



WHAT ARE COUNCIL POLICIES?

Edmonton Diocesan Council

2022 Mid-Winter Regional Workshops

INTRODUCTION

Why does the League need a Constitution & Bylaws?

- A Constitution & Bylaws (C&B) is a set of fundamental laws outlining the agreed basic principles, structure and purposes of an organization and the rights of its members.
- It also defines the powers of officers, how they are selected and their term of office.
- Bylaws are the basic rules of an organization, adopted by its members to control the affairs of that organization.

NATIONAL CWL C&B

National Council of the CWL is responsible for the C &B of the Catholic Women's League of Canada

Binding rules which cannot be amended without approval through the instructed vote process

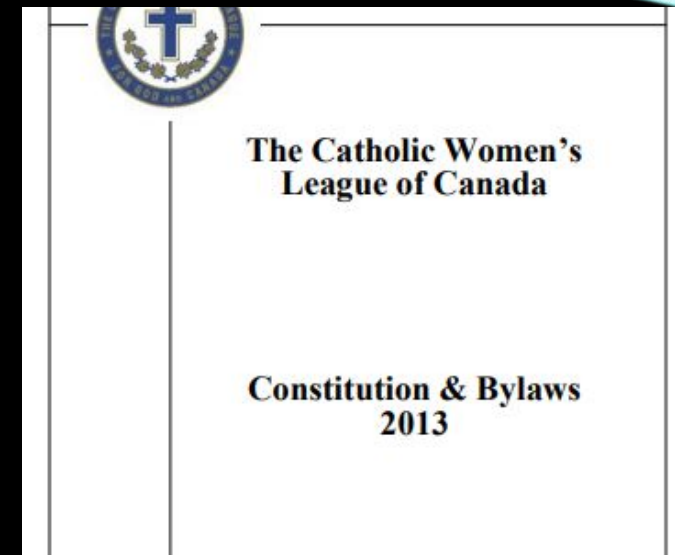


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THE CATHOLIC WOMEN'S LEAGUE OF CANADA

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

FOR GOD AND CANADA

PART VII

PART VII: Membership

Section 1: Categories of Membership

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

- General Membership:** A Catholic woman 16 years of age or over may become a member with voting privileges and with eligibility for office by election or appointment.
- Life Membership:** A member, nominated by a diocesan or provincial council, fulfilling the criteria established by the national executive, may be awarded a life membership in national council.
- Honorary Life Membership:** A member who has served as national president has this distinctive honour bestowed on her.
- Associate Membership:** A non-Catholic woman 16 years of age or over may become a member with

PART VIII

PART VIII: Organization


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

Section 1: Composition of Councils

- Parish Council:** shall be composed of the individual members
- Diocesan Council:** shall be composed of its officers, presidents of parish councils in the diocese, parish delegates accredited to the diocesan convention, and honorary life members and life members holding a membership in the diocese
- Provincial Councils:** shall be composed of its officers, presidents of diocesan councils in the province, diocesan and parish delegates accredited to the provincial convention, and honorary life members and life members holding a membership in the province
- National Council:** shall be composed of its officers, presidents of provincial councils, honorary life members, life members and provincial and diocesan delegates accredited to the national convention

PROVINCIAL AND DIOCESAN COUNCILS

Provincial and Diocesan Councils of the League also have policies which are unique to these two levels

 **The Catholic Women's League of Canada
Edmonton Diocesan Council**

Policies of the Edmonton Diocesan Council

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April 1998 (revised April 2018)

Policies of the Edmonton Diocesan Council

Name The name of the council is the "Edmonton Diocesan Council of The Catholic Women's League of Canada," hereinafter called the "Edmonton Diocesan Council" or "Diocesan Council."

General Policies The general policies of the Diocesan Council are those of The Catholic Women's League of Canada (the CWL or the League) as described in the *Constitution & Bylaws (C&B)* and the *National Manual of Policy and Procedure (P&P)*.

Specific Policies The following specific policies of the Diocesan Council are supplementary to the *Constitution & Bylaws (C&B)* and the *National Manual of Policy and Procedure (P&P)*.

1. Diocesan Council – C&B Part VIII Section 1 (b)
The Diocesan Council shall be composed of its officers, presidents of parish councils in the Edmonton diocese, parish delegates accredited to the diocesan convention, and honorary life members and life members holding a membership in the diocese. In the Edmonton diocese, the zone chairpersons are part of Diocesan Council and have accredited delegate status at Annual Diocesan Convention.

2. Diocesan Executive – C&B Part VIII Section 2 (b)
The Diocesan Executive shall be composed of the elected officers and presidents of parish councils in the Edmonton diocese.

3. Diocesan Officers – C&B Part XI Section 2
Officers of the Diocesan Council shall be president, president-elect, vice-president, secretary, treasurer, past president and chairpersons of standing committees. The Diocesan Officers shall deal with the routine business of Diocesan Council and with matters deemed urgent by the President.

4. Standing Committees – C&B Part XIII
The Standing Committees of the Diocesan Council are organization (president-elect), spiritual development (usually vice-president), christian family life, community life, education & health, communications and resolutions & legislation.

5. Spiritual Advisor – C&B Part IX
The Diocesan Spiritual Advisor shall attend meetings of the officers, when possible, to provide advice and guidance. The Spiritual Advisor shall attend Diocesan Executive meetings (Fall, Midwinter, Pre-Convention, Post-Convention) and Diocesan convention. They shall be invited to attend Provincial and National conventions twice each during their 5-year terms, funds permitting. They are encouraged to attend the full convention and share their experiences upon return.

The CWL Spiritual Advisor's stole is owned by the Diocesan Council and provided for the Spiritual Advisor's use during their term.

6. Other Committees

a. Finance Committee
The Finance Committee shall be composed of the president, president-elect, past president and treasurer. The president may appoint other members to the Finance Committee. The treasurer shall be the Chairperson of the Finance Committee. Signing officers shall be the president,

CWL Edmonton Diocesan Council Policies | 1

8. Meetings and Conventions – C&B Part XIV Section 3 (b)

a. The Edmonton Diocesan Council shall meet in Annual Diocesan Convention usually the third or fourth weekend of April. The Annual Diocesan Convention shall be hosted by the Zones on a rotational basis.

Year	Hosting Region
2015	Zone 1
2016	Zone 2
2017	Zone 9 (South East)
2018	Zone 3
2019	Zone 4
2020	Zone 9 (North)
2021	Zone 5
2022	Zone 6
2023	Zone 9 (West)
2024	Zone 7
2025	Zone 8
2026	Zone 9 (South East)

List of Zone 9 councils for Convention rotation:
 Zone 9 North – St. Alphonsus, St. Charles, St. Clare, St. Dominic Savio, St. Edmund, St. John Bosco, St. Matthew
 Zone 9 West – Annunciation, Good Shepherd, St. Andrew, St. John the Evangelist, St. Joseph's Basilica, St. Thomas More
 Zone 9 South East – Assumption, Corpus Christi, Our Lady of Perpetual Help, St. Agnes, St. Anthony, St. Theresa

b. The Diocesan Executive shall meet:

- i. before the Annual Diocesan Convention at the Pre-Convention Meeting and after the Annual Diocesan Convention at the Post-Convention Meeting.
- ii. at the Fall Meeting, usually held the last Saturday of September or the first Saturday of October, hosted by a council outside the city of Edmonton.
- iii. at the Midwinter Meeting, usually held the first Saturday of February, hosted by a council in Zone 9 or near the city of Edmonton.
- iv. at the request of the Diocesan Officers.
- v. at the request of a majority of the Diocesan Executive.

The membership-at-large may be extended an invitation to attend meetings of the Executive but may not make motions or vote.

PARISH COUNCIL POLICIES

Just like other levels of the League, parish councils may develop their own policies

- Policies need to be in keeping with National C&B
- Council policies document how your council does things and what makes your council unique
- Council policies serve to help avoid conflict and disputes
- Council policies should be reviewed and updated regularly
 - An ad hoc committee (eg past-presidents, president, etc)
 - Proposed amendments need to be voted on at a general meeting with quorum

WHAT TO INCLUDE

- Meetings – executive, general (place, time, day)
- Policies as established by motions or long-standing traditions: (examples)
 - Honorariums and travel allowances
 - Presentation of maple leaf service pins (procedures, criteria, etc)
 - Council responsibilities on parish site (eg altar, kitchen, supplies, etc)
 - Safekeeping arrangements for council historical records (locations/updates)
 - Preparation and presentation of council budget
 - Paid expenses for voting/accredited delegates to diocesan convention (travel, hotel, meals)
 - Paid expenses for members or delegates to other conventions (travel, hotel, meals)
 - Funeral luncheons

WHAT TO INCLUDE

- Policies as established by motions or long-standing traditions (continued):
 - On-going commitments
 - E.g. diocesan seminarian fund, annual scholarships, donations, sacramental gifts, annual parish project, etc
 - Gifts to pastor/associate pastor/parish workers
 - On-going special events sponsored by your council
 - Solicitation of gifts/advertising from outside sources
 - Petty cash or advances for elected officers
 - Travel and/or allowable expenses for other meetings, especially for the council president
- Who has signing authority in your council

The Catholic Women's League of Canada

Our Lady of Good Counsel CWL Council

Policies

1. The name of this council is Our Lady of Good Counsel Catholic Women's League.
2. The Executive of this Council shall be:
 - a) President
 - b) President-Elect
 - c) Vice-President
 - d) Secretary
 - e) Treasurer
 - f) Past-President
 - g) All Chairpersons of Standing Committees
3. The Standing Committees shall be:
 - a) **Spiritual Development**
 - i. The Vice -President usually assumes this Standing Chair.
 - b) **Organization and Membership**
 - i. The President-Elect automatically becomes Chairperson of Organization and Membership.
 - c) **Christian Family Life**
 - i. The Christian Family Life Standing Committee undertakes for this Council the gift of Baptismal bibs or collars to the infants and young children baptized in the Parish. The council shall (if financially able) give a card and small gift to recipients of First Reconciliation and First Communion, Confirmation, newly married couples and RCIA participants.
 - d) **Community Life**
 - i. The Community Life Standing Committee undertakes the maintenance of Mary's Garden with the assistance of Council members and parish volunteers.
 - e) **Communications**
 - f) **Education/Health**
 - g) **Resolutions and Legislation**

4. Sub-Committees

- a) **Phoning** sub-committee is overseen by the Communications Standing Committee Chairperson.
- b) **Meeting Refreshment** committee is overseen by the Organization and Membership Standing Committee Chairperson.
- c) **Prayer Shawl Ministry** is overseen by the Christian Family Life Standing Committee Chairperson.
 - i. The Prayer Shawl Ministry is an entity under the Our Lady of Good Counsel Council of the Catholic Women's League. This ministry is independent in its activities and open to all members of the parish. All donations received by the ministry are kept within the Prayer Shawl Ministry but are included in the General Financial records for record keeping only and are not included in the financial expenditures or revenues.
- d) **The Catholic Girl's League** is overseen by the Christian Family Life Standing Committee Chairperson.
 - i. The Catholic Girl's League is an entity under the Catholic Women's League open to all girls ages 10 – 15.
- e) **Donations Committee:**
 - i. The Donations Committee shall be made up of the Treasurer and three other members (volunteers or appointed). The Committee shall disburse a minimum of 10% of the annual fundraising profits to selected charities prior to the end of each fiscal year.

5. Responsibilities of Sub-Committees

Sub-Committees shall:

- a) be directly responsible to the Chairperson of a Standing Committee and given a specifically defined area of concern.
- b) be approved by the President in consultation with the Officers and upon recommendation of a Standing Committee chair.
- c) submit a written report to the Chairperson overseeing the Standing Committee.
- d) shall submit a budget, if required to the Chairperson of the overseeing Standing Committee to enable the Chairperson to include these expenses in the Committee's budget and annual reporting.

6. Ad Hoc Committees

Ad Hoc committees may be appointed for special events.

7. Term of Office

Elected members shall serve one term (two years) except for the Treasurer and Standing Committee Chairpersons, who may stand for two terms (four years). A Standing Committee Chairperson shall be given a different Standing Committee in her second consecutive term. (C&B, Part XVI Section 2)

8. Finance Committee

- a) The Finance committee shall be composed of the Treasurer (Chairperson), President, President-Elect, and one other member as appointed by the President. The Executive Council may act as the financial committee if agreed to by the Treasurer.
- b) Signing officers shall be the President, the Treasurer, and the Secretary, (and may also include the President-Elect) any two of whom shall sign cheques. (C&B, Part XII, Section 9)
- c) The annual budget shall be drafted at the beginning of each fiscal (January) year and presented to the membership for approval at the next General Meeting.

9. Regular General Meetings

- a) General Meetings shall be held on the third Tuesday of each month September to May following the 6:00pm Mass. Meetings may start at 7:00pm if no Mass is available. Meetings may be conducted virtually if extraordinary circumstances exist (e.g. Public Health gathering restrictions etc.)
- b) June and December have no regular meeting. There shall be Potluck Social gatherings instead.
- c) The June Potluck Social shall include the Service Awards.
- d) The December Potluck shall take place on the second Tuesday of December and include an Advent Celebration.

10. Executive Meetings

- a) The Executive shall meet the first Tuesday of each month from September to June, following the 6:00pm Mass. Meetings may start at 7:00pm if there is no Mass. The executive meeting day may be changed by the President in consultation with the Officers to accommodate availability of the Officers and/or Parish facility. The meetings may be conducted virtually if extraordinary circumstances exist. (e.g. Public Health gathering restrictions)
- b) The Executive has the authority to spend up to \$300.00 without prior approval at a General Meeting.
- c) At the discretion of the Executive, the Council shall provide an honorarium for a guest speaker of up to \$100.00.

11. Annual General Meeting

- a) The Our Lady of Good Counsel Council of the Catholic Women's League shall have its Annual General Meeting at the regular scheduled meeting on the third Tuesday of February.
- b) The purpose of the Annual General Meeting is to receive reports and biannually to elect officers.
- c) The transfer of CWL's security keys, to the new President and President-Elect, shall take place after a new election of officers.

- d) A review of Council financial records shall take place annually and be presented at the Annual General Meeting of the Council. Reviewers may be two (2) non-elected officer members.

12. Membership

- a) The Annual Membership Drive shall take place each November.
- b) New memberships and fees submitted between September 1st and December 31st, inclusive, shall be allocated to the following membership year. (January – December)
- c) The annual membership fee shall be **\$30.00**. Any change in membership fees will be determined by a vote at a General Meeting.
- d) A CWL pin will be awarded to all new members at the first General Meeting following their sign up to membership. The cost of the pin will be paid by the Council.

13. Pins and Awards

- a) This Council shall present pins in five (5) year increments to eligible members. It shall be suggested that members return the pin that they no longer are using to be given to another eligible member.
- b) The retiring President shall be awarded a Past-President pin.
- c) The Council shall award the Maple Leaf Service pin to any deserving member as nominated by a member of the Council and approved by the Council Executive. The pin is awarded to members with a minimum 10 years of service and who have shown outstanding service to the Council and the League on a one-time basis or over several years.

14. Expenses and Reimbursements

This Council shall:

- a) provide funds to a member requesting financial assistance to attend educational conferences/seminars up to the sum of \$100.00 at the discretion of the Executive.
- b) reimburse Officers for business expenses; receipts are required (e.g. postage, office supplies, and printing).
- c) reimburse mileage at **\$0.35/kilometer**.
 - i. When a meeting is greater than 200km or more away, consideration should be given to using a rental vehicle for travel to the meeting, when the cost of rental and fuel is less than mileage reimbursement.
 - ii. All receipts for rental and fuel are required for reimbursement.
- d) reimburse expenses for registration, all meals, mileage (as stated in c of this section) and shared accommodation of the President, or her designated representative, to meetings, Diocesan Convention, and Provincial Convention according to Diocesan reimbursement policies. (maximum of \$15.00 for breakfast, \$20.00 for lunch, and \$25.00 for dinner including GST and gratuity.) Receipts are required. Alcohol expenses are the responsibility of the member.
- e) reimburse expenses for registration, all meals, mileage (as stated in c of this section) and shared accommodation for accredited delegates to Diocesan

Convention according to the Diocesan reimbursement policies and as listed above in d.

- f) reimburse council members' registration fees for the Diocesan, Provincial and National conventions if Council finances permit.
- g) reimburse the registration fee to National Convention for the President.
- h) pay for the registration fee, luncheon and mileage (as per c of this section) and other expenses (with receipts) for the Spiritual Advisor to attend Diocesan, Provincial and National meetings and Conventions if said meetings are within the Diocesan borders.

15. Acknowledgements

The Council shall send mass cards on the occasion of the death or grave illness of a member or her direct relative (i.e. spouse). For all other occasions of death or grave illness, a card of condolence or get well may be sent by the Secretary at the discretion of the President or in consultation with the Executive.

16. Fundraising

- a) An ad hoc committee will be established for each fundraising activity or event. The committee shall report to the Executive. The disbursement of profits is to be determined by the Executive. The event committee will determine the type of the event and any additional fundraising activities within the event.
- b) The only permitted fundraising activities at the General Meetings are the collection of coins for CWL charities selected on an annual basis.
- c) The only permitted fundraising activity at the Potluck Socials is the collection of items or money for predetermined charities.

17. Policy Amendment and Implementation

- a) These Policies shall be reviewed/revised by each new Executive.
- b) These Policies shall replace all previous policies drawn up and approved by the membership.

Revised September, 2021

References:

- 1) C&B – The Catholic Women's League of Canada: *Constitution and Bylaws*, 2013

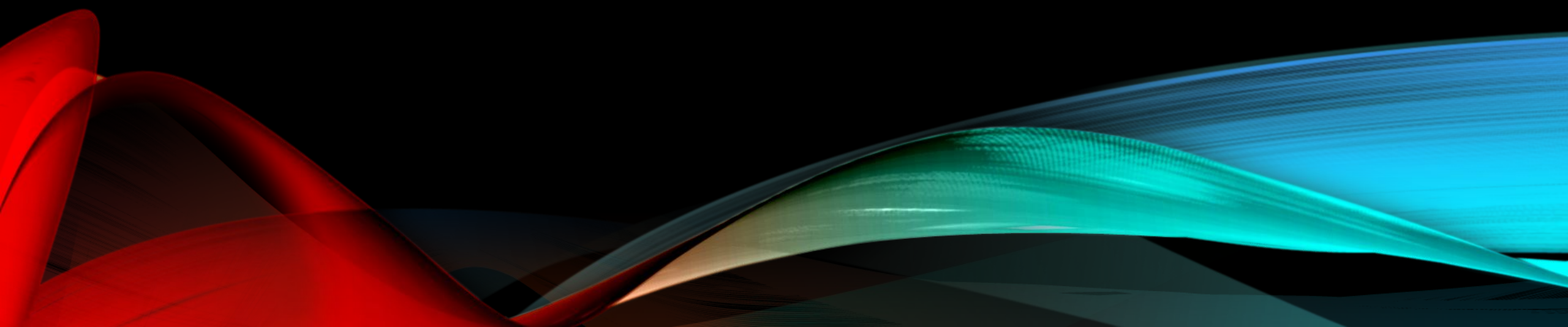
DOES YOUR PARISH COUNCIL HAVE POLICIES?

If so – what are included in your policies?

When was the last time your council's policies were revised?

Who looks after the council policies?

Does everyone have a copy of the council policies?

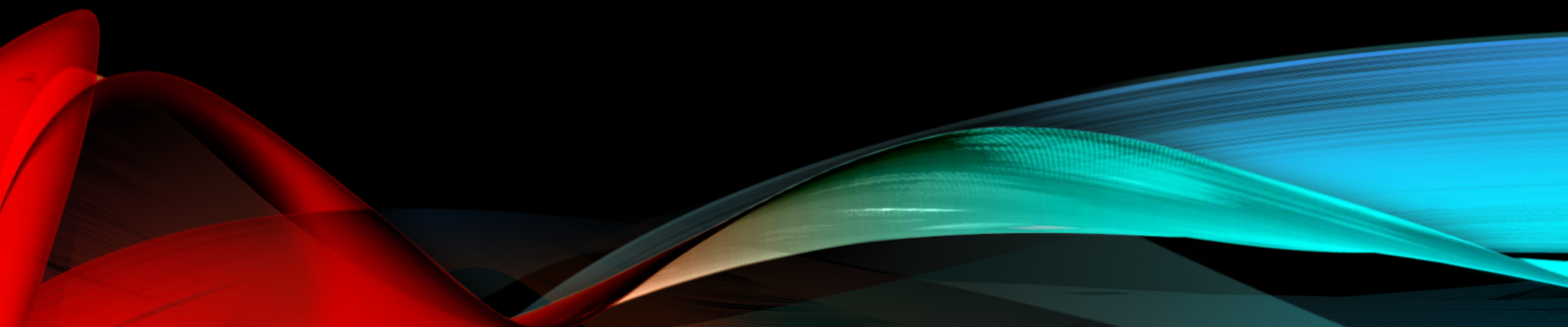


IF YOUR COUNCIL DOES NOT HAVE POLICIES...

What types of information do you think ought to be included that would have helped with past disputes in your councils?
Or would have been of help to the executive?

Who would you invite to serve on the ad hoc committee to develop your council's policies?

Which general meeting would you discuss and vote on the policies?



RESOURCES

- National website (cwl.ca)
 - #812: How to prepare a parish council manual of policy and procedure

How to Prepare a Parish Council Manual of Policy and Procedure
(a companion book to the *Constitution & Bylaws*)

Procedures

- president appoints an ad hoc committee, usually composed of three past presidents; chairperson could be the organization chairperson or a member of the group
- minutes of council general meetings for past six years are made available to the committee
- date set for completion of task (three to six months)
- draft manual presented to parish executive for review/approval followed by presentation to members at a general meeting – requires motion/second/approval; copies should be made available to members

SUMMARY

- The Catholic Women's League of Canada has a Constitution and ByLaws which provide the structure of the League – these ByLaws are binding
 - E.g. To ensure the CWL abides by not-for-profit rules and regulations
- The National Policy and Procedures Manual provides additional information about 'how to' and gives explanations
 - These are guidelines
- Provincial and Diocesan Councils also have policies
- Parish council policies serve to help everyone remember how an individual council has decided to do things
 - Helps avoid conflict
 - Helpful for future council executives
 - Council policies must be voted on at a general council meeting