

**The Catholic Women's League of Canada  
Vancouver Diocesan Council**

**POLICY AND PROCEDURE MANUAL**

**September 2024**

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## **1.0 Introduction**

The Policy and Procedure Manual is a guideline for the Elected Officers of the Vancouver Diocesan Council of the Catholic Women's League of Canada. It is not written in stone, and hopefully, information will be added and deleted by each executive that takes office as they see fit. We are very much indebted to all past presidents for their work in preparing it.

It is the responsibility of the Diocesan Past President to accept proposed revisions to this Policy and Procedure Manual from the Diocesan Elected Officers and Chairpersons.

It is also strongly recommended that this Policy and Procedure Manual be reviewed at the beginning of a new term.

## **1.1 Land Acknowledgement**

All meetings should begin with an indigenous land acknowledgement.

## **2.0 Meeting Organization**

For simplicity, in this document “Diocesan Elected Officers” will include the Chairpersons of Standing Committees and the Spiritual Advisor. The Diocesan Council is defined as the Diocesan Elected Officers and Parish Council Presidents.

### **2.1 Executive Planning Meetings**

It is recommended that meetings with each region be held prior to the first General Meeting of the year and/or prior to convention.

A tentative schedule will be prepared by the new Diocesan President. When the schedule has been finalized, the Diocesan President confirms with each Parish Secretary of the parishes hosting the meetings to reserve space for all the meetings for the coming year.

After confirmation, the Diocesan Secretary circulates the schedule to the Diocesan Executive, Life Members, and past Diocesan Presidents as soon as possible. It should also be posted on the Diocesan website and may be circulated on social media. It is recommended that the meetings be held in the home parish of the Diocesan Spiritual Advisor.

The Diocesan Elected Officers, both incoming and outgoing, should meet for a convenor box exchange as soon as possible after the convention.

### **2.2 General Meetings**

It is recommended that four general meetings be held each year. All CWL members are invited to attend. Every member in good standing can vote. Due notice of the meeting having been given, the quorum for a regular meeting is the number of members present. Robert’s Rules of Order shall apply.

### **2.3 Diocesan Elected Officers Meetings**

Diocesan Elected Officers Meetings should be held one or two weeks prior to the General Meetings. The notice of meeting should be sent by the Diocesan Secretary at least two weeks prior to the meeting date. The minutes should be sent no longer than two weeks after the meeting date.

### **2.4 Annual Elected Officers Retreat**

An annual retreat is held for the Elected Officers. All costs are covered by Diocesan funds (refer to annual budget). At the President’s discretion, a Past President is invited to attend as cook. The Spiritual Advisor is invited to give a short spiritual retreat.

### **2.5 President’s Tea**

A President’s Tea will be held in the election year. This event is held to promote growth of the League and to encourage parish Past Presidents to run for office at the Diocesan level. Diocesan officers should give a testimonial of their experience on the Diocesan council.

Invitations for the tea should be sent to Vice Presidents, Presidents and immediate Past Presidents of Parish Councils, Diocesan Elected Officers, and Life Members. Past Diocesan Presidents should be invited as well as the Diocesan Spiritual Advisor. It is recommended that the Archbishop also be invited.

The President determines the time and place after consultation with the Elected Officers. Expenses for this tea are paid by the Diocesan Treasurer (as per annual budget).

## **2.6 General Meeting Agenda**

The meeting agenda is drawn up by the Diocesan President allowing opportunities for additions to the agenda. The Diocesan Secretary is responsible for making copies of the agenda to distribute to those present at the General and Elected Officers meetings. The agenda shall be distributed one week prior to the meeting day to the Diocesan Council, Life Members and past Diocesan presidents. The agenda should be posted on the Diocesan website.

If possible, the Spiritual Advisor will celebrate Mass prior to the General meetings.

Communiqués prepared by the Elected Officers should be written on the appropriate forms (see Page 24) and sent to the President for approval. Once approved, the President will forward the communiqués to the Secretary to be posted on the Diocesan website.

Oral reports prepared by the Elected Officers should be written on the appropriate forms (see Pages 25 and 26). Sent to the President for approval. Once approved, the President will forward the oral reports to the Secretary for inclusion in the minutes, no later than Monday of the meeting week.

Domestic Abuse Services-Our Lady of Good Counsel Society is invited to report at each General Meeting.

## **2.7 Meeting Protocol**

Acknowledgement should be given to Life Members, all former Diocesan presidents and any Provincial/National Executive who may be present at the meeting.

At all meetings, the Chairperson oral reports should be a maximum of 3 minutes in length.

It is the responsibility of the Vice President to display the Diocesan Banner at all General Meetings and place the signs for officers at the head table.

The Faith Chairperson will provide at minimum a picture of Our Lady of Good Counsel, a rosary and a Catholic bible. Additional objects, for example, a vigil candle or flowers are at the discretion of the chairperson.

Motions to be brought to the floor should be written and given to the President prior to the meeting. It is optional, at the discretion of the President, to reject or accept last minute additions to the agenda.

The demeanour of the Elected Officers should be exemplary at all times. The Chair (President) should be acknowledged, obeyed, and complied with. Dress code should be business professional.

### **Circulation of Petitions**

Anyone who wants to circulate a petition at any meeting must present it to the President who will bring it up at the Elected Officers Meeting to have it reviewed by the Spiritual Advisor and other Executive members before it can be circulated.

### **Hall Set-up/Refreshments**

The host region for the meeting will be contacted by the Diocesan Secretary with details of the expectations. These may include:

- set up the tables and chairs for 125 members with the best view for as many members as possible

- executive table set up with 9 chairs at the front of the room
- set up a small table for the sacred space
- screen set up
- microphone and podium at one end of the executive table
- if possible, a floor microphone in the general membership seating area.
- prepare coffee and water for tea ½ hour prior to Mass. Coffee should be ready right after 9:00 a.m. Mass
- provide cups (non-Styrofoam), sugar, cream/milk and paper napkins
- regions will be invited to bring food items on a rotating basis – these should be breakfast foods such as yogurt, eggs, muffins, fruit, cheese, breads, etc.
- the region parishes providing the food should coordinate with each other to provide enough food for 125 people
- stay after the meeting to tidy up, making sure that everything is clean and neat, and that the door is locked and the key returned.

### **3.0 Diocesan Financial Issues**

#### **3.1 Honorarium for Spiritual Advisor**

An annual Christmas honorarium for the Spiritual Advisor and a parting gift on the completion of his term will be provided (refer to annual budget).

#### **3.2 Diocesan Officer Expenses**

The Diocesan President shall receive an annual stipend (refer to annual budget) payable in September each year.

The Diocesan Council will cover the cost of two tickets each for the annual Domestic Abuse Services gala banquet and the Archbishop's Annual Dinner to be used by the President or her designate and the Vice President, at the President's discretion. (refer to annual budget).

All expenses incurred by Elected Officers for routine League business must be submitted before December 1<sup>st</sup> to the Diocesan Treasurer, using the Expense Report template, with receipts attached. All expenses to be authorized by the Diocesan President before reimbursement.

#### **3.3 Advertising Expenses**

##### **Christmas, Easter, and special editions of the BC Catholic**

Seasonal advertising should be placed in the Christmas and Easter issues of the B.C. Catholic newspaper. (Refer to annual budget)

This serves a two-fold purpose for the League:

- To increase the profile for the League
- Continued support for the B.C. Catholic

#### **3.4 Diocesan Financial Commitments**

##### **Bursaries**

Two bursaries of \$1,000.00 are awarded every year at the convention banquet. These bursaries are presented by the Service Chairperson at the banquet. Expenses for the banquet are paid by the Diocesan Council for each recipient and their parents/guardians. Each Parish Council is expected to provide \$30.00 annually to fund these bursaries. Cheques made payable to the Vancouver Diocesan Council are due by March 31st and sent to the Diocesan Treasurer (refer to annual budget).

**Ferry Fund**

This fund pays for the ferry transportation of any elected diocesan officers of the Vancouver diocese from the Powell River/Sunshine Coast area. Every Parish Council is expected to provide \$10.00 per year to this fund, payable by March 31<sup>st</sup> to the Vancouver Diocesan Council, if required.

**Library Fund**

An amount is presented annually by the Diocesan Council to each of five parochial schools that has a CWL Council (refer to annual budget). The school is selected in alphabetical order each year. The Treasurer mails a copy of the award letter to the Parish Council President for her records.

An amount (refer to annual budget) is also presented to a regional secondary school selected in alphabetical order.

The Diocesan Treasurer will announce the recipients of the library funds at the post-convention meeting and send the cheque to the school principals.

**4.0 Responsibilities of Diocesan Council****4.1 President**

- Assumes her duties immediately after the election as she chairs the post-convention meeting.
- At this meeting, if possible, she should assign standing committees to her Elected Officers.
- Determines the theme for her 2-year term.
- Announces the date for the box exchange meeting.
- Requests the Secretary to circulate to the Diocesan Executive, Life Members, Parish Spiritual Advisors, and Past Diocesan Presidents, a full schedule of events for the year and a list of Elected Officers with their contact information.
- Checks dates with the parish secretaries of the parishes hosting the executive and general meetings.
- Sets the agenda for the meetings.
- Has correspondence available at the meetings for perusal.
- Checks with the Secretary to ensure that the Notice of Meeting has been sent at least two weeks prior to the meeting.
- Keeps the Vice President and Past President informed at all times.
- Consults the Diocesan Spiritual Advisor whenever necessary.
- Attends functions that she has been invited to, or if she is unable, appoint another member of the Diocesan Council to attend in her place. A thank you note should be written after the function to acknowledge the invitation and show her appreciation.
- Submits her expenses with receipts on a regular basis to the Treasurer.
- Contacts the Archbishop's secretary in the fall of the year when convention dates are established, to inform his office of the three levels of convention dates.
- Attends all three levels of conventions as well as the B.C. & Yukon Mid-term meetings. She should appoint the other delegates who will be the accredited delegates, usually the Vice President and one other subject to a motion duly proposed and passed at the post-convention meeting.
- With the Diocesan Secretary's assistance, completes a mail-out to all parish presidents for provincial elections.
- Sends a letter to all parishes in the Diocese without a League council (to be followed up with a phone call).

#### **4.2 Vice President**

- Chairs any meeting in the absence of the President.
- Convenes the Priests' and Deacons' Appreciation Dinner assisted by the assigned Region.
- Attends functions with, or in place of the President.
- Obtains a Maple Leaf Service Pin (if the president doesn't already have one), the Diocesan Bar and a gift (refer to annual budget) to present to the President at the convention as she completes her term.
- Follows up with Parish Council Presidents for any unpaid per-capita fees.
- Sends cards to Life Members for Christmas, Easter and birthdays.
- Liaises with parish councils celebrating milestone anniversaries.

#### **4.3 Immediate Past President**

- Provides guidance and support to the Executive as required.
- Responsible for reviewing the Policy and Procedure Manual at the beginning of her term and accepting any changes during her term.
- Responsible for Archives.
- Acts as Nominations chair in an election year and works with the Diocesan Secretary to finalize the eligibility list.

#### **4.4 Secretary**

- Circulates a Schedule of Events including dates of all meetings, any special events, the date of the President's Tea and the dates of all three levels of convention.
- Maintains lists of Elected Officers, Life Members, Parish Council Presidents and Spiritual Advisors with names and contact information.
- Ensures that Diocesan Life Members and Past Presidents receive all appropriate schedules, minutes and lists (refer to 5.1 – Protocol)
- Circulates Notice of Meeting at least 10 days prior to each executive and general meeting after consultation with the President; the notice should also include the refreshment rotation and hosting instructions.
- Takes minutes at all meetings and circulates them to the appropriate parties within two weeks of the meeting. Minutes should be dated and signed by the Secretary and President after approval.
- Attends to protocol for Diocesan Life Members and Diocesan Past Presidents – (see 5.1)
- Keeps the Election Register up to date each year as Parish Councils send in their registers.
- This list should be given to the Nominations Chair January 1<sup>st</sup> of an election year. Please refer to the National Policy and Procedure regarding:
  - Credentials
  - Diocesan Past Presidents
  - Life Members

#### *Register of Executive and Spiritual Advisor and Life Members*

These lists must be sent annually to the National and Provincial level by the Diocesan Secretary. It is mandatory that these lists be kept confidential and not be circulated or distributed to anyone for use other than League purposes.

It is recommended that the register contain the year of office for each President to assist with the election procedure. A list should be kept of all Past Presidents with their addresses, emails and contact information.



#### 4.5 Treasurer

- Organizes the change in signing officers on the Diocesan bank account. There should be four signing officers for the account: the President, the Treasurer, the Secretary and Vice President. Two signatures must appear on each cheque.
- Outgoing E-transfers require authorization from two signatories.
- Prepares the Annual Budget for the Diocesan Council.
- Prepares a financial statement for each meeting and responds to any questions. Unlimited time is provided for discussion of the financial statement.
- Submits all expense reports to Diocesan President for approval.
- Repays all approved expenses incurred by the Elected Officers for routine League business.
- Pays non-budgeted expenditures up to a maximum of \$500.00 per year. Annual non-budgeted expenses totaling more than \$500.00 are paid after a motion has been duly made and passed at a general meeting.
- Reminds Parish Council Treasurers that Per Capita fees are remitted to the National office according to the established schedule. Per Capita fees consist of:
 

National	\$25.00		
Provincial	10.00		
Vancouver Diocesan	5.00		
Insurance	<u>.50</u>	<u>Total</u>	<u>\$40.50</u>
- Reminds Parish Council Treasurers to send \$8.00 along with their membership remittance to cover the cost of the League Magazine for their Spiritual Advisor.
- Writes cheques for the Diocesan Bursaries: It is the responsibility of the Diocesan Treasurer to follow up on Parish Councils that have not sent in their Bursary funds.
- Sends letters to the presidents of the councils receiving Library Fund monies and announces the schools receiving Library Funds at the Diocesan post-convention meeting.
- Reminds each Parish Council to pay \$10.00 per year to the ferry fund, if applicable.
- Arranges for review of the financial records by a Chartered Professional Accountant and provides a review engagement financial statement for the convention book.
- The Annual Diocesan Budget shall be approved at the second fall general meeting. Members shall be given due notice in their notice of meeting (at least 10 days in advance). All members in good standing in attendance are allowed to vote.
- Upon approval of the Annual Diocesan Budget at a general meeting and providing funds are available, all expenses included in the budget may be paid without any further motions.

Convention expenses are covered by the Diocesan Treasury in the following manner, providing funds are available at the time of the approval of the Diocesan annual budget. Eligible expenses include registration fees, travel, accommodation, meals (excludes alcohol).

*Diocesan Convention:*

- Archbishop or his representative
- Diocesan Spiritual Advisor
- Elected Officers, Chairpersons and Life Member Liaison
- BC & Yukon President or her representative
- Guest Speakers
- Parliamentarian
- National Representative (if applicable)

*Provincial Convention:*

- Diocesan Spiritual Advisor
- Accredited Delegates (2)  
(*Voting Delegate- Diocesan President (or her designate) is paid for by Provincial.*)
- A stipend is available to each elected Diocesan officer attending provincial convention (refer to annual budget)

*National Convention:*

Diocesan Spiritual Advisor  
Accredited Delegates (2) (Usually Diocesan President and Vice President.)

**4.6 Elected Officers and Chairpersons**

- Attend all meetings and special events of the Diocesan Council.
- Discuss any problems with the President privately.
- Adhere to all deadline dates for reports.
- Prepare all reports (i.e., Communiqués, oral reports, etc.) in the proper format (see Pages 24-26) and keep a copy of their Oral reports for their own records. Email copies to the Diocesan Secretary and the President.
- Prepare clear, concise, organized and communicative Communiqués. Email a copy of their communique to the President. Upon approval by the Diocesan President, she will email a copy to the Diocesan Secretary.
- Following the General Meeting, email a copy to their counterpart on the Provincial Council and their counterparts in the 5 other dioceses of the province.
- Information that has been sent to a chairperson from another level of the League should be passed down to the Parish Council Chairperson at her discretion.
- Have any handouts available for approval at the Elected Officers meeting prior to the General Meeting.
- Adhere to the guidelines found in the Executive Handbook and the National Policy and Procedure Manual.

Travel expenses for Elected Officers and Chairpersons are not covered by the Diocesan Council except for those requiring ferry fares.

All delegates to Provincial and National conventions will provide a written report available for distribution.

Faith Chairperson sends out Prayer Cards by request of the president.

**Sub-Committees**

All Executive members are encouraged to establish subcommittees to assist in their positions.  
Example: Diocesan Secretary - Communications, Advertising, Media, etc.  
Social Justice – Resolutions and Legislation, letter-writing, etc.

#### **4.7 Diocesan Life Member Liaison**

A Life Member Liaison is to be chosen by the incoming president in an election year and is appointed to a 2-year term.

##### **Responsibilities**

- Prepare at least two communiques per year to life members, copying the president and secretary.
- Contact the provincial LML at the beginning of the term. Continue to liaise between the provincial LML and the life members, communicating information to both on a regular basis.
- Not required to attend diocesan executive meetings.
- Will be an invited guest at the annual Sisters/Priests Appreciation Dinner and bring greetings on behalf of life members.
- Maintain a list of life members in the diocese. List to be forwarded to the provincial LML, diocesan president and secretary, along with any changes.
- When the per capita fee has not been remitted for a life member, the national office will request the provincial LML to contact the life member and notify the diocesan LML and provincial president of any such action.
- Encourage life members to share news such as special birthdays, anniversaries, awards, citations, and important events.
- Prayer requests for illness – will get approval of the persons concerned as some prefer to keep it private.
- Forward notice of death of a life member to the Provincial LMLs and diocesan and provincial faith chairperson and secretary. (Include address for condolences if available.)
- Expenses for greeting cards for significant occasions sent to life members, i.e., birthdays, Christmas/Easter, Mass cards, and postage, etc. to be submitted to the diocesan treasurer on an expense sheet for payment.
- Compile and forward annual report to provincial liaison from annual report survey and include her list of activities.
- Compile and forward annual report for the diocesan convention book.

Encourage new life members to write their personal story to be sent to the provincial LML and added to the provincial supplement to “A Journey of Memories” book.

#### **4.8 Council Mentoring Team**

The Council Mentoring Team was initially set up to build awareness of the League in parishes without a parish council, and to mentor those existing parish councils who may be experiencing difficulties. The Vice President will be the Council Mentoring Team Leader during her term, and may request assistance from the Diocesan President, Past Presidents and Life Members as required.

### **League Development Fund**

The League Development Fund was established from funds returned to the Vancouver Diocesan CWL after the 2005 CWL National Convention held in Vancouver. The funds are available to promote and build the League and to help develop members as leaders. Councils may apply once per year for these funds. The criteria and application form are available on our Diocesan website. The Vice President and two other elected officers review the applications.

#### **4.9 Diocesan Website – [www.vancouvercwl.ca](http://www.vancouvercwl.ca)**

Policy will reflect that the Vancouver Diocesan website should not duplicate information on the League Provincial or National websites. There may be minor overlaps. The website is the responsibility of the Diocesan Secretary.

#### **Webmaster Duties**

The webmaster will report to and work under the direction of the Diocesan Secretary, with consultation with the Diocesan President. The webmaster will receive remuneration for services rendered (as per budget).

The term of commitment of the webmaster should be a minimum of one year. Expenses of the webmaster are to be submitted to the Diocesan Treasurer through the Diocesan Secretary.

#### **Information on the Website**

All material is to be submitted to the Diocesan Secretary and will be subject to approval by the Diocesan President.

Editing of submissions will not affect content of the articles. Editing will be restricted to privacy issues, names (other than CWL executive at all levels), spelling/grammar, font and spacing, and other “appearance” related concerns.

Links to Provincial and National sites will be given.

The following will also be posted on the website:

1. Diocesan Convention registration form and tentative agenda
2. Diocesan Bursary information and application form
3. Diocesan application form for League Development Funds
4. Diocesan Executive communiques. (only, remain on website for 2 years.)
5. Diocesan Event Calendar

#### **Privacy**

It is understood that permission is granted upon election/appointment to the Diocesan council for executive member’s names to appear on the website.

Public figures, including CWL Provincial/National executive member’s names, may also appear on the website.

## 5.0 Protocol

### 5.1 Diocesan Life Members and Past Presidents

Special consideration should be accorded Life Members and Diocesan Past Presidents. It is a simple and much appreciated courtesy and the secretary is to provide them with the following:

- A list of current Elected Officers and Chairpersons.
- A schedule of events for Diocesan activities.
- Notice of Meeting and Minutes for all General meetings.
- Notice of Convention location and agenda.
- A copy of Convention Business Session Minutes.

It is recommended that all Life Members be listed on the Diocesan Register which is sent to Provincial and National levels.

### 5.2 Nomination for Life Membership

If a member is nominated for Life Membership as per the National Policy and Procedure, the motion is made at a meeting of Elected Officers and a majority vote is necessary prior to the deadline of December 1<sup>st</sup>. This is a confidential matter that is not communicated to the nominee except by National. The nominee is not notified by Diocesan Council.

### 5.3 Past Presidents and Life Members to Date: (PPP designates Past Provincial President)

<u>Past Diocesan Presidents</u>	<u>Dates of Presidency</u>	
Mrs O'Connor	1923	
Mrs C. McDonnell	1924	
Mrs F.J. Fulton	1929	
Mrs W. Brennan	1931	
Jeanette White	1932	
Laura Owens	1932	
Ann McMaster	1934	
Eileen Connolly	1936	
Mary Clay	1938	
Margaret Riley	1939	
Mrs C.H. Colson	1940	
Mrs A.M. Skae	1943	
Mrs D.E.H. Cleveland	1944	
Florence Cashion	1948	
Mrs W.G. Mara	1951	
Jean McCaffery	1953	
Mrs A.E. Hogan	1955	
Annie V. Lowdell	1958	
Mrs M.G. Billings	1960	
Molly Boucher	1962	
Mrs J.J. Rooney	1964	
Anne Marie O'Donnell	1965	
Lorna Gallagher (R.I.P.)	1967-1969	Life Member
Connie Hatherton (R.I.P.)	1969-1971	Life Member (PPP)
Frances Mooney	1971-1973	
Mary Newcomb (R.I.P.)	1973-1975	Life Member
Kaye Jones (R.I.P.)	1975-1977	Life Member
Rita Dion (R.I.P)	1977-1979	Life Member
Jeanette Saretske (R.I.P.)	1979-1981	Life Member

**Past Diocesan Presidents (cont.)****Dates of Presidency (cont.)**

Rose Kamm (R.I.P.)	1981-1983	Life Member (PPP)
Margaret De La Cherois (R.I.P.)	1983-1985	
Jo Congdon	1985-1987	Life Member
Marjorie Miller (R.I.P.)	1987-1989	Life Member
Shirley Armillotta	1989-1991	Life Member
Mary Starek (R.I.P.)	1991-1993	Life Member
Pat Battensby	1993-1995	Life Member (PPP)
Ann Dobie (R.I.P.)	1995-1997	Life Member
Barb Dowding	1997-1999	Life Member (PPP)
Marianna Caldwell	1999-2001	Life Member (PPP)
Lois Charlebois (R.I.P.)	2001-2003	Life Member
Gloria Gausboel	2003-2005	
Pat Deppiesse	2005-2007	Life Member (PPP)
Evelyn Rigby	2007-2009	Life Member (PPP)
Gisela Montague	2009-2011	Life Member (PPP)
Jenny Shaw	2011-2013	
Sharon Ciebin	2013-2015	Life Member
Roxanne McDonald	2015-2017	
Angelina Stiglich	2017-2019	
Barbara Renaud	2019-2022	
Sherray Duran	2022-2024	

**5.4 Invitations**

The President attends functions that she has been invited to, or if she is unable, appoints another member of the Diocesan Council to attend in her place. A thank you note should be written after the function to acknowledge the invitation and show her appreciation.

Elected Diocesan officers who are invited to speak or visit on behalf of the League should seek the approval of the President before accepting.

**5.5 League Stationery**

League stationery should be used for all official League correspondence.

**5.6 League Correspondence**

A copy of all League correspondence which is not of a routine nature must be sent to the President. This is common courtesy and should not be overlooked. The Diocesan President should be Cc'd in any emails sent.

**5.7 Pins**

League pins should be worn on the left side over the heart as a symbol of service for God and Canada. When more than one pin is worn, good taste and discretion on the part of the member should prevail.

The Diocesan President's pin is worn by the President during her term of office and then passed on to her successor.

Past President's Diocesan Bar is presented to the outgoing President in recognition of her service. The Spiritual Advisor's pin is worn by the League Spiritual Advisor on every level and should be presented to him by the Council.

A Maple Leaf Service Pin will be presented to the Diocesan President as she leaves office (if she doesn't already have one). It is the duty of the Diocesan Vice President to obtain and present this pin at the Convention banquet. This pin is recognition of her work as President.

## **6.0 Annual Diocesan Convention**

The Annual Diocesan Convention should be held in the 1<sup>st</sup> week of May. The location of the Convention is rotated through the six regions of the Diocese in turn.

The Pre- and Post-Convention meetings should be held immediately prior to and following the Convention business meeting. It is expected that all Voting Delegates and Elected Officers and Chairpersons attend all Convention meetings including the Pre- and Post-Convention meetings. Diocesan Past-Presidents will not be invited to these meetings, other than the Immediate Past-President.

Incoming and Outgoing Elected Officers must attend the Post Convention meeting. Outgoing Elected Officers must be in attendance for the whole time in order to have their expenses covered except in extraordinary circumstances.

The President notifies the Archbishop's secretary by letter of the dates and location of all three conventions early in the fall of each year. In June, the President should write a letter to the Archbishop inviting him to be the main celebrant and homilist at either the Opening and/or Closing Mass(es) and inviting him to the Convention banquet.

### **6.1 Convention Protocol**

- The Chair shall be recognized at all times.
- The time card should always be observed.
- The Rules of Order must be updated each year. They must be adopted at the spring executive meeting and the Convention General Meeting and be adhered to once accepted.
- Oral reports by the Regions' designated Parish Council President should reflect their highlights and goals for the coming year and be limited to a maximum of three minutes.
- At the written request of Domestic Abuse Services, Our Lady of Good Counsel Society, a table will be made available to them for their display purposes. Time will be allotted on the agenda for a presentation, not to exceed one half hour at the discretion of the President.
- The Domestic Abuse Services, Our Lady of Good Counsel Society is invited to give a report at the Convention.
- Invite the Life Member Liaison to give a report at the Convention.

Without the prior approval of the Elected Officers:

- no petitions will be circulated;
- no displays will be permitted;
- no printed matter shall be circulated or made available, and
- no sale of goods will be permitted.

## **6.2 Responsibilities of Diocesan Council**

### **President**

The President should encourage the Convention Hosting Committee to complete their final convention reports as soon as possible. This report and copies of "The Guidelines for Hosting a Diocesan Convention" should be available for forwarding to the President of the Council hosting the following year's convention.

The Diocesan President should instruct the Chairperson, the President of the Hosting Council to call the first convention planning meeting in the early fall of the year preceding the convention. The meeting should include representatives of each council in the Region. The Diocesan President, Vice President and Faith Chairperson should attend all convention planning meetings. It is recommended that the Treasurer also attend at least one of these meetings. All Diocesan elected officers are encouraged to attend convention planning meetings.

The President also does the following:

- Sends a letter in January to the Parish Presidents in the region that will host the convention the following year requesting that they consult with their Spiritual Advisors re: the possibility of hosting the following year's convention. The response to this invitation will be announced at the Convention.
- Prepares invitations to the Convention in September/October to:
  1. The President of the B.C. & Yukon Provincial Council and National President inviting them to attend the Convention as our guests and to bring greetings.
  2. A Life Member or a member in good standing, at the discretion of the president, asking her to serve as Parliamentarian at the Convention.
  3. The Member(s) of Parliament, Member(s) of the Legislative Assembly, and Mayor(s) of the municipality(ies) hosting the Convention informing them of the Convention, telling them a little bit about the League, giving them the themes and inviting them to bring greetings from the host city.
  4. The District Deputy of the Knights of Columbus of the district corresponding to the host region.
  5. The 4<sup>th</sup> Degree Knights of Columbus of the hosting region asking them to provide the honour guard at any Mass the Archbishop is celebrating.
  6. Presidents of other Diocesan level religious women's groups (e.g. the Anglican Church Women and the Ukrainian Catholic Women's League) to bring greetings and attend the Convention.
  7. Arranges for a Past President or other Past Diocesan Executive to introduce the program speaker for members not attending the pre-convention meeting.
  8. Writes all necessary thank you notes after the convention to Mass Celebrants, Presidents of the hosting councils, all invited guests, banquet speakers, guest presenters, the B.C. Catholic, Mayor, Knights of Columbus, both the Grand Knights and 4<sup>th</sup> Degree Knights, and any others as required.

### **Vice President**

- Coordinates National Goods display at convention.
- Attends convention planning meetings with the President.
- Prepares and distributes in a timely manner, an instruction sheet for Parish Council Presidents regarding their annual reports for the convention book.
- Coordinates the convention book:
  - has the cover designed appropriate to the theme;
  - arranges for printing the book after research into the most economical way to do so;
  - sets aside seven convention books. The Diocesan President takes five to the BC & Yukon Convention for other Diocesan Presidents, one for the Archbishop, and one for Archives.



- Designs evaluation forms and supplies a box for collection of forms on each day.
- Arranges for table signage that designates Elected Officers and Chairpersons at the convention.
- Arranges for transportation for the Life Member Liaison, if necessary.
- Brings the League Banner and flags for procession.
- Obtains a gift for the outgoing President in an Election year.

#### **Immediate Past President:**

- Prepares and reads the Standing Rules of Convention at the Diocesan Convention.
- Chairs the Nomination Committee along with the Diocesan Secretary (if she is not running for office), the Diocesan Spiritual Advisor, and one other member who has served on the Diocesan Council and is not running for election.
- Obtains an up-to-date Register from the Diocesan Secretary.
- Follows the Nominations Procedure in the National Policy and Procedure handbook. At the discretion of the Diocesan Executive a further step may be added of inviting suggestions for nominations.
- Directs the Installation of Officers at the Closing Mass of the convention.
- Organizes the procession into the banquet hall based on the order of seating.

#### **Diocesan Secretary**

Provides the convention package for distribution to all Parish Council Presidents, Elected Officers, Life Members and Past Diocesan Presidents, at the January/February general meeting.

#### **Contents of Convention package:**

From the President:

- An information letter regarding the Convention
- Essential reminder list Tentative agendas for:
  - Pre-Convention meeting
  - Business meeting
  - Post-Convention meeting

From the Convention Hosting Committee:

- A map of all venues where Convention will be held, including liturgies, business sessions, hotel and location of social events
- Hotel brochures
- Registration form

From the Secretary:

- Notice of Meeting: Pre-Convention Meeting
  - Business Sessions
  - Post-Convention Meeting.
- Acceptance List for Instructed Vote if applicable
- Diocesan Credentials to be filled out and signed by President and Spiritual Advisor for:
  - Accredited Life Members
  - Accredited Elected Officers

Parish Credentials to be filled out and signed by Parish Council President and Spiritual Advisor for: One Voting Delegate per Parish Council  
Two Accredited Delegates per Parish Council

## **Credentials**

One Voting Delegate per Parish Council and two Accredited Delegates per Parish Council are eligible to vote and make motions. The Diocesan Secretary will send out the credentials in the convention package.

Parish Council Credentials will be validated by the Parish Council Spiritual Advisor and Parish Council President. Diocesan Elected Officers and Life Members credentials will be validated by the Diocesan Spiritual Advisor and the Diocesan President. The validated credentials will be sent to the Diocesan Secretary no later than three weeks prior to the convention.

There is one Voting Delegate per Parish Council (if not the Parish Council President, it should be the Vice President, an Elected Officer or Chairperson or an experienced member in good standing of the Parish Council).

There are two Accredited Delegates per Parish Council (preferably members of the Elected Officers and Chairpersons or a member in good standing designated by the President).

The Diocesan Secretary will give a list of the voting and accredited delegates to the Registration Chairperson so that she will have a complete list of voters.

The Delegates must bring their copy of the validated credentials to the convention and present them at the registration desk. Registration will match up the credentials with those received by the Secretary.

## **Diocesan Treasurer**

- Advances seed money (as per budget) to the Diocesan Convention Committee, if hosting region councils are unable to provide funds, and ensures the monies are repaid as soon as possible.
- Ensures the convention registration fee is turned over to the Diocesan Treasury from the Convention Planning Treasurer.
- Pays all Diocesan Convention expenses in a timely manner.

## **Diocesan Faith Chairperson**

- Coordinates music for all liturgies with host parishes.
- Coordinates the liturgies and spiritual programs in consultation with the Spiritual Advisor.
- Arranges for the memorialization of deceased members at the Friday Mass and places the Book of Life in a designated location at the foot of the altar before the Mass.
- Chooses and invites lectors and gift bearers for all the liturgies.
- Designs Mass leaflets and coordinates with Vice President to arrange for their printing.
- Arranges for distribution and collection at the Masses.
- Prepares Scripture readings and reflective readings for each meeting.
- Prepares the Prayers of the Faithful for the Masses.
- Organizes the Procession and Recession of flags, banners and members.
- Ensures that roses are purchased for a Life Member to present to Our Lady's statue.
- Contacts and arranges for the Life Member to go in procession with flowers.
- Sends thank you cards to those providing services for liturgies, e.g. choirs, altar servers and organists.

## **Procession and Seating Protocol**

- Order of Procession – 2-3 assistants are required to organize the procession in an orderly, quiet manner in the vestibule of the church or other chosen area.

- All dignitaries are escorted to their seats in the left front pew. They are also escorted by a hostess when they rise up to bring greetings, then escorted back to their seat.
- Life members who do not want to process are escorted to their seat, left side pew 2.
- Parish Council banners are numbered as they arrive. This is the order that the stands are placed in the Church and the order of the procession.

### Flag Protocol

- The 4 flags should be placed in this order: On the left side of the altar: Canadian, BC, and CWL (in this order from left). The CWL banner should be on the right side of the altar. The Papal Flag should be in the Sanctuary and not processed.
- Once the flag procession is completed, the flag bearers will, upon the leader's order, lift/raise the flags together for the singing of "O Canada". At the conclusion of the anthem, the flag bearers will together lower their flags, place them in the stands and take their assigned places. The liturgical procession then begins.
- The flags will be removed to the convention hall where they will remain in place for the duration of the convention.
- The flags will be returned to the church before the closing Mass and will be processed out in the same order they were processed in.

<b>Procession</b>	<b>Seating</b>
Canadian Flag ( <i>National representative or Vice President</i> )	L side Pew 1 with other dignitaries (i.e., Mayor, KofC and other people with greetings)
Provincial Flag ( <i>BC &amp; Yukon Pres. or rep.</i> )	L side Pew 1
League Flag ( <i>President</i> )	R side Pew 1
Flowers for Our Lady ( <i>Life Member</i> )	L side Pew 2
Life Members	L side Pew 2
Vice Pres, Secretary & Treasurer	R side Pew 1
Diocesan Elected Officers	R side Pew 2
Parish Council Presidents with banners	L & R side Pews 3-5
Parish Council Presidents with no banners	L & R side Pews 3-5

### **Diocesan Secretary**

- Sends several articles regarding the Diocesan Convention to the B.C. Catholic and arranges a notice for the "What's on" column.
- Informs the B.C. Catholic of the Convention dates and provides a photo and write-up.
- Arranges a photographer for events.
- Sends a post-convention report to the B.C. Catholic, including photo. The report will be reviewed and approved by the President prior to submission.

### **Diocesan Life Member Liaison**

- Attends pre- and post-convention meetings.
- Designated seating with other Life Members at the honour table assigned for business sessions. All Life Members are accredited delegates at the convention.
- Gives 3-minute oral report during the business sessions.
- Invite Life Members to attend a Life Members luncheon at the convention (usually on the Friday, same as Spiritual Advisors). This is an opportunity to discuss how they can still help the League in the diocese.
- Expenses for registration and lunch on the day she is presenting her oral report should be submitted to the diocesan treasurer on an expense sheet for payment.
- Assigned a seat at the Life Members honour table at the banquet.

### **6.3 Financial Responsibilities of the Diocesan Council**

- Accommodation, registration fee and meal costs for all Diocesan Elected Officers.
- Accommodation, meal costs for the President of the B.C. & Yukon Council or her designate and a National representative if applicable, and the Parliamentarian.
- Meals for any invited guests or presenters.
- Stipend for speakers.
- Honorarium for priest replacement for the Spiritual Advisor in his parish during the Convention.
- Cost of printing Convention book, Liturgy book and resolutions booklet
- Cost of gifts for the President of the B.C. & Yukon Council and Parliamentarian (refer to annual budget). The Diocesan President shall purchase these gifts and present them at the Convention Banquet.
- Purchase of the Diocesan bar is ordered ahead by the Vice President and presented to the outgoing President by the incoming President at the Installation of Officers, and, in turn, the outgoing President presents the Diocesan President's pin to the incoming President.
- As noted under 'Bursaries' section - pays for the winners and two parents/guardians to attend the banquet.

### **6.4 Responsibilities of the Hosting Committee**

#### **President of the Hosting Council**

- Contacts the Presidents of the other Councils in her region and invites them to the planning meeting. Works with the Diocesan President and sets all meeting dates. The initial meeting is called by the Diocesan President.
- Appoints a Secretary for the Planning Committee. It is helpful if she is from the same Council as the Chairperson of the Planning Committee.
- Arranges a post-convention wind-up Planning Committee meeting soon after the Convention, at which time all Committee members should present their written final reports.
- Presents the final Convention reports as soon as possible to the Diocesan President.

#### **Convention Planning Committee**

- Investigates options for accommodations and locations for business sessions, social functions

- and liturgies and makes recommendations to the Diocesan President.
- Chooses a hotel.
- Draws up convention notices and forwards them to the Diocesan Secretary.
- Arranges set up for the business sessions and Pre- and Post-Convention meetings as requested by the Diocesan President.
- Provides assistance to the Nomination Chairperson as to her needs for the elections.
- If an informal dinner is planned on any evening other than the banquet, the hosting council might want to provide some entertainment, subject to the approval of the Diocesan President.
- Provides hostesses as required at the Convention.

### **Secretary of the Convention Planning Committee**

- Compiles a list of committee members, their contact numbers and email addresses and circulates same to the committee members, and Diocesan executive.
- Circulates minutes and notices of meetings to all Convention Committee members, and Diocesan executive.

### **Registration Chairperson**

- Obtains the cost of meals and special events from the Convention Committee.
- Drafts the Registration form after consultation with the Convention Chairperson and the Diocesan President. The form should state: "NO REFUNDS" after a date to be determined by the Registration Chairperson.
- Forwards the Registration Form to the Diocesan Secretary to include in the convention package and to the Diocesan Secretary to post on the website.
- Submits all monies to the convention Treasurer. (*Registration fee is not necessary if a person is only attending the banquet.*)

### **Convention Treasurer**

- Provides financial reports at each meeting.
- Arranges change-over of bank account signing authorities to new committee. Signing authorities should be the Convention Planning Committee Chair, the Secretary and the Treasurer. All cheques must have two signatures.
- Collects seed money from each Council in the region of the Convention Planning Committee. If a Council feels that they cannot afford to do this, their President should notify the Convention Chairperson. This money is to be returned after the convention unless the costs exceed the income of the convention.
- Remits all registration fees to the Diocesan Treasurer.
- Pays all Convention expenses including fees for organists, choir, the piper, flowers etc.
- All excess funds will be returned to the Diocesan Treasurer to be returned to general funds.

## **6.5 Election Procedure (every two years)**

On or before December 15<sup>th</sup>, prior to an election year, a nominations and elections committee consisting of three experienced members shall be appointed by the diocesan president in consultation with the spiritual advisor. The chairperson of the committee shall not be a candidate for office (usually the past president). She shall be prepared to conduct the elections at the annual diocesan meeting or Convention.

The documents required in preparation for an election are as follows: Elections Register, Eligibility List, Acceptance List and Candidates List (see National P&P, Section 7, Nominations and Elections.)

### **Election preparation leading up to Convention**

- After the deadline for submission of instructed Vote, make a spread sheet showing all councils and their candidate choices. If councils miss the deadline, they are ineligible to vote.
- Make a set of envelopes labelled with the council's name and containing the voting sheets for all first ballots. Use different colours. A full set of white ballots entitled Ballot #2, #3 and #4 should be made ahead of time and kept by the election officer, one envelope for each set and headed: President Ballot 2 etc in case these are needed.
- The Elections officer should make copies ahead of time of the instructed vote sheets.
- Prepare the Candidates' List on a flash drive so that onlookers can follow and know what is going on.

### **Pre-Convention Meeting and Business Session Agendas**

- One item that should be in the Pre-Convention Meeting in an Election Year is: Election Reminders. This will give the Election Chairperson the chance to give last minute reminders.
- On the final afternoon, before the election, a short preparatory prayer would be appropriate.
- There should also be adequate time allowed for the newly elected council to run through the installation ceremony.
- Make it clear that the outgoing Past President is responsible for preparing the materials needed for the installation.
- Appoint someone to be secretary of elections with instructions to record the movers and seconders of motions, the names and positions of those elected, and which ballot resulted in a decision. *(This is important when the outgoing secretary is also running for election. This person should also be provided with a Candidates' List so she can spell the names correctly.)*
- Play suitable music while the voting is taking place. Alternately, the Rosary could be prayed.
- Election of Chairpersons shall be by plurality vote.

### **At the Time of Election**

- Call all presidents or designated voting delegates to the Voting Tables at the front.
- When all are seated, do a roll call to ensure all councils who have submitted an Instructed Vote are present.
- It should be stressed that all voting delegates must have a copy of their Instructed Vote with them. If they do not, they should be advised to obtain a copy from the Elections Officer.
- Candidates are called up to the front to be introduced en masse at the outset of the election. *It is recommended that before the second ballot takes place the candidates for that position should be called to the front and be reintroduced.* *This would eliminate any confusion about which candidate matches which name, especially when candidates with similar names are running. It is also possible that the voting delegate may not have been given advice about a second choice, and this allows her more thinking time.*
- Election of Officers shall be by majority vote. When no majority vote {more than half} has been obtained, a second ballot will then be taken and, if necessary, a third. If 3 ballots fail to produce a majority vote for one candidate, then the candidate receiving

the highest number of votes shall be declared elected. If there is a tie vote on the third ballot, a fourth ballot will be taken using only the names of the tied candidates.

- There should be at least 6 hostesses for a council our size, three groups of two, to collect the ballots. This necessitates three master lists (spread sheets) with the instructed votes for each council listed.
- The Spiritual Advisor is also there supervising. The presence of at least one former Vancouver Diocesan President is desirable.

### **Counting Procedure**

- Have blank sheets available for tallies to be recorded.
- The messenger shows the Chairperson the result of each ballot before taking it to the Nomination Committee Chairperson.

### **Announcements**

- The chairperson of elections announces that there is a result, or that another ballot is needed. (No names or numbers are given.)
- The president announces the result. (No numbers are given.)
- If no decision is reached then voting delegates are free to ask if they can see the result before taking the next vote. Note these are not announced to all the assembly, just shown to the voting delegates. (*Three to 4 people are needed to assist if all voting delegates ask to see the results*).
- A motion is made immediately following the election, by the Nomination Chair, to destroy the ballots.
- The newly elected officers are presented to the assembly.



# The Catholic Women's League of Canada

VANCOUVER DIOCESAN COUNCIL

## Communiqué

*Diocesan Theme – “Restore All Things in Christ”*

**Chairperson:**

**Date:**

**Committee:**

**No:**





# The Catholic Women's League of Canada

**VANCOUVER DIOCESAN COUNCIL**  
**Oral Report for General Meeting**  
*Diocesan Theme – "Restore All Things in Christ"*

**Chairperson:**  
**Committee:**

**Date:**  
**No:**



# The Catholic Women's League of Canada

## VANCOUVER DIOCESAN COUNCIL Oral Report for Executive Meeting *Diocesan Theme – "Restore All Things in Christ"*

**Chairperson:**  
**Committee:**

**Date:**  
**No:**

**Activities Since last meeting:**

**Oral Report for General Meeting:**

**Communique:**

**Other items for discussion:**