

KINGSTON DIOCESAN COUNCIL

of

The Catholic Women's League of Canada

MANUAL OF POLICY AND PROCEDURE



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**KINGSTON DIOCESAN COUNCIL
OF
THE CATHOLIC WOMEN'S LEAGUE OF CANADA**

MANUAL OF POLICY AND PROCEDURE

FOREWORD

This council is known as the Kingston Diocesan Council of The Catholic Women's League of Canada.

The Kingston Diocesan Council was chartered by The Catholic Women's League of Canada on January 21, 1922.

CORE GUIDING PRINCIPLES

Core Purpose: Uniting Catholic women to grow in faith and to promote social justice through service to the church, Canada and the world

Core Values:

- Faith - following Catholic teaching
- Service - local, national and international
- Social Justice - actively involved in society

Mission Statement: The Catholic Women's League of Canada calls its members to grow in faith, and to witness to the love of God through ministry and service.

Envisioned Future: The Catholic Women's League of Canada is an inclusive and engaged community of Catholic women inspired by faith. It is:

- a vital participant in the church
- a valued partner for social justice
- a respected advocate at all government levels
- connected to the world.

PURPOSE OF THE KINGSTON DIOCESAN COUNCIL

- to implement The Catholic Women's League objectives and policy in councils of the Archdiocese of Kingston
- to represent The Catholic Women's League members of the Kingston Diocesan Council at the provincial level
- to co-ordinate the councils in the Archdiocese of Kingston
- to be a link between the councils in the Archdiocese of Kingston and the provincial council for reporting, for resolutions and for those matters requiring an instructed

- vote at the provincial convention
- to disseminate information and direction from the provincial council to the parish councils in the archdiocese
- to provide direction, inspiration and encouragement to The Catholic Women's League members and councils in the Archdiocese of Kingston
- to submit resolutions and briefs as required
- to maintain contact with the Archbishop of Kingston.

GOVERNANCE

The diocesan council is governed by the current Constitution and By-laws of The Catholic Women's League of Canada, the National Manual of Policy and Procedure, where applicable, and by the Kingston Diocesan Council Manual of Policy and Procedure.

DIOCESAN EXECUTIVE

ELECTED OFFICERS

The elected officers of the diocesan council shall be president, president-elect, first vice-president, second vice-president, recording secretary, treasurer, past president and five chairpersons.

CORRESPONDING SECRETARY

A corresponding secretary shall be appointed by the newly elected president. She shall have the same rights and privileges as an elected officer during her term. This does not include eligibility for election to the diocesan council.

COUNCIL PRESIDENTS

The president of each parish council shall be a member of the diocesan executive council.

STANDING COMMITTEES

The diocesan council shall have eight standing committees:

Spiritual Development
 Organization
 Christian Family Life
 Community Life
 Education & Health
 Communications
 Resolutions
 Legislation

SPIRITUAL ADVISOR

The spiritual advisor of the diocesan council is appointed by the current Archbishop of Kingston every three years, in consultation with the diocesan president.

GENERAL POLICY

FALL AND WINTER EXECUTIVE MEETINGS

Fall and winter executive meetings shall be scheduled in October and February whenever possible.

PRE AND POST CONVENTION MEETINGS

The pre and post convention meetings shall be scheduled immediately prior to and immediately following the annual convention in May.

LETTERHEAD

The official letterhead stationery shall bear the League crest and council name. Use of official letterhead must be approved by and copied to the president.

CORRESPONDENCE

A meeting correspondence file, including a list of the correspondence in the file received or sent by the president or others after the date of the previous meeting, shall be available for reading at the executive meetings. Only correspondence deemed noteworthy by the president shall be read at the meeting. Executive members shall have the privilege of questioning any correspondence found in the file and may request a copy.

All correspondence to be sent to organizations or individuals outside the League must first be sent to the president for her review and approval. Letters sent outside the League shall be sent on official letterhead stationary signed by the diocesan president or an officer authorized by her to sign.

Email documents containing a signature shall be sent in PDF form.

PROTOCOL FOR DECEASED DIOCESAN PAST PRESIDENTS / LIFE MEMBERS

1. Parish president will notify the diocesan president of the death of a past diocesan president or life member.
2. Diocesan president will notify the diocesan spiritual advisor.
3. With the approval of the local pastor and the family of the deceased diocesan president/life member:

- The diocesan spiritual development chairperson will assist the local president in forming a guard of honour for the funeral. All Catholic Women's League members are welcome to participate.
- The diocesan president (or delegate) will attend the funeral. She will bring the diocesan banner to the wake and funeral.
- The local president, will attend the wake and participate in (or lead) prayers for the deceased according to the Vigil Service in the *Ceremonies Booklet's* (if the family wishes).
- The diocesan spiritual advisor, diocesan president or delegate will express sympathy and thanks to the family prior to the liturgy in consultation with family and pastor.

4. In the case of a deceased life member:

- The intention of the Opening Mass at the following diocesan convention in May shall be for the deceased life member.
- Family members shall be invited by the diocesan president to attend the Mass.
- Pamphlet, with photo, shall be created by the diocesan president or delegate, in consultation with family, highlighting the life member's journey with the League.
- Finances incurred shall be the responsibility of the diocesan council.

EXPRESSIONS OF SYMPATHY

In the event of the death of:

- a diocesan officer or the spiritual advisor.
- a life member, former diocesan president or former diocesan spiritual advisor
- a diocesan officer's family member (i.e. spouse, parent, child, in-law, sibling)

The following responses will be made:

- A Mass shall be offered as arranged by the diocesan spiritual development chair.
- A floral arrangement, plant or notice of an agreed upon charitable donation (up to \$60) shall be sent to her/his family by the diocesan treasurer.
- A sympathy card shall be sent by the corresponding secretary.

Other sympathy cards shall be sent at the discretion of the president.

FUNERAL AND HONOUR GUARD PROTOCOL

Members shall:

- arrive at the church 30 minutes prior to the funeral
- wear a League scarf and/or pin
- each hold a lighted candle (tapers or battery operated) in a uniform manner before the funeral liturgy begins and maintain a dignified, quiet presence
- form a line on both sides of the aisle with lit candles prior to the entrance procession
- after family is seated, move to **reserved** pews and extinguish candles
- following the concluding funeral rite and prayers of commendation, members will again assume their honour guard position for the recessional hymn and procession out of the church
- candles shall be lit by lead person on either side of aisle and go down the line, without members moving out of line or across aisles, maintaining their dignified, prayerful presence
- work with the funeral director in your community to share and explain the League honour guard protocol
- ensure your parish spiritual director is aware of League honour guard protocol
- ensure that visiting diocesan officers, past presidents and life members be included in the honour guard; include them in reserved seating and ensure enough candles are available for all

FUNERAL PALL

- To emphasize the importance of the person's baptism, the church in Canada encourages the use of a white funeral pall at the liturgy. It is placed on the coffin during the reception of the body but not for an urn with the cremated remains of the deceased. This pall is a reminder of the white baptismal garment, the sign of the Christian dignity of the person. This makes the statement that she is a sister of Christ, a member of the church.
NOTE: No other symbols, such as the "insignia of associations", have any place in the funeral liturgy; (Catholic Women's League funeral pall is NOT permitted) (ibid. no. 38)
- The Catholic Women's League funeral pall can be utilized at the wake if the family wishes.

GET WELL WISHES

A get well card shall be sent by the corresponding secretary to a member of the diocesan executive or to the spiritual advisor experiencing an illness.

A get well card to a member not on the diocesan executive shall be sent by the corresponding secretary at the discretion of the president.

MONTHLY MASSES FOR MEMBERS

The spiritual development chairperson, in consultation with the spiritual advisor, shall arrange for a monthly Mass to be offered for the intentions of all League members in the archdiocese. The amount of the stipend and where it should be sent, will be reviewed at the beginning of each diocesan council year.

GENERAL LIABILITY INSURANCE

Parish General Liability Insurance

Commercial general liability insurance is provided to parish councils and is paid for by the national treasury. Proof of insurance is provided to all parish councils in the spring parish council mailing.

Online membership renewals:

The insurance will be calculated automatically as part of membership payments made on the online system. On the final page of the list of members and fees being paid, there will be a sub-total showing the total amount of fees, then an amount for insurance (which will be \$.50 per member so if, for example, ten membership fees are being sent it will show a total of \$5 due for insurance), then an amount showing the total payment due to CWL of Canada adding the sub-total and insurance amounts together.

Manual membership renewals:

On the parish council remittance form for those who send their membership renewals on paper, there will be another line after the line which shows the total per capital fee remittance amount. The line will have: Insurance _____ x \$.50 = \$_____ and the membership coordinator will put in the number of members that are included in the remittance (e.g. 10) and will fill in the amount of \$5.00.

For councils who pay by EFT, the amount due for the memberships being renewed plus the amount for the insurance, will be automatically withdrawn.

Limit of Liability: \$2,000,000 per occurrence/\$5,000,000 annual aggregate limit
Effective Date: January 1st to December 31st annually

Who Is Covered by the Policy?

- All persons acting within the scope of their duties as assigned by or on behalf of a recognized parish council of The Catholic Women's League of Canada.

Potential claimants wishing to file a claim against a parish council of The Catholic Women's League of Canada are advised to contact national office where they will be directed to discuss their claim with an independent insurance agent.

Diocesan and Provincial General Liability Insurance

Commercial general liability insurance is mandatory for diocesan and provincial executives. Annual premium rates are set by the insurer and are communicated to the executives. Proof of insurance is provided to all diocesan and provincial executives upon payment of the annual premium.

Limit of Liability: \$2,000,000 per occurrence/\$5,000,000 annual aggregate limit
Effective Date: January 1st to December 31st annually

Who Is Covered by the Policy?

All persons acting within the scope of their duties as assigned by or on behalf of a recognized diocesan or provincial council of The Catholic Women's League of Canada.

NOTE: Considering the varying degree of risk based on their activities and financial situation, provincial and diocesan executives are strongly encouraged to subscribe to the directors' and officers' liability insurance obtained by provincial councils. Director's and officers' liability insurance reimburses (in part or in full) the costs resulting from lawsuits and judgments arising out of poor management decisions, employee dismissals, member grievances, and other such acts committed in good faith. Criminal offenses are not covered under this insurance.

Summary of General Liability Coverage at Parish, Diocesan and Provincial Levels

As per National Policy and Procedure Manual

COMMITTEES

The president will appoint all committee members. The president is an *ex-officio* member of all diocesan committees except the nominations and elections committee.

NOMINATIONS AND ELECTIONS COMMITTEE

The Nominations and Elections Committee shall be appointed by the president in consultation with the spiritual advisor. The past president shall be the chairperson of this committee, and shall not be a candidate for office. The chairperson appoints a recording secretary for the elections.

Diocesan Past President – Chairperson

Two committee members

Spiritual Advisor – *ex-officio*

Elections recording secretary

MANUAL OF POLICY & PROCEDURE REVIEW COMMITTEE

Past President – Chairperson

President – *ex-officio*

President-Elect

Two Life Members appointed by the President

FINANCE COMMITTEE

Treasurer - Chairperson

President-Elect

First Vice President

League Member with financial expertise

Immediate Past Treasurer

President - *ex-officio*

Spiritual Advisor - *ex-officio*

RESOLUTIONS REVIEW COMMITTEE

Resolutions Chairperson - Chairperson

President-Elect

Legislation Chairperson

Immediate Past Resolutions Chairperson

President - *ex-officio*

Spiritual Advisor - *ex-officio*

HOPE FUND COMMITTEE

President - Chairperson

President-Elect

Past President

Spiritual Advisor

Treasurer

OTHER COMMITTEES

ANNUAL REPORT EDITING COMMITTEE

Committee is chaired and selected by the diocesan organization chairperson. This committee will edit and proof-read the annual reports for the preparation of the annual report book.

MINUTES REVIEW COMMITTEE

The recording secretary will chair this committee. Members are appointed in consultation with the president.

DEVELOPMENT DAYS

Development Days take place at the discretion of the diocesan president. The number of Development Days will be determined annually by the elected officers of the Kingston Diocesan Council. Host Council(s) will be notified by the diocesan president.

DIOCESAN OFFICERS RESPONSIBILITIES

The organization chair, in consultation with the diocesan president, will:

- arrange speakers
- prepare the agenda and have copies available
- assist the president of the host parish council(s) with the arrangements (hospitality)
- have invitations sent to all council presidents as well as members of the diocesan officers and life members
- register members in attendance from individual parish councils
- invite spiritual development chair to lead the League prayer and/or a scripture reading
- call on the spiritual advisor(s) to bring greetings
- call on diocesan president for remarks
- proceed with program

ANNUAL DIOCESAN RETREAT DAYS

The spiritual development chair, in consultation with the diocesan president and diocesan spiritual advisor, will plan

- diocesan officers' retreat day
- League members' retreat day

FUNDING OF DIOCESAN DEVELOPMENT DAYS/DIOCESAN RETREAT DAYS

Applications may be made to the provincial president by the diocesan council.) Accommodations and meals for the resource persons shall be the responsibility of the diocesan council. Travel, meals on route and the cost of hand-out material provided by resource persons shall be responsibility of provincial council.

LEAGUE INSIGNIA AND AWARDS

CREST

The crest was chosen and authorized at the third National Convention in Winnipeg in 1922. The chosen design was submitted by The Catholic Women's League member and artist, Mrs. E. J. Mullaly of Montreal. When copied, it must be reproduced accurately and with care.

Permission to use the crest must be obtained from the National Executive by a letter forwarded to National Office outlining the intended use, with an enclosed sample (if possible) of the proposed item. Production and distribution of the intended item may not begin until written authorization has been obtained from the National Executive via the Executive Director at National Office.

The inscriptions, as they appear on the crest must be included **in their entirety and not replaced** by other words.

The Catholic Women's League (top of blue outer circle) - gold letters of Canada (top of white inner circle) - gold letters "For God and Canada", League Motto (bottom of outer circle) - gold letters

Colours of the Crest are the League colours of blue, white and gold. Blue, chosen for Mary and white and gold, the papal colours. Blue symbolizes the loyalty and faithfulness; white symbolizes purity and joy; gold symbolizes the kingdom and royalty.

Any use of the League crest must be tasteful and in keeping with the respect and dignity accorded to it as the insignia of our organization.

Councils are reminded that national office stocks a wide range of items featuring the crest as well as crests available in different materials and sizes.

FLAG

The flag, adopted in 1990, is the permanent public symbol of The Catholic Women's League of Canada and shall not be reproduced. For the League, the flag is a symbol of faith, unity and purpose.

MEMBER RECOGNITION: PINS AND AWARDS

Councils are encouraged to make the presentation of all League pins and awards a special occasion. It is important that names of recipients are recorded in the council minutes. The *Ceremony for the Presentation of Service Awards* is included in the *Ceremonies Booklet*, available from national office. When used, the ceremony will encourage all League members to continue their dedicated service “For God and Canada”. Councils have the opportunity to forward names of recipients to provincial and national online newsletters.

PIN PROTOCOL

Our League pin should be worn on the left side as a symbol of service “For God and Canada”. Members may wear more than one pin at any given time. Good taste and discretion on the part of the members should prevail.

LEAGUE INSIGNIA PIN

The insignia pin should be worn with pride by every League member. Members may purchase their own pin or the council may choose to present it in the welcome kit. Councils are encouraged to stock a supply for sale to members.

LIFE MEMBER PIN

Life Member pins are presented to members awarded life membership in national council according to establish criteria. The Life Member pin takes precedence over all other League pins except the National President pin and Honorary Life Member pin, and should be worn on all official occasions.

PRESENTATION PINS

Presentation pins must be ordered by a council as a presentation item. Years of service pins are available in five-year increments

PRESIDENT PIN is worn by the president of a council during her term of office and passed on to her successor.

PAST PRESIDENT PIN is presented to outgoing president in recognition of service. Councils should order the pin well in advance so that it may be presented at the same time as the outgoing president passes on the president’s pin to the incoming president. The past president pin is the most appropriate and meaningful gift a council can give its outgoing president in recognition of her service as president.

DIOCESAN BAR is available for use with the president and past president pins for the diocesan level.

SPIRITUAL ADVISOR’S PIN is worn by League spiritual advisors on every level and should be

presented by the council. Pins to honour spiritual advisors who have a total of 5 or 10 years of service are also available.

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. Nomination forms are available from national office. A completed Nomination for Maple Leaf Service Pin Form should be presented at time of purchase.

Suggested criteria:

- be an active League 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

AWARDS

HONOURING COUNCILS/MEMBERS

The diocesan council shall recognize significant anniversaries of councils or members with a presentation of a certificate. Upon request, the diocesan council shall recognize members celebrating 50 years or more of membership, with the presentation of a certificate. Certificates may also be obtained upon request from provincial and national council.

BELLELE GUERIN AWARD AND PIN

The Bellele Guerin Award is presented to members who do not qualify for life membership, 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 THE BELLELE GUERIN AWARD

The nominee must have been a member of the League in good standing for at least 25 years.

The nominee must have been active on her parish council(s) for the 25 years.

The nominee must have served on the parish executive.

The nominee must have given extraordinary service to the League, contributing at the parish and diocesan (where applicable) and/or provincial level.

The nominee must have demonstrated her love of the League through her words and actions.

NOMINATION PROCESS FOR THE BELLELE GUERIN AWARD

- Nominations for the Bellele Guerin Award may be submitted by a parish, diocesan and/or provincial council.

- 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.
- The nominating president forwards the nomination form to the parish, diocesan [where applicable] and/or provincial president for signature.
- 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 levels.
- The nominating council forwards the completed and signed nomination form to national office along with the \$75.00 fee.
- 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

MEMBERSHIP SCROLL: for presentation to any member who has served the League for a total of 25 years or more. Application forms are available on request from national office. Scrolls are hand-written with the League crest on a gold seal and signed by the national president and national secretary-treasurer. Any number of years over 25 can be inscribed. Allow a minimum of three weeks for delivery.

Membership scrolls are also available which can be completed by the presenting council. These scrolls have the League crest on a gold seal and are signed by the national president and national secretary-treasurer.

CERTIFICATE OF MERIT: introduced in 1974 to afford recognition to anyone, League member or not, Catholic or non-Catholic, male or female, who has aided the work of the Council generally or with a specific project. This certificate, bearing the League crest on a gold seal, is mailed from national office to the council and the presenting council completes the details.

FINANCIAL POLICY

RESPONSIBILITIES OF THE FINANCE COMMITTEE

- Engage in long-term planning and project diocesan council's financial position over a three year term.
- Study financial statements and consider recommendations made by the auditors.
- Develop policies relating to financial management and budgeting, provided background information and recommendations to the diocesan executive for their decision.
- Meet prior to the fall and winter diocesan executive meetings and annual diocesan convention.
- Submit a budget for the following year to the fall diocesan executive meeting.
- Monitor investment activity; retain, in so far as possible, a reserve not exceeding

one year's operating costs to protect against a shortfall in revenue or increased expenses. The financial reserve shall be invested in a Guaranteed Investment Certificate (GIC).

- Recommend a certified professional accounting firm to be retained for the purpose of reviewing all accounts and investment activity and preparing an annual financial review and statement that shall be published in the annual report book for the convention.
- Forward the annual financial report to all voting delegates 21 days prior to convention.

At the fall executive meeting prior to the end of the treasurer's term:

- review guidelines for allowable expenses, per capita fees, convention registration fee, annual report book fee
- make appropriate recommendations to executive. (Vote shall be taken at the winter executive meeting)

SOURCE OF FUNDS

The funds of the diocesan council shall be:

- diocesan share of per capita fees (\$4.00)
- funds raised at the diocesan level with the approval of the diocesan officers

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

ADMINISTRATION OF FUNDS

The diocesan executive shall administer the funds in keeping with the aims and objectives of the League.

- The treasurer shall be responsible for the day to day custody of funds and payment of expenses.
- Surplus funds not required for operating expenses shall be invested in short-term deposits.
- There shall be no access to League funds for personal use.
- Personal funds spent on diocesan council business shall be reimbursed to the individual on submission of an expense form accompanied by appropriate receipts.
- There shall be no credit cards or charge accounts in the name of the diocesan council.
- The official signing of the cheques shall be in the name of the president, recording secretary and the treasurer.

DIOCESAN OFFICERS EXPENSES

TRANSPORTATION shall be arranged sufficiently in advance to take advantage of reduced fares. Diocesan officers shall be paid \$0.40 a kilometer or submit a transportation receipt.

MEALS - allowable expenses for meals shall be:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00
Or a per diem of	\$65.00

ACCOMMODATIONS Rooms shall be shared by the officers. If an officer is not sharing her room, the diocesan council will pay only one half of the cost of the regular room.

PRINTING Each year at the fall executive meeting all executive members, with the exception of the president, recording secretary, corresponding secretary, treasurer and chairpersons of organization, resolutions, legislation and spiritual development, shall include on their claim an amount of fifty dollars (\$50.00) for this purpose. The exceptions listed will have the option to request reimbursement of actual costs in lieu by submitting an expense form supported by receipts.

CONVENTION EXPENSES PAID

Diocesan Convention

Spiritual Advisor: accommodation, meals, transportation and registration.

President: meals, transportation, registration and share of complimentary suite.

Officers: shared accommodations, meals, transportation and registration

Provincial Convention

Spiritual Advisor: accommodation, meals, transportation and registration.

Voting Delegate: (President) is a member of Provincial Council, and her expenses are covered by Provincial Council.

Two Accredited Delegates: (President-Elect and 1st Vice President) shared accommodation, meals, registration and transportation. * In the event that either of the accredited delegates are unable to attend the next ranking officer shall replace her.

Officers: registration

National Convention

Spiritual Advisor: accommodation, meals, registration and transportation.

President: accommodation, meals, registration and transportation.

Officers: registration

ANNUAL REPORT BOOKS

The compiling and printing of the annual report books shall be the responsibility of the

organization chairperson. The printing firm will be of her own choosing. Expenses of typing/printing and disbursing shall be paid by the diocesan treasurer.

PROVINCIAL DEVELOPMENT FUND

This fund is available for spiritual development of members, upon submission of an application form to the provincial organization chair. Parish councils are encouraged to apply. Information can be received from the diocesan president.

Kingston Diocesan Council of the Catholic Women's League of Canada
EXPENSE FORM

Name: _____ Date _____

Address: _____

Position: _____

Receipt(s)	Expense	Total
1	Photocopying	
2	Postage/Courier	
3	Travel _____ km @ \$0.40 per km. Reason:	
	Travel _____ km @ \$0.40 per km Reason:	
	Travel _____ km @ \$0.40 per km Reason:	
	Travel _____ km @ \$0.40 per km Reason:	
4	Meals: Breakfast: \$15.00 Lunch: \$20.00 Dinner: \$30.00 Or Per Diem: \$65.00	
5	Other: _____ _____ _____	
TOTAL		

Signature: _____

Authorization: President: _____

 Treasurer: _____

Cheque # _____ Date Issued: _____

All receipts must be attached to this form for payment.

PROCEDURE FOR INCREASING PER CAPITA FEES

To initiate an increase in a per capita fee, the executive of the level considering the increase must agree on the wording of a motion at an executive meeting. The motion must state the exact amount of the increase and the date it is to become effective. A *Notice of Motion* is then sent to each parish council at least six months prior to the annual convention. The *Notice of Motion* must include the proposed wording of the motion along with other necessary information to help the councils with making their decision. This information may include reasons for the increase.

An increase in diocesan per capita fees must be voted on by the voting delegates (parish council presidents or their designate) who carry an instructed vote from the parish councils. It is approved by a majority vote of the voting delegates present at the annual diocesan convention.

The process is as follows:

1. A motion to raise per capita fees must be adopted by the executive of the level that is requesting the increase.
2. A *Notice of Motion* is circulated a minimum of six months prior to the annual convention and requires a majority vote of the voting delegates present at an annual convention to achieve a per capital increase. The voting delegate votes according to the instructions of the council she represents. Therefore, the process for giving the voting delegate an instructed vote begins at a parish council meeting. Each parish council's instructed vote is given to the diocesan council at the diocesan convention. The diocesan council's instructed vote is given to the provincial council at the provincial convention. The provincial council's instructed vote is the final vote and is given at the annual national convention.
3. Forms are circulated to all relevant levels and must be used to record the instructed vote. The signature of the council president and secretary undertaking the instructed vote validate the results of the vote.
4. Completed and validated forms must be presented or mailed to the presidents who will preside over the instructed vote at a convention at least two weeks prior to the date of convention.
5. Only the council president (or her designate) as the voting delegate may vote on the increase.
6. Only voting delegates present at the convention may vote on the increase. Validated forms are not a proxy for the presence of a voting delegate.
7. Failure to submit the validated form and attend the convention will result in a spoiled ballot.

Parish Council Presidents

1. At a parish council meeting held at least one month prior to the diocesan convention, schedule a time to hold the vote on the proposals. In the meeting announcement, inform members that the vote will be taken.
2. When the time for the vote arrives, read (or have someone read) the proposal and the reasons for it. Allow time for discussion and questions.

3. Take the vote, both for and against. Count and record the numbers both for and against the proposal outlined in the Notice of Motion. If a majority of the members present and voting have voted in favour of the proposal, then the instructed vote that the president, as voting delegate, will take to the diocesan convention is YES. If there is not a majority in favour of the proposal, then the instructed vote to be taken to the diocesan convention is NO.
4. Complete the Parish Council Instructed Vote Form, if circulated, with the information requested. Both the president and the secretary sign the form. Keep one copy of the form and send one copy to the diocesan president at least two weeks prior to the diocesan convention. Bring your copy to the diocesan convention to ensure you vote as instructed.

Diocesan Council Presidents

If the diocesan executive has prepared the Notice of Motion, please skip to the section heading "National President" and replace "national" with "diocesan" and "provincial" with "parish" in all instances. If this is a provincial or national Notice of Motion, please follow points 1 to 5 outlined here.

1. Schedule a time on the agenda of the diocesan convention to hold the vote on the proposal outlined in the Notice of Motion.
2. Upon receiving the parish council voting forms, note the results of the votes to ensure that the 39 voting delegates vote as instructed.
3. When the proposal outlined in the Notice of Motion comes up on the agenda, inform the members that only voting delegates (parish council presidents or designates) may vote and they must vote as instructed by their parish council. National Manual of Policy and Procedure: Finance Page
4. Read (or have someone read) the proposal outlined in the Notice of Motion and take the vote, both for and against. Record the number of voting delegates present and voting (parish council presidents or designates) both for and against the proposal. If a majority of the voting delegates present and voting have voted in favour of the proposal, then the instructed vote that the diocesan president will take to the provincial convention is "YES." If there is not a majority in favour of the proposal outlined in the Notice of Motion, then the instructed vote to be taken to the provincial convention is "NO."
5. Complete the Diocesan Council Instructed Vote Form, if circulated, with the information requested. Both the president and the secretary sign the form. Keep one copy of the form and send one copy to the provincial president at least two weeks prior to the provincial convention. Bring your copy to the provincial convention to ensure that you vote as instructed.

MEMBERSHIP FEES

The annual membership fee is payable at the parish level and due on January 1st. The fee is comprised of the current national (\$13.00), provincial (\$4.00) and

diocesan (\$3.00) per capita plus the amount agreed by the parish council to be retained for the operation of the parish council. [C&B, Part XVII, Section 4]

Parish councils may choose to pay their per capita fees to national office using a manual process or using the online membership database through a secure website.

Membership lists: National office forwards computerized membership lists (in duplicate) to parish councils in October of each year along with a set of detailed instructions on how the lists should be completed. After the membership list has been updated/corrected and the per capita fees calculated, the chairperson of organization/membership, with the council treasurer, completes the Parish Council Remittance Form for Per Capita Fees, issues a cheque and forwards the same to National Manual of Policy and Procedure: Finance Page 125 national office, keeping one copy for council records and requesting an updated list of unpaid members.

It is important for parish councils to remit per capita fees to national office by February 28th because diocesan, provincial and national levels depend on these fees to operate. Payment by February 28th also ensures that members continue to receive all issues of The Canadian League magazine to which membership entitles them. It is not necessary to wait until all members have paid their membership fees before remitting to national office

. A New and Renewed Members List form is available for late-paying and new members.

Fees Processed: Membership lists with per capita fees are processed at national office in the order in which they are received.

Underpayments and overpayments found on the Parish Council Remittance Form for Per Capita Fees that accompanies a parish council membership list will be handled as follows:

- ♣ National office will not request a per capita underpayment of \$25.00 or less.
- ♣ National office will not refund a per capita overpayment of \$25.00 or less.

National office forwards provincial and diocesan portions of the fees to the respective treasurers following the end of each month.

Online Membership Process: Contact national office for information on how to register for online administration through a secure website and to use a pre-authorized debit payment system for payment of per capita fees. The online system may be used to request a new member be added; update a member's name, address or other information; request an update to a member's years of service; request a transfer between councils; report a deceased member; cancel a renewal when a member will not be returning; or request a replacement membership card. The reports feature allows for access to and printing of current

paid, unpaid and deceased members.

INCREASING MEMBERSHIP FEES

An increase in the membership fee of an individual parish council is determined by the recommendation of the parish council executive, followed by a notice of motion at a parish council meeting, and approved by a majority (greater than 50%) of the members voting at the next meeting. Parish council members shall be notified of this agenda item 30 days prior to the vote.

The membership fee is that fee determined by each parish council and includes diocesan, provincial and national per capita fees, as well as the fee (if any) for the parish council itself.

FINANCIAL PROJECTS

At the parish level, all financial projects shall be approved by the members at a council meeting, in consultation with the spiritual advisor. When considering a donation to an organization, a council is responsible to vet the organization to ensure its practices are in accordance with the values and teachings of the Catholic church.

SAMPLE OF INSTRUCTED VOTE FOR A PER CAPITA FEE INCREASE

Parish Instructed Vote

At a meeting of -----(*Name of Council*)----- CWL Council of -----(*City/Town/Province*) held on --
----(*Month/Day/Year*)-----, members voted on the *Notice of Motion* to raise the (*Diocesan*)
(*Provincial*) (*National*) per capital fee from ----- (*Present Amount*)----- to ---- (*Proposed Amount*)
effective ---- (*Month/Day/Year*).

Number of members attending the meeting _____.

Affirmative _____ Negative _____ (For information at Diocesan level only.)

Motion carried/defeated _____

MEDIA

Council Facebook Guidelines

As per National Manual of Policy and Procedure:

Councils are engaging through various social networking sites and Facebook is finding a prominent role in that list. Recommendations for use of and subsequent

monitoring of a Facebook page for 9 parish councils should include/observe/practice the following:

Do:

- Request written permission if the council intends to use the League crest.
- Assign one or two administrators to moderate the account and post messages.
- Be respectful of the League and its members
- Know your members and tailor content to their needs.
- Engage your members. Ask for feedback, ask questions, communicate with them, etc.
- Reply to questions as quickly as possible.
- Use a recognizable profile picture.
- Promote the League through your own contacts. Follow others first, comment, like, etc.
- Keep posts brief, timely and concise.
- Compose posts carefully and thoughtfully. You do not want to offend or harm the reputation of the League.
- Proofread and be sure material referenced is accurate before publishing.
- Vary your posts (text, links, photos, videos, etc.) and vary your content.
- Post at strategic times during the day based on your audience. Facebook posts should be limited to once or twice per day to encourage engagement.
- Share posts and information relevant to your members from the national Facebook page.
- Tag other people and businesses when mentioned in photos, text posts, etc., but be considerate of those you are tagging. Be courteous and ask permission first
- Be aware that individual members do not speak on behalf of the League.
- Be sure to indicate when views are personal, and not the League's
- Periodically update the "About" page.

Don't:

- Post private matters on a public wall. Use private messaging.
- Overshare/Overpost.
- Abuse hashtags.
- Oversell/overmarket.
- Let your page become dormant.
- Use Caps Lock.
- Repeat the same post.

Website Development

Thoughts as per National Manual of Policy and Procedure:

- Consider how your website will be used.

- What are your overall communications goals?
- Is the website a hub for members? Recruiting tool? Advocacy or call to action resource? This will help in determining what should be emphasized and what should be less prominent.
- Try to have a lot of information on the front page. When photos and stories change, people can see it right away. They don't have to spend time looking
- Make the site clear and user-friendly. Visitors should always be able to get to the page they need within two to three clicks.
- How will the site be updated? Will you contract services to a web designer to make updates or can simple changes and updates be made by members. If you're paying for updates, consider what kind of budget you will have for ongoing updates.
- Try to track your traffic. This is a critical tool for evaluating the site's effectiveness.
- Keep in mind that what you include on your website can be viewed by many!

Suggested Do's

- Report decisions of executive meetings and conventions relevant to the membership.
- List the executive, preferably with profiles.
- Post newsletters/magazines that should be available to all members.
- Post communiqués from officers of the same level that maintains the site (e.g., provincial officers on the provincial website).
- Provide copies of resolutions adopted at the intended level of their destination (e.g., if a resolution is directed to the national level for consideration and is not adopted, it does not become publishable or pursuable at any level).
- Provide an upcoming calendar of events that may include events occurring at other levels of the League, at their request.
- Create a central e-mail box for receipt of comments and requests from members.
- Post convention information, agenda and registration form.
- Review carefully any suggested links, including associated links. A link can be considered an association and investigation should be done in accordance with the affiliations section.
- Have a website committee, including the president and chairperson of communications to review and approve/reject material for the website.
- Material that is copied from another source should appear with a credit line acknowledging the source of the original material.

Suggested Don'ts

- List telephone numbers, postal or e-mail addresses of executive or any

- other member without their express written permission.
- Include reports from members who have attended conferences/events.
- Duplicate material that can be found on other CWL sites that have ownership over the material (e.g., national reports – a link to the national page will suffice).

CONVENTION POLICY

THEME

In collaboration, the diocesan president, diocesan spiritual chairperson, the diocesan spiritual advisor and all elected officers, will select the theme for the annual convention.

LOCATION AND DATE

The annual diocesan convention shall be held on the first weekend in May at a location designated by the diocesan council.

REGISTRATION

The treasurer shall register the diocesan officers and the provincial and national representative and invited guests. The council presidents and members of individual councils attending are the responsibility of their own council or the individual members.

The treasurer of the diocesan council shall pay all expenses for the diocesan officers.

CONVENTION SPEAKERS AND GUESTS

- the speakers will receive honorariums not to exceed \$200, decided upon by the diocesan executive
- gift for national and provincial representative: \$50.00 donation to a charity/organization of their choice
- meals, accommodations and transportation provided when necessary
- host council(s) receive a \$50 donation to a charity/organization of their choice

COLLECTION

The host convention committee is responsible for taking up the collection at the Closing Mass and shall designate a charity/organization to receive the proceeds.

KINGSTON DIOCESAN COUNCIL VOLUNTARY FUNDS

HOPE FUND

The Kingston Diocesan Council shall maintain a Hope Fund to be used annually to support a worthy cause within the archdiocese, which does not receive regular funding from other sources. Parish councils are requested to make annual donations to the Hope Fund. Using the form included in the Convention Registration and Information Package, councils may submit the name of individuals or groups they wish to support. Completed submission forms must be received **by April 15th** to be considered. The Hope Fund Committee will review the completed forms and all parishes with submissions will

be informed of committee decisions immediately following the convention.

KENYA HELP

Kenya Help was implemented as a diocesan voluntary fund in 2017. Nancy Stevens, from the Kingston Diocese, travelled to Kenya in 2009 to give basic needs of food, water and education to 90 children living in an orphanage. Kenya Help was born as a result of that trip. Her mission was to make positive change for children of Ngong, Kenya. Her work for children continues and has now expanded by providing programs to empower women. More info can be found at <https://kenyahelp>about-us-nancy> Parish councils are requested to make annual donations to Kenya Help.

PROVINCIAL AND NATIONAL REPRESENTATION AT DIOCESAN CONVENTION

Current Provincial Guidelines state that all expenses for the provincial representative shall be paid by provincial council - National pays travel expenses for their representative, all other expenses, registration, meals, accommodation, are paid by the diocesan council.

HOSTING A DIOCESAN CONVENTION

A Catholic Women's League Council of the archdiocese wishing to host an annual convention shall:

- secure by motion the approval of council members to extend an invitation
- forward a letter of invitation to the diocesan council
- forward a formal invitation from the host council Spiritual Advisor to the Diocesan spiritual advisor

RESPONSIBILITIES OF THE HOST CONVENTION COMMITTEE

The diocesan president shall arrange a meeting before July 31st, with both upcoming and previous host council convener(s) at which time a binder with all reports and pertinent information (with accompanying USB) will be presented and ***reviewed together***. All of the following responsibilities are to be carried out by the host council(s), in consultation with the diocesan president.

- set and collect fees for the meals, coffee breaks and buses
- prepare tickets, banquet program and other hand-outs or information for the delegates
- prepare delegate kits
- arrange for registration supplies, i.e. name tags, ribbons, signs
- prepare table/floral decorations and at your discretion
- prepare decorations and theme banner if being used
- arrange to have souvenirs and/or favours for the delegates (at the discretion of the host council)
- prepare the hospitality area and necessary supplies, signs, etc.

- arrange music for all spiritual programs including Masses in consultation with the diocesan spiritual development chairperson
- arrange for Saturday evening entertainment
- finance host committee expenses - rooms, meals, tickets
- prepare hostess identification for the delegates to easily recognize
- consult with the diocesan president for the invitation of local dignitaries
- arrange for the collection at the closing Mass and the local charity to benefit
- arrange the prayer room in consultation with spiritual development chairperson

DIOCESAN CONVENTION REPORT

The hosting parish council, which hosted the diocesan convention, shall prepare three identical binders keeping one and giving two to the diocesan president, which include:

- Report of the host convention chair with recommendations. Financial report including final summary and proposed and reconciled budget reports of convention treasurer with recommendations
- Reports of each convention convener with recommendations
- Copy of the liturgy and program book(s), sample name tags, registration forms, newsletter inserts, etc.

This report shall be accompanied by the return of the binders, from the previous two conventions.

DIOCESAN CONVENTION RESPONSIBILITY CHART

Responsibility of:		Host Council	Diocesan Council
1.	REGISTRATION: Supplies, name tags, collection of fees: Fees forwarded to:	X	X
2.	PRICES/TICKETS: Price for meals, bus, coffee breaks: Ticket sales to delegates: Ticket sales for:	X X	X X X X
	Diocesan Officers		X
	National Representative		X
	Provincial Representative		X
	Guests of Diocesan Executive		X
	Host Convention Committee	X	
	Guests of Host Council	X	
3.	ROOMS: Diocesan Officers National Representative Provincial Representative Diocesan Speakers, Guests Convention Committee Meeting Rooms	X	X X X X X
4.	FEES, GIFTS, HONORARIUMS: Diocesan Speakers, Guests Business Sessions: AV Equipment		X X
5.	LITURGY BOOKLET: Preparation and printing including costs	X	
6.	ANNUAL REPORT BOOKS: Preparation and printing including costs		X
7.	FLOWERS AND DECORATIONS: Church, banners, head table Shrine, crown for statue	X X	
8.	KITS, FAVOURS/SOUVENIRS FOR DELEGATES:	X	
9.	HOSPITALITY: Expenses, supplies, signs	X	
10.	MUSIC, ENTERTAINMENT:	X	
11.	BANQUET, HOSPITALITY: Greeters, signage 2 bottles of wine per head table	X	X

HOSTING A PROVINCIAL CONVENTION

When hosting a provincial convention the diocesan council shall:

- secure by motion the approval of the parish council presidents to extend an invitation.
- secure approval from the Archbishop of Kingston
- forward a letter of invitation to the provincial council
- request that a formal letter be sent from the archbishop to the provincial spiritual advisor

PROVINCIAL GRANT FOR HOSTING A PROVINCIAL CONVENTION

A grant of two thousand dollars (\$2,000) shall be given by the provincial council to the diocesan council hosting a provincial convention to help defray expenses. These funds shall be returned should a profit in excess of \$2000 be realized.

The diocesan council shall submit a proposed budget to the provincial president and provincial treasurer with the grant request prior to the provincial fall meeting. Upon approval of the provincial administration committee, the two thousand-dollar (\$2000) grant shall be forwarded to the host diocesan council one year in advance of the provincial convention.

GUIDELINES FOR DIOCESAN OFFICERS

General Information

- Review all resource material in the file from previous chairperson and from the *Executive Handbook*.
- Establish short range goals and prepare long term plans for your position or standing committee.
- Appoint sub- committee and committee members as required. Consider members with interest or knowledge in the area concerned or specific task to be addressed. Provide these appointees with copies of pertinent information from the file.
- Ask sub- committee member(s) to send all material to be included in directive to you.
- Initiate study and action on resolutions pertaining to your standing committee.
- Consult with the president on any proposed action or project before it is introduced or discussed at a meeting.
- Read and process all material received from your provincial counterpart and distribute to parish councils.
- Act on resolutions passed at diocesan, provincial and national conventions that pertain to the standing committee.
- Consult with the president before writing letters to government or other officials and send her a copy.
- Prepare workshops and presentations as requested by the president. Requests to present workshops made directly to you must be approved by the president. Give a copy of all such presentations to the president and standing chair of organization for

- their files.
- Submit all expenses, with receipts, to the treasurer by the end of each month. Use the expense form provided in the manual of policy and procedure.
 - Keep files in good order.
 - Perform other duties as designated by the president.
 - Promptly read all correspondence received and respond as required.
 - Wear your Catholic Women's League pin.
 - Be mindful always, that the diocesan president is the official spokesperson for all League matters.

Meetings

As a Diocesan Officer attendance is required at:

- two diocesan meetings, one in the fall and one in the winter
- pre-convention and post convention meetings in May
- diocesan convention
- workshops and meetings as designated by the president
- annual diocesan retreat

REPORTS

Oral Reports at Meetings

- Prepare an oral report for the fall and winter executive meetings. Direction may be given by the President. Forward three copies of the report, one for the president, one for the recording secretary and one for your file.
- Observe the time allowed for oral reports.
- Give a point form summary of the oral report as well to the recording secretary for the minutes. The summary is not to exceed 15 lines when typed.

Oral Reports at the Convention Business Sessions

- Prepare an oral report to highlight a particular area or project. Direction may be given by the president. Make three ~~two~~ copies of the report, one for the president one for the recording secretary and one for your file.
- Observe the time allowed for oral reports.
- Give a point form summary of the report to the recording secretary for the minutes. The summary is not to exceed 15 lines when typed.

Annual Report

- Observe the deadline set by the provincial organization chairperson.
- Follow the directions given by the provincial organization chairperson for format, length, etc. according to on-line instructions.
- Compile reports submitted by the parish council chairpersons. Ensure a hard copy is printed for your files.
- Report your work as a diocesan officer.
- List a maximum of three recommendations at the end of the report if desired.

- Send report to your counterpart at provincial.

Directives

- Prepare and send out directives for the fall and winter meetings as requested by the president. Use template provided by recording secretary.
- In the first directive or letter of introduction, outline your goals and objectives for your term in office.
- Pertinent information from provincial should be included in directives to parish council chairpersons.
- Number directives consecutively throughout the term of office
- Directives are sent to the parish council chairpersons with copies to diocesan president and officers, provincial counterpart, sub- committee members, and life members. Directives should be posted to the diocesan web-site.
- Resource material shall be authorized by the president before being sent out with the directive.

Letters

- Write welcome letters to newly elected parish council standing committee chairpersons and thank-you letters to the chairpersons who have completed their terms.
- All letters written by diocesan officers are to be copied to the diocesan president and approved prior to distribution.
- Letters written by diocesan officers must have approved Kingston Diocesan Council letterhead. President will forward approved format to all officers.

End of Term

- Put all files in order and turn over to the incoming officer as soon as possible following the annual convention.
- Place an index of material in the front of your binder for the new officer.
- Keep all records pertaining to your office for four years.
- Spend time with the new officer explaining her duties of office.

SPIRITUAL ADVISOR

Refer to Part IX – (a) i and ii, (b) ii and iii, (c), Constitution & Bylaws 2013

Responsibilities

Upon taking Office

- Meet with the president and spiritual development standing chairperson to discuss plans, dates and procedures for meetings, masses, stipends, conventions, retreats, etc.
- Discuss the spiritual direction of the Kingston Diocesan Council in relation to the development of the theme.
- Be prepared to assist the spiritual development standing committee chairperson with plans.

- Familiarize yourself with your role by reading *The Spiritual Advisor's Handbook, the Ceremonies Book* and other League material provided to you.

Regular Duties

- Install the new officers at the closing Mass of the convention and reaffirm them the following year. The past-president will provide you with a copy of the service and the necessary material to conduct the service.
- Attend all meetings of the diocesan council. If unable to attend, inform the president and send a message to be read at meeting.
- In consultation with the spiritual development chairperson participate in the opening and closing prayers of the meetings.
- Give a message of encouragement and support to the members of the executive at the meetings.
- Be prepared to provide the view of the Church on issues that may arise in the context of the business. Advise on possible action.
- Support the guidelines and programs set out by the provincial and national councils and accepted for implementation by the diocesan council.
- Serve as an ex officio member of the finance committee, the nomination and elections committee, hope fund committee and other ad hoc committees, as necessary. The chair of these committees will provide information and necessary materials.
- Submit expenses to the treasurer as requested. Discuss travel, accommodations, etc., for meetings with her.
- If possible, attend the annual provincial convention in July and the national convention in August.
- Maintain open communication with the president for better understanding of the potential, the boundaries in decision making and the scope of the organization.

End of Term

- Put all files in order and turn over to the incoming Spiritual Advisor as soon as possible following the Annual Convention.

PRESIDENT

Refer to Part XII - Section 1 (a-k), Constitution & Bylaws 2013

Responsibilities

Upon Taking Office

- Assign standing committees chairpersons and make committee appointments.
- Sign the bank signature card with other signing officers for banking purposes.
- Ensure that the minutes and financial transfers are completed.
- Meet with the spiritual advisor to discuss plans, dates, procedures for meetings, Masses, stipends, etc.
- Prepare a contact list for the diocesan spiritual advisor and officers to disseminate timely information.

- Arrange to meet with the archbishop to introduce yourself and share any plans you may have for the League.

Regular Duties

- Be the official spokesperson for the Kingston Diocesan Council of The Catholic Women's League of Canada. All statements must reflect official League policy in accordance with the Objects of the League.
- Inform the membership of the position of the League on current issues and priorities and new programs.
- Preside at all meetings and conventions of the diocesan council.
- Provide active leadership.
- Initiate policy, in consultation with the officers of the diocesan council.
- Keep fully informed on the operation of the League and report annually to the membership.
- Serve as *ex-officio* members of all committees, except the nominations and elections committee.
- Appoint committees.
- Consult with the chair of the finance committee (treasurer) regarding finance committee meeting agendas.
- Consult with the corresponding secretary to prepare a list of all correspondence sent and received.
- Designate the president-elect or an officer to attend a function if unable to attend.
- Schedule diocesan council meetings in fall and winter.

May

- Preside at the post convention meeting, set as early as possible following the convention.
- In the election year complete and mail the Provincial Nomination Form immediately following the post convention meeting.

June

- Prepare oral and written reports for the provincial convention in July.
- Review materials passed on by the past president.
- In consultation with spiritual advisor, set date for diocesan officers' retreat and planning days.

July/August

- Attend provincial and national conventions as set out in the Kingston Diocesan Manual of Policy and Procedure.
- Delegate members attending the provincial and national conventions to report back to the fall executive meeting.
- Prepare an agenda for the fall meeting and an oral and written message.
- Prepare a program for the regional meetings.

September/October

- Prepare an agenda for the fall diocesan meeting and an oral and written message.
- Prepare for Ontario Provincial Council fall meeting as per instructions of provincial president.
- Appoint a Nominations and Elections Committee during the second year of her term according to the Kingston Diocesan Manual of Policy and Procedure.
- Notify the archbishop if the diocesan spiritual advisor's term is completed.
- Contact speakers for the convention.
- Discuss with the officers the nomination procedure for life membership referring to the National Manual of Policy & Procedure.
- Arrange a convention planning meeting with the hotel and host council(s).
- Send letter of invitation to provincial and national president requesting representative to attend diocesan convention.

November

- Prepare a tentative convention agenda for the host council(s).
- Prepare for Ontario Provincial Council fall meeting as per instructions of provincial president.

January

- Prepare an agenda for the winter diocesan meeting and an oral and written message.
- Prepare and compile reports of all chairpersons to take to the Winter Provincial Meeting.
- Invite the archbishop in writing to the annual convention. Include request to preside at Closing Mass and to bring greetings at the banquet
- Request host councils for the coming year's convention.
- Prepare for Ontario Provincial Council winter meeting as per instructions of provincial president.

February/March

- prepare agenda for the pre-convention meeting.
- provide provincial convention information for all executive and council presidents as soon as possible.
- plan an appreciation gesture (eg. spiritual bouquet) for the retiring diocesan spiritual advisor following his term.

End of Term

- put all files in order and turn over to the incoming president as soon as possible.
- place an index of materials in the front of your binder for the new president.
- write appreciation cards and messages as required.
- see that all officers have turned over files to their successors.
- prepare a summary of their term (maximum 2 pages) for diocesan

archives.

PRESIDENT-ELECT

Refer to Part XII – Section 2, Constitution & Bylaws 2013

Responsibilities

- become president automatically after serving her elected terms as president-elect
- perform the duties of the president in her absence or inability to serve
- be the chairperson of the organization standing committee
- be responsible for League development and leadership training
- perform such other duties as may be delegated to her by the president

ORGANIZATION

Refer to Part XIII – (2), Constitution & Bylaws 2013

Responsibilities

- facilitate annual reporting as directed by national
 - share information received from national
 - prepare annual convention report book with highlights from every parish
 - choose a printing establishment for the annual report book
 - consult with host council registration chair to determine the number of report books to be printed
 - prepare annual report guidelines for parish council presidents and diocesan officers' annual reports and deadlines
 - in consultation with diocesan president, plan and organize annual Development Day
- Encourage the participation of sub-chairs so all categories will be well covered.

SPIRITUAL DEVELOPMENT CHAIRPERSON

Refer to Part XIII – (1), Constitution & Bylaws 2013

Responsibilities

- consult with the spiritual advisor on an ongoing basis
- arrange at the beginning of the year for a Mass to be offered for the intentions of all Catholic Women's League members in the Kingston Diocese
- prepare spiritual exercises for all meetings and convention in consultation with the spiritual advisor and diocesan president
- arrange and chair a meeting to prepare liturgical celebrations for the convention with diocesan and host council(s) level in November. Areas needed to be discussed: altar placement, provision of altar supplies, lectors, readings, music, procession of gifts, celebrants, homilist, flowers, Marian display, communion stations, communion assistants, programs and deadlines, etc
- plan annual diocesan retreat, date to be decided by officers, in consultation with the diocesan spiritual advisor
- prepare and update annually the Book of Life and bring it to the convention to place on a designated table

- Book of Life taken to the convention Closing Mass and placed on a designated table
- retain the statue of Mary Catholic Women's League tablecloth, life member tablecloth
- prepare the following for the incoming president to give to the new spiritual advisor if necessary in that year:

- ~ Spiritual Advisor Handbook
- ~ Constitution & Bylaws
- ~ Prayer leaflet and blue and gold brochure on The Catholic Women's League
- ~ Spiritual Advisor's pin
- ~ Kingston Diocesan Manual of Policy & Procedure

Encourage the participation of sub-chairs so all categories will be well covered.

TREASURER

Refer to Part XII – Sections 5 and 9 (a), Constitution & Bylaws 2013

Responsibilities

- prepare a detailed list of duties and copies of all forms for the treasurer's file
- arrange and chair financial committee meetings as necessary in consultation with the president
- manage the funds for the diocesan council, working with the president and the finance committee
- deposit and invest income for the diocesan council
- process donations from the parish councils to League charities such as:
 - ~ Birthright
 - ~ Hope Fund
 - ~ Kenya Help and other projects as required
- receive per capita fees from national and record the number of members in each parish
- inform the president and organization chairperson of membership
- pay all bills incurred in the normal operation of the diocesan council
- maintain accurate, up-to-date financial records - refer to Guidelines for Treasurers available from National Office
- arrange for an annual financial review with an approved professional accounting firm
- forward the financial review to the organization chairperson as soon as possible to be included in the annual report book
- prepare a budget for presentation at the fall executive meeting in consultation with the Finance Committee
- prepare an interim financial report for presentation at convention
- book hotel accommodations, meals and meeting rooms as requested by the president
- pay all outstanding expenses pertaining to the diocesan convention

- request that expenses be submitted immediately
- inform the new treasurer about the various accounts, investments and procedures
- forward the annual financial report to all voting delegates 21 days prior to the diocesan convention
- be a signing authority for diocesan council

RECORDING SECRETARY

Refer to Part XII – Sections 4 and 9 (a), Constitution & Bylaws 2013

Responsibilities

- maintain an accurate up to date roll call, based on the diocesan directory, of all diocesan officers, parish council presidents and life members for roll call at meetings and conventions.
- prepare a first draft of the minutes and send to the president for review. The newly elected president reviews and authorizes the minutes of the post convention meeting.
- make necessary corrections or changes and prepare the final draft for sending. A cover letter is sent requesting that all errors or omissions be submitted in writing 3 weeks prior to the next executive meeting.
- prepare accurate minutes of the business conducted at all meetings of the Kingston Diocesan Executive.
- official copies of all minutes and motions, signed by the president and recording secretary, must be kept in Minutes and Motions Binder. Copies of motion forms and reports presented at the meeting should be filed as attachments to the minutes.
- keep all main motions in a separate Motion Book, numbering them in sequence each year.
- distribute minutes of the diocesan executive meeting by email, at least two (2) weeks prior to the next meeting to the diocesan spiritual advisor and diocesan officers.
- distribute minutes of Diocesan Executive Meetings by email at least two (2) weeks prior to the next meeting to the diocesan spiritual advisor, past presidents, Life Members and parish council presidents.
- send minutes of the convention (general business sessions only) to life members who attended the convention.
- send to officers and spiritual advisor the agendas for fall and winter meetings in a timely manner.
- retain resolutions passed at the diocesan convention and provide as appendixes to the minutes. Amendments to the resolutions are given to the president and the resolutions chairperson immediately.
- provide a list of names for appointment to the convention minutes review committee in consultation with the diocesan president.
- assist the registration chairperson of the host committee. A copy of the registration guidelines, credential and voting procedures, information regarding voting and accredited delegates must be explained.
- retain the final registration report and attach to the convention minutes as an appendix.

- send official minutes to the historian for the archives at the completion of her term.
- be a signing authority for diocesan council

CORRESPONDING SECRETARY

Refer to Part XII – Section 4, Constitution & Bylaws 2013

Responsibilities

- all correspondence is sent out only at the discretion of the diocesan president
- prepare, update and distribute the Diocesan Directory. Copies are sent to the diocesan spiritual advisor, executive officers, parish council presidents and life members.
- maintain an elections' register with up to date addresses, emails and phone numbers of all council presidents for their period of eligibility
- mail materials not picked up by council presidents and others following meetings
- distribute executive list forms to council presidents at the fall meeting with directed deadline for completion and return to corresponding secretary
- keep an up to date list of all correspondence sent and received since the previous meeting. Have the file of correspondence available for the executive to view.
- retain a copy in the file of all correspondence sent out.
- Suggested correspondence, under the direction of the diocesan president.
 - ~ thank-you to dignitaries, guests, etc., that attended the convention
 - ~ thank-you to host council(s), and host spiritual advisor(s) of the convention
 - ~ letters of invitation
 - ~ sympathy notes
 - ~ get well cards
 - ~ anniversary cards for priests, parishes
 - ~ letters of welcome to new parish council presidents and spiritual advisors
 - ~ letters of appreciation to retiring diocesan officers, parish council presidents and spiritual advisors
- Mail material as requested.

CHRISTIAN FAMILY LIFE CHAIRPERSON

Refer to Part XIII – (3), Constitution & Bylaws 2013

Responsibilities

- advise the parish council chairpersons to acquaint themselves with the services offered by the Archbishop Francis J. Spence Centre (aka Diocesan Centre) that address many of the Christian Family Life concerns.
- research the various headings of the standing committee. Obtain current material to share.
- place your name on the Catholic Organization for Life and Family (COLF) mailing list.
- share information with the parish council chairperson, to promote appropriate action on current issues.

Encourage the participation of sub-chairs so all categories will be well covered.

COMMUNITY LIFE CHAIRPERSON

Refer to Part XIII – (4), Constitution & Bylaws 2013

Responsibilities

- advise all parish council chairpersons to contact the Kingston Diocesan Justice & Peace Commission for information and ask to be put on the mailing list for Development & Peace.
- promote the Catholic Women's League 1% Development and Peace resolution.
- promote community involvement.

Encourage the participation of sub-chairs so all categories will be well covered.

EDUCATION AND HEALTH CHAIRPERSON

Refer to Part XIII – (5), Constitution & Bylaws 2013

Responsibilities

- encourage parish council chairpersons to contact their local health unit for materials and speakers.
- encourage members letting their name stand for their local hospital boards.
- promote Natural Family Planning and post contacts for speakers for parish councils on diocesan website.
- encourage members to be in touch with their local Catholic school boards and parent associations.
- provide addresses and websites available for Catholic Education, Canadian Health Association of Canada, Assembly of Catholic Bishops of Ontario and the Institute for Catholic Education etc.
- encourage communication with the Holy Childhood representative, family life consultants and anti bullying representatives at the local school board.
- promote and encourage support for The Catholic Women's League Bursary Fund, Coady International Institute and Catholic Women's Leadership Foundation.

Encourage the participation of sub-chairs so all categories will be well covered.

COMMUNICATIONS CHAIRPERSON

Refer to Part XIII – (6), Constitution & Bylaws 2013

Responsibilities

- prepare articles for The Journey as designated by the President. Contact the editor to discuss the requirements for articles.
- consult with the President to prepare a press release for the annual convention and send to all parish communication chairpersons for insertion in local papers.
- arrange for a convention notice to be published in the Whig Standard, Cogeco Cable and CKWS Community Watch.
- act as primary liaison with the webmaster.
- consult with the president regarding any possible materials that may be posted on the

- Kingston Diocesan CWL website and Facebook page
- promote activities that discourage the manufacture and distribution of pornography.
- arrange for a photographer to take a group photo of the diocesan officers once a year for the historian.
- arrange for a photographer at the annual convention and in consultation with the President discuss pictures to be taken.
- keep the communication file of newspaper clippings, photos, etc. up to date.
- send a copy of all newspaper clippings to the historian for the archives
- promote websites at all levels

Encourage the participation of sub-chairs so all categories will be well covered.

RESOLUTION CHAIRPERSON

Refer to Part XIII – (7), Constitution & Bylaws 2013

Responsibilities

- encourage parish councils to know and meet with their local politicians concerning ongoing resolutions.
- provide contact information to councils who wish to pursue a resolution topic and/or speaker.
- distribute deadlines for submitting resolution topics, briefs and resolutions.
- inform parish chairpersons of the procedure for submitting a resolution.
- encourage parishes to follow up on resolutions until they have been dealt with by the appropriate government accordingly.
- encourage the use of the newspaper, television and internet to discuss areas of interest.
- chair the resolutions review committee when a resolution is brought forth.
- prepare to address the provincial convention when a resolution is submitted by the Kingston Diocesan Council.
- retain a copy of the national resolution resource file which contains all resolutions since 1975.
- encourage the use of the Resolutions Handbook available from national office.

Encourage the participation of sub-chairs so all categories will be well covered.

LEGISLATION CHAIRPERSON

Refer to Part XIII – (8), Constitution & Bylaws 2013

Responsibilities

- monitor Provincial and Federal government legislation.
- distribute a list of Federal and Provincial Cabinet Ministers at the fall meeting.
- encourage and promote the reading of Hansard, the official report of the proceedings of the Ontario Legislature or the Federal House of Commons. The public library will have a copy on file.
- encourage councils to communicate with their local MP and MPP to be knowledgeable of the recent happenings in government.
- work in close co-operation with the provincial chairperson of resolutions.

Encourage the participation of sub-chairs so all categories will be well covered.

PAST PRESIDENT/HISTORIAN

Refer to Part XII – Section 7 (a-d), Constitution & Bylaws 2013

Responsibilities

- be prepared to advise on matters of protocol and procedure.
- encourage the study of the Constitution and Bylaws.
- serve as the chairperson of Nominations and Elections Committee.
- maintain the Diocesan History by adding highlights of the previous term and placing the updated history in the archives.
- take photographs at meetings, retreats and events.
- review and update archival material and assure that the index of archival material is current.
- archives should contain:
 - ~ minutes of meeting and conventions, signed by the president
 - ~ official updated motion book
 - ~ diocesan annual report books
 - ~ diocesan newsletters
 - ~ diocesan resolutions
 - ~ correspondence relevant to historical events of the diocesan council
 - ~ list of diocesan presidents, spiritual advisors and executives (photo to be provided by the communications chairperson)
 - ~ convention liturgy booklets
 - ~ election register
 - ~ diocesan 5 year history books
 - ~ photo albums of past conventions
 - ~ provincial history books
 - ~ highlights of each presidents term (not to exceed 2 pages)
- promote use of the National Manual of Policy & Procedure for parish council and diocesan elections, and as a source of information on all CWL policy.
- follow the nomination procedures outlined in the National Policy & Procedure.
- prepare a report on her term of office as diocesan president for inclusion in the archives binder, listing members of executive, special events, etc.

LIFE MEMBER LIAISON

Responsibilities

- work with the provincial life member liaison.
- maintain a list of Kingston Diocesan Life Members, addresses, emails and phone numbers and distribute to the Provincial Life Member Liaison and the diocesan corresponding secretary.
- attend the annual diocesan convention and prepare and present an oral report.
- send cards or emails to life members as appropriate.

- submit expenses to the treasurer for approval.
- request parish councils to keep her informed of illness, change of address, etc., of any life members in their council.
- consider hosting an annual gathering of life members

PARISH COUNCIL PRESIDENTS

Responsibilities

- attend or send a delegate to the fall and winter diocesan meetings. *If unable to attend, ensure that an alternate attends.*
- attend or send a delegate to the annual diocesan convention and pre and post convention meetings. *If unable to attend, ensure that an alternate attends.*
- send one voting delegate and two accredited delegates to the annual diocesan convention.
- read and process all directives and material received. Pass material along to appropriate chairperson.
- contact the diocesan president or chairperson concerned if you need clarification or additional information.
- request facilitators, workshop leaders, etc., from the diocesan council.
- be aware of the purpose of the National and Provincial Development Funds and apply when needed, obtaining proper signatures.
- encourage members to attend the annual convention and promote the use of council funds to assist with the cost of attending to further their development in the League.
- encourage and promote members to attend the provincial and national conventions.
- promote the annual diocesan retreat in your parish.
- discern your role once you have completed your term and consider serving on the diocesan council.
- discern the hosting of an annual diocesan convention.
- share the good news of your League activities in your annual reports to the diocese and adhere to the deadlines given.
- advise the diocesan president of council anniversaries.

**AMENDMENTS TO THE
KINGSTON DIOCESAN COUNCIL
MANUAL OF POLICY AND PROCEDURE**

- The Kingston Diocesan Council Manual of Policy and Procedure shall not conflict with the Constitution & Bylaws of The Catholic Women's League of Canada. If amendments to the Constitution & Bylaws affect the Policy and Procedure Manual, this document shall be revised at the first opportunity.
- New items or changes may be adopted by a majority vote at any Diocesan Executive meeting.
- The manual shall be reviewed by the review committee every two years.

Review Committee: Bernadette Burgess
Geraldine Canning
Carmel Foster
Joanne Belanger

Approved Sept./2007

2011 Review Committee: Anne Madden
Carol Richer
Kathy Huffman
Bernadette Burgess
Carmel Foster

Amendments approved on a motion by Bernadette Burgess and seconded by Trudi Whitteker -
Carried on February 26, 2011

2013 Review Committee: Carol Richer
Kathy Huffman
Bernadette Burgess

2014 Review Committee: Kathy Huffman
Stephanie Spinelli
Carol Richer
Geraldine Canning
Bernadette Burgess

2019 Review Committee Margie Royle
Bernadette Burgess
Kathy Huffman
Geraldine Canning
Stephanie Spinelli
Maureen Vincentine
Nancy Richer