



The  
Catholic  
Women's  
League  
Of  
Canada

**London Diocesan Council**  
**Manual of Policy & Procedure**

**Updated: March 2018**



1 LONDON DIOCESAN COUNCIL MANUAL OF POLICY AND PROCEDURE

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1 **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, president-elect,  
28 first vice-president, second vice-president, recording secretary, corresponding  
29 secretary, treasurer and five standing committee chairpersons. The position of  
30 past president is not an elected office.

31 **3.2 Other members of the Executive Council**

- 32 • The spiritual advisor and the appointed regional chairpersons shall be members of  
33 the executive council.
- 34 • The spiritual advisor does not have voting privileges.

35 **3.3 Committees of the Executive Council**

- 36 • It is recommended that an advisory and planning committee, which will consist  
37 of the president, president-elect, first vice-president, second vice-president, past

1 president, and spiritual advisor shall collaborate in discussions on upcoming  
2 meetings, agendas, and planning strategy. This information shall then be brought  
3 back to the diocesan executive.

- 4 • In the event of a vacancy in any office, except president-elect, a member may be  
5 appointed by the president. The appointee, who meets the criteria for eligibility  
6 of diocesan office, shall hold that office until the next election. Exceptions that  
7 may occur shall be handled in consultation with the president and the spiritual  
8 advisor.

### 9 **3.4 Election Screening Process Information**

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

### 39 **3.5 Standing Committees**

- 40 • The diocesan council shall have eight standing committees: spiritual  
41 development, organization, Christian family life, community life, education and  
42 health, communications, resolutions and legislation.

### 1 **3.6 Communications Sub Committees**

#### 2 **League Lingo Editor**

- 3 • The League Lingo editor shall be appointed by the president in conjunction with  
4 the communications chairperson. She will report to the communications standing  
5 committee chairperson and will not attend executive council meetings unless  
6 invited.
- 7 • The League Lingo Editor will compile two (2) issues yearly (spring & fall). The  
8 issues will be available on the website, or through printed subscriptions.

#### 9 **Webmaster**

- 10 • Under the direction of the communications standing committee chairperson, the  
11 webmaster will update the website ([www.cwllondon.ca](http://www.cwllondon.ca)) as new information  
12 becomes available.
- 13 • The Webmaster will not attend executive council meetings.

### 14 **3.7 Parish Presidents**

- 15 • The presidents of the parish councils are members of the diocesan council.

### 16 **3.8 Regional Chairpersons**

- 17 • A regional chairperson shall be appointed by the president for each region. She  
18 is a member of the diocesan executive and therefore has voting privileges at  
19 executive meetings.
  - 20 • The regional chairperson must be a past parish council president.
  - 21 • The position of regional chairperson shall be a two-year term with a maximum of  
22 two consecutive terms.
  - 23 • The primary purpose of the position of regional chairperson is to be a liaison  
24 between parish councils and diocesan council.
  - 25 • As a regional chairperson, she is eligible after the completion of her term, for  
26 election to the diocesan council for three consecutive terms (6 years).
  - 27 • When the regional chairperson approaches the end of her term, she shall submit  
28 the names of two members in her region whom she feels will fulfill the duties of  
29 the position. The candidate list is to be submitted to the diocesan president-elect  
30 in January of the year her term ends.
  - 31 • If she chooses to remain in the position of regional chairperson for a second term,  
32 her name must be submitted with two other names.
  - 33 • In appointing the new regional chairperson, the president-elect shall consult with  
34 the president and the spiritual advisor.
- 35 The regional chairpersons' duties shall include the following:
- 36 • Chairs meetings of the presidents in the region within 14 days following each  
37 diocesan executive meeting to distribute the material received.

- 1 • Submits a report on regional chairperson activities at diocesan executive  
2 meetings. The report is to meet the guidelines set out in this manual.
- 3 • Appoints a Secretary/Treasurer for the region.
- 4 • Coordinates regional meeting information with the host council.
- 5 • Sends invitations for the regional meetings to councils in the region as well as  
6 parishes that do not have a Catholic Women’s League council.
- 7 • Chairs the regional meetings/workshops before turning the meeting over to the  
8 diocesan president.
- 9 • Receives information/directives from the diocesan executive and forwards to  
10 council presidents.
- 11 • Submits articles to League Lingo, two times per year.
- 12 • Submits annual report to the organization standing committee chairperson for the  
13 annual report book.
- 14 • Facilitates annual on-line survey training if required, and contacts council  
15 presidents to ensure on-line surveys are completed by the deadline.
- 16 • Attends annual diocesan convention as an accredited delegate.
- 17 • It is suggested that each region shall prepare their own Manual of Policy &  
18 Procedure to govern and regulate their meetings in regard to representation,  
19 procedures and finances.

20 **Central Committee Affiliation**

- 21 • London Central Committee is comprised of the presidents of councils from the  
22 city of London who work collectively in the city of London.
- 23 • The presidents of city of London councils will appoint the London Central  
24 Committee Chairperson.
- 25 • The London Central Committee Chairperson is not a member of the executive  
26 council and therefore will not be eligible for election to diocesan council under  
27 this umbrella.
- 28 • The London Central Committee Chairperson reports to the London Regional  
29 Chairperson on activities within the city for reporting to the diocesan council.

30 **3.9 Diocesan Spiritual Advisor**

- 31 • The spiritual advisor of the diocesan council shall be appointed by the Bishop of  
32 the Diocese of London.
- 33 • When the spiritual advisor has completed his/her term (5years), after following  
34 the process as stated below, the president, in consultation with the executive  
35 council and the present spiritual advisor, shall submit names to the Bishop. The  
36 process shall be as follows:
  - 37 • Prospective names for the diocesan spiritual advisor shall be presented to  
38 the entire executive council at the executive meeting, in January of the  
39 final year of the spiritual advisor’s term.

- From this list three or four names will be chosen.
- When a motion has been passed by the executive council the names shall be submitted to the Bishop by the president, following the executive council meeting in January.

## **4. Financial Policy**

### **4.1 Source of Funds**

The funds of the diocesan council shall be:

- Diocesan per capita fees
- League Lingo subscriptions
- Donations
- Fund raising
- Bank interest on investments

Contributions made for specific purposes shall be directed to the respective funds.

### **4.2 Administration of Funds**

- The treasurer shall be responsible for the day-to-day custody of funds and payment of expenses.
- Surplus funds not required for the operating expenses shall be invested in short term deposits insured by CDIC or low risk mutual funds.
- There shall be no access to League funds for personal use.
- Personal funds spent on authorized diocesan council business shall be reimbursed to the individual on submission of an expense form accompanied with appropriate receipts.
- Expense forms shall be submitted in a timely fashion.
- There shall be no credit cards or charge accounts in the name of the diocesan council.
- The president shall have \$150 discretionary spending allowance for unexpected expenditures between executive meetings.
- The corresponding and recording secretary shall each receive a \$50 float at the start of their 2-year term and it is to be returned at the end of the term.
- The recording secretary shall receive a float of \$100 each year to mail the annual convention minutes to the councils. Receipts for these expenses are to be attached to the next expense sheet. To reduce costs, annual convention minutes are to be emailed to regional chairpersons for distribution to their region's council presidents.
- The past president shall receive a float of \$250 for postage of the nominations and elections packages. Receipts for these expenses are to be attached to the next expense sheet.
- The life members liaison shall receive a float of \$100 at the beginning of her term and it is to be returned at the end of her term.



- 1 • A gift not exceeding \$500 shall be given to the departing spiritual advisor at the  
2 end of his term. This gift could be given at the convention or an appropriate  
3 occasion at the end of his term.
- 4 • The diocesan council shall give a Christmas gift of \$100.00 to the diocesan  
5 spiritual advisor and \$50.00 to the Bishop of London and to an auxiliary bishop, if  
6 applicable.
- 7 • The past president, as part of her duties, is responsible for the archiving of the  
8 diocesan council history A donation of \$500 will be paid to the Diocesan Offices  
9 in January for the safe-keeping of these documents
- 10 • The diocesan council shall pay mileage for all those serving on sub-committees to  
11 attend meetings.
- 12 • The deposit for the annual diocesan spiritual retreat shall be paid to the facility  
13 two (2) years in advance of the event.
- 14 • The deposit for the bi-annual executive orientation shall be paid to the facility two  
15 (2) years in advance of the event. The current president with the current  
16 president-elect shall set the dates in co-operation with the chosen facility

#### 17 **4.3 Signing of Cheques**

- 18 • The official signing officers of the diocesan council shall be the president, the  
19 treasurer, and the recording secretary
- 20 • All cheques must be signed by two of the signing officers.
- 21 • A signing officer shall not sign a cheque payable to themselves.

#### 22 **4.4 Treasurer Training**

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

### 25 **5. *Executive Council Member Expenses***

#### 26 **5.1 Transportation**

- 27 • The diocesan council shall cover the cost of executive council members to travel  
28 to approved executive council meetings, fall regional meetings and conventions.
- 29 • Mileage shall be at \$.30 per kilometre, effective October 1, 2015. Car pooling is  
30 suggested whenever possible.
- 31 • Mileage shall be paid when the president or her designate is representing diocesan  
32 council at special meetings and events. (I.e. anniversaries, pastoral planning,  
33 funerals, etc.)
- 34 • Mileage shall be paid by the diocesan council if a diocesan member is presenting  
35 League Development Days, specialized workshops, and/or any form of League  
36 education to a region or parish council, as approved by the president.

- 1 • When an executive council member is invited to a council in a region, on behalf  
2 of the diocesan council and receives no mileage/honorarium, mileage shall be  
3 paid by the diocesan council.
- 4 • When a one-way trip to regional meetings and League Development Days for an  
5 executive council member is greater than 200 km, diocesan council shall pay for  
6 mileage, accommodation and meals.

7 **5.2 Meals**

- 8 • Allowable expenses for meals, with receipts shall be:
  - 9 • Breakfast \$13.00
  - 10 • Lunch \$17.00
  - 11 • Dinner \$35.00
- 12 • Maximum expenses shall be \$65.00 per day, including gratuities.
- 13 • Meal expenses do not cover alcoholic beverages.

14 **5.3 Accommodations**

- 15 • The president shall have the option of rooming alone.
- 16 • The spiritual advisor shall have a single room.
- 17 • All other rooms shall be shared, two per room amongst the executive council  
18 Should individual accommodations be desired, it would be the responsibility of  
19 that individual to pay half of that expense.

20 **5.4 Executive Council Meetings**

- 21 • Diocesan council will pay up to \$300 for lunch and meeting room for executive  
22 council meetings.
- 23 • When the diocesan spiritual advisor is absent, the replacement priest be given a  
24 stipend for saying Mass for our executive council meeting

25 **5.5 Fall Regional Meetings**

- 26 • The diocesan council shall pay for the lunch of the executive council members,  
27 spiritual advisor, local regional chairpersons, League Lingo editor, technical  
28 services person should s/he be required and invited guests attending all fall  
29 regional meetings.
- 30 • The stipend for the facilitator of the fall regional meetings shall be determined at  
31 the May executive council meeting, when possible.

32 **5.6 Diocesan Spiritual Advisor**

- 33 • The diocesan council shall pay the cost of replacing the diocesan spiritual advisor  
34 in his pastoral duties while he is attending executive council meetings, fall  
35 regional meetings, the various conventions, and any other event that requires his  
36 attendance in support of the diocesan council.

1 **5.7 Diocesan Representation at Provincial Convention**

- 2 • Travel expenses, accommodation, meals, registrations and special events shall be  
3 paid by the diocesan council for the president-elect, accredited delegate and the  
4 spiritual advisor. The 2<sup>nd</sup> accredited delegate attendance will be as funds permit.

5 **5.8 Diocesan Representation at National Convention**

- 6 • Travel expenses, accommodation, meals, registrations and special events shall be  
7 paid by the diocesan council for up to two (2) accredited delegates (president &  
8 one other) and the spiritual advisor. The 2<sup>nd</sup> accredited delegate attendance will  
9 be as funds permit.

10 **5.9 National Representation at Diocesan Convention**

- 11 • Accommodation, registration and meals for the national president or her  
12 representative at the diocesan convention shall be the responsibility of the  
13 diocesan council.

14 **5.91 Provincial Representation at Diocesan Convention**

- 15 • Accommodation, registration, meals and all other expenses for the provincial  
16 president or her representative at the diocesan convention shall be the  
17 responsibility of the diocesan council.  
18 • The diocesan treasurer will invoice the provincial council for accommodation,  
19 registration and meals for the provincial president or her representative at the  
20 diocesan convention.

21 **6. General Expenses**

22 **6.1 League Lingo**

- 23 • Two issues of the League Lingo shall be printed per year. The price shall be as  
24 approved by the budget and adjusted should costs rise.

25 **6.2 Photocopies**

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

29 **6.3 Computer Expenses**

- 30 • To acknowledge the cost of printing from personal printers, diocesan council shall  
31 pay \$50 for printer cartridges, per term of office, for each executive council  
32 member with the exception of the treasurer, president, spiritual development and  
33 organizational chairpersons, recording and corresponding secretaries and League  
34 Lingo editor who shall receive \$100 for printer cartridges.  
35 • The treasurer shall pay for this expense at the beginning of each term of office.

36 **6.4 Web-Site Expenses**

- 37 • The diocesan council shall be responsible for all diocesan web-site expenses.

- 1 • Website hosting fee is due in March of each year.
- 2 • Domain fee is due in May of each year.

### 3 **6.5 Annual Executive Council Spiritual Retreat**

- 4 • Diocesan council shall cover 50% of the cost of the retreat for those attending.
- 5 • The annual diocesan spiritual retreat shall include current executive council
- 6 members, life members, and past diocesan presidents.
- 7 • The diocesan council shall pay a stipend of \$500.00 plus mileage to the facilitator
- 8 of the annual diocesan retreat.
- 9 • The current spiritual development chairperson and the current president shall set
- 10 the dates in co-operation with the chosen facility.
- 11 • The mileage to this event shall be paid to the spiritual development chairperson.

### 12 **6.6 C.W.L. Day at Marian Shrine, Merlin**

- 13 • A per diem and mileage shall be paid to the visiting priest at the C.W.L. Day.
- 14 • This per diem shall be determined at the March diocesan council meeting.
- 15 • A \$100 donation shall be given to St. Patrick Parish, Merlin.
- 16 • Mileage to this event shall be paid to the spiritual development chairperson.

### 17 **6.7 Annual Diocesan Lenten Retreat**

- 18 • The annual diocesan Lenten retreat shall be held on the first Saturday in Lent,
- 19 alternating between the south-west and the north-east portions of the diocese.
- 20 • The diocesan council shall pay the mileage and lunch for the spiritual
- 21 development chairperson or her alternate and the spiritual advisor when they
- 22 attend the annual diocesan Lenten retreat.
- 23 • The stipend for the Lenten Retreat facilitator will be \$100

### 24 **6.8 Bishop's Dinner**

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

### 28 **6.9 Insurance**

- 29 • Liability insurance shall be paid per diocesan executive member and spiritual
- 30 advisor to national office.

### 31 **6.9.1 Priests for Life Membership**

- 32 • Membership for Priests for Life be renewed on a yearly basis.

33

1     **7. General Policies**

2     **7.1 Diocesan Sashes**

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

7     **7.2 Expressions of Get Well**

- 8         • Get well wishes/messages/cards shall be sent to a member of the diocesan  
9         executive or the spiritual advisor experiencing illness, by the corresponding  
10        secretary.
- 11        • Get well cards to past members of the diocesan executive shall be sent, at the  
12        discretion of the president, by the corresponding secretary.

13    **7.3 Expressions of Sympathy**

14        Mass shall be offered on the death of:

- 15        • An immediate family member of the diocesan executive and/or spiritual advisor.
- 16        • An immediate family member of a past diocesan executive and/or past spiritual  
17        advisor.
- 18        • A mass and a flower arrangement or a donation to a charity of their the family’s  
19        choice shall be made on the death of a diocesan or past diocesan executive or  
20        spiritual advisor. The amount of the latter shall not exceed \$75.00.
- 21        • Sympathy cards shall be sent to a member of the current or past executive council  
22        members, the spiritual advisor and life members in the event of the death of a  
23        member of the immediate family of a executive council member, spiritual advisor  
24        or life member (husband, children, parents, and siblings.) Sympathy cards shall  
25        be sent by the corresponding secretary.

26    **7.4 Expressions of Congratulations**

- 27        • At the discretion of the president, congratulations shall be sent by the  
28        corresponding secretary.

29    **7.5 Ordering Flowers or Donation to a Charity of Choice**

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

34    **7.6 Anniversary Certificates**

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

1 **7.7 Membership Certificates**

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

5 **7.8 Life Members and Past Presidents' Tablecloth**

- 6 • It shall be the responsibility of the spiritual development chairperson to retain and  
7 maintain the tablecloth and transport it to all diocesan conventions ready to be  
8 placed on the table, where the life members and past presidents sit.

9 **7.9 Spiritual Advisor's Stole**

- 10 • It shall be the responsibility of the spiritual development chairperson to maintain  
11 the spiritual advisor's stole.

12 **7.10 Diocesan Computer**

- 13 • The diocesan treasurer shall be responsible for the London diocesan council  
14 projector and lap top, or another executive council member, as agreed upon at the  
15 beginning of each term.

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

17 **8.1 Attendance**

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

- 19 • Executive meetings - minimum of four meetings throughout the year as well as  
20 the pre and post convention meetings.  
21 • Diocesan convention in April.  
22 • All fall regional meetings.

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

25 **8.2 Finance Meeting**

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

33 **8.3 Pre/Post - Convention Meeting**

- 34 • The pre-convention meeting shall be scheduled immediately prior to the  
35 convention. The agenda for the pre-convention meeting shall deal only with the

1 information pertaining to the convention and any other business that the president  
2 deems immediate.

- 3 • The post convention meeting shall be held within 6 weeks following the  
4 convention.

#### 5 **8.4 Minutes of Executive Council Meetings**

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

#### 8 **8.5 Executive Council Meeting Reports**

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

#### 13 **8.6 Directives**

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

#### 30 **8.7 Information**

- 31 • All official letters sent by the executive council members shall be copied to the  
32 diocesan president for her information.
- 33 • All information sent to council presidents shall be sent to executive council  
34 members, including nominations and election information.

#### 35 **8.8 Media**

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

1 **8.9 E-Mail**

- 2 • E-mail is a communication tool where agendas, information, minutes and reports  
3 can be sent but e-mail shall not be used for motions.
- 4 • Even though e-mail is a good mode of communication, we must recognize that  
5 everyone does not have this capability; therefore, we must continue to use regular  
6 postal service as well.

7 **8.10 Exchanging Files and Information to Newly Elected Officers**

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

- 12 • National Manual of Policy and Procedure, current  
13 • Diocesan Manual of Policy and Procedure, current  
14 • Constitution and Bylaws, current  
15 • Leading the League  
16 • Belonging Book.  
17 • Executive Handbook  
18 • Diocesan Sash  
19 • Wooden block (holds name plate)  
20 • Your standing committee directives from the two previous years  
21     ○ USB stick is recommended  
22 • Any educational resources

23  
24 Do not pass on minutes of any meetings.

- 25 • This procedure shall take place at the 1<sup>st</sup> scheduled executive council meeting  
26 following the election of a new slate of officers. The treasurer shall transfer her  
27 files by June 30<sup>th</sup> of the same year.
- 28 • The recording secretary shall retain all the minutes in dated binders.
- 29 • The corresponding secretary shall retain correspondence for only two years.
- 30 • Diocesan council shall pay the expense of an overnight orientation meeting  
31 following each election.

32 **9. Committees**

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

36  
37 **9.1 Finance Committee**

- 38 • The finance committee shall consist of the following:  
39     • Treasurer – Chairperson  
40     • President-Elect



- 1 • Immediate Past Treasurer
- 2 • Immediate Past President
- 3 • Recording Secretary
- 4 • Ex-Officio – President and Spiritual Advisor

## 5 **9.2 Convention Minutes Committee**

- 6 • A Convention Minutes Committee, selected by the diocesan recording secretary to
- 7 assist in the recording of motions and business of convention, shall be formed for
- 8 each diocesan convention.

## 9 **9.3 Resolutions Review Committee**

10 The Resolutions Review Committee shall consist of the following:

- 11 • Resolution Standing Committee Chairperson.
- 12 • President-Elect.
- 13 • Legislation Standing Committee Chairperson.
- 14 • Immediate Past Resolutions Standing Committee Chairperson.
- 15 • Immediate Past President.
- 16 • Ex-Officio – President and Spiritual Advisor.

## 17 **9.4 Topics for Resolutions**

- 18 • Topics for resolutions should be submitted by October 1st and the completed
- 19 resolution shall be forward to the diocesan resolutions standing committee
- 20 chairperson by October 15. The resolution committee to forward to diocesan
- 21 council by January of the next year. Consult the Resolution Supplement to the
- 22 Executive Handbook

## 23 **9.5 Nominations and Elections Committee**

24 The Nominations and Elections Committee shall be appointed by the president

25 and consists of the following:

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

## 32 **9.6 Life Membership, Bellelle Guerin or other Awards of Distinction**

- 33 • The nomination of an individual for life membership is to be discussed at the May
- 34 diocesan executive meeting following her completed term as past-president of the
- 35 diocese. Should the individual meet the criteria, the recording secretary in
- 36 conjunction with the President will complete the appropriate forms and forward
- 37 with proper payment to the provincial president to meet the September 15th
- 38 deadline. Upon approval of the provincial council, the provincial president will
- 39 forward the nomination with payment to the national council by the December 1st
- 40 deadline.

- 1 • For Bellelle Guerin or other awards of distinction, the executive council will make  
2 a recommendation and the diocesan organization standing committee chairperson  
3 will contact the parish council president of the selected individual and work in  
4 concert with the parish council to obtain these awards. These awards may be  
5 awarded either at the parish council, a fall regional meeting, or a diocesan  
6 convention as in agreement by the parish council and diocesan council.

7

## 8 **10. Convention Policy**

### 9 **10.1 Planning a Diocesan Convention**

- 10 • Planning a convention is the responsibility of the diocesan president and the  
11 executive council.
- 12 • The diocesan president in consultation with the president-elect shall appoint the  
13 diocesan convention chairperson or co-chairpersons, which will not necessarily be  
14 the regional chairperson.
- 15 • The annual convention is an annual meeting therefore the business conducted  
16 must include receipt of reports, receipt of financial report, appointment of auditors  
17 and the elections of officers, when applicable.
- 18 • Chairpersons are to have a display for convention on non-election years.
- 19 • The convention may have social time, workshops, guest speakers and liturgical  
20 celebrations. The executive council chooses speakers, workshops and Mass  
21 contents.
- 22 • Time must be allocated to the national president or her representative and the  
23 provincial president or her representative for greetings, reports and workshops.
- 24 • The convention committee organizes and executes the facility, meals,  
25 entertainment and personal needs portions of the convention i.e. book hotels,  
26 order meals, provide hospitality, printing of programs and agenda, etc. in  
27 accordance with the London Diocesan Hosting a Convention Manual.
- 28 • The convention committee is responsible for arranging, negotiating and paying for  
29 any special equipment required for the convention. AV equipment cost up to \$500  
30 is paid by the convention committee; anything more than this amount shall be the  
31 responsibility of the diocesan council.
- 32 • No petitions shall be distributed at conventions or regional fall days without prior  
33 consent from the diocesan president.

### 34 **10.2 Location**

- 35 • The location of the annual diocesan convention shall be determined by the  
36 diocesan executive a minimum of 4 years in advance. The president-elect in the  
37 beginning of her first term can request the outgoing convention as her term of  
38 president to be held in her region.

- 1 • While the convention sites at present are Chatham, London, Sarnia, Stratford and  
2 Windsor The executive council invites and encourages other all regions to  
3 consider hosting the annual diocesan convention should facilities be available.
- 4 • Ideal facilities should be able to accommodate up to 350 for sessions of the  
5 convention, and up to 600 for banquet facilities. It is advisable to remember  
6 many members have mobility issues and room must be left for movability.

7 **10.3 Date**

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

10 **10.4 Convention Finances**

- 11 • The diocesan council shall determine the allocation of the diocesan convention  
12 registration fees at least 1 ½ years prior to convention at the September executive  
13 meeting.
- 14 • The diocesan council shall determine the diocesan convention registration fees at  
15 least 1 ½ years prior to convention at the September executive meeting.
- 16 • The treasurer shall register and pay all expenses for the executive council  
17 members, life members, past diocesan presidents, and the national and provincial  
18 representatives. Tours will be individually invoiced.
- 19 • The treasurer will invoice diocesan regions for registration and meals for the  
20 respective regional chairpersons beginning April 2019. The diocesan council is  
21 responsible for mileage and accommodations based on double occupancy for the  
22 regional chairpersons.
- 23 • The treasurer will invoice the provincial council for the registration, meals, and  
24 accommodations based on double occupancy for the provincial representative per  
25 provincial policy.
- 26 • The diocesan council shall purchase a gift not to exceed seventy-five dollars  
27 (\$75.00) for the parliamentarian at the convention.
- 28 • The banquet ticket, for any past diocesan spiritual advisors shall be paid by the  
29 diocesan council, if they wish to attend.
- 30 • Lunch tickets for invited ecumenical guests shall be paid by the diocesan council.
- 31 • The treasurer shall register and pay all necessary expenses for the invited guests.
- 32 • Diocesan council shall pay the registration for all council presidents or their  
33 voting delegate.
- 34 • Diocesan council shall pay for meals for diocesan media representatives at  
35 convention.
- 36 • The diocesan council shall pay the cost of the banquet ticket for the Episcopal  
37 Vicar within the hosting council’s region.

- 1 • The diocesan council shall pay the cost of the banquet ticket for a guest of the  
2 president in election years at the banquet of her choice either in her incoming year  
3 or outgoing year.
- 4 • The diocesan council shall purchase a gift not to exceed seventy-five dollars  
5 (\$75.00) per person for the convention chair or co-chairs.
- 6 • The diocesan council shall donate \$100 to the churches hosting opening and  
7 closing Masses at the diocesan convention.
- 8 • The diocesan council shall donate \$100 to the collection at the closing Mass of the  
9 diocesan convention.

## 10 10.5 National and Provincial Representative

- 11 • The president shall invite the national president and the provincial president to  
12 attend the annual diocesan convention, providing the convention information and  
13 convention dates, as early as possible.
- 14 • The national and provincial representative will be asked to bring greetings at the  
15 opening ceremonies and at the convention. Time will be set aside for her report.  
16 Representatives should be asked to do a presentation / workshop during the  
17 convention.

## 18 10.6 Hotel Reservations

- 19 • The president or her designate determines the sharing of rooms for the executive  
20 council.
- 21 • The treasurer shall make hotel reservations for the executive council members,  
22 life members/past diocesan presidents, the national and provincial representatives,  
23 invited guests and the parliamentarian for the convention.
- 24 • During an election year, when the banquet is held on the last evening of the  
25 convention, if executive council members wish to stay at the hotel that evening,  
26 accommodations for that evening shall be paid by the diocesan council.
- 27 • The treasurer shall make all necessary reservations and arrangements for all  
28 invited convention guests. The treasurer shall invoice any guests that attend, as  
29 appropriate.

## 30 10.7 Life Members

- 31 • The convention committee shall make all necessary reservations and  
32 arrangements for a life member's luncheon to be held during the diocesan  
33 convention. This luncheon shall be paid by the diocesan council.

## 34 10.8 Liturgy and Spiritual Program

- 35 • The diocesan spiritual advisor, the diocesan president and spiritual development  
36 chairperson shall prepare the liturgical celebrations and spiritual exercises of the  
37 convention.
- 38 • The host convention committee shall assist in the preparation according to the  
39 information provided by the diocesan spiritual development chairperson.

- 1 • The final decision shall be made by the diocesan spiritual advisor.
- 2 • The diocesan president shall invite the Bishop of the diocese or the Auxiliary
- 3 Bishop of the diocese, to the diocesan convention supplying convention dates,
- 4 theme and other pertinent information, as early as possible.

### 5 **10.9 Convention Program, Agenda and Spiritual Program**

- 6 • The diocesan president shall be responsible for the preparation of the convention
- 7 program and agenda.
- 8 • The printing of the programs and agenda shall be paid by the convention
- 9 committee, providing they receive 100% of the registration fee.

### 10 **10.10 Annual Report Book**

- 11 • The annual report book shall be compiled by the diocesan organization
- 12 chairperson.
- 13 • The annual report book shall have a list of active member councils included.
- 14 • The cost to print the annual report book shall be paid by the convention
- 15 committee, providing they receive 100% of the registration fee.
- 16 • The diocesan corresponding secretary will supply copies of the annual report book
- 17 to all life members, past diocesan presidents, past spiritual advisors, and all
- 18 councils not in attendance at the convention. The surplus of the annual report
- 19 books shall be given to the diocesan executive.

### 20 **10.11 Collection**

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

### 27 **10.12 Hosting a National Convention**

- 28 When the diocesan council wishes to host a national convention, they shall:
- 29 • Secure approval from the Bishop of the diocese and the provincial president.
  - 30 • Forward a letter of invitation to the national council.
  - 31 • Following acceptance, request that a formal invitation be sent to the national
  - 32 spiritual advisor from the host Bishop.
  - 33 • Convention co-chairs for the convention should be from the same area.
  - 34 • The Diocese of London shall make application four (4) years in advance to host a
  - 35 nation convention every twenty (20) years. {The last national convention was
  - 36 held in London August 2003. Application is due 2019 for 2023}

## 10.13 Hosting a Provincial Convention

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

- Secure the approval from the Bishop of the diocese.
- Forward a letter of invitation to the provincial council.
- Following acceptance, request that a formal invitation be sent to the provincial spiritual advisor from the host Bishop.
- Co-chairs for the convention should be from the same area.
- The Diocese of London shall make application four (4) years in advance to host a provincial convention every ten (10) years and not back to back with a national convention. (The last provincial convention was held in Stratford July 2016. Application due 2025 for 2029.)

## 11. *Bursaries*

### 11.1 London Diocesan Spiritual Advisors Bursary

#### Criteria

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

#### Other information

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

#### Application Procedure

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

## 11.2 J.L. Hennessey Bursary

### Criteria

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

### Other Information

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

### Application Procedure

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

## 11.3 Bishop John Michael Sherlock Bursary 2002

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

### Criteria

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

## 11.4 Life Members and Past Presidents Social Justice Award

- In recognition of the many works of justice by our former presidents and life members, The London Diocesan Council of The Catholic Women's League of Canada has established a Social Justice Award to be awarded annually. The 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

### 19 **Other Information**

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

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

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

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

28 • Decision of the committee is final.

29 • The winner will be awarded two (2) lunch tickets for the day the award is  
30 presented at the Annual Diocesan Convention

31

## 32 **12. *Amendments to the Manual of Policy and Procedure***

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



- 1 • When there is a conflict between the Diocesan Manual of Policy and Procedure  
2 and the National Manual of Policy and Procedure, the National Manual of Policy  
3 and Procedure shall prevail.
- 4 • If amendments to the Constitution and Bylaws affect the Diocesan Policy and  
5 Procedure, the policy and procedure shall be revised at the first opportunity.
- 6 • New policy and procedure shall be adopted by 2/3 of the total votes at any  
7 diocesan executive meeting
- 8 • Current policy and procedure may be amended, suspended or rescinded by 2/3 of  
9 the total votes at any diocesan executive meeting.

10

11 **13. Policy Review**

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

24

25

26 Date of Adoption

27

28 Adopted: April 23, 2018

29

30

31

32

\_\_\_\_\_  
President

33

34

35

\_\_\_\_\_  
Recording Secretary

36

37

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 archives 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, email or fax 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 email, or fax 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: \_\_\_\_\_

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 activity.  
30 5. Description of the social justice activity that has been undertaken: e.g. dates, place,  
31 purpose and your involvement and cost.

32  
33 Recipients of the award will be invited to the diocesan convention to speak about their  
34 social justice activity.

35  
36 Mail, email or fax completed form and supporting documents to Diocesan President:

37 \_\_\_\_\_

38  
39 For further information contact the Diocesan President at: \_\_\_\_\_ or  
40 email: \_\_\_\_\_

## 1 **Appendix 5 - Guidelines for Written Reports and Directives.**

### 3 **Guidelines for Written Report**

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

#### 7 **Do mention:**

- 8 • If you have submitted a directive
- 9 • Prepared and submitted a League Lingo article
- 10 • Prepared a report
- 11 • Prepared an oral presentation
- 12 • Prepared a workshop
- 13 • Prepared for presidents' meeting
- 14 • Attended meetings as a member of the executive council
- 15 • Attended a council's Anniversary celebration
- 16 • Attended conventions and/or fall regional days
- 17 • Attended prayer services or funeral of diocesan council members/spiritual
- 18 advisors.
- 19 • Work completed on behalf of your position such as materials gathered, research
- 20 completed, resources collected.

#### 22 **Do not mention:**

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

29 Note: Paragraph form may be used to extol the merits of an event when submitting  
30 article in annual report book or the League Lingo.

### 32 **Guidelines on Writing Directives**

- 33 • Directives should not be more than one page.
- 34 • Should be addressed to: all parish presidents, regional chairpersons and chair of
- 35 your standing committee or position. (copy to all executive council members).
- 36 • Use Times New Roman font and font size 12.
- 37 • Directives should be used to:
  - 38 • Remind members to do something
  - 39 • Inform them about something
  - 40 • Persuade them to do something
- 41 • Check provincial and national websites for the latest directives from your
- 42 counterpart - do not copy directly into your directive; use quotes and acknowledge
- 43 source.
- 44 • Use your own words if possible to convey the message.

45 More than one directive can be submitted when content is important.

1 **Appendix 6 - Standing Rules of Order for Conventions**

- 2
- 3 • Standing Rules of Order will be reviewed in January of each year.
  - 4 • Standing Rules of Order are published in the Annual Report Book for each
  - 5 Diocesan Convention
  - 6 • At the Annual Diocesan Convention, the Legislation or Resolution Chairperson
  - 7 reads the significant rules at the opening of the business meeting
- 8

9 **Standing Rules for the London Diocesan Convention 2018**

10 **Registration**

- 11 1. Each person attending this convention shall register at the convention registration desk
- 12 and shall be required to wear the official badge for admission to all business sessions.
- 13 2. Registrants shall be classified as: voting delegates (parish presidents), accredited
- 14 delegates (diocesan officers, regional chairpersons, parish accredited, and life
- 15 members), Catholic Women's League members, hierarchy, spiritual advisors or guests.
- 16 3. The registration and credentials committee, at the beginning of the first business
- 17 session, shall provide a credentials report summarizing the number of voting members
- 18 registered at the convention. When adopted, the credentials report shall be the official
- 19 roll of voting members. If additional voting members register after the report has been
- 20 adopted, a supplementary report shall be given and adopted at the beginning of the next
- 21 day's business session.
- 22 4. A Catholic Women's League member registered as an accredited delegate may, upon
- 23 proper clearance by the registration and credentials committee, be transferred from
- 24 accredited to voting status at any time during the business sessions.

25 **Seating Arrangements**

- 26 5. The business sessions of the convention shall have a designated area in which all voting
- 27 and accredited members will be seated. All members are requested to be in their seats
- 28 at least five (5) minutes before the scheduled sessions open.

29 **Voting**

- 30 6. Voting cards shall be issued to voting and accredited members and these cards shall be
- 31 exhibited when a member votes.
- 32 7. The chair shall ask for affirmative and negative votes only. A voting member wishing
- 33 her abstention to be recorded in the minutes shall request same before the vote is taken.

34 **Debate**

- 35 8. Anyone wishing to speak shall use the microphone, which shall be available on the
- 36 floor, take a place in line, and upon being recognized, state name, status, parish.
- 37 9. When time is of the essence, voting members shall be given priority to speak over
- 38 nonvoting members.
- 39 10. No delegate shall speak more than once on the same motion on the same day, or
- 40 longer than three (3) minutes, without permission of the assembly.
- 41 11. No delegate shall be allowed to transfer time for discussion to another delegate whose
- 42 time has lapsed.

43 **Motions and Resolutions**

- 44 12. Members wishing to introduce new business to this convention shall submit the
- 45 proposed motion on the proper form to the president or recording secretary at least one
- 46 (1) hour prior to the business session at which it will be presented.



1 13. Only resolutions submitted to the resolutions committee before October 15th, 2017  
2 shall be considered for presentation to this convention.

3 14. Resolutions concerning urgent matters may be accepted after the deadline of  
4 October 15, 2017 for the presentation to this convention, at the discretion of the  
5 resolutions committee.

6 15. Copies of resolutions shall be made available to the delegates prior to the business  
7 sessions.

8  
9 **Standing Rules of Order, continued**

10 16. The procedure for presenting resolutions to the convention shall be:

11 a) The resolutions chairperson shall read the resolution.

12 b) The president of the council submitting the resolution shall move its adoption. If  
13 more than one council has submitted the resolution, the presidents concerned shall  
14 decide prior to the meeting who will move its adoption.

15 c) The president(s) of the council(s) submitting the resolution shall have the opportunity  
16 to speak first to the resolution or shall designate another person to speak in her place.

17 17. Amendments to resolutions shall be submitted on the proper form to the resolutions  
18 chairperson, preferably by the end of the business meeting on the day prior to the  
19 meeting at which the resolutions will be presented; otherwise, they shall be submitted  
20 on the proper form to the resolutions chairperson at the time they are presented.

21 18. Final wording of titles and briefs shall be the responsibility of the resolutions  
22 committee.

23 19. Grammatical or minor changes to a resolution may not need to be formally amended  
24 but may be given to the resolutions committee prior to the resolution being presented  
25 to the assembly.

26 20. Adopted resolutions shall be posted to the London Diocesan Council of The Catholic  
27 Women's League of Canada website.

28 **Minutes**

29 21. The diocesan president in conjunction with the recording secretary, shall appoint a  
30 minutes review committee to verify the minutes of all meetings of the convention.

31 **Publicity**

32 22. Only the diocesan president, or someone designated by her, may grant official  
33 interviews about the work and the policies of the League.

34 23. All publicity shall be under the supervision of the convention publicity chairperson in  
35 cooperation with the diocesan chairperson of communications.

36 **Miscellaneous**

37 24. No materials shall be distributed at this convention without the prior approval of the  
38 diocesan president.

39 25. No appeals of support, collections or announcements of any kind shall be made without  
40 a written request, clearly stating the purpose and identifying the person making the  
41 request, having been presented in advance to the diocesan president and approved by  
42 the diocesan executive.

43 26. Any actions adopted at this convention shall become effective at the adjournment of  
44 the convention unless a specific date has been chosen by this convention for particular  
45 action to become effective.  
46

1 **For Information Only**

2 *These rules are not amendable as they are taken from the Constitution & Bylaws 2013*

3 **A. Voting Powers: (PART XV, Section 2)**

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

6 b) Accredited delegates may take part in the business sessions of the annual convention  
7 and vote on any question except the election of officers, amendments to the  
8 Constitution and Bylaws and increase in per capita fees.

9

10 *(Note: Other CWL members and Spiritual Advisors may speak when recognized by the*  
11 *chair, but they may not introduce motions or vote.)*

12

13 **B. Parliamentarian [PART XXI (b)]**

14 A parliamentarian may be appointed for the convention at the discretion of the president.

15

16 **C. Recording**

17 These Standing Rules of Order will be added to the London Diocesan Manual of Policy  
18 and Procedures 2018.