

**THE CATHOLIC WOMEN'S LEAGUE OF CANADA**

**OTTAWA DIOCESAN COUNCIL**

**MANUAL  
OF  
POLICY AND PROCEDURE**



**UPDATED JANUARY 2019**

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# **POLICY AND PROCEDURE MANUAL**

This *Ottawa Diocesan Council Manual of Policy and Procedure 2019* explains how the council plans to operate in accordance with the *Constitution & Bylaws 2013* of The Catholic Women's League of Canada.

## **1.1 DEFINITIONS OF**

The Ottawa Diocesan Council of the Catholic Women's League of Canada shall be known as the 'council' and 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. *Constitution & Bylaws 2013*, Part VIII, Section 1(b).

The Ottawa diocesan officers shall be known as the 'officers' and shall be those who have been duly elected or appointed to the position of officer.

The Ottawa diocesan president shall be known as the 'president,' the Ottawa diocesan president-elect shall be known as the 'president-elect,' and other Ottawa diocesan officers shall be known under their appropriate title.

The Ottawa diocesan executive shall be known as the 'executive' and shall be composed of the diocesan officers and the parish council presidents.

## **1.2 AMENDMENTS OF**

Members of the council may submit amendments to this *Manual of Policy and Procedure* to the diocesan chair of organization by the 30<sup>th</sup> of September each year. Amendments shall not contravene The Catholic Women's League *Constitution & Bylaws 2013* or the *National Manual of Policy and Procedure 2018*.

The Amendments to the Manual of Policy and Procedure Committee shall meet if requests for amendments are received, otherwise they shall meet every second year of the president's term. These amendments shall be presented at a meeting of the executive for approval by a 2/3 vote, without previous notice, or by a majority vote if previous notice has been given.

# **COUNCIL**

## **2.1 OFFICERS**

The officers of the council shall be president, president-elect (organization chair), 1<sup>st</sup> vice-president (standing committee chair), 2<sup>nd</sup> vice-president (standing committee chair), secretary, treasurer, past president and four chairs of standing committees.

## **2.2 STANDING COMMITTEES**

There shall be seven council standing committees: spiritual development, organization, Christian family life, community life, education and health, communications and resolutions/legislation.

## **2.3 LIFE MEMBER LIAISON**

The president, at the beginning of her term, shall appoint a life member of the council to be the life member liaison for a term of two years. The life member liaison shall report to the council through the diocesan president. The council shall reimburse the life member liaison for administrative expenses on submission of receipts to the treasurer. The treasurer shall include an estimate of these expenses in the annual budget.

## ADMINISTRATION

### 3.1 ANNUAL CALENDAR

The president and the chair of organization, in consultation with the officers, shall prepare an annual calendar for the council, covering the period from January to December, which shall be distributed to parish presidents.

### 3.2 MAILING LISTS

A list including the name, address, phone number and email of the officers, and spiritual advisor shall be provided to the diocesan officers. A list including the name, address, phone number and email of the parish council executive shall be provided to the diocesan chair of organization to be distributed to the appropriate diocesan chair. **The personal contact information on this list shall not be given to any other League members or person or group outside the League without the consent of the executive member, or be used as a mailing list by a member. Permission from all members of the executive to use their information as stated above shall be obtained each year.**

### 3.3 REMEMBRANCE DAY WREATH

On behalf of The Catholic Women's League of Canada, the council shall make arrangements to lay a wreath at the National Cenotaph during the annual Remembrance Day Ceremony. The diocesan treasurer shall be responsible for ordering the wreath and the cost of the wreath shall be paid by national office. The president shall be responsible for this project and will attend or designate another officer to represent the council at this ceremony. The wreath is to be picked up on site.

## COMMITTEES

### 4.1 NOMINATIONS AND ELECTIONS COMMITTEE

The following procedure for Nominations and Elections complies with The Catholic Women's League *Constitution & Bylaws 2013*, Part XVI, and is guided by The Catholic Women's League *National Manual of Policy and Procedure, 2018*.

- a. On or before December 15<sup>th</sup>, a Nominations and Elections Committee shall be appointed by the president. One of the members, not a candidate for office, shall be designated as the chairperson.
- b. The chairperson shall be an experienced and active member of the League and shall be prepared to address the convention on the election procedure.
- c. The committee shall consist of two additional experienced League members and the diocesan spiritual advisor, as ex officio.
- d. The committee shall meet at least twice prior to the elections; once to open the letters containing the replies from the eligible members; a second time, to open the envelopes containing the nomination forms from the parish councils.
- e. Before January 1<sup>st</sup>, the chairperson shall obtain a copy of the elections register from the past president.
- f. The chairperson shall determine if nominations are required for the office of president. The president-elect, who is ending her elected two-year term, shall be contacted in order to affirm her willingness to assume the office of president. Nominations for the office of president shall be required:
  - i. If the office of president-elect is vacant; or
  - ii. If the current duly elected president-elect is unable to assume the office of president.
- g. Before January 15<sup>th</sup>, the chairperson shall ensure that each member whose name is on the Elections Register is sent a letter asking if she is willing to accept nomination to office, and, if so, to which office or offices. (No letter needs be sent to the president, as she will automatically become the past president.) A written reply shall be requested along with a brief resume of her League service and experience. Replies must be sent by February 15<sup>th</sup> to the chairperson of the Nominations and Elections Committee, whose name and address is specified in the letter. The committee shall seek nominees for specific office(s) which still remain(s) vacant when the deadline date for receiving nominations has passed.
- h. Before March 15<sup>th</sup>, the chairperson shall forward to each parish council president an Acceptance List showing the names of those members who have accepted to allow their names to stand for office and the office(s) for which they are willing to accept nomination.

- i. The Nominations and Elections Committee shall include in the package sent to parish presidents the following instructions:
  - i. The nomination form shall be completed at a meeting of the parish council executive, using only the names of those who have indicated their willingness to accept nomination.
  - ii. The nomination form shall be signed by the parish council president and secretary and forwarded to the chairperson of the Nominations and Elections Committee no later than four weeks prior to the annual convention.
  - iii. The names and offices for which members are nominated shall be recorded in the minutes of the parish council executive meeting.
- j. If no nomination form is received from a parish council, the chairperson shall contact the parish council president with information that their nomination form was not received and stressing the importance of the nominating procedure.
- k. Four weeks prior to the annual convention, the chairperson shall notify each member in writing of the office(s) for which she has been nominated. No information regarding the number of nominations received or the names of the parish councils making the nominations shall be given. No reply is required.
- l. The election procedure shall be carried out as laid down in the *National Manual of Policy and Procedure 2018*.

#### **4.2 RESOLUTIONS COMMITTEE**

The president shall appoint a Resolutions Committee by the 15<sup>th</sup> of January to carry out the required review and amendment of resolutions submitted by parish councils for the annual convention. The committee shall consist of the chair of resolutions/legislation as chairperson, the president, the president-elect and two other members as well as the spiritual advisor.

#### **4.3 AMENDMENTS TO POLICY & PROCEDURE MANUAL COMMITTEE**

The president shall appoint an Amendments to the *Manual of Policy and Procedure* committee composed of the chair of organization as chairperson, two parish council presidents, one life member and the past president. The president shall be an ex officio member.

#### **4.4 AMENDMENTS TO THE GUIDELINES FOR PARISH COUNCILS HOSTING DIOCESAN CWL EVENTS/MEETINGS COMMITTEE**

This committee is appointed every few years, at the discretion of the diocesan president, to review and make amendments to the Guidelines for Parish Councils Hosting Diocesan CWL Events/Meetings document. The committee shall consist of the diocesan chair of organization as chair, the past president, one other diocesan officer, one life member and one or two parish council presidents. The diocesan president is an ex officio member. No vote is required to pass the amendments made by the committee as they are guidelines only.

## **FINANCIAL POLICY**

### **5.1 AUDIT OR EXAMINATION OF FINANCIAL RECORDS**

The treasurer shall maintain the financial records of the council and have them professionally reviewed after the end of December each year. The review may be performed by a CWL member in the diocese who is knowledgeable of financial matters, but she must not be a member of the Ottawa Diocesan Executive.

### **5.2 BUDGET**

In consultation with the officers, the treasurer shall prepare a draft budget prior to the new calendar year, for review at the January officers' meeting and presentation and approval at the January executive meeting.

### **5.3 EXPENSES: PAYMENT OF EXPENSES FOR PROVINCIAL AND NATIONAL CONVENTIONS**

Payment of expenses to provincial or national conventions shall be as follows:

- a. Transportation: The most economical fare shall be paid whether by car, air, bus or train.
  - i. If travel by car is deemed the most economical means of transportation, delegates shall be paid \$0.40 per km round trip. If delegates travel together, the delegate whose vehicle is used should claim the expense.
  - ii. If travel by bus, train or plane is deemed the most economical means of transportation, delegates shall be reimbursed the full cost of their travel.
- b. Accommodations: Standard shared room rate shall be paid for delegates. Standard single room rate shall be paid for the spiritual advisor.
- c. Registration fee: The cost of the registration fee for the business session of the convention shall be paid. This amount shall not include special events.
- d. Meals: Actual cost of meals and incidentals shall be paid up to a maximum of \$85.00 per day, excluding alcohol, with appropriate receipts.
- e. Delegates are expected to attend diocesan dinners and the banquet at provincial conventions and provincial dinners and banquet at national conventions and as such, delegates shall be paid the amount over \$30.00 that it costs them to attend these events in addition to the per diem expense.
- f. Delegates shall submit an itemized accounting of all expenses for accommodation and travel (including to and from convention mass) as well as a copy of their completed Registration form to the treasurer within thirty days after the event.

- g. For expenses approved by the executive, delegates may request an advance from the council treasurer. On completion of the trip the delegate shall submit all supporting receipts to the treasurer and return any excess funds received in advance.

#### **5.4 EXPENSES: DIOCESAN CONVENTION**

Expenses to diocesan convention shall be paid as follows:

- a. The council shall pay the luncheon and dinner costs for diocesan officers, diocesan spiritual advisor, special speakers and diocesan guests, the Archbishop or his representative.
- b. The diocesan council will pay all expenses for the provincial representative while they attend diocesan convention. Once the convention is finished, the diocesan treasurer will fill out the *Ontario Provincial Council Diocesan Claim Form* to claim all the provincial council representative's expenses while a guest at our convention. This form will be sent directly to provincial treasurer to be reimbursed.
- c. The council shall pay for the printing of the *Annual Report Book* for the diocesan officers, life members and voting delegates, the Liturgy Program, the Mass Booklet, and the Banquet Program.
- d. Gifts for presentation to speakers, host council president and convention convener(s) shall be purchased, as required, when approved by the officers.

#### **5.5 EXPENSES: ONTARIO PROVINCIAL CONVENTION**

Expenses to Ontario provincial convention shall be paid as follows:

- a. The council shall pay the specified expenses of **two** accredited delegates according to the order of position as listed in 2.1 to the Ontario provincial convention upon approval by the executive. (5.3 Expenses: Payment for provincial and national conventions). (Note: The provincial council pays full expenses of the voting delegate - the president or her representative).
- b. The council shall pay the expenses of the diocesan spiritual advisor to the Ontario provincial convention in accordance with current council policy (5.3 Expenses: Payment for provincial and national conventions), subject to approval by the executive.

#### **5.6 EXPENSES: NATIONAL CONVENTION**

Expenses to national conventions shall be paid as follows:

- a. The council shall pay the specified expenses of **one** accredited delegate (the president or her representative) in accordance with the current council policy (5.3 Expenses: Payment for provincial and national conventions), subject to approval by the executive.
- b. The council shall pay the expenses of the spiritual advisor, when approved by the executive, to attend the national convention once per five-year term.

## **5.7 INCREASING PER CAPITA FEES**

The procedure for increasing the council's per capita fees shall be as follows:

- a. A motion to propose an increase in the council's per capita fees shall be adopted by the executive at the September executive meeting and notice of motion shall be circulated to all parish councils by letter six months prior to the annual convention.
- b. The parish councils shall be instructed that:
  - i. The motion shall be presented at a parish council meeting after due notice has been given to the members.
  - ii. A majority vote of the members present at the meeting is required to approve the motion and the result of the vote is the instructed vote that the president takes to the diocesan convention: a majority in favour is a "YES" vote; a majority opposed is a "NO" vote.
  - iii. The result of the vote, both yeas and nays, is recorded on the form provided, signed by the president and secretary, and sent to the diocesan president.
  - iv. The parish council president or her representative votes at the diocesan convention according to the instructions given by her parish council.
- c. At the annual convention, the president shall present the motion and ask the voting delegates for their instructed votes. Each voting delegate shall report according to her instructed vote. A majority vote of the voting delegates present is required for acceptance or rejection.
- d. The increase will occur in the year following the acceptance of the motion.

## **5.8 ADDITIONAL EXPENSES**

- a. The council shall reimburse diocesan officers annually up to \$100.00 for ink cartridge or paper with receipts.
- b. The storage space used for the Ottawa Diocesan Archives will be paid out of the General Account. Two keys will be made available for the diocesan president and the diocesan past president to keep in their possession during their term(s).
- c. To cover the cost for the diocesan council to mail material to parish councils not represented at executive meetings.

## **GIFTS/DONATIONS**

### **6.1 TO THE OUTGOING DIOCESAN PRESIDENT**

The council shall budget for a gift to be presented to the outgoing diocesan president in an amount not to exceed \$100.00. This gift shall be in addition to the Diocesan Bar to be used with a past president's pin.

### **6.2 TO THE DIOCESAN SPIRITUAL ADVISOR**

The council may present the spiritual advisor with a gift not to exceed \$100.00 on retirement from the council as spiritual advisor at the end of his appointed term. The executive shall approve this expenditure by a motion at an executive meeting.

### **6.3 TO GUEST SPEAKERS**

Gifts or honorarium to guest speakers, in the amount reserved for this purpose in the annual budget, shall be presented as required.

## LEADERSHIP DEVELOPMENT FUND

### 7.1 SOURCE

A sum of \$20,000 was given to the Ottawa diocesan council from surplus funds arising from the 2010 national convention held in Ottawa. The diocesan council executive decided to place these funds in the general account under a separate line item for leadership training – the Leadership Development Fund.

### 7.2 PURPOSE

These monies shall be used to provide funding to CWL members in the Ottawa Diocese for the following:

- a. Leadership/Public Speaking Course: The costs for the diocesan council to provide this course shall be covered in the amount approved in the current year's budget. Costs include photocopying of course materials, purchase of binders, dividers, *Constitution & Bylaws 2013* booklets and *League Prayers* pamphlets for each participant, and gifts for 'most improved speaker' and 'participant who shows best leadership skills.' A registration fee will be charged to participants to cover part of the costs and encourage attendance.
- b. League Development Day: The cost for the diocesan council to provide this day shall be covered, in the amount approved in the current year's budget. Costs include photocopying of materials and handouts for the workshops, honorarium if facilitator is not a League member or travel and accommodations if facilitator is not from the Ottawa diocese.
- c. Various Workshops: The cost for diocesan council or a parish council to carry out a workshop day shall be covered but shall not exceed \$200. Costs shall include photocopying materials or handouts for the workshop, a gift or honorarium for the facilitator(s) and other supplies needed but shall not include costs for providing refreshments and/or lunch.
- d. Special projects: The cost for parish councils to carry out one-time projects that promote the League in their parish shall be covered but shall not exceed \$200.
- e. Diocesan convention: The total cost to send three parish council members to the entire (registration, lunch and banquet) diocesan convention shall be covered. Interested members shall be required to submit an application form (**FORM 1**) to the diocesan president by April 1<sup>st</sup> and three applicants shall be selected as the result of a draw.
- f. Provincial convention: The registration fee and shared accommodation shall be paid to send two parish council members to a provincial convention with costs not to exceed \$800.00. If a member requires a room to themselves the diocesan council will pay half and the member will pay the rest. Interested members shall be required to submit an application form (**FORM 1**) to the diocesan president by April 1<sup>st</sup> and two applicants shall be selected as the result of a draw.

- g. Local conferences, seminars or workshops: The cost shall be covered to send a representative to local conferences, seminars or workshops that are appropriate to upholding the Objects of the League at the discretion of the diocesan president in consultation with the diocesan officers.

### **7.3 FUNDING**

- a. Annual Limit: No more than 20% of the previous year-end balance in the fund shall be spent in any one year.
- b. Replenishment of Fund: An annual fundraising event may be held by the diocesan executive council to raise funds to replenish the Leadership Development Fund.
- c. Administration of the Fund: All expenses and revenues shall flow through the Ottawa diocesan general operating account under a separate line item and be shown on the Statement of Income in December as either a contribution to the Fund or a contribution from the Fund.

### **7.4 APPROVAL COMMITTEE**

A sub-committee of the organization standing committee shall review the applications for financial assistance from the Leadership Development Fund and shall approve the requests according to the Application Guidelines. The sub-committee shall consist of the diocesan organization chairperson as chair, the president (ex officio), the past president, a life member, and two parish council presidents appointed by the diocesan president on a yearly basis.

### **7.5 APPLICATION GUIDELINES**

- a. Requests for financial assistance from the Leadership Development Fund shall be evaluated on an individual application basis by the members of the diocesan subcommittee listed in Section 7.4.
- b. Funding shall be provided:
  - i. To assist councils to send three members to the diocesan or two members to provincial convention.
  - ii. To promote League leadership training and other League centred workshops.
  - iii. To assist councils by covering the costs of one-time projects which promote the League in their parish or diocese.
  - iv. To cover the costs associated with sending a representative to local conferences that are appropriate to upholding the Objects of the League at the discretion of the diocesan president in consultation with the diocesan officers.

- c. The following steps must be followed when applying for financial assistance from the Leadership Development Fund:
- i. The individual member planning to attend a diocesan or provincial convention, who is not being subsidized, or the parish council committee chair organizing a workshop or special project must initiate the application by entering the relevant information on the appropriate application form.
  - ii. The application form must then be completed and signed by the parish council president. Incomplete forms will result in delayed process time, possibly rejection. Parish presidents are responsible for ensuring that the funding requested is valid and reasonable.
  - iii. The parish council president must send the completed application electronically or by regular mail to the diocesan president. Applications for funding to attend diocesan or provincial conventions (**FORM 1**) must be received no later than April 1<sup>st</sup>. Applications for planning a workshop or a special project (**FORM 2**) should be received at least two months prior to the date of the workshop or launch of the special project. The parish council president shall be notified by the chair of the diocesan subcommittee if and when the application has received approval and what funding will be provided.
  - iv. Applications by the diocesan president for funding to send a representative to a local conference or seminar (**FORM 3**) will be dealt with as they come up.
  - v. Within 60 days, as soon as possible after the event for which the funding was requested, the **Leadership Development Funding Follow-up Report (FORM 4)** must be completed and forwarded to the diocesan president. All relevant receipts must be submitted with this report to receive the approved reimbursement.

**NOTE:**

It must be clearly stated on the application form if the council or member submitting the application requires the funds in advance of the event. When funds are given prior to the event, the parish council will be responsible for returning all unused funds within 60 days of the event to the diocesan council Leadership Development Fund.

## Ottawa Diocesan CWL Council Leadership Development Fund

### FORM 1: APPLICATION FOR FUNDING TO ATTEND DIOCESAN OR PROVINCIAL CONVENTION

**APPLICATION MUST BE SUBMITTED BY APRIL 1<sup>ST</sup> TO THE DIOCESAN PRESIDENT**

**PLEASE PRINT CLEARLY**

Name of applicant: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Name of parish council: \_\_\_\_\_  
Name of parish council president: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Which convention is this funding request for? Diocesan \_\_\_\_\_ (Please complete Sections A & C below)  
Provincial \_\_\_\_\_ (Please complete Sections B & C below)

**SECTION A:**

**APPLICATION FOR FUNDING TO ATTEND DIOCESAN CONVENTION  
ALL APPLICANTS MUST ATTEND FOR THE FULL DAY INCLUDING THE BANQUET**

Date of convention: \_\_\_\_\_  
Expenses: Registration \$ \_\_\_\_\_ Lunch \$ \_\_\_\_\_ Banquet: \$ \_\_\_\_\_ TOTAL AMOUNT: \$ \_\_\_\_\_

**SECTION B:**

**APPLICATION FOR FUNDING TO ATTEND PROVINCIAL CONVENTION**

Date of convention: \_\_\_\_\_ City where convention is being held: \_\_\_\_\_  
Expenses: Registration Fee only: \$ \_\_\_\_\_ (does not include special meals or events)  
Accommodation (estimated): \$ \_\_\_\_\_ (shared accommodations is encouraged)  
TOTAL AMOUNT OF FUNDING REQUESTED: \$ \_\_\_\_\_ (Maximum amount \$800.00)  
Is funding required in advance of the convention? YES \_\_\_\_\_ NO \_\_\_\_\_

The diocesan Leadership Development Fund application approval subcommittee will review all the applications for funding to diocesan or provincial conventions. All applications for each convention will be entered in a draw. **Three** names will be drawn for diocesan convention funding and **two** names will be drawn for provincial convention funding. Successful applicants will be notified by e-mail, with a copy to her parish council president and treasurer, by April 15<sup>th</sup> in the year the application was received. **\*\*Unless advance funding has been provided, a cheque will be sent to the parish council treasurer once the diocesan president has received the completed "Leadership Development Fund Follow-up Report" (FORM 4) and copies of appropriate expense receipts.** Please note that expense receipts are not required for diocesan convention.

**SECTION C:**

Name of parish council treasurer: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Signature of parish council president: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DIOCESAN USE ONLY:**

Signature of diocesan president: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of LDF application approval subcommittee chair: \_\_\_\_\_  
Funding approved: YES \_\_\_\_\_ NO \_\_\_\_\_ TOTAL AMOUNT OF FUNDING: \$ \_\_\_\_\_

*Revised January 2019*

*FORM 1 – Page 1 of 1*

This Form can be found on the Ottawa Diocesan CWL Website

ottawa.cwl.on.ca

**Ottawa Diocesan CWL Council Leadership Development Fund**

**FORM 2: APPLICATION FOR FUNDING TO PLAN A WORKSHOP OR SPECIAL PROJECT**

**THIS APPLICATION MUST BE SUBMITTED TO THE DIOCESAN PRESIDENT AT  
LEAST 2 MONTHS PRIOR TO THE DATE OF THE WORKSHOP  
OR LAUNCH OF THE SPECIAL PROJECT**

**PLEASE PRINT CLEARLY**

Name of applicant \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail \_\_\_\_\_

Name of parish council \_\_\_\_\_

Name of parish council president \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail \_\_\_\_\_

What is this funding request for? Planning a workshop \_\_\_\_\_ (Please complete Sections A & C)

Planning a special project \_\_\_\_\_ (Please complete Sections B & C)

**SECTION A:**

**APPLICATION FOR FUNDING TO PLAN A WORKSHOP**

Date(s) of workshop: \_\_\_\_\_

Location of workshop (if not on parish property): \_\_\_\_\_

Name and purpose of workshop: \_\_\_\_\_

\_\_\_\_\_

Name(s) of facilitator(s): \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Will the workshop be open to parishioners? YES \_\_\_\_\_ NO \_\_\_\_\_ Not applicable \_\_\_\_\_

Will the workshop be open to CWL members from other parishes in the diocese? YES \_\_\_\_\_ NO \_\_\_\_\_

Expenses: (Please include a detailed list of your projected expenses with this application.)

Include costs of photocopying of handouts, resource material, facilitator(s) honorarium, stationery supplies and other expenses not including food or refreshment.

TOTAL AMOUNT OF FUNDING REQUESTED: \$ \_\_\_\_\_ (Maximum \$200.00)

Do you require funding prior to the workshop taking place? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

...cont'd next page

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**SECTION B:**

**APPLICATION FOR FUNDING FOR A SPECIAL PROJECT**

Description of the project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Benefit of the project to CWL members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project start date: \_\_\_\_\_ Expected project completion date: \_\_\_\_\_

Number of CWL members involved: \_\_\_\_\_

Expenses: (Please include a detailed list of your expected expenses with this application.)  
Include costs of construction material, non-volunteer labour, stationery supplies and other expenses not including food or refreshment.

TOTAL AMOUNT OF FUNDING REQUESTED: \$\_\_\_\_\_ (Maximum \$200.00)

Do you require funding prior to the launch of this special project? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Diocesan Leadership Development Fund application approval subcommittee will review all the applications for funding for planning a workshop or special project as they are received. The parish council president will be notified by e-mail, with a copy to the parish council treasurer, as to whether funds are available and how much funding will be provided by the Leadership Development Fund. **\*\*Unless you have requested funds in advance, a cheque will be sent to the parish council treasurer once the diocesan president has received the completed "Leadership Development Fund Follow-up Report" (FORM 4) and copies of appropriate expense receipts.**

**SECTION C:**

Name of parish council treasurer: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of parish council president: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DIOCESAN USE ONLY:**

Signature of diocesan president: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of LDF application approval subcommittee chair: \_\_\_\_\_

Funding approved: YES \_\_\_\_\_ NO \_\_\_\_\_ TOTAL AMOUNT OF FUNDING: \$\_\_\_\_\_

**Ottawa Diocesan CWL Council Leadership Development Fund**

**FORM 3: APPLICATION FOR FUNDING BY DIOCESAN COUNCIL**

**THIS APPLICATION MUST BE SUBMITTED AS SOON AS POSSIBLE TO THE CHAIR OF THE LEADERSHIP DEVELOPMENT FUND APPLICATION APPROVAL SUBCOMMITTEE**

**PLEASE PRINT CLEARLY**

Name of applicant: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Position on diocesan council: \_\_\_\_\_  
What is this funding request for?  
Leadership/Public Speaking Course \_\_\_\_\_ (Complete Sections A & E)  
League Development Day \_\_\_\_\_ (Complete Sections B & E)  
Other workshop(s) \_\_\_\_\_ (Maximum \$200.00)(Complete Sections C & E)  
Sending a representative to a local conference/seminar \_\_\_\_\_ (Complete Sections D & E)  
(at the discretion of the diocesan president)

**SECTION A:**

**APPLICATION FOR FUNDING  
TO PROVIDE LEADERSHIP/PUBLIC SPEAKING COURSE**

Dates of course: \_\_\_\_\_  
Location: \_\_\_\_\_  
Names of facilitators: \_\_\_\_\_  
Number of participants: \_\_\_\_\_

Expenses: (Includes photocopying course materials, purchase of binders, dividers, C & B booklets, League Prayers pamphlets for each participant, gifts for 'most improved speaker' and 'best leadership skills.' Does not include cost of refreshments.) Please attach a detailed list of expected expenses.

TOTAL AMOUNT REQUESTED: \$ \_\_\_\_\_

**SECTION B:**

**APPLICATION FOR FUNDING TO PROVIDE LEAGUE DEVELOPMENT DAY**

Date of League Development Day: \_\_\_\_\_  
Location: \_\_\_\_\_  
Is this a half-day of full-day event? \_\_\_\_\_  
Name(s) of facilitator(s): \_\_\_\_\_  
Workshop(s) being presented: \_\_\_\_\_  
Number of participants: \_\_\_\_\_

Expenses: (Please attach a detailed list of expected expenses.) (Includes photocopying workshop(s) handouts, gift/honorarium for facilitator(s), travel & accommodations if facilitator(s) from outside Ottawa diocese, stationery or other supplies. Does not include cost of refreshments and/or lunch.)

TOTAL AMOUNT REQUESTED: \$ \_\_\_\_\_

...cont'd next page

FORM 3 - Page 1 of 2

**SECTION C:**

**APPLICATION FOR FUNDING TO PROVIDE A WORKSHOP**

Date(s) of workshop: \_\_\_\_\_

Location: \_\_\_\_\_

Is this a half-day or full-day event? \_\_\_\_\_

Name and description of the workshop: \_\_\_\_\_

Name(s) of facilitator(s): \_\_\_\_\_

Number of participants: \_\_\_\_\_

Expenses: (Please attach a detailed list of expected expenses.)  
(Includes photocopying workshop handouts, gift/honorarium for facilitator(s), travel & accommodations if facilitator(s) from outside the Ottawa diocese, stationery or other supplies. Does not include cost of refreshments and/or lunch.)

TOTAL AMOUNT REQUESTED: \$ \_\_\_\_\_ (Maximum \$200.00)

**SECTION D:**

**APPLICATION BY DIOCESAN PRESIDENT TO SEND A REPRESENTATIVE TO A LOCAL CONFERENCE/SEMINAR**

Date(s) of conference/seminar: \_\_\_\_\_

Location: \_\_\_\_\_

Name and description of conference/seminar: \_\_\_\_\_

Expenses: (Includes registration fee, parking and lunch, if not included in registration fee.) Please attach a pamphlet or brochure if one is available.

TOTAL AMOUNT REQUESTED: \$ \_\_\_\_\_

**The diocesan Leadership Development Fund application approval subcommittee will review applications received from diocesan council as they are received. The diocesan president will be notified by e-mail with a copy to the diocesan treasurer as to whether funding requested has been approved. A 'Leadership Development Fund Follow-up Report' (FORM 4) will be required as soon as possible after the event.**

**SECTION E:**

Name of diocesan treasurer: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DIOCESAN USE ONLY:**

Signature of diocesan president: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of LDF application approval subcommittee chair: \_\_\_\_\_

Funding approved: YES \_\_\_\_\_ NO \_\_\_\_\_

TOTAL AMOUNT OF FUNDING: \$ \_\_\_\_\_

**Ottawa Diocesan CWL Council Leadership Development Fund**

**FORM 4: FOLLOW-UP REPORT**

**IMMEDIATELY FOLLOWING THE EVENT FOR WHICH FUNDING WAS REQUESTED, IT IS THE RESPONSIBILITY OF THE PARISH COUNCIL PRESIDENT TO ENSURE THIS REPORT IS COMPLETED IN FULL AND RETURNED, WITH RECEIPTS, TO THE OTTAWA DIOCESAN CWL PRESIDENT. REMEMBER TO KEEP A COPY ON FILE WITH THE PARISH COUNCIL RECORDING SECRETARY.**

**PLEASE PRINT CLEARLY**  
Name of applicant: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
  
Name of parish council: \_\_\_\_\_  
Name of parish council president: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Name of parish council treasurer: \_\_\_\_\_  
  
Total amount of funding requested: \$ \_\_\_\_\_ Total amount received in advance: \$ \_\_\_\_\_  
What type of event was this funding request for? \_\_\_\_\_  
Attending a diocesan convention \_\_\_\_\_ (Please complete Sections A & H)  
Attending a provincial convention \_\_\_\_\_ (Please complete Sections B & H)  
Planning a workshop \_\_\_\_\_ (Please complete Sections C & H)  
Planning/launching a special project \_\_\_\_\_ (Please complete Sections D & H)  
Leadership / Public Speaking Course \_\_\_\_\_ (Please complete Sections E & H)  
League Development Day \_\_\_\_\_ (Please complete Sections F & H)  
Attending a conference/seminar \_\_\_\_\_ (Please complete Sections G & H)

**SECTION A:**  
**ATTENDING A DIOCESAN CONVENTION**  
  
Date of convention: \_\_\_\_\_  
Was this your first diocesan convention? YES \_\_\_\_\_ NO \_\_\_\_\_  
Did you enjoy the convention? YES \_\_\_\_\_ NO \_\_\_\_\_  
Please elaborate: \_\_\_\_\_  
Would you attend another diocesan convention if circumstance permits? YES \_\_\_\_\_ NO \_\_\_\_\_  
Would you recommend attending diocesan convention to other members? YES \_\_\_\_\_ NO \_\_\_\_\_  
Please share any other comments, criticisms or recommendations you may have. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION B:**  
**ATTENDING A PROVINCIAL CONVENTION**  
  
Date of convention: \_\_\_\_\_ City where convention was held: \_\_\_\_\_  
How did you travel to get there? \_\_\_\_\_  
Was this your first provincial convention? YES \_\_\_\_\_ NO \_\_\_\_\_  
Did you enjoy the convention? YES \_\_\_\_\_ NO \_\_\_\_\_  
Please elaborate: \_\_\_\_\_  
Would you attend another provincial convention if circumstance permits? YES \_\_\_\_\_ NO \_\_\_\_\_

**...cont'd next page** **FORM 4 - Page 1 of 4**

Would you recommend attending provincial convention to other members? YES \_\_\_\_\_ NO \_\_\_\_\_  
Did you need all the funding you requested? YES \_\_\_\_\_ NO \_\_\_\_\_  
Did you underestimate the funding you needed? YES \_\_\_\_\_ NO \_\_\_\_\_  
Please elaborate on any issues related to funding: \_\_\_\_\_

Please share any other comments, criticisms or recommendations you may have. \_\_\_\_\_

Please attach to this report a list of expenses with related receipts, even if you received funding in advance.

**SECTION C:**

**PLANNING A WORKSHOP**

Date of workshop: \_\_\_\_\_

Name of workshop: \_\_\_\_\_

Would you consider the workshop a success? YES \_\_\_\_\_ NO \_\_\_\_\_ Why? \_\_\_\_\_

How many members attended the workshop? \_\_\_\_\_

Please describe one benefit of the workshop: \_\_\_\_\_

What would you change if presenting a workshop again? \_\_\_\_\_

Would you have conducted the workshop if you had not received funding from the Leadership Development Fund? YES \_\_\_\_\_ NO \_\_\_\_\_

Did you need all the funding you requested? YES \_\_\_\_\_ NO \_\_\_\_\_

Did you underestimate the funding you needed? YES \_\_\_\_\_ NO \_\_\_\_\_

Please elaborate on any issues related to funding: \_\_\_\_\_

Please share any other comments, criticisms or recommendations you may have: \_\_\_\_\_

Please attach to this report a list of expenses with related receipts, even if you received funding in advance.

**SECTION D:**

**PLANNING/LAUNCHING A SPECIAL PROJECT**

What was the nature of this special project? \_\_\_\_\_

What was the launch date of this special project? \_\_\_\_\_

Is it an ongoing project? YES \_\_\_\_\_ NO \_\_\_\_\_

Has your special project been completed successfully? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, why? \_\_\_\_\_

How many CWL members were involved in the project? \_\_\_\_\_

How did this project promote the League in your parish? \_\_\_\_\_

What would you recommend about organizing a special project? \_\_\_\_\_

Would you have organized this special project if you had not received funding from the Leadership Development Fund? YES \_\_\_\_\_ NO \_\_\_\_\_

Did you need all the funding you requested? YES \_\_\_\_\_ NO \_\_\_\_\_

Did you underestimate the funding you needed? YES \_\_\_\_\_ NO \_\_\_\_\_

Please elaborate on any issues related to funding: \_\_\_\_\_

\_\_\_\_\_

Please share any other comments, criticisms or recommendations you may have: \_\_\_\_\_

\_\_\_\_\_

Please attach to this report a list of expenses with related receipts, even if you received funding in advance.

**SECTION E:**

**FUNDING TO PROVIDE LEADERSHIP & PUBLIC SPEAKING COURSE**

Dates of course: \_\_\_\_\_

Number of participants registered: \_\_\_\_\_ Number of participants graduated: \_\_\_\_\_

Did the participants pay a registration fee? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, how much? \$ \_\_\_\_\_

What was this registration fee used for? \_\_\_\_\_

Was the facility where the course was held satisfactory? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, please explain: \_\_\_\_\_

Did you need all the funding you requested? YES \_\_\_\_\_ NO \_\_\_\_\_

Did you underestimate the funding you needed? YES \_\_\_\_\_ NO \_\_\_\_\_

Please elaborate on any issues related to funding: \_\_\_\_\_

\_\_\_\_\_

Please share any recommendations you may have for future Leadership/Public Speaking courses: \_\_\_\_\_

\_\_\_\_\_

Please attach to this report a list of expenses with related receipts, even if you received funding in advance.

**SECTION F:**

**FUNDING TO PROVIDE LEAGUE DEVELOPMENT DAY**

Date of League Development Day: \_\_\_\_\_

Number of registrants: \_\_\_\_\_ Number who actually attended: \_\_\_\_\_

Was it a half-day or full-day event? \_\_\_\_\_

If full-day, was lunch catered or was it brown-bag? \_\_\_\_\_

Workshop(s) presented: \_\_\_\_\_

Did you need all the funding you requested? YES \_\_\_\_\_ NO \_\_\_\_\_

Did you underestimate the funding you needed? YES \_\_\_\_\_ NO \_\_\_\_\_

Please elaborate on any issues related to funding: \_\_\_\_\_

\_\_\_\_\_

Please share any recommendations you may have for future League Development Days: \_\_\_\_\_

\_\_\_\_\_

**Please attach to this report a list of expenses with related receipts, even if you received funding in advance.**

**SECTION G:**

**ATTENDING A CONFERENCE/SEMINAR**

Date of conference: \_\_\_\_\_ Topic: \_\_\_\_\_

Brief summary of the content of the conference: \_\_\_\_\_

\_\_\_\_\_

Would you recommend sending a representative to this conference in the future? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

Please attach a detailed report of the conference for the diocesan president.

Please attach any receipts you may have i.e. parking, lunch (if not included in registration fee).

**SECTION H:**

**HELP US MAKE THE PROCESS BETTER**

Please complete this section to help diocesan council improve the process for applying to the Leadership Development Fund for funding. Thank you.

Did you find the application form difficult to understand? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

Did you find the process difficult to follow or in any way a hardship or unnecessary? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

Would you encourage other members to apply, if need be? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, please explain. \_\_\_\_\_

\_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Signature of parish council president: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DIOCESAN USE ONLY**

Date follow-up report received: \_\_\_\_\_ Appropriate receipts attached? YES \_\_\_\_\_ NO \_\_\_\_\_

Signature of diocesan president: \_\_\_\_\_

Signature of LDF application approval subcommittee chair: \_\_\_\_\_

## **MEETINGS**

### **8.1 ANNUAL DIOCESAN CONVENTION**

The council shall meet in annual convention in April or May for the purpose of promoting the objects and policy of the League, to plan future programs, to receive annual reports, and for the election of officers when applicable. Due notice having been given, the voting members present shall constitute a quorum.

### **8.2 EXECUTIVE MEETINGS**

The executive shall meet four times annually to conduct the business of the council:

- i. September - date to be set at the discretion of the president.
- ii. January – date to be set at the discretion of the president.
- iii. Pre-convention – 2 weeks prior to the annual convention.
- iv. Post-convention – date to be set at the discretion of the president.

Due notice having been given, a majority of the members of the executive shall constitute a quorum.

#### **NOTE:**

As members of the executive, parish council presidents are expected to attend all meetings or to arrange for another member of their council executive to represent them.

The potluck executive meeting in September is open to all members, but only members of the diocesan executive or their representative are eligible to make motions or vote.

# MEMBER RECOGNITION

## 9.1 BELLELLE GUERIN AWARD

The Bellelle Guerin Award is presented to members who do not qualify for life membership and who demonstrate love of the League and an availability and willingness to continue to serve. Nominating councils are reminded that the nominee must be an exemplary member of the League, serving at more than one level, who does not and will not qualify for life membership.

### Criteria for Bellelle Guerin Award

1. The nominee must have been a member of the League in good standing for at least 25 years.
2. The nominee must have been active on her parish council(s) for the 25 years.
3. The nominee must have served on the parish executive.
4. The nominee must have served on the diocesan/provincial executive.
5. The nominee must have given extraordinary service to the League, contributing at the parish and diocesan [where applicable] and/or provincial level.
6. The nominee must have demonstrated her love of the League through her words and actions.

### Nomination Process for the Bellelle Guerin Award

1. Nominations for the Bellelle Guerin Award may be submitted by a parish, diocesan and/or provincial council.
2. The nomination form for the Bellelle Guerin Award must be completed by the nominating council president and the \$75.00 is to be paid by the nominating council.
3. The nominating president forwards the nomination form to the parish, diocesan [where applicable] and/or provincial president for signature.
4. The nomination form must be signed by the parish, diocesan [where applicable] and provincial president for approval. It is the responsibility of the nominating council to ensure that the nomination form is signed by all three levels.
5. The nominating council forwards the completed and signed form to national office along with the \$75.00 fee.
6. National office sends the certificate and pin to the nominating council for presentation. The presentation may take place at a parish celebration or a diocesan or provincial convention where appropriate.

## **9.2 CERTIFICATE OF MERIT OR MEMBERSHIP SCROLL TO MEMBERS WITH 50 YEARS SERVICE IN THE LEAGUE**

The following procedures apply:

- a. Parish councils shall submit names of members who have served the League for 50 years or more to the diocesan president.
- b. The Certificate of Merit or Membership Scroll shall be presented to members at a suitable time chosen by the diocesan president and parish council president.
- c. Acknowledgement of the presentation of these certificates shall be made at the annual diocesan convention.

## **9.3 MAPLE LEAF SERVICE PIN**

The maple leaf service pin was introduced in 1971 for members who have served the League in an exceptional or meritorious manner. This pin must be ordered by a council as a presentation item. It is the responsibility of the council to determine criteria for the awarding of the pin. Suggested criteria:

- be an active member for a minimum length of service of 7 to 10 years
- have performed specific outstanding League service on a one-time basis or over several years

## **9.4 NOMINATION FOR LIFE MEMBERSHIP**

In The Catholic Women's League of Canada, life membership gives to the recipient, in addition to the honour, a permanent place on the national council, the same voting privileges as accredited delegates at an annual meeting or convention [C&B, Part XIV, Section 2 (c)], a voice in its affairs and eligibility for a national appointment. A life member receives notice of the annual national convention and, at her request, a copy of the minutes, plus copies of all relevant mailings from national office.

Life membership is not intended to be a reward for years of service or a retirement gift. There are appropriate ways of honouring members for their dedication to the League. Privilege entails responsibility. National council requires support and active service from its life members.

Life members in a diocese do not attend parish/diocesan/provincial executive meetings unless they are members of that executive by appointment or election as defined in Part VIII Section 2(b), because they do not have the authority to assume the responsibilities of the executive. However, they have accredited delegate voting privileges at diocesan and provincial conventions in the province in which they hold membership.

Only diocesan and provincial executives are entitled to submit applications for life membership in accordance with the established criteria. The application must be signed by both the diocesan and provincial presidents indicating support for the nomination. The responsibility for making the application is with the submitting provincial/diocesan executive as it knows the individual's record of

service. The national executive verifies that the criteria have been met and approves the application for life membership. Provincial and diocesan executives should consider whether or not they wish to add requirements in their own policy and procedures manuals, provided these additions do not contravene the national criteria.

National office advises the provincial and diocesan executives and the recipient's parish council of the award. National council will officially recognize new life members at the annual national convention and in the annual report.

Life members are expected to maintain their membership by paying annual per capita fees through their parish council and are responsible for registering for diocesan, provincial and national conventions and are expected to pay their own expenses, other than registration fees at national conventions.

### **Criteria for Life Membership**

1. The nominee must have been a member of the League in good standing for at least 10 years.
2. All nominees must have been a diocesan or provincial president.
3. The nominee must have held executive positions at diocesan level for a minimum of four years.
4. The nominee must have held executive positions at provincial level for a minimum of four years, not to include term served as diocesan president, at the time of the anticipated awarding of the life membership.
5. The nominee must have demonstrated her love of the League, her encouragement of others and her ability to participate in study, research, presentations, workshops, etc.
6. The nominee must be available and willing to continue to serve the League at national level on committees, preparing briefs, researching reports and resolutions, facilitating workshops and attending conferences at the request of the national president.
7. SPECIAL NORMS
  - a. In Ontario, with 13 diocesan councils, criterion #4 may be waived, providing the nominee has served in executive positions at diocesan level for a minimum of eight years. In this situation, years served at diocesan level must include two years as diocesan past president at the time of the anticipated date of presentation.
  - b. In provinces with no diocesan councils, Military Ordinariate, Newfoundland and Labrador, and Prince Edward Island, criterion #3 may be waived, providing the nominee has served in executive positions at provincial level for a minimum of eight years.

The nomination process may begin as long as the nominee has met the criteria by the date of planned presentation.

### **Life Membership Nomination and Approval Procedure**

- The Notice of Nomination for Life Membership form is completed to confirm the nominee meets all criteria and is a worthy candidate for life membership. This notice of nomination is approved by motion at the diocesan/provincial executive at an executive meeting and is signed by the nominating council's secretary and the nominating council's president and mailed to the executive director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5 by September 15<sup>th</sup>.

- The Nomination for Life Membership form is completed by submitting diocesan/provincial executive and must be approved by the provincial executive by motion at an executive meeting. Upon endorsement by the provincial executive (as noted by signature of the secretary and the date of motion), the application must be submitted for final acceptance to national office prior to December 15<sup>th</sup> and mailed to the executive director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5.
- National office forwards the following information to the nominating council: criteria for life membership, *Nomination Form for Life Membership*, Life Member Nominee Questionnaire and Life Member Checklist for the Provincial Council.
- The nominating council provides the contact names and addresses on the Life Member Nominee Questionnaire form and forwards the forms as indicated on the top of each form.
- The Nomination Form for Life Membership is completed by the nominating executive and is accepted by motion at an executive meeting. It is signed by the nominating council secretary (who verifies this executive action) and by both the diocesan and provincial presidents pending final approval upon completion of all other documentation (i.e. Life Member Nominee Questionnaire and final Life Member Checklist for the Provincial Council and signature of the provincial president). This form is mailed to the Executive Director, c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5. (Deadline Date: Postmarked by December 15<sup>th</sup>.)
- The Life Member Nominee Questionnaire is completed by the nominee, indicating her availability and willingness to continue actively serving the League, and forwards a copy to the nominating president, provincial president and executive director c/o CWL National Office, C-702 Scotland Avenue, Winnipeg, MB R3M 1X5 by December 15<sup>th</sup>.
- National office verifies that the nominee meets criteria 1-4 and the executive director confirms this fact to the submitting provincial or diocesan executives.
- A Life Membership Checklist for the Provincial Council is completed by the provincial president who verifies completion of the Nomination Form for Life Membership and Life Member Nominee Questionnaire.
- The Life Member Checklist for the Provincial Council along with a cheque for \$100.00 from the submitting council and the specific date on which the life membership will be presented must be returned to national office by February 1<sup>st</sup>.
- National office will forward the completed Nomination Form for Life Membership and Life Member Nominee Questionnaire forms to the national chairperson of organization for confirmation that the nominee meets all the requirements.
- Upon confirmation that all criteria have been met, the list of nominees is presented to the national executive at its winter meeting for approval by motion. Late submissions may reapply.

- Following acceptance by the national executive, the submitting provincial and diocesan executives and the nominee’s parish council will be notified and a life membership pin and scroll will be sent to the nominating diocesan or provincial council prior to the anticipated date of presentation.

When a life member moves to another province and pays her membership, she is afforded the rights and privileges of a life member in that province. She shall inform her provincial life member liaison of her move who in turn shall notify the provincial life member liaison in the welcoming province. Although a life member is listed where membership is paid, she remains on the listing of the presenting province as either a past diocesan president or past provincial president.

In the Military Ordinariate, most life members pay their membership fees in civilian councils after they or their husband retires. The life member is then listed in her province of residence and “Military Ordinariate” identified as the presenting province.

## **9.5 BEREAVEMENT MASSES**

Announced masses shall be offered;

- a. On the death of a member of the current executive, a former diocesan council president or diocesan spiritual advisor; and
- b. On the death of the spouse of a member of the executive.