



Ontario Provincial Council  
The Catholic Women's League of Canada  
Organization Standing Committee

Directive #4

Page: 1

March 20, 2018

To: Diocesan Organization Committee Chairpersons  
From: Colleen Perry, Ontario Provincial Council, Organization Standing Committee  
Chairperson, Sub Committee Chair: Glenda Klein  
cc: Diocesan Presidents, Provincial Officers, National Organization Standing Committee  
Chairperson

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Update on National Membership Program

National office suggested to all councils in January to submit their fees manually. Some councils made the choice to wait in hopes the online system would be back up and running quickly. Unfortunately, there are situations that could not be predicted that have prevented us from relaunching the online membership program at this time.

National office is asking all online councils to remit their 2018 membership manually for this season as soon as possible as the diocesan and provincial councils rely on these fees for their operations. The online membership program will not be relaunched for this year; however, it will resume in the future. An estimated date for relaunch is not available at this time.

Councils who have not yet submitted their council's fees, are asked to please mail (via Post) a typed list of the members they wish to submit fees for, (with ID numbers, if known), along with a cheque. If the council is enrolled in the pre-authorized debit program, in lieu of a cheque, a note authorizing national office to withdraw the funds from the council's account should be included.

New or returning from absence members, should be included on the New & Reinstated Member form found on our website, [www.cwl.ca](http://www.cwl.ca). If a copy of this form is needed please let me know.

Any address changes or other membership information can be sent this way as well. There is no need to include addresses, phone numbers, years of service, etc. that national office already has on file – only changes.

Most councils do retain hard copies of their membership lists (as has been advised by the membership department). Those lists can simply be photocopied with notations made as to whether the member is paying for 2018 or not.

If assistance with the membership list is required, council administrators are asked to contact the membership department at [membership@cwl.ca](mailto:membership@cwl.ca). All councils will receive a copy of their unpaid and paid list of members after their membership has been processed for their records.