

**POLICIES**  
**of**  
\_\_\_\_\_ **Parish Council**  
**of**  
**The Catholic Women’s League of Canada**

**Name & History**      The name of the council is “\_\_\_\_\_ Parish Council of The Catholic Women’s League of Canada,” hereinafter called “\_\_\_\_\_ Council” or “The Council.” The Council (#\_\_\_\_\_) was chartered \_\_\_\_\_.

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

**Specific Policies**      The following specific policies of \_\_\_\_\_ Council are supplementary to the League’s *Constitution & Bylaws* (C & B) and the *National Manual of Policy and Procedure*.

**1. The Executive** of this Council shall include

_____	_____
_____	_____
_____	_____
_____	_____

**2. Standing Committees** shall be

_____	_____
_____	_____
_____	_____
_____	_____

**3. Term of Office** for executive members shall be \_\_\_\_\_.

**4. Other Committees**

a. *Finance Committee*

The Finance Committee shall be composed of the \_\_\_\_\_  
\_\_\_\_\_. The Treasurer shall be the Chairperson of the Finance  
Committee. Signing authorities shall be two of the following: \_\_\_\_\_.  
An additional executive member(s) may be appointed by the President, in consultation with the  
Executive, as deemed appropriate.

b. *Funeral Lunch Committee*

The Funeral Lunch Committee is composed of a \_\_\_\_\_  
\_\_\_\_\_. The committee is responsible for \_\_\_\_\_  
\_\_\_\_\_. The committee also purchases any other food  
items and supplies needed. (For details, see Appendix A.)

c. \_\_\_\_\_ *Committee*

The \_\_\_\_\_ Committee is composed of a \_\_\_\_\_.  
This group is responsible for \_\_\_\_\_.

(For details, see Appendix B)

d. \_\_\_\_\_ *Committee*

The \_\_\_\_\_ Committee is composed of a Convener and sub-convener of  
\_\_\_\_\_. The committee  
plans and organizes \_\_\_\_\_.

**5. Meetings**

a. **General** meetings of \_\_\_\_\_ Council shall be held on the \_\_\_\_\_ of every month,  
excluding \_\_\_\_\_. The meetings shall be held at \_\_\_\_\_ p.m. at  
\_\_\_\_\_ Church. A social is held in June and December, usually on the regular  
general meeting dates.

b. **Executive** meetings shall be on the \_\_\_\_\_ of every month, except \_\_\_\_\_.  
The time and location shall be determined by the President and the current Executive.

6. The **Membership Fee** is \$ \_\_\_\_\_ per year. Any change shall be determined by the membership.

7. The Council's **Annual Fundraiser** (e.g. Bazaar/Bistro) is usually held in \_\_\_\_\_.

**8. Member Recognition**

a. A *Past-President pin* shall be given to the retiring President at the end of her term.

b. The Council shall present a CWL insignia pin to all new members.

c. The Council shall present annually 10-, 25-, 40-, 50-, 60-, and 75- year pins to eligible members  
at the \_\_\_\_\_ (e.g., membership brunch/lunch, AGM).

d. At the discretion of the Executive, the Council shall present a Maple Leaf Service pin to  
members who qualify. The criteria for the pin include \_\_\_\_\_  
\_\_\_\_\_. The  
pin shall be awarded at \_\_\_\_\_.

**9. Member and Parish Support**

a. The Council sends

- cards to \_\_\_\_\_
- sympathy and Mass cards to \_\_\_\_\_
- \_\_\_\_\_

The \_\_\_\_\_ is responsible for these activities.

b. The Council provides an Honour Guard for the funeral of a CWL member, when possible, at the

request of or with the approval of the family.

c. The Council gives \_\_\_\_\_ . The \_\_\_\_\_ is responsible for providing this service.

d. The Council gives \_\_\_\_\_ . The \_\_\_\_\_ is responsible for \_\_\_\_\_ .

#### 10. Parish Special Events

The Council is involved in the planning, organization or support of the following Parish events:

a. Family Day Event – The Council works with the Knights of Columbus and Parish Pastoral Council to organize a family event on Family Day.

b. Stations of the Cross – The Council is responsible for leading the Stations of the Cross once a year during Lent.

c. \_\_\_\_\_ Event – The Council \_\_\_\_\_ .

d. \_\_\_\_\_ Event – The Council \_\_\_\_\_ .

#### 11. Funeral Lunch Service

The Council, through the Funeral Lunch Committee, shall provide lunch after funerals,

\_\_\_\_\_  
(For details, see Appendix A: *Policy for Serving Funeral Lunches*)

#### 12. \_\_\_\_\_ Extended Care Facility

The Council shall provide volunteers and \_\_\_\_\_ .

#### 13. \_\_\_\_\_ (*community service*)

The Council shall \_\_\_\_\_ .

#### 14. Budget

An annual budget shall be prepared by the Finance Committee and presented to the Executive for their input, then presented and voted on by the members at the \_\_\_\_\_ General Meeting.

#### 15. Annual Donations

The Council shall make annual donations to the Parish and charities, as follows:

a. \_\_\_\_\_ Parish for coffee and office supplies – \$\_\_\_\_\_

b. \_\_\_\_\_ Parish for flowers – \$\_\_\_\_\_ at Christmas and \$\_\_\_\_\_ at Easter

c. Edmonton Diocesan voluntary funds (St. Benedict Chapel, Chrism Mass, Alberta Pro-Life, Catholic Social Services Sign of Hope) \$\_\_\_\_\_

d. the CWL council that coordinates the diocesan Refugee Welcome Bag project – \$\_\_\_\_\_

e. Alberta Mackenzie Provincial voluntary funds (Nickels for the North) – \$\_\_\_\_\_

f. National CWL voluntary funds (Catholic Missions In Canada, CNEWA, Coady International Institute, CCOOP)

g. Development and Peace – 1% of the annual net income of the Council or \$\_\_\_\_\_, whichever is greater

h. The Foundation of Newman Theological College and St. Joseph Seminary – \$\_\_\_\_\_

i. \_\_\_\_\_

j. \_\_\_\_\_

k. other charities, as deemed appropriate

**16. Gifts to Parish Team**

The Council shall give \_\_\_\_\_ gifts to the Parish Team each year.

**17. Honoraria**

The Council shall give an honorarium to any guest speaker, to a maximum of \$\_\_\_\_\_; the amount to be at the discretion of the Executive. Gifts, as appropriate, may also be given to guests, as decided by our members at a General meeting if time permits, or by the Executive.

**18. Expenses** (*funds permitting??*)

The Council shall pay

- a. the expenses of the President, or her designate, and two accredited delegates (in order of rank) to attend the Diocesan convention; expenses to include registration, meals, shared accommodation, and travel expenses (gasoline) [receipts required]
- b. the expenses of the President or her designate to attend the Provincial convention; expenses to include registration, meals, shared accommodation, and travel expenses [receipts required]
- c. the expenses of the President, or her designate, to be paid to attend Fall Diocesan Meeting; expenses to include registration, meals and shared accommodation, and travel expenses [receipts required]
- d. the registration fee for CWL members to attend Zone 1 meetings and Diocesan and Provincial conventions and Diocesan Fall and Mid-Winter Meetings
- e. ordinary expenses (with receipts) that are incurred by executive members and are related to their office or standing committee

**19. Petty Cash**

- a. The Council shall provide the secretary with \$\_\_\_\_\_ petty cash for incidental expenses.
- b. The Council shall provide the funeral lunch convener with \$\_\_\_\_\_ float for funeral expenses.

**20. The Council Membership List**

Except as required for conducting the business of the League, members may not share information contained on the membership list with any other person or group.

**21. Council Archives**

\_\_\_\_\_ CWL archives are stored in \_\_\_\_\_.  
Collecting and organizing the archival and historical material is the responsibility of the \_\_\_\_\_.

**22. Policies Review**

- a. The \_\_\_\_\_ *Parish Council Policies* shall be reviewed at least every two years, following the election of a new Executive.
- b. The President shall appoint a Policy Review Committee. The Committee shall be composed of the President, the Chairperson of Organization, and additional members who have interest in and experience with policies.
- c. The Policy Review Committee shall meet and then make recommendations to the Executive.
- d. The final draft of the revised \_\_\_\_\_ *Parish Council Policies* will be presented and voted on by members at a General meeting of the Council.

Approved: \_\_\_\_\_