



London Diocesan Catholic Women's League Council Policy and Procedure Manual

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1. Forward

- The Council is known as the London Diocesan Council of the Catholic Women's League of Canada, hereinafter called the Executive Council.
- The Executive Council received the charter from The Catholic Women's League of Canada in 1921.
- The Executive Council is governed by the current Constitution of Bylaws of the Catholic Women's League of Canada, the National Manual of Policy and Procedure, the Ontario Manual of Policy and Procedure and the Diocesan Manual of Policy and Procedure.

2. Purpose of the Executive Council

- To promote individual and collective spiritual development among the members.
- To implement The Catholic Women's League objectives and policies in the Diocese of London.
- To represent The Catholic Women's League members in the London diocese at the provincial level.
- To coordinate the parish councils in the London Diocese.
- To be the link between the parish councils in the diocese of London and the provincial council.
- To disseminate information and direction from the provincial council and pass on to the parish councils in the diocese of London.
- To provide direction, inspiration and encouragement to The Catholic Women's League members and councils in the diocese.

3. Composition of Diocesan Executive Council

The executive council consists of elected officers and other members as identified below and this body will be known as the Executive council in this document.

3.1 Elected Officers

- The elected officers of the diocesan council shall be: president, vice-president, secretary, treasurer and three pillars, faith, service and social justice.

3.2 Other members of the Executive Council

- The president shall appoint an Administrative Assistant who will attend all meetings and be part of the secretary's committee.
- The spiritual advisor and the appointed regional chairpersons shall be members of the executive council.
- The spiritual advisor and administrative assistant do not have voting privileges.

- The position of past-president is not an elected office.

3.3 Committees of the Executive Council

Administrative Team

- The administration team consists of the president, vice-president, past-president, secretary, treasurer, and spiritual advisor. They shall collaborate in discussions on upcoming meetings, agendas, and planning strategy. This information shall then be brought back to the diocesan executive.
- In the event of a vacancy in any office, except vice-president, a member may be appointed by the president. The appointee, who meets the criteria for eligibility of diocesan office, shall hold that office until the next election. Exceptions that may occur shall be handled in consultation with the president and the spiritual advisor.

3.4 Election Screening Process Information

- The past-president is the chairperson of the nominations and elections. She shall appoint a diocesan screening officer who is a life member and not part of the current executive.
- The London Diocesan Council has determined it is prudent to screen the president, vice-president, secretary, and treasurer, who are signing officers with financial responsibilities. The screening officer shall perform this task.
- As part of the election process, those members letting their names stand for the position noted above are required to provide two (2) references (pastor, friend, professional, work or volunteer associate), current police check that is no older than two (2) years and permission for the screening officer to have access to this information. Members of the diocesan executive shall not be included as references. Diocesan council shall reimburse these individuals for the cost of the police record check.
- Information shall be forwarded to the screening officer, via email or in an addressed envelope marked “confidential”. She shall review the material and ensure that all is in order and file it in the diocesan screening binder/file.
- The screening officer shall contact references and review the police checks. She shall notify the chairperson of nominations and elections of the outcome of the screening of the members.
- The nominations and elections chairperson shall include only the names of the successfully screened eligible nominated members on the acceptance list for the high-trust, financial positions.
- Members shall not have access to any information contained in the screening binder/file. All screening information is private and strictly confidential.
- The binder/file shall be kept in a secure spot and available only to the screening officer and the diocesan president. Records shall remain active three (3) terms. Once the member is no longer eligible for election, the file shall be destroyed.

3.5 Standing Committees

The diocesan council shall have one chairperson of Organization (vice-president), chairperson of Communications (Secretary), chairperson of Finance (Treasurer) and three pillar chairpersons: Faith, Service and Social Justice.

3.6 Sub Committees

- Each chairperson will have a sub-committee to attend to the tasks noted under each heading.
- Sub-committee members do not attend executive meetings.

3.7 Parish Presidents

- The presidents of the parish councils are members of the diocesan council.
- As there are too many councils in our diocese to accommodate presidents at diocesan executive meetings, they will be represented by regional chairpersons.
- At the Annual Meeting of Members, parish presidents or their designates are the voting members of the diocesan council.

3.8 Regional Chairpersons

- A regional chairperson shall be appointed by the president for each region. She is a member of the diocesan executive and therefore has voting privileges at the executive meetings.
- The regional chairperson should be a past parish council president.
- The position of regional chairperson shall be a two-year term with a maximum of two (2) consecutive terms.
- The primary purpose of the position of regional chairperson is to be a liaison between parish councils and the diocesan council.
- When the regional chairperson approaches the end of her term, she shall submit the names of two (2) members in her region whom she feels will fulfill the duties of the position. The regional chairperson must submit a candidate list to the diocesan vice-president in January of the year her term ends.
- If she chooses to remain in the position of regional chairperson for a second term, her name must be submitted with two (2) other names.
- When appointing the new regional chairperson, the president shall consult with the vice-president and the spiritual advisor.
- Refer to Appendix 7 for the Regional Chairperson's Duties.

3.9 Diocesan Spiritual Advisor

The spiritual advisor of the diocesan council shall be appointed by the Bishop of the Diocese of London. In January of his/her final year, the bishop should be notified and requested for a new spiritual advisor.

4.0 Financial Policy

4.1 Source of Funds

The funds of the diocesan council shall be:

- Diocesan per capita fees
- Donations (to diocesan reserves)
- Fund raising
- Bank interest on investments

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

4.2 Administration of Funds

- The treasurer shall be responsible for the day-to-day custody of funds and payment of expenses.
- Surplus funds not required for the operating expenses shall be invested in short term deposits insured by CDIC or low risk mutual funds.
- There shall be no access to League funds for personal use.
- Personal funds spent on authorized executive council business shall be reimbursed to the individual on submission of an expense form accompanied with appropriate receipts.
- Expense forms shall be submitted in a timely fashion.
- A credit card in the name of the executive council, treasurer, secretary and president will be obtained with a maximum credit of \$5,000. The credit card will be from the same institution as the diocesan funds. Notification of change of executive will be given to the credit card company at the bank visit after each election. The address on file will be that of the current treasurer.
- Expenses incurred by the executive council in the course of their duties may request reimbursement through completion of an expense form including receipts.
- The executive council shall give a Christmas gift of \$100, to the diocesan spiritual advisor and \$50, to the Bishop of London and to an auxiliary bishop, if applicable.
- The past president, as part of her duties, is responsible for the archiving of the executive council history. A donation of \$500. Will be paid to the London Diocesan Offices in January for the safe-keeping of these documents.
- Expenses incurred by the life member liaison in the course of her duties may request reimbursement through completion of an expense form including receipts.

4.3 Signing of Cheques

- The official signing officers of the executive council shall be the president, the treasurer, and the secretary.
- All cheques must be signed by two (2) of the signing officers.
- No person shall sign their own cheque, unless there are extenuating circumstances.

4.4 Treasurer Training

- The treasurer is entitled to have training by a qualified instructor on an accounting program in use at the time.

4.5 Auditor's Report

- The auditor's report will be voted on at the March executive council meeting. This will allow for the distribution to the parish council voting and accredited delegates in accordance with the rules for a "not for profit" organization.

5. Executive Council Member Expenses

5.1 Transportation

- The diocesan council shall cover the cost of executive council members to travel to approved executive council meetings, Diocesan Development Days and conventions/Annual Meeting of Members (AMM).
- Mileage shall be at \$.40 per kilometre, effective April 1, 2022. Carpooling is suggested whenever possible.
- Mileage shall be paid when the diocesan president or her designate is representing executive council at special meetings and events. (anniversaries, pastoral planning, funerals, etc.)
- When an executive council member is invited to a council in a region, on behalf of the executive council, to present information, specialized workshops and/or any form of League education, mileage shall be paid by the executive council. The diocesan president must be informed of all invitations.
- When a one-way trip to Diocesan Development Days and education days for an executive council member is greater than 200 km, executive council shall pay for mileage, accommodation and meals.

5.2 Meals

- Allowable receipted expenses for meals shall be:

Breakfast	\$25.00
Lunch	\$30.00
Dinner	\$45.00

Maximum expenses shall be \$100.00 per day, excluding gratuities. All meals that are not covered on the meal plans for the diocesan delegates at convention be paid at local prices. Meal expenses do not cover alcoholic beverages.

5.3 Accommodations

- The president shall have the option of rooming alone.
- The spiritual advisor shall have a single room.
- All other rooms shall be shared, two (2) per room amongst the executive council. Should individual accommodations be desired, it would be the responsibility of that individual to pay half of that expense.

5.4 Executive Council Meetings

- Diocesan council will pay up to \$300 for lunch and \$300 for the meeting room for the executive council meetings.

5.5 Diocesan Development Days

- The executive council shall pay for the lunch of the invited guests, executive council members, spiritual advisor, local regional chairpersons, and technical services person (should one be required) attending all Diocesan Development Days. The stipend for the facilitator of the Diocesan Development Days shall be determined at the September executive council meeting.

5.6 Diocesan Spiritual Advisor

- The executive council shall pay the cost of replacing the diocesan spiritual; advisor in his pastoral duties while he is attending executive council meetings, Diocesan Development Days, the various conventions, and any other event that requires his attendance in support of the executive council.
- A priest replacing the Spiritual Advisor at CWL functions be given a stipend of \$100.

5.7 Diocesan Representation at Provincial Convention/AMM

- Travel expenses, accommodation, meals, registrations and special events shall be paid by the executive council for the vice-president accredited delegate and the spiritual advisor. The 2nd accredited delegate attendance will be as funds permit.

5.8 Diocesan Representation at National Convention/AMM

- Travel expenses, accommodation, meals, registrations and special events shall be paid by the executive council for two (2) accredited delegates (president and vice-president or their designate) and the spiritual advisor.

5.9 National Representation at Diocesan Convention/AMM

- Accommodation, registration and meals for the national president or her representative at the diocesan convention/AMM shall be the responsibility of the executive council.

5.9.1 Provincial Representation at Diocesan Convention/AMM

- Accommodation, registration and meals for the provincial president or her representative at the diocesan convention/AMM shall be the responsibility of the executive council.
- The diocesan treasurer will invoice the provincial council for accommodation, registration and meals for the provincial president or her representative at the diocesan convention/AMM.

6. General Expenses

6.1 Photocopies

- When an executive council member is presenting at education days, specialized workshops and/or any form of League education to a region or parish council, photocopies shall be paid by the executive council.

6.2 Printing Expenses

- Regional chairpersons should be paid by the region for their expenses. (cartridge/paper)
- Secretary/Administrative Assistant upon approval, will be reimbursed for printer cartridge(s)/paper. They must complete an expense form including receipt(s).

6.3 Web-Site Expenses

- The executive council shall be responsible for all diocesan web-site expenses.
- The treasurer is responsible for paying all fees pertaining to the website.

6.4 Annual Executive Council Spiritual Retreat

- Executive council shall cover 50% of the cost of the retreat for executive council members attending.
- The annual diocesan spiritual retreat shall include current and past executive council members, and life members.
- The executive council shall pay a stipend of \$500 plus mileage, accommodations and meals to the facilitator of the annual diocesan retreat.
- The president and vice-president shall set the date in cooperation with the chosen facility.
- The mileage to this event shall be paid to the Faith chairperson and spiritual advisor.

6.5 CWL Day at Marian Shrine, Merlin

- A \$200 donation shall be given to St. Patrick Parish, Merlin.
- A suggested donation jar be placed on the gate table by the Faith/Treasurer chairperson, proceeds going to the Rosarian priests at St. Patrick's, Merlin.
- Mileage to this event shall be paid to the Faith chairperson and spiritual advisor.

6.6 Annual Diocesan Lenten Retreat

- The annual diocesan Lenten retreat shall be held on the first Saturday in Lent, alternating between different regions of the London diocese.
- The executive council shall pay the mileage and lunch for the Faith chairperson or her alternate and the spiritual advisor when they attend the annual diocesan Lenten retreat.
- The stipend for the Lenten Retreat facilitator will be \$200 plus mileage and lunch will be paid.

6.7 Bishop's Dinner

- The president and guest shall attend the Bishop's Dinner annually.
- Her mileage, dinners and accommodations (if desired) shall be paid by executive council.

6.8 Insurance

- Liability insurance shall be paid per diocesan executive member and spiritual advisor to the national office and to the provincial office.

6.9 Priests for Life Donation

- A donation to the Priests for Life organization will be made annually.

7. General Policies

7.1 Expressions of Get Well

- The administrative assistant will send:
 - Get well cards to a member of the executive or the spiritual advisor.
 - Get well cards to past members of the diocesan executive, at the discretion of the president.

7.2 Expressions of Sympathy

- The administrative assistant will:
 - Arrange to offer a Mass on the death of an immediate family member of the executive council and/or spiritual advisor; an immediate family member or a past executive council and/or past spiritual advisor.
 - Arrange to offer a Mass and a flower arrangement or a donation to a charity of the family's choice shall be made on the death of an executive or past diocesan executive or spiritual advisor. The amount of the latter shall not exceed \$100.
 - Sympathy cards shall be sent to a member of the current or past executive council, spiritual advisor and life members in the event of a death of a member of the immediate family of an executive council member, spiritual advisor or life member (husband, children, parents, and siblings).

7.3 Expressions of Congratulations

- At the discretion of the president, a congratulatory card shall be sent by the administrative assistant.

7.4 Ordering Flowers or Donation to a Charity of Choice

- On occasions such as extended illness, hospitalization or expression of sympathy (a) flowers or a gift can be ordered or (b) donation to a charity of choice, can be made, for members of the executive council members, spiritual advisors and life members. The cost of the arrangements shall not exceed \$100.

7.5 Anniversary Certificates

- Anniversary certificates shall be presented to parish councils celebrating the following anniversaries; 10, 25, 40, 50, 60, 75, 80, 90 or 100, at the scheduled event or Diocesan Development Days.

7.6 Membership Certificates

- Membership certificates shall be presented to parish councils recognizing their council membership.
- The certificates shall be presented at Diocesan Development Days.

7.7 Life Members and Past Presidents' Tablecloth

- It shall be the responsibility of the Life members' liaison to retain and maintain the tablecloth and transport it to all diocesan conventions/AMM ready to be placed on the table, where the life members and past presidents sit.

7.8 Spiritual's Advisor's Stole

- It shall be the responsibility of the Faith chairperson to maintain the spiritual advisor's stole.

7.9 Diocesan Computers

- London Diocesan CWL currently own two (2) laptops. One (1) is for the use of the Treasurer and the other is for the use of the Secretary.
- Purchase updated applications and computer programs as recommended by secretary or treasurer.

8. Meetings, Reports, Communication and Files

8.1 Attendance

- As a member of the executive council, attendance is required at:
- Executive council meetings-minimum of four meetings throughout the year as well as pre-and post-convention meetings.
- Diocesan convention in April.
- All Diocesan Development Days, except regional chairpersons who will attend one closest to their region.
- If a member is unable to attend a meeting, the president and the secretary must be informed, and a written report must be forwarded to the president, prior to the meeting.

8.2 Executive Council Meetings

- The meeting location is at the discretion of the president.
- When unable to hold an executive in person meeting, an online platform will be used to hold a web-based meeting.

8.3 Finance Meeting

- Those present at the finance meeting shall consist of the members of the finance committee (See 9.1 Finance Committee)
- At the November executive council meeting, the treasurer shall present the proposed budget for the following year. The fiscal year runs from January to December.
- The treasurer shall present the proposed budget to the executive council members at the January meeting where the budget will be ratified.

8.4 Pre/Post-Convention Meeting

- The pre-convention/AMM meeting shall be scheduled immediately prior to the convention/AMM. The agenda for the pre-convention/AMM meeting shall deal with the information pertaining to the convention and any other business that the diocesan president deems immediate.
- The post-convention meeting shall be held within six (6) weeks following the convention.

8.5 Minutes of Executive Council Meetings

- Minutes of the London executive council meetings shall be sent out no later than one month after the last meeting.

8.6 Executive Council Meeting Reports

- A concise report, with the exception of the current financial statement, shall be forwarded to all executive council members by e-mail ten (10) days prior to the executive council meetings. (See Appendix 5 – Guidelines for Written Reports and Directives)

8.7 Directives/Communiqués UNDER CONSTRUCTION

- All directives shall be forwarded to the diocesan president and the administrative assistant a minimum of ten (10) days in advance of the executive council meeting. After approval of the executive council president, the administrative assistant will distribute the submitted directives to executive council members six (6) days in advance of the executive council meeting.
- Directives will be fully approved at the executive council meeting.
- Regional chairpersons will forward the approved directives to their regional councils within seven (7) days of the executive council meeting to make them aware of the contents before the regional meeting.
- The administrative assistant will send the approved directives to the website within seven (7) days of the diocesan council meeting.
- Directives shall be concise and informative and not to exceed one sheet of paper, whenever possible. (See Appendix 5 – Guidelines on Written Reports and Directives)

8.8 Information

- All official letters sent by the executive council members shall be copied to the diocesan president for her information.
- All information sent to council presidents shall be sent to executive council members, including nominations and election information.

8.9 Media

- The president or her appointee, as well as the spiritual advisor shall be the official spokesperson for the London diocesan council.

8.10 E-Mail

- E-mail is a communication tool where agendas, information, minutes and reports can be sent but e-mail shall not be used for motions, except in urgent matters. Any such motion is to be ratified at the next meeting.
- Recognizing that not everyone has e-mail, we must continue to use regular postal service, at the discretion of the president.

8.11 Exchanging Files and Information to Newly Elected Officers

Upon completion of the term of office on the executive council, all files should be current and forwarded to the new officer. As well as the current files and pertinent information for the position, (Appendix 1) the following shall be forwarded:

- Wooden block (holds name plate).
- Your standing committee directives from the two (2) previous years.
- USB stick is recommended.
- Any educational resources.

- Do not pass on minutes of any meetings.
- *It is recommended to use online resources whenever possible, ie. National Manual of Policy and Procedure, Constitution and Bylaws, and other National resources.
- This procedure shall take place at 1st scheduled executive council meeting following the election of a new slate of officers. The treasurer shall transfer her files by June 30th of the same year.
- Nameplates, regional and diocesan bars for new members will be ordered by the treasurer after the post-convention meeting.
- The secretary shall retain all the minutes in dated binders.
- The administrative assistant shall retain correspondence for only two (2) years.
- Executive council shall pay the expense of an overnight orientation meeting following each election.

9. Committees

- The president and the spiritual advisor are ex-officio members of all diocesan committees except the Nomination and Election Committee. The Spiritual Advisor is usually involved in the counting/supervising at elections.

9.1 Finance Committee

- The finance committee shall consist of the following:
 - Treasurer - Chairperson
 - Vice-President
 - Past-President
 - Past Treasurer
 - Secretary
 - Ex-Officio – President and Spiritual Advisor

9.2 Convention/AMM Minutes Committee

- A Convention Minutes Committee, selected by the diocesan secretary will assist in the recording of motions and business of the AMM.

9.3 Resolutions Review Committee

- The resolutions Review Committee shall consist of the following:
 - Vice-President
 - Social Justice Chairperson
 - Appointees from the pillars
 - Past-president
 - Ex-Officio – President and Spiritual Advisor

9.4 Submission Dates for Resolutions

- October 1st Topics for resolutions should be submitted to the diocesan social justice chairperson.
- November 15th Completed resolution shall be forwarded to the diocesan social justice chairperson.
- December 15th Forward the topics/tentative for your planned resolutions via email to the Ontario provincial social justice chairperson.
- January 15th The Social Justice Chairperson shall forward the completed draft resolution to the diocesan executive council.
- January 31st Send via email, a copy of the draft resolution: resolved clause(s), brief and works cited to the Ontario provincial social justice chairperson.
- March 1st The Ontario provincial social justice chairperson will send feedback to the diocesan social justice chairperson. (For distribution to parishes working on the resolutions.)
- March 15th The diocesan social justice chairperson should have the final resolution copy ready for presentation at the diocesan AMM. Once approved by the diocesan executive council, the resolution may be presented at the diocesan AMM. The draft copy is to be forwarded to the provincial social justice chairperson.
- Consult the Resolutions Handbook on the National website.

9.5 Nominations and Elections Committee

The Nominations and Election Committee shall be appointed by the past-president and consists of the following:

- Past-president – Chairperson
- Secretary appointed by the chairperson.
- At least two (2) additional committee members are appointed.

9.6 Life Membership

- The nomination of an individual for life membership is to be discussed at the May executive council meeting following her completed term as past-president of the diocese. Should the individual meet the criteria, as per the National Policy and Procedure, the president, the secretary and nominee will complete the appropriate forms and forward with proper payment to the provincial president to meet the September 15th deadline.
- Upon approval of the provincial council, the provincial president will forward the nomination with payment to the national council by the December 1st deadline.

9.7 Bellelle Guerin and other Awards of Distinction

- For Bellelle Guerin and other awards of distinction, the executive council will make a recommendation and the vice-president will contact the parish council president of the selected individual and work in concert with the parish council to obtain these awards.

These awards may be presented at; a parish council meeting; a Diocesan Development Day or a diocesan convention/AMM.

10. Convention Policy

10.1 Planning a Diocesan Convention

- Planning a convention is the responsibility of the executive council.
- The diocesan president in consultation with the executive council shall appoint the diocesan convention chairperson or co-chairpersons, which will not necessarily be the regional chairperson.
- The AMM conducts the business of the organization and must include; receipt of reports, receipt of financial reports, appointment of auditors and the elections of officers, when applicable.
- The convention may have social time, workshops, guest speakers, and liturgical celebrations. The executive council selects speakers, workshops, and Mass participation.
- Time must be allocated to the national and provincial presidents or their representatives for greetings, reports and workshops.
- The hosting convention committee books the facility and churches.
- The hosting duties are outlined in, “The London Diocesan Hosting a Convention Manual”.
- The convention committee is responsible for arranging, negotiating and paying for any special equipment required for the convention/AMM. An estimate for AV equipment and technical support must be submitted to the executive council for approval. The convention committee shall pay the first \$500. and the balance will be the responsibility of the executive council.
- No petitions shall be distributed at the convention/AMM or Diocesan Development Days without prior consent from the diocesan president.

10.2 Location

- The location of the annual diocesan convention/AMM shall be determined by the executive council a minimum of four (4) years in advance.
- All regions are encouraged to host the annual diocesan convention/AMM. Facilities should be able to accommodate up to 350 for convention sessions, 400 for the banquet, and should be mobility accessible.

10.3 Date

- The annual convention/AMM shall be held the last week of April each year, dependent upon the availability of facilities and the timing of Easter.

10.4 Convention Finances

- The executive council shall determine the allocation of the diocesan convention/AMM registration fees at least 1 ½ years prior to convention at the September executive meeting.
- The treasurer shall register and pay all expenses for the executive council members, life members, past diocesan presidents, and national and provincial representatives. Tours will be individually invoiced.
- The treasurer will invoice diocesan regions for registration and meals for the respective regional chairpersons. The executive council is responsible for mileage and accommodations based on double occupancy for the regional chairpersons.
- The treasurer will invoice the provincial council for the registrations, meals, and accommodations based on double occupancy for the provincial representative per provincial policy.
- The executive council shall make a donation of seventy-five dollars (\$75.00) to the charity of choice on behalf of the convention parliamentarian.
- The banquet ticket, for any past diocesan spiritual advisors shall be paid by the executive council, if they wish to attend.
- Lunch tickets for invited ecumenical guests shall be paid by the executive council.
- The treasurer shall register and pay all necessary expenses for the invited guests.
- Executive council shall pay for the meals for media representatives at convention.
- The executive council shall pay the cost of the banquet ticket for the Episcopal Vicar within the hosting council's region.
- The executive council shall pay the cost of the banquet ticket for a guest of the president each year of her presidency.
- The executive council shall make a donation of seventy-five dollars (\$75.00) to the charity of choice on behalf of the convention/AMM chair or co-chairs.
- The executive council shall donate \$100 to the parishes hosting Masses at the diocesan convention/AMM.
- The executive council shall donate \$100 to the collection taken up at the diocesan convention/AMM.

10.5 National and Provincial Representative

- The president shall invite the national and provincial presidents to attend the annual diocesan convention/AMM, providing information and dates, as early as possible.
- The national and provincial representatives will be asked to bring greetings at the opening ceremonies and the convention. Time will be set aside for their reports. Representatives may be asked to do a presentation/workshop during the convention.

10.6 Hotel Reservations

- The president or her designate determines the sharing of rooms for the executive council.
- The treasurer shall make hotel reservations for the executive council members, life members/past diocesan presidents, the national and provincial representatives, invited

guests and the parliamentarian for the convention. The treasurer shall invoice any guests that attend, as appropriate.

- Sub-committee members' expenses for attending the convention are not paid by the executive council.

10.7 Life Members

- The convention committee shall make all necessary reservations and arrangements for life members and current past president lunch to be held during the diocesan convention. This lunch shall be paid by the executive council.

10.8 Liturgy and Spiritual Program

- The spiritual advisor, president and Faith chairperson shall prepare the liturgical celebrations and spiritual exercises of the convention.
- The host convention committee shall assist in the preparation according to the information provided by the Faith chairperson.
- The final decision shall be made by the spiritual advisor.
- The president shall invite the Bishop of the diocese or the Auxiliary Bishop of the diocese, to the diocesan convention supplying convention dates, theme and other pertinent information, as early as possible.

10.9 Convention Program, Agenda and Spiritual Program

- The executive council shall be responsible for the preparation of the convention program and agenda.
- The printing of the programs and agenda shall be paid by the convention committee, providing they receive 100% of the registration fee.

10.10 Annual Report Book

- The annual report book shall be compiled by the diocesan vice-president.
- The annual report book shall have a list of active member councils included.
- The cost to print the annual report book shall be paid by the convention committee, providing they receive 100% of the registration fee.
- Proceeds from the sale of the Annual Report Books will be forwarded to the diocesan council.
- Copies of the Annual Report Book will be printed and distributed to the Secretary, Life members (if requested), Archives, Bishops of the Diocese, the Seminary, and the vice-president. (organization chairperson)
- The annual report book must be posted by the secretary to the website two (2) weeks prior to the AMM.

10.11 Mass Collection for Charity

- The convention committee shall be responsible for organizing a collection during the diocesan convention.

- The convention committee shall submit to the executive council, names of the charities in the area to receive the proceeds by the preceding October 31. The final decision shall be made by the executive council at the November executive council meeting.

10.12 Hosting a National Convention/AMM

- When the executive council wishes to host a national convention, they shall:
- Secure approval from the Bishop of the diocese and the provincial president.
- Forward a letter of invitation to the national council.
- Following acceptance, request that a formal invitation be sent to the national spiritual advisor from the host Bishop.
- Convention co-chairs for the convention should be from the same area.
- The Diocese of London shall make application four (4) years in advance to host a national convention every twenty (20) years. (The last national convention was held in London, August 2003.)

10.13 Hosting a Provincial Convention/AMM

- When the executive council wishes to host a provincial convention, they shall:
- Secure the approval from the Bishop of the diocese.
- Forward a letter of invitation to the provincial council.
- Following acceptance, request that a formal invitation be sent to the provincial spiritual advisor from the host Bishop.
- Co-chairs for the convention should be from the same area.
- The diocese of London shall make application four (4) years in advance to host a provincial convention every ten (10) years and not back-to-back with a national convention. (The last provincial convention was held in London, July 2025.)

11. Bursaries

11.1 London Diocesan Spiritual Advisors Bursary

Criteria

- This bursary is available only to a League member of the London diocese in good standing, with a minimum of two (2) years membership.
- It must be used to finance education at any level – university, college and/or technical school.

Other information

- The names of the recipients are made public.
- The diocesan president will announce if any bursaries are to be awarded at the pre-convention meeting.

- The interest earned in the last fiscal year on the London Diocesan Spiritual Advisors Bursary investment is paid out.

Application Procedure

- Application for this bursary must be made on the official application form. (Appendix 2)
- A letter of recommendation from the parish priest or CWL council president, must accompany the completed form.
- Applications must be sent to the president no later than April 1st.
- All applications will be strictly confidential.
- Decisions of the administrative committee are final.
- Application forms and supporting documents may be mailed or emailed to the president.

11.2 J.L. Hennessey Bursary

Criteria

- This bursary is available only to a League member of the London diocese and/or her immediate family in good standing, with a minimum of two (2) years membership.
- This bursary must be used to finance education at a university, college or technical school.

Other Information

- The interest earned in the last fiscal year on the J.L. Hennessey Bursary investment is paid out.
- The names of the recipients are made public.

Application Procedure

- Application for the J.L. Hennessey Bursary must be made on the official application form. (Appendix 3).
- A letter of recommendation from the parish priest or CWL council president must accompany the completed form.
- Applications must be sent to the diocesan president no later than April 1st.
- All applications will be strictly confidential.
- Decisions of the administrative committee and the diocesan spiritual advisor will be final.

11.3 Bishop John Michael Sherlock Bursary 2002

- In honour of Bishop Sherlock's ever encouraging and constant support of the League in the diocese of London, a bursary fund has been established for the purpose of assisting seminarians in the diocese of London.
- The bursary amount paid will be the interest earned in the previous fiscal year.

Criteria

- To be given to a seminarian who, when ordained, will work in the London diocese.
- To be awarded on the recommendation of the Rector.

11.4 Life Members and Past-presidents Social Justice Award

- In recognition of the many works of justice by our former presidents and life members, The London Diocesan Council of The Catholic Women's League of Canada has established a Social Justice Award to be awarded annually. The award is intended to recognize men or women engaged in social justice work. A person will be eligible to receive the award upon a nomination form being submitted. (Appendix 4)

Criteria

- Demonstrated involvement in social justice activities.
- Nomination by a CWL Council, a pastor or campus minister or equivalent.
- The award must be used to finance participation in a reputable social justice activity, either at home or abroad, e.g. Development and Peace, work in inner city or northern experiences.
- Priority shall be given to someone who identifies with Catholic ideals.

Other Information

- A certificate shall be issued to the recipient in recognition of their good work.
- The committee consisting of the president, administration team, the social justice chairperson, and the spiritual advisor may decide to give the yearly amount to one candidate or divide it among several nominees.
- The amount paid shall be the amount of the interest earned in the previous fiscal year and will be divided equally amongst the candidates, if applicable.
- Successful nominees will be asked to share their experience with League members at the AMM.

12. Amendments to the Manual of Policy and Procedure

- The Manual of Policy and Procedure of the London Diocese Council shall not be in conflict with the Constitution and Bylaws of the Catholic Women's League of Canada.
- When there is a conflict between the Diocesan Manual of Policy and Procedure and the National Manual of Policy and Procedure, the National Manual of Policy and Procedure shall prevail.
- If amendments to the Constitution and Bylaws affect the Diocesan Manual Policy and Procedure, the policy and procedure shall be revised at the first opportunity.
- New policy and procedures shall be adopted by 2/3 of the total votes at any diocesan executive meeting.
- Current policy and procedure may be amended, suspended or rescinded by 2/3 of the total votes at any diocesan executive meeting.

13. Policy Review

- The London Diocesan Manual of Policy and Procedure shall be revised as necessary to reflect changes to policy adopted at national, provincial and diocesan levels.
- The manual shall be reviewed by a review committee every two (2) years under the responsibility of the past-president.
- The past-president shall solicit volunteers for the policy review committee.
- The policy review committee shall review the current policies and procedures and recommend revisions.
- Upon the adoption of the revised London Diocesan Manual of Policy and Procedure, all existing policy and standing rules of the diocesan council shall be null and void.

Date of Adoption

Adopted: May 2025



Denise Lalonde Morris, President



Theresa Ryan, Past President



Nelly Kelders, Vice-President



Julie Sans, Administrative Assistant

Appendix 1- Archive Guidelines

Archives Guidelines for League History Provincial, Diocesan and Parish Councils

Archives are the permanent history of the League. Preservation of archives is a priority for every past president! If archives and history are not her priority or interest, the past president is encouraged to appoint an **archives sub-committee** or an interested and experienced council member to maintain the archives and history. Funds should be included in the council budget to purchase required archival supplies. The sub-committee or interested member will inform the past president about any requirements for archival supplies prior to the setting of the council's budget.

Location of Archives

All archives should be kept in a locked filing cabinet on church property or in a secure facility at the diocesan archive's location. However, League archives must always be kept separately from other diocesan files.

Updating and Indexing Archives

Archives should be updated and reviewed every two years. An inventory of archival materials should be maintained. Three copies of the inventory will ensure continuity. One copy is to be kept with the archival files, one copy kept in the past president's archival file (with this Guideline) and, a copy given to the current president and noted in the minutes.

History Books

All councils (parish, diocesan and provincial) are encouraged to send a copy of their own history book to CWL national office at C-702 Scotland Avenue, Winnipeg, MB R3M 2Z 1X5, marked "Archives." A letter, signed by the current president of that council, authorizing the League to place this history along with other histories of that year in the League archives at the Archives of Manitoba must be included. (National archives are kept at this location.) Once a year, national office staff will prepare an acid free file box with the council histories received that year and submit it and an index of the contents to the Archives of Manitoba. An index of the contents of each box will be kept at national office.

Recommended Filing of Information

- Binders (large three-ring) and acid free file folders or large envelopes are usually the best manner in which to preserve historical information.
- Photograph albums, with names, dates, location and occasion noted, are invaluable. Use of an acid free pen on acid free paper or typewritten information placed near the picture will give information about the people in the photograph when memories fail!
- All information (especially newspaper clippings) should include names, publication and date.
- Computer discs can be utilized for preservation of written information, but members need the visual history so all information stored on discs should also be committed to paper (acid free paper, where possible).
- Treasurers' books (ledgers only) are retained and may be placed in archives after five years. Cheques and receipts are kept for five years and then destroyed.

Contents of Binders or Archival Files

a. **Members:** Councils are encouraged to set up a binder with a page, in alphabetical order, for each member. This page will include information about the member, including the year she became a member, offices held (which should be updated if the member advances to other League levels), other League work (projects, convention convener, dinners, League community related activities, World Day of Prayer, etc.), ministries in the church, awards and pins received, a photograph of the member, and any other pertinent information as determined by the council. In large councils, a file box could be used for each member's information. This page should be sent to the new council when a member moves. When the member dies, this page should be transferred to a separate binder or file for deceased members, noting the date of death and including death notices and funeral cards where available (see “c” below).

b. **Past Presidents:** Each past president is encouraged to write two or three pages outlining the highlights of her term as president. These highlights become valued historical notes for future council histories. There should be a photograph of the past president and of the executive.

c. **Deceased Members:** When the council keeps a page record of each member (as indicated in “a”), the page will be kept in an archival binder, alphabetically or by the year of death, to be determined by the council. This file can be in addition to or as part of the *Book of Life*, in which the names of all deceased council members are kept.

d. **Minutes:** Past minutes are archived after six years. They should be retained in **dated** binders or files. These minutes are a **permanent** record of council activities and must be kept forever! (Council minutes are kept by the secretary for the current president's term and the previous two terms for a total of six years before being archived.)

e. **Motions Books:** A motion book should be kept in an active file by the secretary for six years and then placed into an archival motions' binder for historical purposes. Standing motions are retained in the active file until a motion is made to rescind that particular standing motion when it will be placed into the archival motions' binder. Standing motions may be amended and as amended are kept in the current motions book.

f. **Annual Reports:** Annual reports of the council and standing committee chairpersons are kept by the secretary for six years and then retained in an archival binder for reference and indexed by the year the report was given.

g. **Resolutions:** Resolutions initiated or adopted by the council are kept until the resolution has been acted upon and resolved. The resolution and brief only then will be placed in the archives.

h. Miscellaneous Archives:

- list of presidents, spiritual advisors, addresses, terms in office, dates
- list of the council's executive for each year
- list of recipients of awards, maple leaf service pins, other League pins, with date of presentation
- list of life members, honorary life members, addresses and year awarded
- correspondence of historical interest, i.e., letters from/to church, political or community leaders, congratulations, plaques, documents for anniversaries, special services, etc.
- special projects, including financial statements of the project
- copies of council newsletters (one per year, unless several were outstanding!)
- a record of the charter, dates, names of charter members.

Appendix 2- Spiritual Advisor's Bursary Application Form



Catholic Women's League of Canada London Diocesan Council

Diocesan Spiritual Advisor's Bursary

This bursary is available to League members only. It must be used to finance education at any level: university, college, technical school, etc. The names of the Diocesan Spiritual Advisor Bursary recipients are made public.

Please send the following by mail, or email to the diocesan president of The Catholic Women's League of Canada by April 1:

- Signed application form
- Letter of recommendation from the parish priest or your CWL council president.

Name: _____

Address: _____

Telephone: _____

When did you join the C.W.L.? _____

Name of parish council: _____

Name of pastor: _____

Proposed studies including name and location of institution: _____

Signature: _____ **Date:** _____

By signing this form, I hereby give consent to the London Diocesan Catholic Women's League to use name and/or photographs that may appear on the CWL website, social media or written publications.

Appendix 3- J. L. Hennessey Bursary Application Form



The Catholic Women's League of Canada London Diocesan Council

J. L. Hennessey Education Bursary

The London Diocesan Council of The Catholic Women's League originally founded this bursary many years ago as the Diocesan Education Award. In 1972 the name of the bursary was changed to the J. L. Hennessey Education Bursary to honour a man who devoted his time tirelessly for God, Canada and his fellow man. Father J. L. Hennessey was a past London Diocesan Spiritual Advisor.

This bursary is available to any League member or her immediate family. It shall be used to finance education at any level: university, community colleges, technical school, etc. The names of the J. L. Hennessey Education Bursary recipients are made public.

Please send the following by mail or email, to the diocesan president of The Catholic Women's League of Canada by April 1:

- Signed application form
- Letter of recommendation from the parish priest or your CWL council president.

Name: _____

Address: _____

Telephone: _____

Relationship to member: _____ **Joined C.W.L. in** _____

Name of parish council: _____

Name of pastor: _____

Proposed studies including name and location of institution: _____

Signature: _____ **Date:** _____

By signing this form, I hereby give consent to the London Diocesan Catholic Women's League to use photographs that may appear on the CWL website, social media or written publications.

Appendix 4- Life Members and Past Presidents Social Justice Award- Nomination Form



The Catholic Women's League of Canada London Diocesan Council Life Members and Past Presidents Social Justice Award

This was first awarded at the diocesan convention in 2013. With this award we hope to raise awareness of social justice, to build solidarity and community to those in need, to hold as our highest priority, the teachings of the gospels through our concern for the common good and dignity of all human persons and to bring to light issues around the world and call the world to action on behalf of those who lack this basic human right.

Nomination Form

Completed nomination forms are due any time before March 1st, of each year.

Name of nominating person or council: _____

Address: _____

Phone: _____

Email: _____

CWL member: Yes ___ No ___ **Parish CWL council:** _____

Please attach the following on a separate sheet:

- 1. Name, address, phone number of person being nominated.**
- 2. Reason for nominating the individual.**
- 3. Demonstrated involvement in social justice programs. Please provide references.**
- 4. Recommendation of a pastor, campus minister, or equivalent with regard to the activity.**
- 5. Description of the social justice activity that has been undertaken: e.g., dates, place, purpose and your involvement and cost.**

Recipients of the award will be invited to the diocesan convention to speak about their social justice activity. Consent to the London Diocesan Catholic Women's League to use name and/or photographs that may appear on the CWL website, social media or written publications.

For further information, contact the diocesan president. Mail, email completed form and supporting documents to the diocesan president.

Appendix 5- Guidelines for Written Reports and Directives

Guidelines for Written Report

- Use bullet points, not paragraph form.
- Maximum 15 lines.

Do mention:

- If you have submitted a directive;
- Prepared and submitted a League Lingo article;
- Prepared a report;
- Prepared an oral presentation;
- Prepared a workshop;
- Prepared for president's meeting;
- Attended meetings as a member of the executive council;
- Attended a council's Anniversary celebration;
- Attended conventions/AMM and/or Diocesan Development Days;
- Attended prayer services or funeral of executive council members/spiritual advisors;
- Work completed on behalf of your position such as materials gathered, research completed, resources collected.

Do not mention:

- Events attended on behalf of your own council
- Events attended on behalf of RCIA program
- Attendance at the World Day of Prayer
- Attendance at the Diocesan Day of Reflection or Lenten Retreat
- Celebration of the Feast of the Immaculate Conception.

Note: Paragraph form may be used to extol the merits of an event when submitting article in annual report book or the newsletter.

Guidelines on Writing Directives - to be updated

Directives should not be more than one page.

Should be addressed to: all parish presidents, regional chairpersons and chair of your standing committee or position. (copy to all executive council).

Use Times New Roman font and font size 12.

Directives should be used to:

Remind members to do something

Inform them about something

Persuade them to do something

Check provincial and national websites for the latest directives from your counterpart – do not copy directly into your directive, use quotes and acknowledge source.

Use your own words, if possible, to convey the message.

More than one (1) directive can be submitted when content is important.

Appendix 6 – Standing Rules of Order for Conventions

Standing Rules of Order will be reviewed in March of each year.

Standing Rules of Order are published in the Convention/AMM Program Book for each Diocesan Convention.

At the annual Diocesan Convention/AMM, the past-president reads the significant rules at the opening of the business meeting.

Appendix 7 – Regional Chairperson's Duties

- Chairs meetings of the presidents in the region within 14 days following each diocesan executive meeting to distribute the material received.
- Submits a report on regional chairperson activities at diocesan executive council meetings. The report is to meet the guidelines set out in this manual.
- Appoints a Secretary/Treasurer for the region.
- Coordinates regional meeting information with the host council.
- Sends invitations for the regional meetings to councils in the region as well as parishes that do not have a Catholic Women's League council, and diocesan officers and Life members in her region.
- Chairs the Diocesan Development Days/workshops before turning the meeting over to the diocesan president, if she is in attendance.
- Receives information/directives from the diocesan executive and forwards to council presidents.
- Submits annual report to the vice-president (organization chairperson) for the annual report book.
- Facilitates annual on-line survey training if required, and contacts council presidents to ensure on-line surveys are completed by the deadline.
- Attends annual diocesan convention/AMM as an accredited delegate.
- It is suggested that each region shall prepare their own Manual of Policy & Procedure to govern and regulate their meetings in regard to representation, procedures and finances.