



ANTIGONISH DIOCESAN POLICY AND PROCEDURE MANUAL

Approved April 26th, 2024

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*Revisions to the Antigonish Diocesan Policy and Procedure Manual
shall be approved by the diocesan executive.*

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This policy and procedure manual is supplemental to the *National Manual of Policy and Procedure* and is intended to clarify duties, responsibilities and procedures of the Antigonish Diocesan Executive Council.

1) Composition

In accordance with the national CWL [*Constitution and Bylaws*](#):

- a) The diocesan executive officers shall be comprised of the president, vice president, secretary, treasurer, past president and three standing committee chairpersons (faith, service and social justice).
- b) The spiritual advisor serves in an ex-officio role (non voting, advisory).
- c) The diocesan executive officers shall meet at least twice yearly.
- d) The diocesan executive shall be comprised of the diocesan officers and the parish council presidents.
- e) The diocesan executive shall meet at least twice a year.

2) Financial Policy

- a) **Administration of funds:** The treasurer shall administer the funds in keeping with the aims and objectives of the League and diocesan policies.
- b) **Signing of cheques:** Standard banking policy for signature requirements shall be followed. The official signing officers are the treasurer, president and secretary. Two officers must sign all cheques. Officers shall not sign cheques payable to themselves (i.e., if the treasurer is to be paid for her expenses, the cheque shall be signed by the president and the secretary).
- c) **Per Capita Fees:** Effective January 2023 CWL annual membership fees are \$34.00 (National \$25; Provincial \$5; Diocesan \$4)
- d) **Diocesan Voluntary Funds:**
Council donations to these funds are encouraged but are strictly voluntary.
 - 1) **Antigonish Diocesan Society:** donated to seminarians studying for the priesthood
 - 2) **University Bursary Fund:** donations received from councils will be split between CBU and St FX Universities
 - 3) **Mass for Shut Ins:** donated to the Diocese of Antigonish to help defray the cost of producing TV mass
 - 4) **Other** temporary funds may be adopted by motion for a designated cause for a specified length of time.
- e) **Gifts and Honorariums:**
 - 1) The diocesan president shall be presented with a gift, total value not to exceed \$150 upon the completion of her two-year term.
 - 2) The diocesan spiritual advisor shall be presented with a monetary gift, up to \$500 upon completion of his 5-year term, or \$100 per year if less than a full term is served.
 - 3) If the auditor does not charge for his/her services, the auditor shall be given a \$100 honorarium. If a fee is charged, no additional funds will be authorized.

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- 4) A guest speaker for diocesan AMM / Annual Convention and/or the fall conference shall be given a \$100 honorarium.
- f) **Mass Cards:**
A mass card will be sent to the family on the death of a member of the diocesan executive or an immediate family member of the executive (spouse, children or parent) and on the death of a priest of the diocese.
- g) **Unexpected Occurrences:**
The diocesan council has the authority to spend up to \$200 per year for unexpected expenses or donations.
- h) **Anniversary Cards:**
The diocesan council shall cover the cost of anniversary cards to all priests and deacons of the diocese, which are sent by the Diocese of Antigonish Vocation Awareness and Appreciation Committee.

3) Officers Expenses

- a) Expenses occurred during the fulfilment of the duties of the diocesan officers shall be paid from diocesan funds (postage, copies, resource materials). Other expenditures shall be pre approved by the president with the input of the officers.
- b) The cost for officers to attend meetings, council training and workshops, diocesan conventions and conferences or other events as required shall be paid from the diocesan funds. This may include accommodations, if necessary, travel and meals (including a 10% gratuity and excluding alcoholic beverages). Meal allowance shall be a maximum of \$35/day for meals that are not provided as part of the event (a completed expense form and receipts are required).
- c) Officers shall share room accommodations (2 beds-2 people) and are encouraged to carpool to reduce costs.
- d) Receipts are required and an expense form is to be completed and submitted to the treasurer within one month of the occurrence.
- e) The treasurer is required to verify claims and pay all claims upon receipt of expense forms.
- f) If there is a discrepancy with any claim, the president has final authorization on payment.

4) AMM/Annual Convention

- a) AMM/Annual Convention shall be held the last Saturday in April.
- b) Officers shall meet with the host council convention planning committee (usually in January or February) to prepare for the convention.
- c) The national [*Guide to Hosting the Annual Diocesan/Provincial Convention*](#) shall be provided to the host council.
- d) The diocesan president and secretary shall prepare the Call to Convention and credential forms. The secretary shall mail the Call to Convention to parish council presidents, honorary life members, life members and diocesan officers by the end of February.
- e) Each person attending the convention shall pre-register by the deadline date.
- f) The secretary or treasurer shall pre-register all officers and guests; registration fees, accommodations and convention meals will be paid from the diocesan funds. Invited guests shall include the bishop, provincial president and guest speaker.
- g) Registration fees for honorary life and life members, who hold a membership in the diocese, will be paid from the diocesan funds.
- h) Those eligible to vote at the convention shall be the officers, parish council presidents, parish council accredited delegates, and life members who hold a membership in the diocese.
- i) The host council shall provide a credential report at the beginning of the business session and a registration report in the afternoon. See appendix A.
- j) The host council shall be permitted to have one fundraiser at the convention to help defray expenses.
- k) Funding shall be available from diocesan funds to the host council of the AMM /Annual Convention or fall conference to assist with hall rental fees up to \$400.00, if required. Requests shall be made in writing to the diocesan president, by the host council and a receipt for payment is required.
- l) The president shall ensure that hotel arrangements are made for officers and invited guests.
- m) There shall be no circulation of materials, petitions/appeals for support, or collections of any kind without the expressed consent of the diocesan president. Requests shall be made in writing, prior to the convention.
- n) Any action adopted at the convention shall become effective at the adjournment of the convention, unless a specific date has been established for a particular action to become effective.
- o) Ministries for convention mass: The diocesan officers shall provide readers, participants for the offertory procession and provide the prayer intentions. The host council shall provide hospitality, altar servers and Eucharistic ministers.
- p) A collection shall be taken sometime during the day, to be given to a charity selected by the host council and approved by the diocesan president.

5) Fall Conference

- a) Fall conference shall be held the third Saturday in October.
- b) A meeting with the fall conference host council planning committee and officers may take place in June, in conjunction with the officers' meeting, or may be held at a later date at the convenience of host and diocesan councils.
- c) The diocesan executive will meet prior to the commencement of the conference.
- d) The host council shall provide a credential report at the pre conference executive meeting and a registration report in the afternoon. See appendix B.
- e) The conference format shall be either:
 1. Plenary workshops (everyone attends).
 2. Concurrent workshops (small groups).
 3. Guest speaker presentations.
 4. Or a mix of the choices above.
- f) Registration fees for honorary life and life members, who hold a membership in the diocese, will be paid from the diocesan funds.

6) Council Training/Workshops

- a) Council training/workshop may be planned by the officers during their two-year term; councils that are close in proximity will be asked to join together to share time, resources and experiences.
- b) Suggested regions/areas: Antigonish area, Inverness/Mabou/Port Hood/Margaree area, New Glasgow area, North of Smokey area, Northside area, Richmond County area, Strait area, Sydney area and Sydney River area.

7) Provincial Convention

- a) The provincial council pays the expenses of the diocesan voting delegate (president or her designate) to attend the convention.
- b) Diocesan council shall pay the expenses of two accredited delegates to attend the convention.
- c) Additionally, diocesan council shall pay the expenses of officers, who wish to attend the convention, once in their two-year term.
- d) The expenses covered shall be: Shared accommodations and gas, registration and convention meals. Meal allowance shall be a maximum of \$35/day for meals that are not provided as part of the convention (a completed expense form and receipts are required).

8) National Convention

- a) The president shall attend the national convention as the diocesan accredited delegate each year. The following expenses shall be covered: transportation, shared accommodations, registration fee, banquet and provincial night. Meal allowance shall be a maximum of \$50/day for meals that are not provided as part of the convention (a completed expense form and receipts are required). Costs of tours and extracurricular events are the responsibility of the delegate.

The vice president, may attend as an accredited delegate. Expenses for the vice president, shall be considered annually, when the budget is being prepared. When full funding is not available, shared accommodations (with the president) and registration fee will be paid from diocesan funds; in addition, a maximum of \$500.00 to help cover the other expenses (a completed expense form and receipts are required). Costs of tours and extracurricular events are the responsibility of the delegate.

When the national convention is held in Nova Scotia, the vice president shall attend as a diocesan accredited delegate. The following expenses shall be covered: transportation, shared accommodations, registration fee, banquet and provincial night. Meal allowance shall be a maximum of \$50/day for meals that are not provided as part of the convention (a completed expense form and receipts are required). Costs of tours and extracurricular events are the responsibility of the delegate.

- b) When the national convention is held in Nova Scotia, the following shall be covered for the remaining officers attending the convention: registration fee, provincial night, banquet and assistance with accommodations. Reimbursement for hotel costs shall be 10% of the operating bank balance as of June 30, of the convention year (up to a maximum of \$50 per person per night), to be divided among the officers' requiring accommodations.
- c) The spiritual advisor may attend the national convention once during his five-year term, and also when the national convention is held in Nova Scotia. The following expenses shall be covered: transportation, accommodations, registration fee, banquet, provincial night and spiritual advisor's luncheon. Meal allowance shall be a maximum of \$50/day for meals that are not provided as part of the convention (a completed expense form and receipts are required). Costs of tours and extracurricular events are the responsibility of the spiritual advisor.

9) Protocol

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

- a) The president may be invited to special events of a parish council (i.e.: anniversary, member recognition, etc.). Ample notice must be given in order that the president may attend. Expenses shall be paid by the diocesan council.
- b) The president may delegate an officer to attend in her place, and her expenses shall be paid by the diocesan council.
- c) Other officers may be invited to attend the events, at their own expense.
- d) The president is the official spokesperson regarding matters at the diocesan level. The officers, executive and CWL members shall take no private action that will compromise the League. Members of the media shall be referred to the president or she may direct inquiries to the secretary.

10) Honorary & Life Members

Special consideration should be accorded to honorary and life members of the Antigonish Diocese. To promote good communication with honorary and life members a copy of the following documents shall be mailed (unless they have requested not to receive the information): Antigonish Policy and Procedure Manual (if requested); directory of diocesan executive; list of honorary and life members; Call to Convention and registration information; convention booklet (which includes the previous years' convention minutes and annual reports); newsletters; fall conference registration information.

11) Book of Life

The diocesan *Book of Life* contains names of deceased members and shall be updated by the faith chairperson at the diocesan level. The parish council vice president, or the person responsible for membership at each parish council, is responsible to report deceased members to the national office using the online membership format or by completing the [Form for Reporting Deceased Members](#) and sending it to the address provided on the form. To ensure that all members are recorded in the *Book of Life*, a courtesy copy shall be sent to the provincial and diocesan chairpersons of faith. The details included in the diocesan *Book of Life* are: name of parish, council ID number, the deceased members full name, date of death and ID number.

12) Annual Reports

All parish annual reports shall be submitted by December 15th annually. All diocesan annual reports must be submitted to the provincial counterpart by February 15th annually. A copy must be submitted to the president/secretary for the convention booklet.

13) Resolutions

- a) Only resolutions submitted to the resolutions committee by parish councils or officers shall be considered for presentation to the convention.
- b) The deadline for submission of resolutions to the diocesan level is February 1st each year.
- c) Resolutions concerning urgent matters may be accepted after the deadline date, at the discretion of the resolutions committee.
- d) A meeting of the resolutions review committee will take place during March or April prior to the AMM/ Annual Convention.
- e) The resolutions committee shall consist of the president of the parish council submitting the resolution, members who have assisted in the research of the resolution, diocesan president, vice president, spiritual advisor, and social justice chairperson.
- f) The resolutions review committee may combine resolutions dealing with the same subject matter or alter the resolution for clarification of wording, without changing the intent of the original resolution.
- g) Only resolutions that meet the requirements in the Catholic Women's League of Canada [Resolutions Handbook](#) shall be accepted for consideration by the committee. A [Resolutions Guide](#) is also available on the national website.
- h) The procedure for presenting resolutions to the general assembly shall be: the social justice chairperson shall read the resolution after the appropriate standing committee report; the president of the submitting council will move the adoption of the resolution; the resolution is seconded and open for debate; the president of the council submitting the resolution shall have the opportunity to speak first to the resolution or opt to defer to another person to speak.
- i) The social justice chairperson shall be responsible for the distribution of resolutions at the convention. Following the convention, all resolutions shall be submitted to the provincial council and/or designated organization (as indicated in the resolved clause).

14) Communication

- a) A diocesan newsletter will be published twice yearly by the secretary or designate. The newsletter will contain a balanced report of parish and diocesan news. The newsletter shall be included with parish folders at the annual convention and fall conference, and published on the website.
- b) The website shall be administered by the secretary or designate. All content must be approved by the president.
- c) Webmaster shall be paid a yearly fee for his/her services, as approved by the executive.
- d) To ensure privacy of members personal information, refer to the email guidelines outlined in [Members Communication Guide](#) on the national website.
- e) Emails that are sent to councils shall be sent to both the president and the secretary.
- f) To improve communication, emails from National Office, that contain "general information" will be shared with diocesan officers.
- g) Following a parish council election, the president or her delegate is to complete the "[Change of Parish Council Executive Form](#)" on the national website; this is required to

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ensure the proper lines of communication are being used. Parish councils shall also notify the diocesan secretary.

15) Meeting with Bishop

The president and vice president shall meet with the bishop once during their term.

16) Vacancies in Diocesan Offices

- a) In the event of a vacancy in the office of president, the vice president shall complete the unexpired term of the president.
- b) In the event of a vacancy in the office of vice president, the secretary shall perform the duties of the vice president until the next election. She shall not be appointed to the office of vice president nor assume the office of president. If the secretary is unable to perform the duties of the vice president, a member shall be appointed as "acting vice president" but shall not assume the position as president at the end of the appointed term.
- c) If a vacancy should occur in any other diocesan officer position, the position shall be filled by appointment from the election eligibility list. The member shall be appointed by the president and shall serve until the next election.
- d) The position of secretary shall be filled through an appointment by the incoming president.

17) Diocesan Files / Archives

- a) Incoming officers shall receive files from their predecessor:
National Constitution and By-laws booklet; diocesan policy and procedure manual; national and provincial executive list; diocesan executive list; directory of current parish council presidents and life members.

Other files from your predecessor for the previous four-years including:
communiqués from national and provincial counterparts; copies of memos sent to councils; copies of reports for meetings; workshop presentations; annual reports; minutes from diocesan meetings; (treasurer) financial information for five-years previous; other resources of information required for the office.

- b) Upon completion of their two-year term, officers may discard outdated materials (over four-years) and send pertinent materials to archives.
- c) The diocesan files, archives and memorabilia are retained by the past president for four-years. Upon completion of her two-year term, archives from the previous four-years shall be sent to the Beaton Institute.
- d) Diocesan archival files will be stored at the Beaton Institute, Cape Breton University. The past president shall visit the Beaton Institute at least once in her two-year term.

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Appendix A **AMM/Annual Convention Credential and Registration Report**

Date:

Voting Delegates Council presidents	
Accredited Delegates Diocesan officers, council accredited delegates, and life members	
Total number of delegates eligible to vote	

AMM/ Convention Registration Report

Voting delegates	
Diocesan officers	
Council accredited delegates	
Honorary life members	
Life members	
CWL members	
Bishop	
Diocesan spiritual advisor	
Parish spiritual advisor	
National executive	
Provincial executive	
Visiting clergy	
Guests	
Total registered	
Number of councils represented	

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Appendix B **Fall Conference Credential and Registration Report**

Date:

Voting Delegates	
Council presidents	
Diocesan officers	
Total number of delegates eligible to vote	

Fall Conference Registration Report

Council presidents	
Diocesan officers	
Honorary life members	
Life members	
CWL members	
Bishop	
Diocesan spiritual advisor	
Parish spiritual advisor	
National executive	
Provincial executive	
Visiting clergy	
Guests	
Total registered	
Number of councils represented	

Appendix C

AMM/Annual Convention Rules of Order

The League follows *Robert's Rules of Order*, based on the *Parliamentary Procedure* manual available on the national website. The AMM/Annual Convention Rules of Order shall be printed in the convention book for distribution to convention delegates. These rules of order may be adapted when necessary to accommodate virtual meetings if required.

Section A: Registration

1. Each person attending the convention shall register at the registration desk and shall be identified as voting or non-voting delegates.
2. The registration and credential committee shall provide the credential report of voting members at the beginning of the business session. This report is adopted and shall be the official roll of delegates eligible to vote.
3. The registration report shall be given during the afternoon session and shall include all persons registered.

Section B: Motions

4. The chair shall state all questions, motions and resolutions to the meeting before they are open to discussion, and put all questions, motions and resolutions to the meeting before the vote is taken thereon.
5. All motions shall be stated and submitted, in writing, to the secretary for accurate minutes, with the exception of motions to: postpone the reading of the minutes, suspend the order of business, lay on the table, postpone a discussion, call the previous question, and motion for a vote of thanks and nomination.
6. Every motion shall have a seconder. A motion to adjourn is no longer required. After the completion of the agenda, the chair announces the meeting is adjourned.

Section C: Debate

7. When speaking, members shall stand and address the chair and endeavor to be brief and audible. Each speaker shall be limited to three minutes.
8. The mover shall have the privilege of speaking first to a motion and the seconder next. No member shall speak more than once to the same question or motion without the consent of the chair, but the mover may reply before the vote is taken.
9. When two or more members stand at the same time to speak, the chair shall determine the order in which each member shall speak.
10. A member may request that the question or motion be repeated or reread, but must not interrupt a speaker.
11. Non-voting members and spiritual advisors may speak at business sessions when recognized by the chair, but shall not introduce motions or vote.
12. No member shall speak to a question or motion after the chair has asked for yeas or nays.
13. Only one amendment to the amendment shall be allowed, but when an amendment to the amendment has been disposed of, another amendment may be proposed. An amendment shall be voted on first, the second amendment next, and the motion last.

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14. When a question has been decided, any member who has voted in the majority may move for a reconsideration of the question at the same meeting, or subject to previous notice being given, at the next regular meeting. No discussion of the main question shall be allowed unless the motion for reconsideration had been carried, by a vote of two-thirds of the members present.

Section D: Voting

15. Voting cards shall be issued to all voting and accredited delegates and these cards shall be raised to indicate yea or nay to a question.
16. The chair shall ask for affirmative and negative votes only. If a member wishes her abstention to be recorded in the minutes, she shall make the request before the vote.
17. The actual number of votes is not recorded in the minutes, with the exception of changes to the diocesan policy and procedure manual.
18. Council presidents may vote on all questions/motions. Accredited delegates may vote on all questions, with the exception of the election of officers, amendments to the *Constitution & Bylaws* and the increase in per capita fees. These matters are by instructed vote and council presidents shall vote according to their previously submitted vote.
19. Any motion adopted at the convention shall become effective at the adjournment of the convention unless otherwise stipulated in the motion.

Section E: Miscellaneous

20. No material shall be distributed or displayed nor shall appeals for solicitations of funds be made during convention without the prior authorization or approval of the chair.
21. The convention minutes shall be distributed to the executive at the fall conference for input on errors or omissions. The amended minutes shall be printed in the convention booklet the subsequent year for approval by convention delegates.