

Catholic Women's League of Canada
Antigonish Diocesan Council
Policy and Procedures 2019

1 This Policy and Procedure Manual is supplemental to *The National Manual of*
2 *Policy and Procedure* and is intended to clarify duties, responsibilities and
3 procedures of the Antigonish Diocesan Executive Council.
4

5 **1. COMPOSITION**

6 (In accordance with National CWL Constitution and By-laws)

7 a) The Diocesan Executive Officers: shall comprise of the President, President
8 Elect, Secretary, Treasurer, 1st Vice-President, 2nd Vice-President, Past
9 President, and Standing Committee Chairpersons.

10 b) The Spiritual Advisor serves as ex-officio (non-voting, advisory role).

11 c) The Diocesan Officers shall meet at least twice yearly.

12 d) The Diocesan Executive: shall comprise of Diocesan Officers and Parish
13 Council Presidents.

14 e) The Diocesan Executive shall meet at least twice yearly.
15

16 **2. FINANCIAL POLICY**

17 a) Administration of Funds:

18 The Treasurer shall administer the funds in keeping with the aims and
19 objectives of the League and Diocesan Policy.

20 b) Signing of Cheques:

21 The official signing officers of the council are the Treasurer, President and
22 Secretary. Two officers must sign ALL cheques. If feasible, members should
23 not sign cheques payable to themselves (i.e. if treasurer is to be paid for her
24 expenses, cheque should be signed by president and secretary)

25 c) Per Capita Fee:

26 CWL Annual Membership fee is \$22.00
27 (\$13.00/National; \$5.00/Provincial and \$4.00/Diocesan)

28 d) Diocesan Voluntary Funds:

29 Council donations to these funds are encouraged but are strictly voluntary.

30 - Antigonish Diocesan Society:

31 donated to seminarians studying for the priesthood

32 - Our Lady of Grace Monastery Fund:

33 donated to the nuns for the upkeep of the monastery buildings

34 - CBU and St FX Bursary Fund:

35 to be distributed equally between both universities

36 - Other temporary funds may be established by motion at a diocesan meeting
37 for a designated charity for a short term.
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42 e) Gifts and Honorariums

- 43 - The Diocesan President shall be presented with a gift, total value not to
44 exceed \$150 upon completion of her two year term.
45 - The Diocesan Spiritual Advisor shall be presented with a monetary gift,
46 value up to \$500, upon the completion of his 5 year term or \$100 per year
47 if less than a full term.

48 f) Mass Cards will be sent to the family on the death of a member of the
49 Diocesan Executive or immediate family (spouse, children, and parent) and
50 on the death of a priest of the diocese.

51 g) Unexpected Occurrences: The Diocesan council has authority to spend up to
52 \$200 per year for unexpected expenses or donations.

53
54 **3. OFFICERS EXPENSES**

55 a) Expenses occurred during the fulfilment of the duties of Diocesan Officers
56 shall be paid from diocesan funds (postage, copies, resource materials).
57 Substantial expenditures shall be pre-approved by the President with the input
58 of the Executive Officers.

59 b) A reasonable amount will be paid for accommodations, travel and meals
60 (including 10% gratuities and excluding alcoholic beverages), for Diocesan
61 Officers to attend officers' meetings, executive meetings, parish visits,
62 training workshops, spring convention, fall conference or other events as
63 required.

64 c) Officers shall share room accommodations (2 beds- 2 people) and are
65 encouraged to carpool to reduce costs.

66 d) Receipts are required and an expense form is to be submitted to the Diocesan
67 Treasurer, within one month of occurrence.

68 e) Diocesan Treasurer is required to verify claims and pay all claims upon
69 receipt.

70 f) If there is a discrepancy with any claims, Diocesan President has final
71 authorization on payment.

72
73 **4. SPRING CONVENTION**

74 a) The Diocesan Executive Officers shall meet with the Host Council
75 Convention Planning Committee usually in January or February, to prepare
76 for the Spring Convention.

77 b) The National Guide for Hosting Diocesan/Provincial Conventions manual
78 (revised 2016) shall be provided to the Host Council.

79 c) The Diocesan President and Secretary shall prepare the Call to Convention
80 and Credential forms. The Secretary shall mail the Call to Convention to

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- 81 Parish Council Presidents, Life Members, Honorary Life Members and
82 Diocesan Officers by the end of February.
- 83 d) Each person attending the Diocesan Convention shall pre-register by deadline
84 date.
- 85 e) The Diocesan Secretary or Treasurer shall pre-register all Diocesan Officers
86 and guests, including registration fees, meals and banquet tickets, paid from
87 diocesan funds.
- 88 f) The diocesan council will pay the Registration Fees for Honorary Life
89 Members and Life Members holding a membership in the diocese, to attend
90 Antigonish Diocesan Convention and Fall Conference.
- 91 g) Those eligible to vote at Diocesan Convention shall be Diocesan Officers,
92 Presidents of parish councils, Parish Council Accredited Delegates and Life
93 Members holding a membership in the diocese.
- 94 h) Credential Report shall be given by the host council, for each day of
95 convention.
96 Registration report shall be presented on the last day of convention.
97 Credential information shall include the following:

Convention Credential Report

	Saturday	Sunday
100 Number of Voting Delegates (Council Presidents)	_____	_____
101 Number of Accredited Delegates	_____	_____
102 (Diocesan Officers, Council Accredited Delegates, Life Members)		
103 Total Number of Delegates Eligible to Vote	_____	_____

Registration Report

106 Diocesan Officers	_____
107 Voting Delegates	_____
108 Council Accredited Delegates	_____
109 Honorary Life Members	_____
110 Life Members	_____
111 CWL Members	_____
112 Bishop	_____
113 Diocesan Spiritual Advisor	_____
114 Parish Spiritual Advisors	_____
115 National Executive	_____
116 Provincial Executive	_____
117 Visiting Clergy	_____
118 Guests	_____
119 Total registered	_____
120 Number of councils represented	_____

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- 121 i. The Host Council shall be permitted to have one (1) fundraiser at convention
122 to help defray convention expenses.
- 123 j. Funding shall be available from diocesan funds to host council, who hosts the
124 Diocesan Spring Convention or Fall Conference to assist in defraying hall
125 rental fees, if required. Requests shall be made in writing to Diocesan
126 President, by the Host Council President and a receipt for payment is
127 required.
- 128 k. The Diocesan Secretary (or Treasurer or President) shall be responsible to
129 make hotel arrangements.
- 130 l. There shall be no circulation of materials, petitions/appeals for support, or
131 collections of any kind without the expressed consent of the Diocesan
132 President. Requests shall be made, in writing, prior to convention.
- 133 m. Any action adopted at the Diocesan Convention shall become effective at the
134 adjournment of the convention unless a specific date has been established for
135 a particular action to become effective.
- 136 n. Members of the Host Council will provide the ministries for the Saturday
137 Liturgy.
- 138 o. The Diocesan Officers will provide the ministries for Sunday Liturgy
139 (Readers, Offertory Procession, Eucharistic Ministers and Prayer
140 Intentions). Host Council shall assist Diocesan Officers on local church
141 procedures.
- 142 p. The collection taken at the Saturday Liturgy will be given to a charity
143 determined by the Host Council and approved by Diocesan President.

144
145 **5. RULES OF ORDER**

146 The league follows Robert’s Rules of Order, based on ‘Parliamentary Procedure’
147 manual available from CWL National office. The Secretary shall read the
148 Convention Rules of Order before all conventions.

149 **Convention Rules of Order**

150 **Section A: Registration**

- 151 1) Each person attending the convention shall register at the convention
152 registration desk and shall be identified as voting or non-voting delegates.
- 153 2) The registration and credential committee shall provide the credential report
154 of voting members at the beginning of the business session. This report is
155 adopted and shall be the official roll of delegates eligible to vote. A
156 supplementary report shall be given at the beginning of the next day’s
157 business session.
- 158 3) The attendance report shall be given on the final day of the convention and
159 shall include all persons registered.
- 160

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Section B: Motions

- 161
162 4) The chair shall state all questions, motions and resolutions to the meeting
163 before they are open to discussion, and put all questions, motions and
164 resolutions to the meeting before the vote is taken thereon.
165 5) All motions shall be stated and submitted, in writing, to the secretary for
166 accurate minutes, with the exception of:
167 To postpone the reading of the minutes
168 To suspend the order of business
169 To lay on the table
170 To postpone a discussion
171 For a vote of thanks
172 To nominate
173 To adjourn
174 6) Every motion shall have a seconder except a motion to adjourn. A motion to
175 adjourn may only be made after completion of the agenda and requested by
176 the chair. The motion to adjourn need not have a seconder, is not voted on, is
177 'accepted' by the chair and shall be recorded in the minutes.
178

Section C: Debate

- 180 7) When speaking, members shall stand and address the Chair and endeavor to
181 be brief and audible. Each speaker shall be limited to three minutes.
182 8) The mover shall have the privilege of speaking first to a motion and the
183 seconder next. No member shall speak more than once to the same question
184 or motion without the consent of the Chair, but the mover may reply before
185 the vote is taken.
186 9) When two or more members stand at the same time to speak, the Chair shall
187 determine the order in which each member shall speak.
188 10) A member may request that the question or motion be repeated or reread,
189 but must not interrupt a speaker.
190 11) Non-voting members and spiritual advisors may speak at business sessions
191 when recognized by the Chair but shall not introduce motions or vote.
192 12) No member shall speak to a question or motion after the Chair has asked
193 for yeas or nays.
194 13) Only one amendment to the amendment shall be allowed, but when an
195 amendment to the amendment has been disposed of, another amendment
196 may be proposed. An amendment shall be voted on first, the second
197 amendment next, and the motion last.
198 14) When a question has been decided, any member who has voted in the
199 majority may move for a reconsideration of the question at the same
200 meeting, or subject to previous notice being given, at the next regular

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201 meeting. No discussion of the main question shall be allowed unless the
202 motion for reconsideration has been carried, by a vote of two-thirds of the
203 members present.

204
205 **Section D: Voting**

- 206 15) Voting cards shall be issued to all voting and accredited delegates and these
207 cards shall be raised to indicate yea or nay to a question.
- 208 16) The chair shall ask for affirmative and negative votes only. If a member
209 wishes her abstention to be recorded in the minutes, she shall make the
210 request before the vote.
- 211 17) Actual number of votes is not recorded in the minutes with the exception of
212 changes to Diocesan Policy and Procedure manual.
- 213 18) Council Presidents may vote on all questions/motions. Accredited
214 delegates may vote on all questions, with the exception of the election of
215 officers, amendments to diocesan policy and procedure and increase in per-
216 capita fees. These matters are by instructed vote and council presidents shall
217 vote according to their previously submitted council vote.
- 218 19) Any motion adopted at the convention shall become effective at the
219 adjournment of the convention unless otherwise stipulated in the motion.

220
221 **Section E: Miscellaneous**

- 222 20) No materials shall be distributed or displayed nor shall appeals for
223 solicitations of funds be made during this convention without the prior
224 authorization of approval of the Chair.
- 225 21) The convention minutes shall be distributed to the Executive at the Fall
226 Conference Diocesan Executive Meeting for input on errors or omissions.
227 The amended minutes shall be printed in the convention booklet the
228 subsequent year for approval by convention delegates.

229
230 **6. FALL CONFERENCE**

- 231 a) Fall Conference shall be held in October.
- 232 b) A meeting with the Fall Conference Host Council Planning Committee and
233 Diocesan Officers (usually) takes place in June (in conjunction with Diocesan
234 Officers' Meeting) or may be held at a later date at the convenience of host
235 council.
- 236 c) The Diocesan Executive will meet prior to the conference commencing.
- 237 d) The registration report shall be given by the host council, at the Pre-
238 Conference Executive Meeting, to be included in the minutes.

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Fall Conference Registration Report

Voting Delegates (Council Presidents)	_____
Diocesan Officers	_____
Total Executive	_____
Total Registered	_____
Number of councils represented	_____

- e) The conference format shall be determined by Diocesan Executive which may be: Plenary Workshop (everyone attends); Individual Diocesan Officers' Workshops; Mix of both OR Guest Speaker presentations.

7. COUNCIL VISITS/ WORKSHOPS

- a) Diocesan Officers shall be assigned to visit Parish Councils, to meet with members at a parish CWL meeting, during their two-year term.
- b) Workshops may be included during council visits, at parish council's request. Councils within the same region shall be contacted to participate.
- c) The Diocesan Organization Chairperson shall be contacted for assistance in preparing workshops
- d) A Leadership Day/Workshop may be planned for each region: (Pictou/ Antigonish; Strait/ Inverness; Sydney Area; Northside-Victoria) every two years, by the Diocesan Officers.

8. PROVINCIAL CONVENTION

- a) The Voting Delegate/President's expenses are covered by provincial council to attend the provincial convention.
- b) Diocesan council shall pay the expenses of two accredited delegates to the provincial convention.
- c) Additionally, Diocesan council shall pay the expenses of Diocesan Officers who wish to attend the Provincial Convention once in their 2 year term.

9. NATIONAL CONVENTION

- a) The President and President Elect shall attend the National Convention each year as diocesan accredited delegates at diocesan expense. If President or President-Elect is unable to attend, another member of the executive officers shall be invited to attend.
The following expenses shall be covered: transportation; accommodations; registration fees; banquet; provincial night; convention events; lunches and all meals.
- b) When the National Convention is held in Nova Scotia, the following expenses shall be covered for the remaining officers attending the convention:

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281 registration fees, provincial night, banquet and assistance with
282 accommodations. Reimbursement for hotel costs shall be 10% of the
283 operating bank balance as of June 30, of the convention year (up to a
284 maximum of \$50 per person per night), to be divided among officers
285 requiring accommodations.

- 286 c) The Spiritual Advisor may attend a national convention twice in his five year
287 term

288
289 **10. PROTOCOL**

290 Protocol is an approach to accepted practices within an organization. It is an
291 outward expression of good manners in an atmosphere of friendliness, courtesy and
292 respect.

- 293 a) The Diocesan President may be invited to special events of a parish council
294 (i.e. Anniversary, member recognition, etc.) Ample notice must be given in
295 order that the President may attend. Expenses shall be paid by the Diocesan
296 Council.

- 297 b) The Diocesan President may delegate another Diocesan Officer to attend in
298 her place, and her expenses shall be paid by Diocesan Council.

- 299 c) Other Diocesan Officers may be invited to attend the events, at their own
300 expense.

- 301 d) The Diocesan President is the official spokesperson regarding matters at the
302 Diocesan level. The Diocesan Officers, Diocesan Executive and CWL
303 Members shall take no private action that will compromise the League.
304 Members of the media shall be referred to the Diocesan President or she may
305 direct inquiries to the Communications Standing Committee Chairperson.

306
307 **11. HONORARY LIFE/LIFE MEMBERS**

308 Special consideration should be accorded to Honorary Life Members and Life
309 Members of the Antigonish Diocese. To promote good communication with
310 Honorary Life Members and Life Members a copy of the following documents shall
311 be mailed (unless they have requested not to receive the information):

- 312 - CWL Antigonish Diocesan Policy and Procedures Revisions
313 - Yearly Diocesan Directory of: Diocesan Executive Officers, Parish
314 Council Presidents and list of Life Members;
315 - Call to Convention and Registration Information
316 - Copy of Convention Booklet (which includes previous year's convention
317 minutes and annual reports)
318 - Diocesan Newsletters
319 - Fall Conference Registration Information
320

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321 **12. BOOK OF LIFE**

322 The Book of Life contains names of deceased members and shall be updated by the
323 Spiritual Development Standing Committee Chairperson. Names of deceased
324 members shall be listed by parish council and by year and include their CWL
325 identification number. The Diocesan Spiritual Development chairperson will
326 provide the names of deceased members to the Provincial Spiritual Development
327 chairperson, yearly.

328

329 **13. ANNUAL REPORTS**

330 All (PARISH) annual reports shall be submitted by January 15th annually.
331 All (DIOCESAN) annual reports must be submitted to the Provincial counterpart by
332 February 15th. A copy must be submitted to the Diocesan President/Secretary for the
333 Convention Booklet.

334

335 **14. RESOLUTIONS**

- 336 a) Only resolutions submitted to the Resolutions Committee by Parish Councils
337 or Diocesan Officers shall be considered for presentation to the convention.
- 338 b) The deadline date for submission of Resolutions to the Diocesan level is
339 February 1st of each year.
- 340 c) Resolutions concerning urgent matters may be accepted after the deadline
341 date, at the discretion of the Resolution Committee.
- 342 d) A meeting of the Resolutions Review Committee will take place during
343 March/April prior to the Spring Convention.
- 344 e) The Resolutions Review Committee shall consist of: President of the Parish
345 Council submitting the Resolution and members who have assisted in the
346 research of the resolution, Diocesan President, President Elect, Spiritual
347 Advisor, Legislation Standing Committee Chairperson, and Resolutions
348 Standing Committee Chairperson.
- 349 f) The Resolutions Review Committee may:
- 350 - Combine resolutions dealing with the same subject matter.
 - 351 - Alter resolutions for clarification of wording, without changing the intent
352 of the original resolution.
- 353 g) Only resolutions that meet the requirements as set out in the resolutions
354 directive of the Executive Handbook shall be accepted for consideration by
355 the Committee. (*Resolutions supplement 2003*)
- 356 h) The procedure for presenting resolutions to the general assembly shall be:
357 The Resolutions Standing Committee Chair shall read the resolutions after
358 the appropriate Standing Committee Report.
359 The President of the submitting council will move adoption of the
360 resolution.

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361 The President of the Parish Council submitting the resolution shall have the
362 opportunity to speak first to the resolution or opt to defer to another person
363 to speak.

364 i) The Resolution Standing Committee Chair shall be responsible for the
365 distribution of Resolutions at Convention. Following the Convention, all
366 resolutions shall be submitted to the Provincial Council.

367

368 **15. COMMUNICATION**

369 a) Diocesan Newsletter will be published twice yearly by the Communication
370 standing committee chairperson. The newsletter will contain a balanced
371 report of parish and diocesan news. The newsletter shall be included with
372 parish folders at spring convention and fall conference and published on the
373 diocesan website.

374 b) The Diocesan website shall be administered by Communication standing
375 committee chairperson. All content must be approved by Diocesan President.

376 c) Webmaster shall be paid a yearly fee for his/her services, as approved by
377 Diocesan Executive.

378

379 **16. MEETING WITH BISHOP**

380 The Diocesan President and President-Elect shall meet with the Diocesan Bishop
381 once during their tenure.

382

383 **17. ELECTIONS**

384 In the event that an appointment(s) to Diocesan Officers is required following the
385 election, any office left vacant shall be filled by appointment from those eligible for
386 nomination to office, except the office of president-elect. The member shall be
387 appointed by the president and shall serve until the next election. The position of the
388 diocesan secretary shall be filled through an appointment by the incoming diocesan
389 president.

390

391 **18. DIOCESAN FILES/ARCHIVES**

392 a) Incoming Diocesan Officers shall receive files from their predecessor
393 including:

394 - National Constitution and By-laws Booklet

395 - Executive Handbook

396 - Diocesan Policy and Procedure Manual

397 - National and Provincial Executive List

398 - Diocesan Executive List

399 - Directory of current Presidents of Parish Councils and Life Members

400 - Files from your predecessors for previous 4-years including:

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- 401 - Communiques from National and Provincial counterpart
402 - Copies of memos sent to Councils
403 - Copies of reports for all meetings
404 - Workshop presentations
405 - Annual Reports
406 - Minutes from Diocesan meetings
407 - Treasurer: Financial information for previous 5 years
408 - Other Resources or Information as required for the office.
- 409 b) Upon the completion of their 2-year term, Diocesan Officers may 'discard'
410 outdated materials (over 4-years) and send pertinent materials to archives.
411 c) The Diocesan files, archives and memorabilia are retained by the Past
412 President for 4 -years. Upon completion of her term, archives from 4- years
413 previously shall be sent to Beaton Institute.
414 d) Diocesan archival files will be stored at the Beaton Institute, Cape Breton
415 University. The Diocesan Past President shall visit the Beaton Institute at
416 least once in her 2-year term.

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