



The
Catholic
Women's
League
Of
Canada

London Diocesan Council
Manual of Policy & Procedure

Updated: May 2021



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, treasurer and five
29 standing committee chairpersons. The position of past president is not an elected
30 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 and administrative assistant do not have voting privileges.
- 35 ○ **Administrative Assistant** The newly elected president shall appoint an
36 administrative assistant to the president. The administrative assistant must
37 be a member in good standing. She shall attend all executive meetings and

1 conventions. She shall be able to participate in discussion but will not vote
2 on any matters. Her expenses will be covered as per diocesan executive
3 council financial policy. This position does not include eligibility for
4 election.

5 **Committees of the Executive Council**

- 6 • It is recommended that an advisory and planning committee, (which will be
7 called the Administration Team) consist of the president, president-elect, first
8 vice-president, second vice-president, past president, and spiritual advisor.
9 (recording secretary can attend to take notes only) They shall collaborate in
10 discussions on upcoming meetings, agendas, and planning strategy. This
11 information shall then be brought back to the diocesan executive.
- 12 • In the event of a vacancy in any office, except president-elect, a member may be
13 appointed by the president. The appointee, who meets the criteria for eligibility
14 of diocesan office, shall hold that office until the next election. Exceptions that
15 may occur shall be handled in consultation with the president and the spiritual
16 advisor.

17 **3.3 Election Screening Process Information**

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

- 1 • The binder/file shall be kept in a secure spot and available only to the screening
2 officer and the diocesan president. Records shall remain active 3 terms (six (6)
3 years). Once the member is no longer eligible for election, the file shall be
4 destroyed.

5 **3.4 Standing Committees**

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

9 **3.5 Sub Committees**

- 10 • Sub committee members do not attend executive meetings.
11 Sub committee members expenses for attending convention will not be paid by
12 diocesan executive council.

13 **3.51 Newsletter Editor**

- 14 • will compile two (2) issues yearly (spring & fall). The issues will be available on
15 the website.

16 **3.52 Webmaster**

- 17 • Under the direction of the communications standing committee chairperson, the
18 webmaster will update the website (www.cwllondon.ca) as new information
19 becomes available.

20 **3.6 Parish Presidents**

- 21 • The presidents of the parish councils are members of the diocesan council.
22 • As there are too many councils in our diocese to accommodate presidents at
23 diocesan executive meetings, they will be represented by regional chairpersons

24 **3.7 Regional Chairpersons**

- 25 • A regional chairperson shall be appointed by the president for each region. She is
26 a member of the diocesan executive and therefore has voting privileges at
27 executive meetings.
- 28 • The regional chairperson must be a past parish council president.
- 29 • The position of regional chairperson shall be a two-year term with a maximum of
30 two consecutive terms.
- 31 • The primary purpose of the position of regional chairperson is to be a liaison
32 between parish councils and diocesan council.
- 33 • When the regional chairperson approaches the end of her term, she shall submit
34 the names of two members in her region whom she feels will fulfill the duties of
35 the position. The candidate list is to be submitted to the diocesan president-elect
36 in January of the year her term ends.
- 37 • If she chooses to remain in the position of regional chairperson for a second term,
38 her name must be submitted with two other names.

- 1 • In appointing the new regional chairperson, the president shall consult with the
2 president-elect and the spiritual advisor.

3

4 **The Regional Chairpersons' Duties shall include the following:**

5

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

27 **3.8 Diocesan Spiritual Advisor**

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

- 1 • When a motion has been passed by the executive council the names shall be
2 submitted to the Bishop by the president, following the executive council meeting
3 in January.

4 **4. Financial Policy**

5 **4.1 Source of Funds**

6 The funds of the diocesan council shall be:

- 7 • Diocesan per capita fees
8 • Donations (to diocesan reserves)
9 • Fund raising
10 • Bank interest on investments
11 Contributions made for specific purposes shall be directed to the respective funds.

12 **4.2 Administration of Funds**

- 13 • The treasurer shall be responsible for the day-to-day custody of funds and
14 payment of expenses.
- 15 • Surplus funds not required for the operating expenses shall be invested in short
16 term deposits insured by CDIC or low risk mutual funds.
- 17 • There shall be no access to League funds for personal use.
- 18 • Personal funds spent on authorized diocesan council business shall be reimbursed
19 to the individual on submission of an expense form accompanied with appropriate
20 receipts.
- 21 • Expense forms shall be submitted in a timely fashion.
- 22 • Diocesan council will procure a credit card with president and treasurer on the
23 account and that there be a \$5000 limit. It will be taken out by the same institution
24 used by Diocesan
- 25 • The president shall have \$150 discretionary spending allowance for unexpected
26 expenditures between executive meetings.
- 27 • The administrative assistant and recording secretary shall each receive a \$50 float
28 at the start of their 2-year term and it is to be returned at the end of the term.
- 29 • The recording secretary shall receive a float of \$100 each year to mail the annual
30 convention minutes to the councils. Receipts for these expenses are to be attached
31 to the next expense sheet. To reduce costs, annual convention minutes are to be
32 emailed to regional chairpersons for distribution to their region's council
33 presidents.
- 34 • The past president shall receive a float of \$250 for postage of the nominations and
35 elections packages. Receipts for these expenses are to be attached to the next
36 expense sheet.
- 37 • The life members liaison shall receive a float of \$100 at the beginning of her term
38 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, if required.
- 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 • No person shall sign their own cheque.

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.

26 **4.5 Auditor's Report**

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

30 **5. *Executive Council Member Expenses***

31 **5.1 Transportation**

- 32 • The diocesan council shall cover the cost of executive council members to travel
33 to approved executive council meetings, fall regional meetings and conventions.
- 34 • Mileage shall be at \$.30 per kilometre, effective October 1, 2015. Car pooling is
35 suggested whenever possible.
- 36 • Mileage shall be paid when the president or her designate is representing diocesan
37 council at special meetings and events. (I.e., anniversaries, pastoral planning,
38 funerals, etc.)

- 1 • Mileage shall be paid by the diocesan council if a diocesan council member is
2 presenting League Development Days, specialized workshops, and/or any form of
3 League education to a region or parish council.
- 4 • When an executive council member is invited to a council in a region, on behalf
5 of the diocesan council, mileage shall be paid by the diocesan council. All
6 mileage/honorariums are to be submitted to the diocesan council treasurer.
- 7 • When a one-way trip to regional meetings and League Development Days for an
8 executive council member is greater than 200 km, diocesan council shall pay for
9 mileage, accommodation and meals.

10 **5.2 Meals**

- 11 • Allowable receipted expenses for meals shall be:
12 Breakfast \$20.00
13 Lunch \$25.00
14 Dinner \$40.00
15 Maximum expenses shall be \$85.00 per day, including gratuities.
16 Meal expenses do not cover alcoholic beverages.
17 Provincial and National convention meals when possible, should be ordered with
18 the hosting convention council.

19 **5.3 Accommodations**

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

25 **5.4 Executive Council Meetings**

- 26 • Diocesan council will pay up to \$300 for lunch and meeting room for executive
27 council meetings.
- 28 • When the diocesan spiritual advisor is absent, the replacement priest be given a
29 stipend of \$50 for saying Mass for our executive council meeting

30 **5.5 Fall Regional Meetings**

- 31 • The diocesan council shall pay for the lunch of the executive council members,
32 spiritual advisor, local regional chairpersons, newsletter editor, technical /services
33 person should they be required and invited guests attending all fall regional
34 meetings.
- 35 • The stipend for the facilitator of the fall regional meetings shall be determined at
36 the September executive council meeting, when possible.

38 **5.6 Diocesan Spiritual Advisor**

- 39 • The diocesan council shall pay the cost of replacing the diocesan spiritual advisor
40 in his pastoral duties while he is attending executive council meetings, fall

1 regional meetings, the various conventions, and any other event that requires his
2 attendance in support of the diocesan council.

3 **5.7 Diocesan Representation at Provincial Convention**

- 4 • Travel expenses, accommodation, meals, registrations and special events shall be
5 paid by the diocesan council for the voting delegate, up to two (2) accredited
6 delegates and the spiritual advisor. The 2nd accredited delegate attendance will
7 be as funds permit.

8 **5.8 Diocesan Representation at National Convention**

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

12 **5.9 National Representation at Diocesan Convention**

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

16 **5.91 Provincial Representation at Diocesan Convention**

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

23 **6. *General Expenses***

24 **6.1 Photocopies**

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

28 **6.2 Computer Expenses**

- 29 • To acknowledge the cost of printing from personal printers, diocesan executive
30 council shall pay \$200 for printer cartridges, per term of office, to the treasurer,
31 recording secretary, president, spiritual development and organizational standing
32 committee chairpersons. For all other executive council members, they will
33 receive \$100 for printer cartridges, per term of office
- 34 • **Should there be circumstances arise where there more cartridges are**
35 **necessary, they can hand in a receipt to be paid pending discussion**
- 36 • **Regional chairpersons should be paid by the region for their expenses**
37 **(cartridge)**
- 38 • The treasurer shall pay for this expense at the beginning of each term of office.

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6.3 Web-Site or Webmaster Expenses

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

6.4 Annual Executive Council Spiritual Retreat

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

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

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

6.6 Annual Diocesan Lenten Retreat

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

6.7 Bishop's Dinner

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

1 **6.8 Insurance**

- 2
- 3 • Executive members of the diocesan council are covered for general liability
4 insurance through the national general liability policy for diocesan and provincial
5 executive councils. Directors and officer’s liability is covered through a separate
6 insurance policy. These policies are renewable annually and shall be kept by the
7 diocesan president.

8

9

10 • **Diocesan General Liability Insurance**

- 11
- 12 • The diocesan council shall procure general liability insurance through the national
13 office according to national policy. Coverage shall be renewed annually at the
14 determined rate. The premium is payable to national office in February of each
15 year by way of cheque sent by the diocesan treasurer.

16

17

18 • **Diocesan Directors and Officers Insurance**

- 19
- 20 • The diocesan council shall procure five million dollars (\$5,000,000) Directors and
21 Officers Personal and Entity Liability Insurance for its officers and directors
22 through the Ontario provincial council. The diocesan council shall renew
23 coverage annually. A cheque will be brought to the winter provincial executive
24 meeting by the diocesan president. Cheques will be gathered at the provincial
25 executive meeting and funds will be forwarded to the insurance company by the
26 provincial treasurer with an Ontario provincial council cheque

27 **6.9. Priest for Life Membership**

- 28 • Membership for Priest for Life be renewed on a yearly basis.
- 29

30 **7. General Policies**

31 **7.1 Diocesan Sashes**

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

36 **7.2 Expressions of Get Well**

- 37 • Get well wishes/messages/cards shall be sent to a member of the diocesan
38 executive or the spiritual advisor experiencing illness, by the administrative
39 assistant
- 40 • Get well cards to past members of the diocesan executive shall be sent, at the
41 discretion of the president, by the administrative assistant.

1 **7.3 Expressions of Sympathy**

2 Mass shall be offered on the death of:

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

14 **7.4 Expressions of Congratulations**

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

17 **7.5 Ordering Flowers or Donation to a Charity of Choice**

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

22 **7.6 Anniversary Certificates**

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

26 **7.7 Membership Certificates**

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

30 **7.8 Life Members and Past Presidents' Tablecloth**

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

34 **7.9 Spiritual Advisor's Stole**

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

1 **7.10 Diocesan Computer**

- 2 • The diocesan treasurer shall be responsible for the London diocesan council lap
3 top, or another executive council member, as agreed upon at the beginning of each
4 term.
5 • The diocesan computer operating system and programs should be updated at the
6 beginning of each new term.

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

8 **8.1 Attendance**

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

- 10 • Executive meetings - minimum of four meetings throughout the year as well as
11 the pre and post convention meetings.
12 • Diocesan convention in April.
13 • All fall regional meetings.

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

16 **8.2 Finance Meeting**

- 17 • The finance meeting shall be held prior to the pre-convention meeting. At this
18 meeting, the treasurer shall present the proposed budget for the current year. The
19 fiscal year runs from January to December.
20 • Those present at the finance meeting shall consist of the members of the finance
21 committee (See 9.1 Finance Committee) and anyone designated by the president.
22 • The treasurer shall then present the proposed budget to the executive council
23 members at the pre-convention meeting where the budget will be ratified.

24 **8.3 Pre/Post - Convention Meeting**

- 25 • The pre-convention meeting shall be scheduled immediately prior to the
26 convention. The agenda for the pre-convention meeting shall deal only with the
27 information pertaining to the convention and any other business that the president
28 deems immediate.
29 • The post convention meeting shall be held within 6 weeks following the
30 convention.

31 **8.4 Minutes of Executive Council Meetings**

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

34 **8.5 Executive Council Meeting Reports**

- 35 • A concise report, with the exception of the current financial statement, shall be
36 forwarded to all executive council members by e-mail 6 days prior to the

1 executive meetings. (Sunday before) (See Appendix 5 – Guidelines for Written
2 Reports and Directives).

3 **8.6 Directives**

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

20 **8.7 Information**

- 21 • All official letters sent by the executive council members shall be copied to the
22 diocesan president for her information.
- 23 • All information sent to council presidents shall be sent to executive council
24 members, including nominations and election information.

25 **8.8 Media**

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

28 **8.9 E-Mail**

- 29 • E-mail is a communication tool where agendas, information, minutes and reports
30 can be sent but e-mail shall not be used for motions, except in urgent matters.
31 Such motion to be ratified at the next meeting.
- 32 • Even though e-mail is a good mode of communication, we must recognize that
33 everyone does not have this capability; therefore, we must continue to use regular
34 postal service as well.

35 **8.10 Exchanging Files and Information to Newly Elected Officers**

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

- 1 • National Manual of Policy and Procedure, current
- 2 • Diocesan Manual of Policy and Procedure, current
- 3 • Constitution and Bylaws, current
- 4 • Leading the League
- 5 • Belonging Book.
- 6 • Executive Handbook
- 7 • Diocesan Sash
- 8 • Wooden block (holds name plate)
- 9 • Your standing committee directives from the two previous years
- 10 ○ USB stick is recommended
- 11 • Any educational resources

12
13 Do not pass on minutes of any meetings.

- 14 • This procedure shall take place at the 1st scheduled executive council meeting
- 15 following the election of a new slate of officers. The treasurer shall transfer her
- 16 files by June 30th of the same year.
- 17 • The recording secretary shall retain all the minutes in dated binders.
- 18 • The administrative assistant shall retain correspondence for only two years.
- 19 • Diocesan council shall pay the expense of an overnight orientation meeting
- 20 following each election.

21 **9. Committees**

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

25 **9.1 Finance Committee**

- 26 • The finance committee shall consist of the following:
- 27 • Treasurer – Chairperson
- 28 • President-Elect
- 29 • Immediate Past Treasurer
- 30 • Immediate Past President
- 31 • Recording Secretary
- 32 • Ex-Officio – President and Spiritual Advisor

33 **9.2 Convention Minutes Committee**

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

37 **9.3 Resolutions Review Committee**

38 The Resolutions Review Committee shall consist of the following:

- 39 • Resolution Standing Committee Chairperson.
- 40 • President-Elect.

- 1 • Legislation Standing Committee Chairperson.
- 2 • Immediate Past Resolutions Standing Committee Chairperson.
- 3 • Immediate Past President.
- 4 • Ex-Officio – President and Spiritual Advisor.

5 **9.4 Topics for Resolutions**

- 6 • Topics for resolutions should be submitted by October 1st and the completed
7 resolution shall be forwarded to the diocesan resolutions standing committee
8 chairperson by October 15. The resolution committee to forward to diocesan
9 council by January of the next year. Consult the Resolution Supplement to the
10 Executive Handbook Deadline for submitting title of resolution to provincial
11 resolution chairperson is December 15.

12 **9.5 Nominations and Elections Committee**

13 The Nominations and Elections Committee shall be appointed by the president
14 and consists of the following:

- 15 • Immediate Past President – Chairperson.
- 16 • Recording Secretary for the elections (appointed by the chairperson).
- 17 • At least 2 other committee members shall be appointed by the president consisting
18 of past diocesan presidents or members at large who are not wishing to run for
19 office.
- 20 • Usually, Past president appoints people to help her

21 **9.6 Life Membership, Bellelle Guerin or other Awards of Distinction**

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

37 **10. Convention Policy**

38 **10.1 Planning a Diocesan Convention**

- 39 • Planning a convention is the responsibility of the diocesan president and the
40 executive council.

- 1 • The diocesan president in consultation with the president-elect shall appoint the
2 diocesan convention chairperson or co-chairpersons, which will not necessarily be
3 the regional chairperson.
- 4 • An experienced convention chairperson be appointed by the diocesan president
5 for a three (3) year term with evaluation yearly.
- 6 • Installation/Reaffirmation of executive council members takes place following the
7 closing prayer before dismissal at Mass
- 8 • The annual convention is an annual meeting therefore the business conducted
9 must include receipt of reports, receipt of financial report, appointment of auditors
10 and the elections of officers, when applicable.
- 11 • Chairpersons are to have a display for convention on non-election years.
- 12 • The convention may have social time, workshops, guest speakers and liturgical
13 celebrations. The executive council chooses speakers, workshops and Mass
14 contents.
- 15 • Time must be allocated to the national president or her representative and the
16 provincial president or her representative for greetings, reports and workshops.
- 17 • The convention committee organizes and executes the facility, meals,
18 entertainment and personal needs portions of the convention i.e., book hotels,
19 order meals, provide hospitality, printing of programs and agenda, etc. in
20 accordance with the London Diocesan Hosting a Convention Manual.
- 21 • The convention committee is responsible for arranging, negotiating and paying for
22 any special equipment required for the convention. AV equipment cost up to \$500
23 is paid by the convention committee; anything in excess of this amount shall be
24 the responsibility of the diocesan council.
- 25 • No petitions shall be distributed at conventions or regional fall days without prior
26 consent from the diocesan president.

27 **10.2 Location**

- 28 • The location of the annual diocesan convention shall be determined by the
29 diocesan executive a minimum of 4 years in advance. The president-elect in the
30 beginning of her first term can request the outgoing convention as her term of
31 president to be held in her region.
- 32 • The executive council invites and encourages all regions to consider hosting the
33 annual diocesan convention should facilities be available.
- 34 • Ideal facilities should be able to accommodate up to 350 for sessions of the
35 convention, and up to 600 for banquet facilities. It is advisable to remember
36 many members have mobility issues and room must be left for movability.

37 **10.3 Date**

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

10.4 Convention Finances

- The diocesan council shall determine the allocation of the diocesan convention registration fees at least 1 ½ years prior to convention at the September executive meeting.
- The registration fee starting in 2021 is raised to \$50 for all three (3) days or \$20 for a single day. Breaks are to be included in registration fee
- The diocesan council shall determine registration fees at least 1 ½ years prior to convention at the September executive meeting.
- The treasurer shall register and pay all expenses excluding tours and fun activities for the executive council members, life members, past diocesan presidents, and the national and provincial representatives.
- The treasurer will invoice diocesan regions for registration and meals for the respective regional chairpersons beginning April 2019. The diocesan council is responsible for mileage and accommodations based on double occupancy for the regional chairpersons.
- The treasurer will invoice the provincial council for the registration, meals, and accommodations based on double occupancy for the provincial representative per provincial policy.
- The diocesan council shall purchase a gift not to exceed seventy-five dollars (\$75.00) for the parliamentarian at the convention.
- The banquet ticket, for any past diocesan spiritual advisors shall be paid by the diocesan council, if they wish to attend.
- Lunch tickets for invited ecumenical guests shall be paid by the diocesan council.
- The treasurer shall register and pay all necessary expenses for the invited guests.
- Beginning in 2023 diocesan council will no longer pay for voting member to attend convention.
- Diocesan council shall pay for meals for diocesan media representatives at convention.
- The diocesan council shall pay the cost of the banquet ticket for the Episcopal Vicar within the hosting council's region.
- The diocesan council shall pay the cost of the banquet ticket for a guest of the president in election years at the banquet of her choice either in her incoming year or outgoing year.
- The diocesan council shall purchase a gift not to exceed seventy-five dollars (\$75.00) per person for the convention chair or co-chairs.
- The diocesan council shall donate \$100 to the churches hosting opening and closing Masses at the diocesan convention.
- The diocesan council shall donate \$100 to the designated collection taken up at the diocesan convention.

1 **10.5 National and Provincial Representative**

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

9 **10.6 Hotel Reservations**

- 10 • The president or her designate determines the sharing of rooms for the executive
11 council.
- 12 • The treasurer shall make hotel reservations for the executive council members,
13 life members/past diocesan presidents, the national and provincial representatives,
14 invited guests and the parliamentarian for the convention.
- 15 • The treasurer shall make all necessary reservations and arrangements for all
16 invited convention guests. The treasurer shall invoice any guests that attend, as
17 appropriate.

18 **10.7 Life Members**

- 19 • The convention committee shall make all necessary reservations and
20 arrangements for a life members and current past president luncheon to be held
21 during the diocesan convention. This luncheon shall be paid by the diocesan
22 council.

23 **10.8 Liturgy and Spiritual Program**

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

34 **10.9 Convention Program, Agenda and Spiritual Program**

- 35 • The diocesan president shall be responsible for the preparation of the convention
36 program and agenda.
- 37 • The printing of the programs and agenda shall be paid by the convention
38 committee, providing they receive 100% of the registration fee.

1 **10.10 Annual Report Book**

- 2 • The annual report book shall be compiled by the diocesan organization standing
3 committee chairperson.
- 4 • The annual report book shall have a list of active member councils included.
- 5 • The cost to print the annual report book shall be paid by the convention
6 committee, providing they receive 100% of the registration fee.
- 7 • The diocesan administrative assistant will supply printed copies of the annual
8 report book to the Bishop's Office, CWL Archives, Life Members, OPC, National,
9 Past Spiritual Advisors and the Seminary.

10 **10.11 Collection**

- 11 • The convention committee shall be responsible for organizing a collection during
12 the diocesan convention.
- 13 • The convention committee shall submit to the executive council, names of
14 charities in the area to receive the proceeds by the preceding October. The final
15 decision shall be made by the diocesan council at the November executive council
16 meeting.

17 **10.12 Hosting a National Convention**

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

- 19 • Secure approval from the Bishop of the diocese and the provincial president.
- 20 • Forward a letter of invitation to the national council.
- 21 • Following acceptance, request that a formal invitation be sent to the national
22 spiritual advisor from the host Bishop.
- 23 • Convention co-chairs for the convention should be from the same area.
- 24 • The Diocese of London shall make application four (4) years in advance to host a
25 nation convention every twenty (20) years. {The last national convention was
26 held in London August 2003. Application is due 2019 for 2023} *conventions are
27 currently planned until 2024*

28 **10.13 Hosting a Provincial Convention**

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

- 30 • Secure the approval from the Bishop of the diocese.
- 31 • Forward a letter of invitation to the provincial council.
- 32 • Following acceptance, request that a formal invitation be sent to the provincial
33 spiritual advisor from the host Bishop.
- 34 • Co-chairs for the convention should be from the same area.
- 35 • The Diocese of London shall make application four (4) years in advance to host a
36 provincial convention every ten (10) years and not back-to-back with a national
37 convention
38

1 **11. Bursaries**

2 **11.1 London Diocesan Spiritual Advisors Bursary**

3
4 **Criteria**

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

9 **Other information**

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

16 **Application Procedure**

- 17 • Application for this bursary must be made on the official application form.
18 (Appendix 2).
- 19 • A letter of recommendation from the parish priest, indicating financial need, must
20 accompany the completed form.
- 21 • Applications must be mailed or faxed to the diocesan president no later than April
22 1st.
- 23 • All applications will be strictly confidential
- 24 • Decisions of the diocesan president and diocesan spiritual advisor are final.
- 25 • Application forms and supporting documents may be mailed or faxed to the
26 diocesan president.

27 **11.2 J.L. Hennessey Bursary**

28
29 **Criteria**

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

35 **Other Information**

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

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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 person will be eligible to receive the award upon a nomination form being submitted. (See Appendix 4)
- This was first awarded at the diocesan convention in 2013.
With this award we hope:
 - To raise awareness of social justice.
 - To build solidarity and community to those in need.
 - To hold as our highest priority, the teachings of the gospels through our concern for the common good and dignity of all human persons.
 - To bring to light issues around the world and call the world to action on behalf of those who lack this basic human right.

1 **Criteria**

- 2 • Demonstrated involvement in social justice activities.
- 3 • Nomination by a CWL Council, a pastor or campus minister or equivalent.
- 4 • The award must be used to finance participation in a reputable social justice
- 5 activity, either at home or abroad, e.g. Development and Peace, work in inner city
- 6 or northern experiences.
- 7 • Priority shall be given to someone who identifies with Catholic ideals.

8 **Other Information**

- 9 • A certificate shall be issued to the recipient in recognition of their good work.
- 10 • The committee consisting of the president, the Christian family life chairperson,
- 11 and the spiritual advisor, may decide to give the yearly amount to one candidate
- 12 or divide it among several nominees.
- 13 • The amount paid shall be the amount of the interest earned in the previous fiscal
- 14 year and will be divided equally amongst the candidates, if applicable.
- 15 • Successful nominees will be asked to share their experience with League
- 16 members.
- 17 • Decision of the committee is final.

18
19 **12. Amendments to the Manual of Policy and Procedure**

- 20 • The Manual of Policy and Procedure of The London Diocesan Council shall not
- 21 be in conflict with the Constitution and Bylaws of The Catholic Women’s League
- 22 of Canada.
- 23 • When there is a conflict between the Diocesan Manual of Policy and Procedure
- 24 and the National Manual of Policy and Procedure, the National Manual of Policy
- 25 and Procedure shall prevail.
- 26 • If amendments to the Constitution and Bylaws affect the Diocesan Policy and
- 27 Procedure, the policy and procedure shall be revised at the first opportunity.
- 28 • New policy and procedure shall be adopted by 2/3 of the total votes at any
- 29 diocesan executive meeting
- 30 • Current policy and procedure may be amended, suspended or rescinded by 2/3 of
- 31 the total votes at any diocesan executive meeting.

32
33 **13. Policy Review**

- 34 • The London Diocesan Manual of Policy and Procedure shall be revised as
- 35 necessary to reflect changes to policy adopted at national, provincial and diocesan
- 36 levels.
- 37 • The manual shall be reviewed by a review committee every two year under the
- 38 responsibility of the organization standing committee chairperson.

- 1 • The organization standing committee chairperson shall solicit volunteers for the
2 policy review committee.
- 3 • The policy review committee shall review the current policies and procedures and
4 recommend revisions.
- 5 • Upon the adoption of the revised London Diocesan Manual of Policy and
6 Procedure, all existing policy and standing rules of the diocesan council shall be
7 null and void.

8

9

10

Date of Adoption

11

12

Adopted: May 2021

13

14

Theresa Ryan

15

16

President

17

18

19

Denise Masse

20

Recording Secretary

21

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.

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:** _____

42

43

44

45

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:** _____

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**

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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 _____

39
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**

- 6
 - Use bullet points, not paragraph form.
 - Maximum 15 lines

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Do mention:

- 10
 - 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.

21

22

23

24

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

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Guidelines on Writing Directives

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- 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.