay for voting member to
27 attend convention.
- 28 • Diocesan council shall pay for meals for diocesan media representatives at
29 convention.
- 30 • The diocesan council shall pay the cost of the banquet ticket for the Episcopal
31 Vicar within the hosting council's region.
- 32 • The diocesan council shall pay the cost of the banquet ticket for a guest of the
33 president in election years at the banquet of her choice either in her incoming year
34 or outgoing year.
- 35 • The diocesan council shall purchase a gift not to exceed seventy-five dollars
36 (\$75.00) per person for the convention chair or co-chairs.
- 37 • The diocesan council shall donate \$100 to the family of parishes hosting opening
38 and closing Masses at the diocesan convention.

- 1 • The diocesan council shall donate \$100 to the collection taken up at the diocesan
2 convention.

3 **10.5 National and Provincial Representative**

- 4 • The president shall invite the national president and the provincial president to
5 attend the annual diocesan convention, providing the convention information and
6 convention dates, as early as possible.
- 7 • The national and provincial representative will be asked to bring greetings at the
8 opening ceremonies and at the convention. Time will be set aside for her report.
9 Representatives should be asked to do a presentation / workshop during the
10 convention.

11 **10.6 Hotel Reservations**

- 12 • The president or her designate determines the sharing of rooms for the executive
13 council.
- 14 • The treasurer shall make hotel reservations for the executive council members,
15 life members/past diocesan presidents, the national and provincial representatives,
16 invited guests and the parliamentarian for the convention.
- 17 • Sub-committee member's expenses for attending the convention are not paid for
18 by the Diocesan.
- 19 • The treasurer shall make all necessary reservations and arrangements for all
20 invited convention guests. The treasurer shall invoice any guests that attend, as
21 appropriate.

22 **10.7 Life Members**

- 23 • The convention committee shall make all necessary reservations and
24 arrangements for a life members and current past president luncheon to be held
25 during the diocesan convention. This luncheon shall be paid by the diocesan
26 council.

27 **10.8 Liturgy and Spiritual Program**

- 28 • The diocesan spiritual advisor, the diocesan president and Faith chairperson shall
29 prepare the liturgical celebrations and spiritual exercises of the convention.
- 30 • The host convention committee shall assist in the preparation according to the
31 information provided by the diocesan Faith chairperson.
- 32 • The final decision shall be made by the diocesan spiritual advisor.
- 33 • The diocesan president shall invite the Bishop of the diocese or the Auxiliary
34 Bishop of the diocese, to the diocesan convention supplying convention dates,
35 theme and other pertinent information, as early as possible.

36 **10.9 Convention Program, Agenda and Spiritual Program**

- 37 • The diocesan president shall be responsible for the preparation of the convention
38 program and agenda.

- 1 • The printing of the programs and agenda shall be paid by the convention
2 committee, providing they receive 100% of the registration fee.

3 **10.10 Annual Report Book**

- 4 • The annual report book shall be compiled by the diocesan vice- president
5 (organization standing committee chairperson).
- 6 • The annual report book shall have a list of active member councils included.
- 7 • The cost to print the annual report book shall be paid by the convention
8 committee, providing they receive 100% of the registration fee.
- 9 • The diocesan administrative assistant will supply digital copies of the annual
10 report book to all life members, past diocesan presidents, past spiritual advisors,
11 national and provincial presidents and all councils not in attendance at the
12 convention.
- 13 • Copies of the Annual Report Book will be printed and distributed to the Secretary,
14 Archives, Bishops of the Diocese, the Seminary, and the vice-president.
15 (organization chairperson)
- 16 • .

17 **10.11 Collection**

- 18 • The convention committee shall be responsible for organizing a collection during
19 the diocesan convention.
- 20 • The convention committee shall submit to the executive council, names of
21 charities in the area to receive the proceeds by the preceding October 31. The
22 final decision shall be made by the diocesan council at the November executive
23 council meeting.

24 **10.12 Hosting a National Convention**

25 When the diocesan council wishes to host a national convention, they shall:

- 26 • Secure approval from the Bishop of the diocese and the provincial president.
- 27 • Forward a letter of invitation to the national council.
- 28 • Following acceptance, request that a formal invitation be sent to the national
29 spiritual advisor from the host Bishop.
- 30 • Convention co-chairs for the convention should be from the same area.
- 31 • The Diocese of London shall make application four (4) years in advance to host a
32 nation convention every twenty (20) years. {The last national convention was
33 held in London August 2003.

34 **10.13 Hosting a Provincial Convention**

35 When the diocesan council wishes to host a provincial convention, they shall:

- 36 • Secure the approval from the Bishop of the diocese.
- 37 • Forward a letter of invitation to the provincial council.

- 1 • Following acceptance, request that a formal invitation be sent to the provincial
2 spiritual advisor from the host Bishop.
- 3 • Co-chairs for the convention should be from the same area.
- 4 • The Diocese of London shall make application four (4) years in advance to host a
5 provincial convention every ten (10) years and not back-to-back with a national
6 convention. (The last provincial convention was held in Stratford July 2016. We
7 are hosting in 2025.)
8

9 **11. Bursaries**

10 **11.1 London Diocesan Spiritual Advisors Bursary**

11 **Criteria**

- 13 • This bursary is available only to a League member of the London diocese in good
14 standing, with a minimum of 2 years membership.
- 15 • It can be used to finance education at any level – university, college and/or
16 technical school.

17 **Other information**

- 18 • The names of the recipients are not made public due to the financial need attached
19 to this application.
- 20 • The diocesan president will announce if any bursaries are to be awarded at the
21 pre-convention meeting.
- 22 • The interest earned in the last fiscal year on the London Diocesan Spiritual
23 Advisory Bursary investment is paid out.

24 **Application Procedure**

- 25 • Application for this bursary must be made on the official application form.
26 (Appendix 2).
- 27 • A letter of recommendation from the parish priest, indicating financial need, must
28 accompany the completed form.
- 29 • Applications must be mailed or faxed to the diocesan president no later than April
30 1st.
- 31 • All applications will be strictly confidential
- 32 • Decisions of the diocesan president and diocesan spiritual advisor are final.
- 33 • Application forms and supporting documents may be mailed or emailed to the
34 diocesan president.

1 **11.2 J.L. Hennessey Bursary**

2

3 **Criteria**

- 4 • This bursary is available only to a League member of the London diocese and/or
5 her immediate family in good standing, with a minimum of 2 years membership.
- 6 • This bursary must be used to finance education at a university level, college or
7 technical school.
- 8 • There must be financial need

9 **Other Information**

- 10 • The interest earned in the last fiscal year on the J.L. Hennessey Bursary
11 investment is paid out.

12 **Application Procedure**

- 13 • Application for the J.L. Hennessey Bursary must be made on the official
14 application form. (Appendix 3).
- 15 • A letter of recommendation from the parish priest must accompany the completed
16 form as well as a letter of affirmation of financial need.
- 17 • Applications must be mailed or faxed to the diocesan president no later than April
18 1st.
- 19 • All applications will be strictly confidential.
- 20 • Decisions of the diocesan president and the diocesan spiritual advisor will be
21 final.

22 **11.3 Bishop John Michael Sherlock Bursary 2002**

- 23 • In honour of Bishop Sherlock's ever encouraging and constant support of the
24 League in the diocese of London, a bursary fund has been established for the
25 purpose of assisting seminarians in the diocese of London in need of financial
26 assistance.
- 27 • The bursary amount paid will be the interest earned in the previous fiscal year.

28 **Criteria**

- 29 • To be given to a seminarian who, when ordained, will work in the London
30 diocese.
- 31 • A seminarian who has a financial need.
- 32 • To be awarded on the recommendation of the Rector.

33 **11.4 Life Members and Past Presidents Social Justice Award**

- 34 • In recognition of the many works of justice by our former presidents and life
35 members, The London Diocesan Council of The Catholic Women's League of
36 Canada has established a Social Justice Award to be awarded annually. The
37 award is intended to recognize men or women engaged in social justice work. A

1 person will be eligible to receive the award upon a nomination form being
2 submitted. (See Appendix 4)

3 • This was first awarded at the diocesan convention in 2013.

4 With this award we hope:

5 • To raise awareness of social justice.

6 • To build solidarity and community to those in need.

7 • To hold as our highest priority, the teachings of the gospels through our concern
8 for the common good and dignity of all human persons.

9 • To bring to light issues around the world and call the world to action on behalf of
10 those who lack this basic human right.

11 **Criteria**

12 • Demonstrated involvement in social justice activities.

13 • Nomination by a CWL Council, a pastor or campus minister or equivalent.

14 • The award must be used to finance participation in a reputable social justice
15 activity, either at home or abroad, e.g. Development and Peace, work in inner city
16 or northern experiences.

17 • Priority shall be given to someone who identifies with Catholic ideals.

18 **Other Information**

19 • A certificate shall be issued to the recipient in recognition of their good work.

20 • The committee consisting of the president, the Christian family life chairperson,
21 and the spiritual advisor, may decide to give the yearly amount to one candidate
22 or divide it among several nominees.

23 • The amount paid shall be the amount of the interest earned in the previous fiscal
24 year and will be divided equally amongst the candidates, if applicable.

25 • Successful nominees will be asked to share their experience with League
26 members.

27 • Decision of the committee is final.
28

29 **12. Amendments to the Manual of Policy and Procedure**

30 • The Manual of Policy and Procedure of The London Diocesan Council shall not
31 be in conflict with the Constitution and Bylaws of The Catholic Women's League
32 of Canada.

33 • When there is a conflict between the Diocesan Manual of Policy and Procedure
34 and the National Manual of Policy and Procedure, the National Manual of Policy
35 and Procedure shall prevail.

36 • If amendments to the Constitution and Bylaws affect the Diocesan Policy and
37 Procedure, the policy and procedure shall be revised at the first opportunity.

- 1 • New policy and procedure shall be adopted by 2/3 of the total votes at any
2 diocesan executive meeting
- 3 • Current policy and procedure may be amended, suspended or rescinded by 2/3 of
4 the total votes at any diocesan executive meeting.
5

6 **13. Policy Review**

- 7 • The London Diocesan Manual of Policy and Procedure shall be revised as
8 necessary to reflect changes to policy adopted at national, provincial and diocesan
9 levels.
- 10 • The manual shall be reviewed by a review committee every two year under the
11 responsibility of the vice-president. (organization standing committee
12 chairperson)
- 13 • The vice-president shall solicit volunteers for the policy review committee.
- 14 • The policy review committee shall review the current policies and procedures and
15 recommend revisions.
- 16 • Upon the adoption of the revised London Diocesan Manual of Policy and
17 Procedure, all existing policy and standing rules of the diocesan council shall be
18 null and void.

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34

Date of Adoption

Adopted: May 2023

Theresa Ryan, President

Denise Masse Recording Secretary

1 **Appendix 1- Archive Guidelines**

2 ***Archives Guidelines for League History***
3 ***Provincial, Diocesan and Parish Councils***

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

11 ***Location of Archives***

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

15 ***Updating and Indexing Archives***

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

20 ***History Books***

21 All councils (parish, diocesan and provincial) are encouraged to send a copy of their own
22 history book to CWL national office at C-702 Scotland Avenue, Winnipeg, MB R3M
23 1X5, marked "Archives." A letter, signed by the current president of that council,
24 authorizing the League to place this history along with other histories of that year in the
25 League archives at the Archives of Manitoba must be included. (National archives are
26 kept at this location.) Once a year, national office staff will prepare an acid free file box
27 with the council histories received that year and submit it and an index of the contents to
28 the Archives of Manitoba. An index of the contents of each box will be kept at national
29 office.

30 ***Recommended Filing of Information***

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

43
44
45

1 **Contents of Binders or Archival Files**

2 a. **Members:** Councils are encouraged to set up a binder with a page, in alphabetical
3 order, for each member. This page will include information about the member, including
4 the year she became a member, offices held (which should be updated if the member
5 advances to other League levels), other League work (projects, convention convener,
6 dinners,, League community related activities, World Day of Prayer, etc.), ministries in
7 the church, awards and pins received, a photograph of the member, and any other
8 pertinent information as determined by the council. In large councils, a file box could be
9 used for each member's information. This page should be sent to the new council when a
10 member moves. When the member dies, this page should be transferred to a separate
11 binder or file for deceased members, noting the date of death and including death notices
12 and funeral cards where available (see “c” below).

13 b. **Past Presidents:** Each past president **is** encouraged to write two or three pages
14 outlining the highlights of her term as president. These highlights become valued
15 historical notes for future council histories. There should be a photograph of the past
16 president and of the executive.

17 c. **Deceased Members:** When the council keeps a page record of each member (as
18 indicated in “a”), the page will be kept in an archival binder, alphabetically or by the year
19 of death, to be determined by the council. This file can be in addition to or as part of the
20 *Book of Life*, in which the names of all deceased council members are kept.

21 d. **Minutes:** Past minutes are archived after six years. They should be retained in **dated**
22 binders or files. These minutes are a **permanent** record of council activities and must be
23 kept forever! (Council minutes are kept by the secretary for the current president's term
24 and the previous two terms for a total of six years before being archived.)

25 e. **Motions Books:** A motion book should be kept in an active file by the secretary for six
26 years and then placed into an archival motions binder for historical purposes. Standing
27 motions are retained in the active file until a motion is made to rescind that particular
28 standing motion when it will be placed into the archival motions binder. Standing
29 motions may be amended and as amended are kept in the current motions book.

30 f. **Annual Reports:** Annual reports of the council and standing committee chairpersons
31 are kept by the secretary for six years and then retained in an archival binder for reference
32 and indexed by the year the report was given.

33 g. **Resolutions:** Resolutions initiated or adopted by the council are kept until the
34 resolution has been acted upon and resolved. The resolution and brief only then will be
35 placed in the archives.

36 h. **Miscellaneous Archives:**

- 37 • list of presidents, spiritual advisors, addresses, terms in office, dates
- 38 • list of the council's executive for each year
- 39 • list of recipients of awards, maple leaf service pins, other League pins, with date of
40 presentation
- 41 • list of life members, honorary life members, addresses and year awarded
- 42 • correspondence of historical interest, i.e., letters from/to church, political or community
43 leaders, congratulations, plaques, documents for anniversaries, special services, etc.
- 44 • special projects, including financial statements of the project
- 45 • copies of council newsletters (one per year, unless several were outstanding!)
- 46 • a record of the charter, dates, names of charter members

1 **Appendix 2 - Spiritual Advisor's Bursary Application Form**

2
3 **Catholic Women's League of Canada**

4
5 **London Diocesan Council**

6
7 **Diocesan Spiritual Advisor's Bursary**

8
9
10 This bursary is available to League members only. It shall be used to finance education
11 at any level: university, college, technical school, etc. The names of the Diocesan
12 Spiritual Advisor Bursary recipients are not made public.

13
14 Please send the following by mail, or email to the diocesan president of The Catholic
15 Women's League of Canada by April 1:

- 16 • Signed application form
17 • Letter outlining financial need
18 • Letter from the pastor of your parish confirming financial need
19

20
21 **Name:** _____

22
23 **Address:** _____

24
25 _____
26
27 **Telephone:** _____

28
29 **When did you join the C.W.L.?** _____

30
31 **Name of parish council:** _____

32
33 **Name of pastor:** _____

34
35 **Proposed studies including name and location of institution:** _____

36
37 _____
38
39 _____
40
41 **Signature:** _____ **Date:** _____

1 **Appendix 3 - J. L. Hennessey Bursary Application Form**

2
3 The Catholic Women’s League of Canada
4 London Diocesan Council

5
6 **J. L. Hennessey Education Bursary**
7

8 The London Diocesan Council of The Catholic Women’s League originally founded this
9 bursary many years ago as the Diocesan Education Award. In 1972 the name of the
10 bursary was changed to the J. L. Hennessey Education Bursary to honour a man who
11 devoted his time tirelessly for God, Canada and his fellow man. Father J. L. Hennessey
12 was a past London Diocesan Spiritual Advisor.

13 This bursary is available to any League member or her immediate family. It shall be used
14 to finance education at any level: university, community colleges, technical school, etc.
15 The names of the J. L. Hennessey Education Bursary recipients are not made public.

16
17 Please send the following by mail or email, to the diocesan president of The Catholic
18 Women’s League of Canada by April 1:

- 19 • Signed application form
20 • Letter outlining financial need
21 • Letter from the pastor of your council confirming financial need
22

23
24 **Name:** _____
25

26 **Address:** _____
27

28 _____
29
30 **Telephone:** _____
31

32 **Relationship to member:** _____ **Joined C.W.L. in** _____
33

34 **Name of parish council:** _____
35

36 **Name of pastor:** _____
37

38 **Proposed studies including name and location of institution:** _____
39

40 _____
41 _____
42 _____
43
44 **Signature:** _____ **Date:** _____
45
46
47
48

1 **Appendix 4 - Life Members and Past Presidents Social Justice**
2 **Award - Nomination Form**

3
4 THE CATHOLIC WOMEN'S LEAGUE OF CANADA

5
6 Life Members and Past Presidents
7 **Social Justice Award**

8
9 **Nomination Form**

10
11 **Completed nomination forms are due any time before March 1st, 20xx**

12
13
14 **Name of nominating person or council:** _____

15
16 **Address:** _____

17
18 **Phone:** _____

19
20 **Email:** _____

21
22 **CWL member: Yes ___ No ___ Parish CWL council:**_____

23
24 **Please attach the following on a separate sheet:**

- 25
26 **1. Name, address, phone number of person being nominated.**
27 **2. Reason for nominating the individual.**
28 **3. Demonstrated involvement in social justice programs. Please provide references.**
29 **4. Recommendation of a pastor, campus minister, or equivalent with regard to the**
30 **activity.**
31 **5. Description of the social justice activity that has been undertaken: e.g., dates,**
32 **place, purpose and your involvement and cost.**

33
34 **Recipients of the award will be invited to the diocesan convention to speak about**
35 **their social justice activity.**

36
37 **Mail, email completed form and supporting documents to Diocesan President:**

38 _____

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40 **For further information contact the Diocesan President at: _____ or**
41 **email:_____**

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2 **Appendix 5 - Guidelines for Written Reports and Directives.**

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5 **Guidelines for Written Report**

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 - Use bullet points, not paragraph form.
 - Maximum 15 lines

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Do mention:

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 - If you have submitted a directive
 - Prepared and submitted a League Lingo article
 - Prepared a report
 - Prepared an oral presentation
 - Prepared a workshop
 - Prepared for president's meeting
 - Attended meetings as a member of the executive council
 - Attended a council's Anniversary celebration
 - Attended conventions and/or fall regional days
 - Attended prayer services or funeral of diocesan council members/spiritual advisors.
 - Work completed on behalf of your position such as materials gathered, research completed, resources collected.

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Do not mention:

- 25
 - Events attended on behalf of your own council
 - Events attended on behalf of RCIA program
 - Attendance at the World Day of Prayer
 - Attendance at the Diocesan Day of Reflection or Lenten Retreat
 - Celebration of the Feast of the Immaculate Conception.

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31 **Note:** Paragraph form may be used to extol the merits of an event when submitting
32 article in annual report book or the newsletter.

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Guidelines on Writing Directives

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- 35
 - Directives should not be more than one page.
 - Should be addressed to: all parish presidents, regional chairpersons and chair of your standing committee or position. (copy to all executive council).
 - Use Times New Roman font and font size 12.
 - Directives should be used to:
 - Remind members to do something
 - Inform them about something
 - Persuade them to do something

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- Check provincial and national websites for the latest directives from your counterpart - do not copy directly into your directive; use quotes and acknowledge source.
 - Use your own words if possible, to convey the message.
- More than one directive can be submitted when content is important.

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Appendix 6 - Standing Rules of Order for Conventions

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- Standing Rules of Order will be reviewed in March of each year.
- Standing Rules of Order are published in the Convention Program Book for each Diocesan Convention
- At the Annual Diocesan Convention, the Past President reads the significant rules at the opening of the business meeting