

**Ontario Provincial Council**

**of**

***The Catholic Women's League of Canada***

**MANUAL OF  
POLICY AND PROCEDURE**



***September, 2016***

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**Ontario Provincial Council  
of  
The Catholic Women's League of Canada**

**MANUAL OF POLICY AND PROCEDURE**

**FOREWORD**

**Ontario Provincial Council**

This council is known as the Ontario Provincial Council of The Catholic Women's League of Canada, hereinafter called the provincial council.

The Ontario Provincial Council was chartered by The Catholic Women's League of Canada on January 31, 1948.

**Purpose of the Ontario Provincial Council**

- to implement The Catholic Women's League objectives and policy in the province
- to represent The Catholic Women's League members of Ontario at the national level
- to co-ordinate the diocesan councils in the province
- to be a link between the diocesan councils in Ontario and the national council for reporting, for resolutions and for those matters requiring an instructed vote at the national convention
- to disseminate information and direction from the national council to the diocesan councils in the province
- to provide direction, inspiration and encouragement to The Catholic Women's League members and councils in the province
- to submit resolutions and briefs on provincial matters as required
- to maintain contact with the Assembly of Catholic Bishops of Ontario (ACBO)

**Governance**

The provincial council is governed by the current *Constitution & Bylaws* of The Catholic Women's League of Canada, the *National Manual of Policy and Procedure*, where applicable and by the *Ontario Provincial Council Manual of Policy and Procedure*.

*Policy and Procedure* and *Guidelines* documents have been established regarding the operations of the Ontario Provincial Council with specific expectations for each executive member and committee, the spiritual advisor, all publications and the website. The *Convention Guide* details convention procedures for the annual Ontario provincial convention.

## **Provincial Executive**

**Refer to Part VIII – Section 2 (b), Constitution & Bylaws 2013**

### **Elected Officers**

The elected officers of the provincial council shall be: president, president-elect, first vice-president, second vice-president, recording secretary, treasurer, past president and five chairpersons of standing committees.

### **Administrative Assistant**

The newly elected president shall appoint an administrative assistant to the president. The administrative assistant must be a member in good standing. She shall attend all executive meetings and conventions. She shall be able to participate in discussion, but will not vote on any matters. Her expenses will be covered as per provincial financial policy. This position does not include eligibility for election to provincial council.

### **Diocesan Presidents**

The presidents of the thirteen (13) diocesan councils shall be members of the provincial executive.

### **Standing Committees**

The provincial council shall have eight standing committees: spiritual development, organization, Christian family life, community life, education & health, communications, resolutions and legislation.

## **The Spiritual Advisor of the Ontario Provincial Council**

The spiritual advisor of the provincial council shall be a bishop of the diocese in which the president resides, as per the following motion:

"It was moved by Archbishop Wilhelm and seconded by Bishop A. Carter that the Bishop of the Diocese in which the C.W.L. President lives should be the Provincial Director of the organization. Carried"

(Minutes, Catholic Conference of Ontario Bishops September 1970, VIII)

# **1.0 General Policy**

## **1.1 Meetings**

Due notice having been given, a majority of the members of the executive shall constitute a quorum.

### **1.1.1 Fall and Winter Executive Meetings**

The fall and winter executive meetings shall be scheduled on the first Friday of October and February whenever possible.

### **1.1.2 Pre and Post Convention Meetings**

The pre and post convention meetings shall be scheduled immediately prior to and immediately following the annual convention.

### **1.1.3 Supplementary Meetings**

Full executive or committee meetings, may be held at an agreed-upon location or electronically, by telephone, teleconference, video-conference, WEB-cam, e-mail, on line secured chat line or other method which enables effective communication between provincial executive members or other invited participants. The president, in consultation with the administration committee, shall define the tools used.

## **1.2 Letterhead**

The official letterhead stationery shall bear the League crest (green) and council name. Use of official letterhead must be approved by and copied to the president.

The president's personal stationery shall have her contact information added to the official letterhead.

## **1.3 Correspondence**

### **1.3.1 Correspondence Files**

A meeting correspondence file, including a list of the correspondence in the file received or sent by the president or others after the date of the previous meeting, shall be available for reading at the executive meetings. Only correspondence deemed noteworthy by the president shall be read at the meeting. Executive members shall have the privilege of questioning any correspondence found in the file and may request a copy.

Following the meeting, this correspondence will be placed in the two-term correspondence file.

Access to restricted correspondence included in the two-term file may be granted only by the provincial president, after consultation with the administration committee.

The president and administrative assistant will cull this two-term file at the end of term, with correspondence relevant to current business retained and given to the incoming president and administrative assistant. All correspondence over four years old will be destroyed except for significant correspondence which will be retained for archives and given to the past president. Restricted correspondence will be placed in a sealed envelope, indicating the subject matter, date, marked restricted and signed by the president.

### **1.3.2 External Correspondence**

All correspondence to be sent to organizations or individuals outside the League must first be sent to the president for her review and approval. Letters sent outside the League shall be sent on official letterhead stationery signed by the president or an officer authorized by her to sign over the president's signature block.

### **1.3.3 Internal Correspondence**

Internal correspondence includes all forms of communication (including email) with parish, diocesan and national counterparts and provincial executive. Internal correspondence does not need to be on official letterhead.

## **1.4 Honouring Councils/Members**

Upon request, the provincial council shall recognize significant anniversaries of councils or members by a congratulatory letter or certificate forwarded by the president.

## **1.5 Access to Manual of Policy and Procedure, Guidelines and Convention Guide**

The *Provincial Manual of Policy and Procedure, Provincial Guidelines and Convention Guide* are available on the Ontario Provincial website.

## **1.6 Privacy**

When the Ontario provincial council creates paper or computer files that contain personal information on members or others, the method of collecting, protecting and using that information must comply with the Personal Information Protection and Electronic Documents Act (PIPEDA) which is federal legislation passed in 2001 and fully implemented on January 1, 2004.

### **1.6.1 Privacy Officer**

The president shall appoint a privacy officer from members of the current executive.



## 1.6.2 Privacy Policy

The provincial executive is responsible for ensuring that a well-formulated privacy policy exists to protect the personal information provided to it, by members and others.

All personal information collected by the provincial council will be consented to, accessed, used, retained and eventually destroyed as shown in Appendices 1.6.2-01 to A1.6.2-08.

The privacy notice must be readily accessible and available when personal information is first collected. It will be found on:

- a) the request form for contact information collected annually from members of the Ontario provincial executive, diocesan officers, and provincial appointees
- b) the Ontario Provincial Council Screening Information Form, acceptance forms and resume forms provided to members eligible to stand for office at the provincial level
- c) the Bishop F. Pappin Memorial Bursary application
- d) the convention form
- e) the newsletter subscription form
- f) requests for life member contact information and history.

Implied consent shall be used for all personal information collected, with the exception of the Ontario Provincial Council Screening Information Form, which will use expressed written consent.

Personal information will only be disclosed to third parties, external and internal (CWL councils at another level) for the purposes identified in the notice and with the implicit consent of the individual. Before personal information may be used for a purpose other than what is specified in the notice, expressed permission must be obtained from that individual.

When sending information electronically by mass mailing, the originator will use the blind carbon copy (bcc) feature to hide the individual email addresses.

Personal information, such as the address, phone number, email address of members shall not appear on:

- directives
- documents put on the Ontario Provincial Council website or
- articles in the provincial newsletter

**Exception:** Provincial convention registration material may contain the address, email and phone number of the convention committee contact.

The privacy officer will address all privacy related complaints and disputes once notified in writing.

Should the complaints and disputes not be resolved satisfactorily, the complainant may appeal to the provincial administration committee for resolution, by writing to the provincial president.

The privacy officer will periodically review all privacy complaints and disputes in conjunction with the bi-annual revision of the *Provincial Manual of Policy and Procedure*.

The provincial executive will examine the compliance with privacy policies and procedures annually.

### **1.6.3 Provincial Lists**

The provincial directory, subscription lists and life members list are available for use as outlined in the privacy table and not for public distribution or access.

When an individual is no longer part of the Ontario Provincial Council, all files (electronic and hard copy) must be passed on to the incoming individual and/or destroyed and/or deleted as required by the OPC policies and guidelines.

Personal contact information cannot be retained for personal use, particularly email addresses on personal computers, unless express permission is provided by the individual whose personal information is retained.

(see Appendices A1.6.2-01 to A1.6.2-08).

## **1.7 Screening**

Following guidelines established by Public Safety Canada and initiatives of the Assembly of Catholic Bishops of Ontario (ACBO), the Ontario Provincial Council has determined that the signing authorities are deemed to be high trust positions requiring screening before election to these offices. It was further agreed that any candidate for the position of president-elect would require screening before election.

<https://www.publicsafety.gc.ca/cnt/rsrscs/pblctns/bpg-scrng-vls/index-en.aspx>

### **1.7.1 Screening Officer**

The president will appoint a provincial screening officer who is a life member and not part of the current executive for a renewable two-year term. The life member being proposed for this position must first successfully complete the high-risk screening process.

### **1.7.2 Screening Policy**

The Ontario Provincial Council of The Catholic Women's League of Canada has determined it prudent to screen the president, president-elect, recording secretary and treasurer who are signing officers i.e., high trust members of the executive. The screening officer, appointed by the provincial president, will perform the screening as part of the election process.

Individuals will be reimbursed by provincial council for the cost of the police check.

Screening information is private and strictly confidential. Members will not have access to their information. Individual police checks will remain active for five years.

Access to the screening binder is restricted to the screening officer and the president. The binder will be kept under lock and key.

Individual police check(s) will remain active for five years. Therefore, after that time if a member is still in a position or applying to stand for a position of high trust using a previously submitted police check that will expire, she must obtain another police check. Once the member is no longer eligible for election, her file will be destroyed.

## **1.8 Copyright**

Permission must be sought to reproduce copyrighted music, lyrics, artwork, prayer services and software for circulation and a licence must be acquired, except for those materials which fall under the public domain. The person requesting the copyright will complete the copyright(s) usage report to the copyright licensor following the event(s).

## **1.9 Insurance**

Executive members of the Ontario Provincial Council of The Catholic Women's League of Canada are covered for general liability insurance through the national general liability policy for diocesan and provincial executive councils. Directors and officers liability is covered through a separate insurance policy. These policies are renewable annually and shall be kept by the provincial president.

## **1.10 Committees Appointed by the President**

The president will appoint all committee members. The president is an *ex-officio* member of all provincial committees except the nominations and elections committee. The duties of each committee may be found in the *Ontario Provincial Guidelines*.

### **1.10.1 Administration Committee**

provincial president - chairperson  
provincial president-elect  
provincial first vice-president  
provincial second vice-president  
provincial recording secretary  
provincial treasurer  
provincial past president  
provincial spiritual advisor - *ex officio*

## **1.10.2 Amendment Committee**

### 1.10.2.1 Policy, Guidelines and Convention Guide Review Committee

provincial president-elect – chairperson  
provincial past president  
one (1) or two (2) former or current provincial officer(s)  
one (1) or two (2) former or current diocesan president(s)  
provincial president – *ex officio*

### 1.10.2.2 Constitution and Bylaws Amendment Committee

When required, this committee shall be composed of:  
provincial past president - chairperson  
president-elect and others as required  
provincial president - *ex officio*

## **1.10.3 Nominations and Elections Committee**

The nominations and elections committee shall be appointed by the president on or before the fall executive meeting, prior to an election year. (refer to *Ontario Provincial Council Guidelines, Revised February 2013*, page 51, Nominations and Elections Committee)

provincial past president – chairperson  
two (2) committee members  
spiritual advisor – *ex officio*  
elections recording secretary

## **1.10.4 Resolutions Committees**

### 1.10.4.1 Resolutions Review Committee

provincial resolutions chairperson - chairperson  
provincial president-elect  
provincial legislation chairperson  
immediate past provincial resolutions chairperson (only if member of current executive)  
past provincial president  
appointed resolutions secretary  
provincial president - *ex officio*  
spiritual advisor and/or his designate from the ACBO - *ex officio*

### 1.10.4.2 Resolutions Government Visitation Committee

provincial resolutions chairperson - chairperson  
provincial president-elect  
provincial past president  
provincial legislation chairperson  
provincial president – *ex officio*

#### 1.10.4.3 Resolutions Archive Committee

provincial resolutions chairperson – chairperson  
provincial past president  
provincial legislation chairperson  
life members two (2) – past resolution/legislation chairpersons  
provincial president – *ex-officio*

### **1.11 Other Committees**

Duties and compositions of all other committees are listed in the guidelines.  
All committees must be appointed in consultation with the provincial president.

#### **1.11.1 Annual Report Editing Committee**

Committee is chaired and selected by the provincial organization chairperson.

#### **1.11.2 Resolutions Reading Committee**

Committee is chaired and selected by the provincial resolutions chairperson.

#### **1.11.3 Minutes Review Committee(s)**

Committee is chaired and selected by the recording secretary.

## **2.0 Financial Policy**

### **2.1 Keeping of Accounts by the Treasurer**

It is the responsibility of the provincial treasurer to maintain records that account for actual revenue and expenditures by category, as included in the current budget approved by the Ontario Provincial Council, and following Generally Accepted Accounting Principles (GAAP).

The OPC Guidelines include additional detail as to specific duties and responsibilities

### **2.2 Source of Funds**

The funds of the provincial council shall be:

- a) provincial per capita fees
- b) newsletter subscriptions (see Appendix A2.1-01)
- c) donations
- d) investment income.

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

Newsletter revenue shall be kept by the treasurer. Subscription forms will be forwarded to the newsletter editor monthly.

### **2.3 Reserve Funds**

Ontario Provincial Council shall hold, so far as possible, a reserve of one hundred thousand dollars (\$100,000) to protect against a shortfall in revenue or increased expenses. The financial reserve shall be invested in Guaranteed Investment Certificates (GIC's). Excesses in reserve shall be transferred to the Ontario Provincial Council Development Fund.

The Ontario Provincial Council Development Fund shall hold twenty thousand dollars (\$20,000) in reserve for training of members throughout the province thereby promoting development of its members.

### **2.4 Administration of Funds**

The provincial executive, on the recommendation of the administration committee, shall administer the funds in keeping with the aims and objectives of the League.

- a) There shall be no access to League funds for personal use.
- b) Personal funds spent on business authorized by provincial council executive shall be reimbursed to the individual on submission of an expense form accompanied by appropriate receipts. Expense forms shall be submitted in a timely fashion (by year end).
- c) There shall be no credit cards or charge accounts in the name of the provincial council.

## 2.5 Signing of Cheques

The official signing officers of the provincial council are the president, the treasurer and the recording secretary. All cheques must be signed by two of the signing officers.

- a) Cheques made out to the president are to be signed by the treasurer and recording secretary.
- b) Cheques made out to the treasurer are to be signed by the president and recording secretary.
- c) Cheques made out to the recording secretary are to be signed by the president and the treasurer.
- d) There shall be no pre-signed cheques. The treasurer shall forward bills, expense forms, cheques, and addressed/stamped envelopes to the president, or the recording secretary, if the cheque is for the president.
- e) Once the second signature has been affixed, the cheque(s) shall be forwarded to the relevant party, in the addressed and stamped envelope.

## 2.6 Reimbursement of Expenses

Personal funds spent by provincial officers, spiritual advisor, newsletter editor, diocesan presidents, ad hoc committees, chairs, life member liaison, (Oct. 2011) on business authorized by the provincial council executive, shall be reimbursed to the individual, for approved expenses on submission of a claim form accompanied by appropriate receipts. (see Appendix A2.5-01)

All expenses shall be reviewed every two years by the administration committee and recommendations shall be presented to the executive at the fall meeting of the second year.

### 2.6.1 Administration

- long distance phone calls
- photocopying
- authorized photos
- Police Records Check
- postage
- courier
- fax
- \*computer printing\*

\* Each year at the fall executive meeting all executive members, with the exception of the president, recording secretary, administrative assistant, treasurer, chairpersons of organization, resolutions, legislation, and spiritual development, shall include on their claim an amount of one hundred dollars (\$100) for this purpose. The exceptions listed will have the option to request reimbursement of actual costs in lieu, by submitting an expense form supported by receipts or claim at 10 cents per page.

### **2.6.2 Accommodations**

The spiritual advisor shall have a private room.

The president shall have the option to occupy a private room. If the president chooses to share the private room, any additional expense for additional person(s) would be paid by her. If there is no additional expense, there would be no additional charge.

All other rooms shall be reimbursed at the shared rate. A member who requests a private room shall pay the difference.

### **2.6.3 Meals**

- breakfast           \$15.00
- lunch               \$20.00
- dinner             \$30.00
- or per diem of     \$65.00

### **2.6.4 Transportation**

Transportation shall be arranged sufficiently in advance to take advantage of reduced fares. The least expensive mode of transportation shall be encouraged. Car travel mileage shall be paid at the rate of \$.40 per kilometre. Parking may be claimed, if free parking is not available. Valet parking fees will not be reimbursed.

### **2.6.5 Convention Expenses**

Paid as outlined in *Section 4.0 Convention Policy*.

### **2.6.6 President's Cash Advance**

Five hundred dollars (\$500) shall be allotted to the president for general expenses. An expense claim form with receipts shall be submitted to the treasurer as required to maintain the advance. Any unspent funds shall be returned to the treasurer at the end of the president's term (within 30 days).

### **2.6.7 Past President's Bar**

At the end of her term, the president will be reimbursed for the cost of purchasing the provincial bar and having it attached to her personal past president's pin. An expense claim form with receipts shall be submitted to the treasurer.



### **2.6.8 Provincial Newsletter Advance**

Prior to preparing each issue, an advance of one thousand dollars (\$1,000) may be given to the newsletter editor, if requested. A documented reconciliation and any refund will be submitted to the treasurer before year end and at end of term. Any unspent funds shall be returned to the treasurer at the end of the newsletter editor's term (within 30 days).

### **2.6.9 Standing Committee Sub-Chairpersons**

Expenses shall be submitted to the treasurer for review by the president and the appropriate standing committee chair prior to authorization and designation as committee expense.

### **2.6.10 Provincial Representation at Diocesan Conventions**

The provincial president or her representative shall have travel, accommodations and meals en route, plus registration, accommodations and meals at the diocesan convention paid by the provincial council.

The hosting diocesan council will pay all the expenses for the provincial council representative, while they are attending the diocesan annual convention. Once the convention is finished the diocesan treasurer will fill out the Diocesan Claim Form 2015 to claim all the provincial council representatives' expenses while a guest at the convention. See Appendix A2.5.10

### **2.6.11 Ad Hoc Committees**

Committee members shall be eligible to have expenses paid when authorized by the president prior to the meeting.

### **2.6.12 Exceptions**

Exceptions to the above require the approval of the president.

### **2.6.13 Contested Expenses**

If an expense is deemed ineligible for payment by the president and the treasurer, the claimant will be notified in writing. The decision may be appealed in writing to the president who will consult with the administration committee whose decision will be final. The president will respond to the claimant in writing.

## 2.7 Other Expenses

### 2.7.1 Membership in Other Organizations

Memberships shall be purchased by the retiring treasurer and renewed by the treasurer as follows:

**(To be reviewed every two years – to take place at pre-convention meeting in election year)**

Canadian Catholic Bioethics Institute	education & health chair
Catholic Biblical Canada	spiritual development chair
Euthanasia Prevention Coalition	Christian family life chair

### 2.7.2 Subscriptions

Subscriptions shall be purchased by the retiring treasurer and renewed by the treasurer as follows:

**(To be reviewed every two years as above.)**

World Union of Catholic Women’s Organizations	president
<i>The Catholic Register</i> (hard copy/digital)	president communications chair
<i>The Prairie Messenger</i>	president communications chair spiritual development chair
<i>Living With Christ</i>	spiritual development chair

### 2.7.3 Expressions of Sympathy

In the event of the death of:

- a member of provincial executive or the provincial spiritual advisor
- a former provincial president or former provincial spiritual advisor
- a provincial executive member’s family (i.e. spouse, parents, in-laws, children and siblings).

The following responses will be made:

- membership shall be notified
- a mass shall be offered as arranged by the spiritual development chair
- a floral arrangement, plant or notice of an agreed upon charitable donation up to one hundred dollars (\$100) shall be sent to the executive member or her/his family by the treasurer
- a sympathy card shall be sent by the administrative assistant.

if the provincial president attends the funeral, an expression of sympathy and gratitude may be made prior to the Liturgy, with the permission of the president

#### **2.7.3.1 Spiritual Advisors Memorial**

- a Book of Remembrance similar to our Book of Life, that can be included in our prayer services in a similar fashion

#### **2.7.4 Get Well Wishes**

A get-well card shall be sent by the administrative assistant to a member of the provincial executive or to the provincial spiritual advisor experiencing an illness.

A floral arrangement or a plant up to sixty-five dollars (\$65) shall be sent by the treasurer to a member of the provincial executive or to the provincial spiritual advisor at the discretion of the president.

A get-well card to a member not on the provincial executive shall be sent by the administrative assistant, at the discretion of the president.

#### **2.7.5 Monthly and Other Masses**

A mass shall be offered once a month for the members of the provincial executive. The spiritual development chairperson shall make arrangements for the masses.

The spiritual development chairperson shall consult with the spiritual advisor to determine the most expedient method for payment for masses requested by the Ontario Provincial Council and shall discuss with the spiritual advisor the practice of celebrating a monthly mass, for the intentions of the provincial executive. The outcome of these discussions will be conveyed in writing to the treasurer and president.

#### **2.7.6 Newly installed Bishops / Auxiliary Bishops in Ontario**

The Ontario Provincial Council will send a fifty dollar (\$50) gift of appreciation, a mass and spiritual bouquet.

#### **2.7.7 Gifts, Honoraria, Expenses for Invited Presenters at the Annual Provincial Convention**

- keynote presenter – not to exceed five hundred dollars (\$500)
- additional presenters – not to exceed two hundred dollars (\$200); take into consideration length of time; are they representing an organization, selling books etc.
- convention co-chairpersons - not to exceed two hundred dollars (\$200) in total
- convention photographer – one hundred dollars (\$100) for photos in digital format
- parliamentarian – one hundred dollars (\$100)

- national president – one hundred dollars (\$100)
- bishop who is the homilist at mass who is not the provincial spiritual advisor-one hundred dollars (\$100)
- CWL provincial executive members – do not receive a gift/stipend

Expenses for travel, accommodation and meals will also be paid, if applicable.

### **2.7.8 Gifts, Honoraria, Expenses for Invited Presenters at Executive Meetings and Workshops.**

- presenter – not to exceed one hundred and fifty dollars (\$150)
- CWL provincial executive members – do not receive a gift/stipend

Expenses for travel, accommodation and meals will also be paid, if applicable.

### **2.7.9 Provincial Development Fund**

Applications may be made to the Provincial Development Fund by the host parish and/or diocesan council for events that are not approved by the National Development Fund.

For guidelines, application and follow up forms; see Appendix A2.6.9-01 to A2.6.9-05.

### **2.7.10 Catholic Girls' League or College/University Council**

The Provincial Council shall make available a donation of one hundred dollars (\$100) for each new Catholic Girls' League or college/university council. This donation will be given to the diocesan president for distribution.

### **2.7.11 Archives**

An annual fee of two hundred dollars (\$200) shall be paid to the Hamilton Diocesan Council of The Catholic Women's League of Canada for the storage of archives.

### **2.7.12 Provincial Spiritual Advisor's Pin, Stole**

A spiritual advisor's pin and stole will be ordered by the treasurer prior to the installation of the new spiritual advisor, if he does not already have these items. The pin will be blessed and presented, along with the stole, to the provincial spiritual advisor at the installation ceremony.

### **2.7.13 Unexpected Expenditures**

Between executive meetings unexpected expenditures, not exceeding five hundred dollars (\$500), may be authorized by a majority of the executive. The president shall contact as many members of the executive as possible via e-mail and/or phone notifying them of the needed expenditure. The expenditure shall then be ratified by motion at the next executive meeting.

## **2.7.14 Insurance Coverage**

### **2.7.14.1 Insurance Coverage for Officers and Directors**

The Ontario Provincial Council shall procure five million dollars (\$5,000,000) Directors and Officers Personal and Entity Liability Insurance, for its officers and directors. The administration committee shall review coverage annually.

### **2.7.14.2 General Liability Insurance**

The Ontario Provincial Council shall procure general liability insurance through the national office according to national policy. Coverage shall be renewed annually at the determined rate.

## **2.7.15 Review Engagement**

A review engagement is required to comply with the federal requirement for not-for-profit organizations for revenues between \$50,000.00 and \$250,000.00.

A review engagement will be completed by the provincial treasurer annually. A motion will be required if the auditor changes from one year to the next.

## **2.8 Procedure for Increasing Per Capita Fees**

The current per capita fee is three dollars (\$3) per member effective January 1, 2003. The Ontario Provincial Council shall use the procedure outlined in *Section 8: Finance (C&B Part XVII)* to authorize an increase in provincial per capita fees. The steps are listed below:

- a) At a fall executive meeting the provincial executive shall adopt a motion to give notice to the membership that a motion to increase per capita fees shall be proposed at the next convention. The wording of the motion shall include the amount of the proposed increase and the date it is to become effective.
- b) The notice of motion shall be given to all diocesan councils and parish councils six months prior to the provincial convention.
- c) Parish councils shall vote on this motion prior to their diocesan convention and the result of the vote shall be the instructed vote carried to the diocesan convention by the parish voting delegate.
- d) At each diocesan convention, a vote shall be taken on this motion and the result of the vote shall be the instructed vote carried to the provincial convention by the diocesan voting delegate.

e) At the provincial convention, a vote shall be taken on this motion and the result of this vote shall determine whether or not an increase in per capita fees shall take place.

**Note:** It will take approximately 15 months to process an increase in per capita fees. National office shall be notified in a letter including a copy of the motion under the signature of the president and recording secretary at the time of the vote.

## **3.0 Bishop Bernard F. Pappin Memorial Bursary Fund**

The Ontario Provincial Council established the *Bishop Bernard F. Pappin Memorial Bursary Fund* in 1998 to provide annual bursaries to diocesan seminarians in need of personal financial support.

### **3.1 Financial Administration**

This fund is administered by the administration committee. Annual donations received from parish councils, members or other sources, shall be deposited by the treasurer in a separate bursary fund account. Excess funds may be invested in GIC's. Regular reports on the bursary account will be provided by the treasurer at the administration committee meetings, executive meetings and convention. Ten (10) bursaries of five hundred dollars (\$500) each may be awarded annually.

At the February administration meeting, the committee will:

- a) review the applications
- b) select the recipients
- c) assign the awards

Information on the history of the fund, the application and administration of applications received may be found in Appendix A3.1-01 to A3.1-03.

### **3.2 Recognition of Ordination of Recipients**

The spiritual development chairperson will collect a spiritual bouquet from the provincial executive for a recipient of the bursary, on his ordination as a deacon. This may be mailed or presented by the president or a provincial representative.

On the occasion of his ordination as a priest, the provincial spiritual development chairperson will enroll the bursary recipient for a mass and will collect a spiritual bouquet.

## **4.0 CONVENTION POLICY**

### **4.1 Provincial Convention**

The location of the annual provincial convention shall be determined by the provincial executive, upon acceptance of written invitations from the diocesan councils following the steps outlined in 4.2.1.

The provincial president and treasurer will keep an open file with documents on each convention until the convention is complete as per the *Convention Checklist*. (See Appendix 4.1-01).

#### **4.1.1 Date**

The annual convention shall be held in early July but not coinciding with the July 1<sup>st</sup> holiday.

#### **4.1.2 Convention Registration Fee**

The provincial convention registration fee of thirty (\$30) dollars, (\$15 per day) set by provincial council and collected by the host council shall be split equally between the provincial council and the host diocesan convention committee. The registration fee is to be reviewed every two (2) years by the provincial administration committee and a recommendation for continuation, modification or deletion is to be presented to the provincial executive at the provincial pre convention meeting at the end of the term.

#### **4.1.3 Convention Package**

The convention package will include:

- an invitation to convention
- a tentative agenda
- directions to the convention facility
- as appropriate, access numbers and estimate of costs for alternate modes of transportation e.g. airport shuttle
- site hotel reservation form and parking fees if appropriate
- other accommodations in the area
- registration form (see Appendix A4.1.3-01)
- meal and special event form
- credential forms (see Appendix A4.1.3-02 to A4.1.3-03)

The host council committee will forward, electronically, a full copy of all convention documents to the provincial newsletter editor, administrative assistant and provincial treasurer by January 15.

A complete package will be distributed to the provincial executive by the diocesan president hosting the convention or by the convention chair at the February provincial executive meeting. The registration, ticket and credential forms will be duplicated by the provincial treasurer for completion or review by the provincial executive, during a scheduled time on the agenda.

Once completed, these forms shall be returned to the treasurer before the end of the meeting. \*Optional events shall be covered by the provincial treasury as an opportunity to network with the members. Completed forms, including those of the spiritual advisor, will be processed by the treasurer in a timely manner.

\*The *Saturday Evening Event* cost to be reviewed yearly at the February meeting to determine its eligibility as a treasury expense.

Forms for guest speakers, invited guests, parliamentarian, life member liaison, resolutions committee secretary and past provincial presidents will be processed in a similar manner by the treasurer by registration deadline.

A block of rooms to accommodate provincial officers, diocesan presidents, provincial spiritual advisor, guest speakers, invited guests, parliamentarian, life member liaison and resolutions committee secretary shall be reserved by the provincial treasurer. The treasurer shall prepare a rooming list (shared accommodation basis) for distribution, to the provincial executive and to the hotel.

In an election year the provincial treasurer will process forms for the nominations and election committee as required.

**diocesan presidents please note:**

The Ontario Provincial Council pays the full cost of the room, provided other members of her diocese are sharing the room and the names are submitted to the treasurer in advance. If a diocesan president is not sharing her room, the Ontario Provincial Council will pay only one-half the cost of the regular room.

Any requirement for a travel advance should be discussed confidentially with the provincial president.

**4.1.4 Resource Persons**

Guest speakers, invited guests, parliamentarian, life member liaison, and resolutions committee secretary, are entitled to the following expenses:

- round trip transportation
- hotel accommodation for the number of nights required
- per diem rate of sixty five (\$65) for the requisite number of days
- registration costs

Provincial past presidents are entitled to the following expenses:

- registration costs
- ticketed meals during the convention



The treasurer shall, after receiving a list from the president, send the above mentioned individuals a follow up letter or email and expense form outlining the procedure to follow for reimbursement of costs and advising them of the room confirmation number, if appropriate.

#### **4.1.5 National Representative**

The president shall invite the national president to attend the annual provincial convention, providing convention dates and information to her as early as possible.

Cost of registration, accommodations and meals shall be paid for the national president or her representative. The national president's travel expenses are paid by national council.

#### **4.1.6 Liturgy and Spiritual Program**

The provincial spiritual development chairperson, in consultation with the provincial spiritual advisor and the provincial president, shall prepare the liturgical celebrations and spiritual exercises of the convention.

The draft copy should be ready by March 15 with the final print ready copy forwarded to the convention committee by May 31.

The host convention committee shall assist in the preparations according to the information provided by the provincial spiritual development chairperson.

The provincial spiritual development chairperson shall be responsible for preparing the content for the liturgy and spiritual program.

Copyright will be obtained by the host council and paid for by provincial council if there are costs incurred in consultation with the provincial spiritual development chair.

The prayer room is the responsibility of the host council spiritual development committee, in consultation with the provincial spiritual development chair.

#### **4.1.7 Convention and Banquet Programs**

The provincial president shall be responsible for preparing the content for the convention and banquet programs. The final copy will be provided to the host council convention committee by June 10.

#### **4.1.8 Printing Liturgy and Convention Program Book(s) and Banquet Program**

The liturgy and convention program books may be combined at the discretion of the provincial president. The host diocesan convention committee shall be responsible for printing the liturgy and convention books and the banquet program after they have been reviewed and approved by the provincial president. The cost for printing shall be paid by the provincial treasury.

The annual report book shall be compiled and printed by the provincial organization chairperson. The cost shall be paid by the provincial treasury. Each provincial convention registrant shall be given an annual report book. Proceeds from pre-ordered annual report books and the sale of additional books shall be forwarded by the convention committee treasurer to the provincial treasurer by August 31<sup>st</sup> of the same year as the convention.

#### **4.1.10 Financial Statements**

The annual financial statements must be sent to the members entitled to vote at the provincial convention at least 21 days before the opening date of the convention. The provincial treasurer will obtain the list of eligible voters from the host diocesan registration chairperson in advance of that date.

#### **4.1.11 Display Tables**

Display tables assist in the education of members and/or assist charitable organizations (not self profit). The host council will advise the provincial president on the availability of space on site for displays. The convention chair will receive all requests for displays in writing and will forward them to the provincial president who will determine which ones will be approved.

#### **4.1.12 Receptions**

The provincial president will provide a guest list to the host council convention committee with invitations for insertion in the guest registration packages.

Provincial council shall be responsible for the expenses of the (optional) pre-banquet reception for the head table and other invited guests. The provincial president, in conjunction with the host convention committee, shall make arrangements.

#### **4.1.13 Provincial Hospitality Supplies**

Provincial council shall be responsible for the cost of hospitality supplies for the provincial president and the provincial spiritual advisor's suites. The president in conjunction with the host convention committee, shall make arrangements.

#### **4.1.14 Mass Collection**

The host diocesan council designates a charity to receive the proceeds of a collection taken during a mass at the provincial convention with the approval of the provincial council. (Note: Collection shall not be taken at the opening or closing masses.)

## **4.2 Hosting a Provincial Convention**

### **4.2.1 Obtaining Permission to Host**

A diocesan council wishing to host a provincial convention shall:

- Secure by motion the approval of the diocesan executive to extend an invitation
- Ensure a meeting between the diocesan president and the ordinary of the diocese and share with him the motion asking that he support the invitation by sending a letter of endorsement to the provincial spiritual advisor with a copy to the diocesan president and the provincial president
- Forward a letter of invitation to the provincial executive for their consideration

### **4.2.2 Provincial Grant for Hosting a Provincial Convention**

A grant of two thousand dollars (\$2,000) shall be given by the provincial council to the diocesan council hosting a provincial convention, to help defray expenses. These funds will be returned should a profit in excess of \$2,000 be realized.

The diocesan council shall submit a proposed budget to the provincial president and provincial treasurer with the grant request. Upon approval of the provincial administration committee, the two thousand dollar (\$2000) grant shall be forwarded to the host diocesan council one year in advance of the provincial convention.

### **4.2.3 Responsibilities of the Host Convention Committee**

See detailed chart of responsibilities at 4.2.8.

The host convention chairperson shall be responsible for:

- Reading the current version of *A Guide to Hosting a Diocesan/Provincial Convention* – downloadable from the national website
- Reading the *Ontario Provincial Convention Guide*
- Reviewing the convention binders for the previous three conventions
- Making arrangements for taking up the mass collection (see 4.1.13)
- Ensuring committee reports are prepared and submitted by August 31 as outlined in 4.2.5

\*Note: Dignitaries are invited by the provincial president.

### **4.2.4 Responsibilities of Provincial Council**

See detailed chart of responsibilities at 4.2.8.

The provincial council shall be responsible for:

- Providing a copy of the *Ontario Provincial Convention Guide* to the host committee
- Approval of the convention site by the provincial president or her representative prior to booking

- Cost of registration and ticketed meals for Ontario past provincial presidents and honorary life members residing in Ontario
- Cost of registration, meals, accommodations and transportation of guests and resource persons plus honorarium or gift
- Completion of forms and cost of registration for provincial executive, provincial spiritual advisor, guests, life member liaison, parliamentarian and resolution committee secretary by the provincial treasurer
- Authorization of all voting cards, for the registration/credential committee at the convention, by the provincial recording secretary.

#### **4.2.5 Ontario Provincial Convention Report**

The hosting diocesan council, which hosted the provincial convention, shall prepare three identical binders keeping one and giving two to the provincial president, which include:

- Report of the host convention chair with recommendations
- Financial report including final summary and proposed and reconciled budget reports of convention treasurer with recommendations
- Reports of each convention convener with recommendations
- Copy of the liturgy and program book(s), sample name tags, registration forms, newsletter inserts, etc.

This report shall be accompanied by the return of the binders, from the previous two conventions.

#### **4.2.6 Ontario Provincial Convention Resource Package**

The provincial president keeps one of the above binders of the current report as a resource. At the fall meeting the provincial president provides the host diocesan president or convention chair with:

- A copy of the *Ontario Provincial Convention Guide*
- A copy of *A Guide to Hosting a Diocesan/Provincial Convention*
- One binder for each of the last three conventions
- An updated copy of the Provincial Convention Responsibility Chart 4.2.8.

#### **4.2.7 Regalia**

The national and provincial flags, CWL banner and their stands are passed to the next host council at the closing mass. The podium banner will remain in the custody of the provincial president.

## 4.2.8 Provincial Convention Responsibility Chart

Provincial Convention Responsibilities Chart		Host Council	Provincial Council
<b>1</b>	<b>REGISTRATION:</b>		
	Supplies	X	
	Plastic name tag holders (expense of provincial council)		X
	Setting fees and retaining 50% of the fees		X
	Collecting fees and retaining 50% of the fees	X	
<b>2</b>	<b>PRICES/TICKETS:</b>		
	Prices for meals, bus, special events, coffee breaks	X	
	Ticket sales to delegates	X	
	Tickets for provincial executive, appointees, guests		X
	host convention committee	X	
<b>3</b>	<b>ROOMS &amp; EQUIPMENT:</b>		
	Provincial executive, appointees, guests		X
	Convention committee	X	
	All meeting rooms	X	
	AV & sound equipment, sound system & microphones		X
	Convention photographer	X	
<b>4</b>	<b>FEES, GIFTS, HONORARIA</b>		
	Provincial speakers, guests		X
	Cost of photographer (\$100 as per P & P)		X
<b>5</b>	<b>CONVENTION PROGRAM, LITURGY BOOKLET AND BANQUET PROGRAM:</b>		
	Content may be compiled by either/both Liturgy book prepared print ready by provincial spiritual dev. chair		X
	Booklet set up	X	
	Printing arrangements	X	
	Cost of printing		X
<b>6</b>	<b>ANNUAL REPORT BOOK:</b>		
	Sale of books (including pre-ordered)	X	
	Receipts from sales		X
	Cost of printing		X
	Printing (if requested by organization chair)	X	
<b>7</b>	<b>RESOLUTIONS PACKETS</b>		
	Content and cost of printing		X
	Printing (if requested by resolutions chair)	X	
<b>8</b>	<b>FLOWERS AND DECORATIONS:</b>		
	Church banners, head table, shrine, crown for statue, flowers, flags, poles and stands	X	
<b>9</b>	<b>KITS, FAVOURS, SOUVENIRS:</b>		
	For delegates	X	
<b>10</b>	<b>GENERAL HOSPITALITY:</b>		
	Expenses, supplies, signs	X	
<b>11</b>	<b>MUSIC FOR MASSES; OTHER ENTERTAINMENT</b>	X	
<b>12</b>	<b>RECEPTIONS/ HOSPITALITY</b>		
	Supplies for presidents' & spiritual advisors' rooms cost		X
	Opening Mass Reception cost	X	
	Pre-convention Provincial Executive Reception cost		X
	All arrangements for above in consultation w/ provincial president	X	
<b>13</b>	<b>Program Evaluation</b>		X

## 4.3 National Convention

### 4.3.1 Provincial Representation at National Convention

#### 4.3.1.1 Delegates

Voting Delegate:	provincial president
Accredited Delegates:	provincial president-elect provincial first vice-president

In the event that one of these officers is unable to attend, the next ranking officer shall replace her as the delegate.

#### 4.3.1.2 Other Representatives

- Provincial spiritual advisor (or his representative), and
- Resolutions chairperson (or past resolutions chairperson in an election year) when Ontario has resolutions to come before the national
- When the resolutions chair is also an accredited delegate, the provincial executive may choose to send an additional officer to attend the convention and will approve this by motion at the provincial post-convention meeting.

#### 4.3.1.3 Expenses

Registration and complete ticket package for the convention shall be paid for the provincial council representatives. Other meals, travel and accommodation shall be paid as per financial policy. The treasurer shall determine how these payments will be made. Per diem cheques may be distributed at the provincial post convention meeting.

### 4.3.2 Hosting a National Convention

#### 4.3.2.1 Obtaining Permission to Host a National Convention

Any diocesan council wishing to host a national convention in Ontario shall:

- Secure by motion the approval of the diocesan executive to host the convention pending the approval of the ordinary of the diocese and the provincial president
- Ensure that the diocesan president contacts the ordinary of the diocese and the provincial president and share with them the motion and ask that they support the invitation
- Ensure that the diocesan president requests that the ordinary of the diocese send a formal invitation to the national spiritual advisor, with a copy to the diocesan president and provincial president

Refer to the *National Manual of Policy and Procedure*, pp.78

#### **4.3.2.2 Provincial Grant for Hosting a National Convention**

A grant of three thousand dollars (\$3,000) shall be given by provincial council to the diocesan council hosting a national convention, to help defray expenses. The diocesan council shall submit a proposed budget to the finance committee with the grant request. The three thousand dollar grant (\$3,000) shall be forwarded to the host diocesan council two years in advance of the national convention.

#### **4.3.3 National Convention in Ontario**

When a national convention is held in Ontario the expenses of provincial officers, spiritual advisor, and diocesan presidents (or rep) shall be paid by the provincial council as outlined in 4.3.1.3.

## 5.0 Archives Policy

### 5.1 Contents

Information included in the archives shall tell the story of the Ontario Provincial Council of The Catholic Women's League of Canada.

#### 5.1.1 Minutes

Minutes will be taken at the business sessions only for executive meetings and conventions.

Signed originals will be received from the recording secretary at the end of her term and retained by the past president/historian until they are filed in the archives.

#### 5.1.2 History

- policy on archives
- catalogue of archives — shall be reviewed every two (2) years
- highlights of each president's term (not to exceed two pages)
- correspondence of historical value
- list of provincial conventions — date/place/themes
- council histories published by provincial and national councils
- provincial resolutions — date/title/direction, if relevant and retired resolutions labelled and filed in a separate binder
- provincial — briefs/position papers (this would not include resolutions or yearly resolution brief to government)

#### 5.1.3 Publications

- annual report books
- provincial newsletters
- provincial manuals of policy and procedure
- provincial guidelines
- *Ontario Provincial Convention Guide*
- *Provincial 40<sup>th</sup> Anniversary History Book* and ten year supplements

#### 5.1.4 Press/Photo Albums

- official annual photo of provincial officers and diocesan presidents
- press coverage of president's term
- convention program booklets
- relevant photos of special interest — event, date, place and all individuals identified (approximately four [4] pages per two-year term)



### **5.1.5 Other**

- photos of the executive shall be provided by the communications chairperson
- the president shall submit her personal professional photo
- memorabilia shall be collected by the historian
- it shall be the responsibility of the past president and her committee to determine the material to be retained for the archives before the completion of her term
- restricted documents in signed sealed envelopes (see correspondence 1.3.1) will be filed in a separate folder marked "RESTRICTED DOCUMENTS" and shall remain a permanent record
- confidentiality: if documents are marked "restricted," access may be granted only by the provincial president after consultation with the administration committee
- archive documents are located at the Hamilton Diocesan Chancery Office

## **6.0 Nominations and Elections Policy**

### **6.1 Committee**

The president shall appoint the Nominations and Elections Committee prior to the fall meeting the year before the election.

See: *Current Constitution & Bylaws* – Part XV1 – Section 3 and *Ontario Provincial Council Manual of Policy and Procedure* – (see 1.10.3)

### **6.2 Elections Binder**

The binder will contain:

- Section I Nominations and Elections Policy
  - Duties of the chairperson
  - Sample copies of forms and letters
- Section II Elections Register – a general listing of names and terms of all eligible current and past executive members which will be updated annually on January 1 and electronically retained by the past president and recording secretary
  - List of contact information for all those who are eligible
- Section III Eligibility List – names of members who are eligible for nomination to the provincial council
- Section IV Acceptance List – names of members who are willing to accept nomination to office
- Section V Candidates List – final list of members nominated for elected office
- Section VI Relevant correspondence (discernment materials/workshops etc.)

### **6.3 Nominations Procedure-Provincial Requirements**

The nomination procedures as outlined in the *National Manual of Policy and Procedure* shall be followed with these following additions:

- a) The administrative assistant shall be appointed (See page 2)
- b) Each member willing to stand for the office of recording secretary and/or treasurer shall be requested to include financial/secretarial experience (League or other) in her resume.
- c) Each member willing to stand for office shall provide a recent (less than two years old) passport size photo of herself.
- d) Each member willing to stand for the high trust offices of president, president-elect, recording secretary and treasurer, must submit a completed Screening Information Form and Police Records Check to the provincial screening officer. (see 1.7.2)
- e) The nominations and elections chairperson will include only the names of the successfully screened eligible members on the acceptance list for high trust positions.

## **7.0 Amendments to Policy and Guidelines**

### **7.1 Constitution & Bylaws**

The *Ontario Provincial Council Guidelines* and the *Ontario Provincial Manual of Policy and Procedure* shall not conflict with the *Constitution & Bylaws* of The Catholic Women's League of Canada. If amendments to the *Constitution & Bylaws* affect the guidelines or policy and procedure, these documents shall be revised at the first opportunity.

### **7.2 Changes to Guidelines and Policy and Procedures**

New items or changes may be adopted by a majority vote at any provincial executive meeting when sufficient notice has been given and the executive has had time to review the changes.

### **7.3 Policy, Guidelines and Convention Guide Review**

The *Ontario Provincial Council Manual of Policy and Procedure, Guidelines and Convention Guide* shall be revised as necessary to reflect changes adopted at national or provincial level. These documents shall be reviewed by a review committee every two years. The president shall appoint the review committee (see 1.10.2.1) outlining expectations including deadlines.

### **7.4 Revisions**

- a) The chair shall be responsible for preparing and distributing the committee's proposed changes for policy/guidelines/guide to the executive 30 days prior to the meeting where the members will vote on changes.
- b) When changes are approved, the chair shall amend the electronic copy of the policy/guidelines/guide and shall either print and distribute new pages to all executive or for minor changes, direct executive to ink amend their copy of the policy/guidelines/guide. The chair will provide updated pages at least once during her term.
- c) When a motion (other than a motion to accept draft policy changes), approved at an executive meeting, results in an amendment to an existing policy/guidelines/convention guide, or creates a new policy/guidelines/convention guide, the chair of organization shall add the approved change to the electronic copy of the policy/guidelines/guide immediately following the meeting and will follow the process in 7.4 b for providing changed pages to the executive.
- d) The chair of organization shall have the authority to make minor changes to the wording of the motion in order to add it to the policy/guidelines/guide, in consultation with review committee members as required, as long as the change in wording does not change the intent of the motion.
- e) Revised policy, guidelines and guide documents shall be held electronically by the president-elect and the past president.



# PRIVACY TABLE

Personal Information is that which is defined under the Personal Information Protection and Electronic Documents Act (PIPEDA), which is federal legislation passed in 2001 and fully implemented on January 1 2004.

**Implied Consent** is when by submitting an application or standing for office at any level it is implied that you agree to the use of your information for the purpose defined.

**Expressed Consent requires a signature** under a statement giving consent for the use of your information for the purpose defined on the form.

Personal Information	Consent	Access	Purpose	Disposal
<p><b>1. Provincial Executive</b></p> <p>Personal contact information (name, address, phone, email, position) is collected by the administrative assistant for all members of the provincial executive, appointees, and spiritual advisor.</p>	Implied	<p>(a) Contact information is provided to all members of the executive, spiritual advisor, and appointees. The list may not be circulated to other members.</p> <p>(b) Contact information is provided to national office.</p>	<p>(a) It is used to contact each other for the conducting of provincial executive business.</p> <p>(b) It is for national officers to use in conducting national business.</p>	<p><b>(a), (b)</b></p> <p>A new contact information list will be issued each time there is a change in provincial or diocesan names. Holders will be asked to destroy the old one when the new one is issued.</p>

Personal Information	Consent	Access	Purpose	Disposal
<p><b>2. Diocesan Officers</b></p> <p>Personal contact information (name, address, phone, email, position) for all Ontario diocesan officers is provided by the diocesan president after election.</p>	<p>Implied</p>	<p><b>(a)</b> Personal contact information of all diocesan officers is provided to the provincial administrative assistant and the list may not be distributed to other members.</p> <p><b>(b)</b> Personal contact information for all diocesan officers is provided to the provincial president and the list may not be distributed to other members.</p> <p><b>(c)</b> Personal contact information of her diocesan counterparts will be provided by the administrative assistant to each provincial officer.</p> <p><b>(d)</b> Personal contact information of diocesan officers, other than their counterparts, will be provided to a provincial officer who has identified a need and purpose for the information to the administrative assistant.</p> <p><b>(e)</b> Provincial officers will provide a list of all diocesan counterparts' personal contact information to each of those contacts.</p>	<p><b>(a)</b> Used by the administrative assistant to provide each provincial officer with the contact information of only her diocesan counterpart.</p> <p><b>(b)</b> Used by the provincial president to contact diocesan officers concerning provincial business.</p> <p><b>(c)</b> Used by provincial officers to contact their diocesan counterparts in conducting provincial business and to create a contact list and distribute it to diocesan counterparts.</p> <p><b>(d)</b> Used by the provincial officer for the purpose identified in their request.</p> <p><b>(e)</b> Used by diocesan counterparts to contact each other to discuss business related to their position.</p>	<p><b>(a), (b), (c), (e)</b> Holders will be asked to destroy the old list when a new one is issued.</p> <p><b>(d)</b> Information will be destroyed (including deleting electronic files from computers, flash drives or other storage devices) by the officer or returned to the administrative assistant once the purpose has been completed.</p>

Personal Information	Consent	Access	Purpose	Disposal
<p><b>3. Provincial Newsletter</b>  Personal contact information (name, address, phone number, email) for:  provincial executive and appointees (free)  provincial subcommittee members (free)  life members (free)  diocesan executive and regional chairs (free)  and all those who have paid subscriptions  is provided on the subscription form completed by the individual.</p>	Implied	<p><b>(a)</b> The subscription form will be provided to the provincial treasurer.</p> <p><b>(b)</b> The provincial treasurer will forward the subscription forms to the newsletter editor.</p> <p><b>(c)</b> Personal information may be provided to a third party, e.g., Mail Boxes.</p>	<p><b>(a)</b> Used by the treasurer to create a reconciliation list.</p> <p><b>(b)</b> Used by newsletter editor to mail -out newsletters.</p> <p><b>(c)</b> Used to prepare mailing labels and/or envelopes and to mail the newsletters.</p>	<p><b>(a)</b> The reconciliation list will be retained for five fiscal years with the financial records before destroying them.</p> <p><b>(b)</b> The personal contact information will be shredded by the newsletter editor one year after the subscription expires.</p> <p><b>(c)</b> The newsletter editor will instruct third parties to destroy the information when no longer required to mail newsletters</p>
<p><b>4. Screening Information</b>  The completed Ontario Provincial Council <i>Screening Information Form</i> and police records check is provided by members standing for office in a high trust provincial office (president, president-elect; treasurer; recording secretary).</p>	Expressed	<p><b>(a)</b> Members will send this information directly to the screening officer. The screening officer will place the information in the Screening Binder, which she will keep secure under lock and key. The screening officer and the provincial president are the only people to have access to this binder. If she is reappointed, she will retain the binder.</p> <p><b>(b)</b> If she is not reappointed, at the end of her two year term, the Screening Binder will be passed to the president in a sealed secure package for the next appointed screening officer..</p>	The screening officer will use the information provided to contact the references, review the accompanying police check document and advise the nominations and elections committee chair when the member has passed the high trust screening and is eligible for nomination to a high trust position.	<p>The screening officer will shred screening information and screening results after the election, for all those who are no longer on the eligibility list.</p> <p>Screening information will be held on file for five years or until a member is no longer on the eligibility list and then shredded by the screening officer.</p>

<p><b>5. Bishop Pappin Memorial Bursary</b></p> <p>Personal information is provided by seminarians on their application forms and in letters written by pastors and seminary rectors.</p>	<p>Implied</p>	<p>The information will be received by the provincial president and will be provided to members of the administration committee only. It will be held in a secure file by the president. All active files will be passed to the incoming president.</p> <p>Each year the president will announce publicly the names of all successful applicants.</p>	<p>The administration committee will use the information to determine the eligibility of the applicant for a bursary.</p>	<p>Application forms and letters for all unsuccessful applicants will be shredded following the committee's review and decision.</p>
<p><b>APPLICATION FORM</b></p>				
<p>The president's contact information will be included on this form.</p>		<p>Applicants and those offices that distribute the application form will have access to the president's contact information</p>	<p>Applicants will use it to mail the application to the president as requested.</p> <p>Distributors of the form may use it to contact the president if they have questions about the program</p>	<p>Application forms and letters for all successful candidates will be kept in the active file as long as they are eligible to re-apply or until they are ordained as priests, and then shredded.</p> <p>New forms are issued every two years with the new president's info and instructions are given to those who are sent the new forms to destroy the old forms.</p>
<p><b>6. Convention Forms</b></p> <p>Personal contact information, delegate status, food allergies and special needs are provided by the registrant on the forms.</p>	<p>Implied</p>	<p>The information will be received by the convention committee and held by them in a secure file.</p>	<p>The committee will use the information to order meals and event tickets; create convention name tags, credential records, and voting cards; and advise the hotel of special needs or allergies. Forms will be filed and held by the committee(s) until the convention is finished.</p>	<p>The registration committee will shred forms once they have confirmed the information is no longer required by the provincial treasurer and recording secretary</p>



<p><b>7. Life Members</b></p> <p>Personal contact information (name, address, phone, email) is collected on all life members of Ontario from life members, or diocesan life member liaisons.</p> <p>A personal League history is collected from each life member.</p>	<p>Implied</p>	<p><b>(a)</b> Personal contact information will be provided to the provincial life member liaison.</p> <p><b>(b)</b> The life member liaison will make available a hard copy of the list of life member contact information to all life members in Ontario.</p> <p><b>(c)</b> The life member liaison will provide an electronic list to the provincial administrative assistant and provincial treasurer.</p> <p><b>(d)</b> The life member liaison will provide a hard copy to the provincial president.</p> <p><b>(e)</b> The administrative assistant will provide a hard copy of the list to the provincial convention chairperson and the provincial recording secretary.</p> <p><b>(f)</b> Personal history is provided to the life member liaison.</p>	<p><b>(a)</b> The life member liaison uses this info to create a contact list of life members; to contact diocesan life member liaisons and to keep an up to date electronic record of life members in the province. A new list will be available in hard copy for all life members at the annual provincial convention.</p> <p><b>(b)</b> Life members will use the information to contact each other on League business.</p> <p><b>(c)</b> The provincial administrative assistant keeps an electronic copy and uses the information to send out mailings for provincial convention and minutes as well as Christmas greetings. The treasurer will use it to verify names of past provincial presidents/honorary life members before payment is made for convention tickets and registration and to identify complimentary newsletter subscriptions.</p> <p><b>(d)</b> The provincial president will use this information to contact life members for assignments.</p> <p><b>(e)</b> The convention chair and provincial recording secretary will use the list to verify credentials.</p> <p><b>(f)</b> The life member liaison will maintain the history book on all life members in Ontario for display at the annual provincial convention.</p>	<p><b>(a), (b), (c), (d)</b> All holders will be asked to destroy the old list when a new one is issued.</p> <p><b>(e)</b> The convention chairperson, provincial recording secretary will shred the list once the convention is complete.</p> <p><b>(f)</b> The history book is not destroyed.</p>
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<p><b>8. Subscriptions, Memberships and other Third Party Requests</b></p> <p>Names, addresses, phone and email for those provincial officers who will be provided memberships, newspaper/magazine subscriptions or newsletters of organizations supported by provincial council</p> <p>Names and contact info of provincial officers for banks and hotel credit applications</p> <p>Names and contact info of provincial executive for insurance coverage</p>	<p>Implied</p>	<p>The provincial treasurer will provide subscription or membership fees and contact information to external third parties as follows:</p> <p><b>(a)</b> the <i>Catholic Register</i> and <i>Prairie Messenger</i> for the president communications and spiritual develop. chairs</p> <p><b>(b)</b> CHAO, CCBI, HAO for the education and health chair CBAC and <i>The Living Word</i> for the spiritual development chair WUCWO for the president EPC for Christian family life chair ONPEA for community life chair</p> <p><b>(c)</b> banking institutions where accounts are held</p> <p><b>(d)</b> hotel credit department when making reservations</p> <p><b>(e)</b> insurance company for coverage</p>	<p><b>(a), (b)</b> This allows these provincial officers to receive information related to their positions.</p> <p><b>(c), (d), (e)</b> This allows the treasurer to manage finances and provide insurance coverage for the entire provincial council.</p>	<p><b>(a), (b), (c), (e)</b> These positions will change every two years. Following the post convention meeting the outgoing provincial treasurer will provide third party organizations with new contact information and ask them to destroy the old information.</p> <p><b>(d)</b> Hotel will be asked to destroy or delete this information once the event is finished and the final invoice paid.</p>
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<p><b>9. Nominations and Elections</b></p> <p>A picture and personal information is provided by a member when she completes the acceptance form and resumé in order to let her name stand for election as a provincial officer.</p> <p><b>See also</b> <b>4.Screening Information</b></p>	<p>Implied</p>	<p><b>(a)</b> The picture, personal information, resume and acceptance form will be provided to the nominations and elections committee by the member.</p> <p><b>(b)</b> Copies of the information will be provided by the nominations and elections chair to each diocesan president who will then mail, email or hand deliver copies only to members of her executive (officers and parish presidents including those in regions). This information will be marked as confidential and will not be circulated to any other member.</p>	<p><b>(a)</b> The provincial nominations and elections committee will photocopy the information and provide a copy to each diocesan president along with a nomination form. Each document in this information package will be marked as confidential.</p> <p><b>(b)</b>.The diocesan executive will use the information to complete a nomination form and return it to the provincial nominations and elections chair. The diocesan president will keep a copy of the confidential nomination form to bring to the provincial convention as her instructed vote on the first ballot.</p> <p><b>(c)</b> The diocesan president will also keep a copy of all resumes to use for information should a second ballot be required at the convention.</p>	<p><b>(a)</b> Once elections are complete, the nominations and elections committee will destroy all acceptance forms, nomination forms, pictures and résumés.</p> <p><b>(b)</b> Once each diocesan executive has completed their nomination form all copies of the acceptance forms and résumés (except for the copy kept by the president) will be collected and destroyed by the diocesan president.</p> <p><b>(c)</b> Once the provincial election is complete, diocesan presidents will destroy their copy of résumés.</p>
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<p><b>10. Social Justice Award</b></p>	<p>Expressed</p>	<p><b>(a)</b> Nomination form to be completed and submitted by the nominating council president</p> <p><b>(b)</b> 2 References (one must be the parish priest) to be obtained by the nominating council president (or designate)</p> <p><b>(c)</b> Detailed paragraph outlining why they are an ideal candidate to be completed by the parish president (or designate)</p> <p><b>(e)</b> The provincial organization chairperson will have the small and large plaques engraved prior to the annual convention in July</p> <p><b>(f)</b> The award will be presented on an annual basis at the annual provincial convention</p>	<p><b>(a)</b> The nominating president forwards the nomination form and required documentation to the diocesan president by December 15<sup>th</sup></p> <p><b>(b)</b> The diocesan president verifies the nomination and required documentation, signs the form and sends it to the provincial president by December 30<sup>th</sup></p> <p><b>(c)</b> The provincial president will send the nominations and required documentation to the Social Justice Committee by January 15<sup>th</sup> for review, verification of qualifications and approval of criteria. The top three suggested nominations will be forwarded to the provincial president.</p> <p><b>(d)</b> The provincial president will send the three nominations and documentation to the provincial administration committee by January 30<sup>th</sup> for discussion, via teleconference or at the administration meeting prior to the winter meeting (chairperson's discretion).</p> <p><b>(e)</b> The provincial council executive will choose the recipient by a majority vote following consultation by the administration committee.</p>	<p><b>(a)</b> The provincial organization chair and committee will destroy all documentation following the annual convention in July.</p>
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**Ontario Provincial Council of  
The Catholic Women's League of Canada  
Screening Information Form**



**"CONFIDENTIAL"**

**If you are letting your name stand for president, president-elect, recording secretary, or treasurer, you will be required to provide two references (pastor, friend, professional, work or volunteer associate) Including a Police Records Check. Ontario Provincial Council will reimburse for any cost incurred for the police check.**

Member's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (Res): \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

Desired Position(s): \_\_\_\_\_

Please indicate:

\_\_\_\_ references are completed below

\_\_\_\_ consent has been granted to contact references

\_\_\_\_ a Police Records Check has been completed and enclosed

\_\_\_\_ consent has been granted to review and/or retain my Police Records Check

\_\_\_\_ previous information on file is up to date

**References**

Please inform your references that they will be contacted by the provincial screening officer.

**1. Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (Res): \_\_\_\_\_ Telephone (Bus): \_\_\_\_\_

Relationship to Volunteer: \_\_\_\_\_ Best time to Contact \_\_\_\_\_

**2. Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (Res): \_\_\_\_\_ Telephone (Bus): \_\_\_\_\_

Relationship to Volunteer: \_\_\_\_\_ Best time to Contact \_\_\_\_\_

*Ontario Provincial Council Manual of Policy and Procedure – Revised February, 2013*

## Consent for Reference Checks

I, \_\_\_\_\_, authorize \_\_\_\_\_  
Name (please print) Screening Officer

to contact the references I have provided to collect personal information appropriate to the position for which I have applied. I understand that the information obtained from the reference checks will be kept in strict confidence.

\_\_\_\_\_  
Date Signature

## Consent for Police Records Check

I, \_\_\_\_\_, authorize \_\_\_\_\_  
Name (please print) Screening Officer

to review and/or retain my Police Records Check appropriate to the position for which I have applied.

I understand that the information obtained will be held in strict confidence.

\_\_\_\_\_  
Date Signature

## Job Description

The Ontario Provincial Council is concerned about high trust positions which involve the signing authority of the president, president-elect (who will become president), treasurer, and the recording secretary. The concerns include: the maintenance of financial records, receipt of all monies, payment of all accounts, reporting of revenues and expenditures, budget preparation and monitoring, and the examination or auditing of financial records annually.

## Information Collection

**All information collected will be forwarded to the screening officer, in an addressed envelope marked "confidential". She will review the materials and ensure that all is in order and file in the provincial screening binder. The binder will be kept under lock and key and available only to the screening officer and the provincial president. The screening officer will notify the nominations and elections chair that the eligible member's name may be added to the acceptance list. Records will remain active for five years. Once the member is no longer eligible for election, the file will be destroyed.**

### **Screening Officer**

*(Insert name and contact information).*

# Provincial Expense Submission Claim Form A2.5-01

## Ontario Provincial Council of The Catholic Women's League of Canada Claim Form 20

Use reverse for detailed info if necessary

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Position:** \_\_\_\_\_

Purpose of this claim:

- |   |  |
|---|--|
| <input type="checkbox"/> Executive Meeting                  | <input type="checkbox"/> Newsletter            |
| <input type="checkbox"/> Administration for my committee    | <input type="checkbox"/> Provincial Convention |
| <input type="checkbox"/> Prov. Rep. to Diocesan Convention  | <input type="checkbox"/> National Convention   |
| <input type="checkbox"/> League Development and/or Training | <input type="checkbox"/> Other Meeting _____   |

Category	\$ Amount
Copies, phone, fax, postage, supplies _____ + _____ + _____ + _____ + _____ + _____ + _____	
Mileage at \$ .40 per km. From _____ to _____ (return) _____ km. total	
Other modes of travel i.e. train or airplane Name of carrier: _____	
Meals: Breakfast - \$ 15, Lunch - \$ 20, Supper - \$ 30 Breakfast dates: _____, _____, _____, _____ x \$15 Lunch dates: _____, _____, _____, _____ x \$20 Supper dates: _____, _____, _____, _____ x \$30	
Miscellaneous (please specify) _____	
<b>Total expense claimed</b>	

Please attach receipts where applicable

Signature of Claimant : \_\_\_\_\_

Authorized by: President \_\_\_\_\_ Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_

Date Issued: \_\_\_\_\_ Cheque No: \_\_\_\_\_ Amount: \_\_\_\_\_

Ontario Provincial Council Manual of Policy and Procedure - Revised February 2013 A2.5-01

## Provincial Diocesan Convention Claim Form A2.5-10

### Ontario Provincial Council of The Catholic Women's League of Canada Diocesan Convention Claim Form 20\_\_

Use reverse for detailed info if necessary

Starting in 2015 each Diocesan Council will pay all the expenses for the Provincial Council Representative, while they are attending the Diocesan Annual Convention. Once the convention is finished the Diocesan Treasurer will fill out this form to claim all the Provincial Council Representatives expenses while a guest at the convention. This form will be sent directly to the Provincial Treasurer to be reimbursed. Along with this form, please include a copy of the registration form of the Provincial Council Representative.

**Name of Diocesan Council:** \_\_\_\_\_

**Diocesan Convention Dates:** \_\_\_\_\_

**Location of the Convention:** \_\_\_\_\_

**Provincial Rep. at your Convention:** \_\_\_\_\_

<b>Her Expenses</b>	<b>Amount</b>
Motel Room No. of Nights _____ x \$ _____ (rate per night) =	
Registration: as per registration form: \$ _____	
Meals as per registration costs for your convention Breakfast dates: _____, _____, _____, x \$ _____ Lunch dates: _____, _____, _____, x \$ _____ Supper dates: _____, _____, _____, x \$ _____	
Mileage (if you had to pick her up) at \$.40 per km. From _____ to _____ (return) _____ km. total	
Miscellaneous (please specify) _____	
<b>Total expense claimed</b>	

Please attach receipts where applicable (i.e. registration form and hotel rate from the bill)

Signature of Diocesan President: \_\_\_\_\_

Signature of Diocesan Treasurer: \_\_\_\_\_

Authorized by: President \_\_\_\_\_ Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_

Date Issued: \_\_\_\_\_ Cheque No: \_\_\_\_\_ Amount: \_\_\_\_\_



## **Ontario Provincial Council of The Catholic Women's League of Canada Provincial Development Fund Guidelines**

Requests for funding will be evaluated on an individual basis by the parish, diocesan and provincial presidents. Consideration will be given to requests which assist parish and diocesan councils that have been declined National Development Fund subsidies. Spiritual development must be a component of the program. All reasonable requests will be considered, dependent upon the availability of funds in the provincial budget.

When planning a workshop, emphasis should be placed on using CWL resource materials such as *the Beatitudes*, *Spirituality: A Day of Discovery*, *Belonging*, *Leading the League* and other program materials available at [www.cwl.ca](http://www.cwl.ca), the national website.

The fund does not cover expenses for decorations, meals, refreshments, paid advertising or honoraria for CWL resource persons. A council may apply for assistance once in a given year to hold a workshop during the year.

### **Steps to take when applying for subsidy:**

1. Complete the *Application for Subsidy from the Provincial Development Fund* form A2.6.9-02 attaching information such as agenda, resources, etc.
2. Forward the completed application form to the diocesan president for approval/ signature and she, in turn, forwards the application to the provincial president for approval/signature. The diocesan and provincial presidents are responsible for ensuring that the requested subsidy is valid and reasonable.
3. The provincial president forwards a copy of the application to the provincial treasurer and provincial chairperson of organization who reviews the workshop and assists with animators if necessary.
4. The president will notify the council of acceptance/decline of the application, and send report forms.
5. If needed, the provincial treasurer will send an advance to the treasurer of the council submitting the application. Otherwise, payment and/or reconciliation will be made upon receipt of the workshop report and workshop financial summary.
6. The workshop must be a minimum of four hours in length.
7. Within two weeks of completing the workshop, the council president is responsible for ensuring that the *Workshop Report* A2.6.9-04 and the *Workshop Financial Summary* A2.6.9-05 forms are completed and forwarded to the provincial chairperson of organization and a copy forwarded to the diocesan/parish president and treasurer and the provincial president and treasurer.
8. All receipts should be submitted and all unused advance monies must be refunded to provincial council. There will be no carryover of funds for future workshops.

**Ontario Provincial Council of  
The Catholic Women's League of Canada  
Application for Subsidy from the Provincial Development Fund**

**APPLY FOR SUBSIDY AND COMPLETE THIS FORM TWO MONTHS PRIOR  
TO HOSTING WORKSHOP**

**Name of Council:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Diocese:** \_\_\_\_\_ **Total subsidy requested: \$** \_\_\_\_\_  
(Budget on reverse)

**Applicant:** \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**Address:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Workshop title: (Describe)**

\_\_\_\_\_

**Place** \_\_\_\_\_ **Date** \_\_\_\_\_ **Number attending** \_\_\_\_\_ **Duration** \_\_\_\_\_

**Place** \_\_\_\_\_ **Date** \_\_\_\_\_ **Number attending** \_\_\_\_\_ **Duration** \_\_\_\_\_

**Place** \_\_\_\_\_ **Date** \_\_\_\_\_ **Number attending** \_\_\_\_\_ **Duration** \_\_\_\_\_

**Name(s) of facilitator(s)** \_\_\_\_\_

**Parish council participating** \_\_\_\_\_

The Provincial Development Fund does not cover expenses for:  
decorations, meals and refreshments for participants,  
paid advertising or honoraria for CWL resource persons.

**Attach agenda, including a list of resource materials. Following review and approval by the diocesan president, the application form and a copy of the agenda listing the**

**The cheque will be sent to the council treasurer:**

Name: \_\_\_\_\_

Address \_\_\_\_\_

**Supplies requested should be forwarded to:**

Name: \_\_\_\_\_

Address \_\_\_\_\_

**resource material must be forwarded directly to the provincial president**

THIS SECTION MUST BE COMPLETED BY THE APPLYING COUNCIL BEFORE THE APPLICATION IS  
SUBMITTED

**Application for Subsidy from the Provincial Development Fund**

### BUDGET DETAILS

Item	Description	Cost	Income
CWL supplies, handouts and resource materials			
Stipend for animator(s) Maximum \$300			
Stipend for use of hall Maximum \$300			
Expenses for animator(s) (meals/travel/handouts)			
Transportation for distance over 100 km for any vehicle with two or more workshop attendees	Report as total  _____ km @ \$.40 per km.		
Non-allowable expenses			
Other			
Registration Fee	_____ members @ \$_____ each		
	Total Income and Expense		
	Subsidy Requested		

Parish President (if applicable):

\_\_\_\_\_ (Print Name)                      \_\_\_\_\_ (Signature)                      \_\_\_\_\_ (Date)

Diocesan President:

\_\_\_\_\_ (Print Name)                      \_\_\_\_\_ (Signature)                      \_\_\_\_\_ (Date)

Provincial President:

\_\_\_\_\_ (Print Name)                      \_\_\_\_\_ (Signature)                      \_\_\_\_\_ (Date)

**Provincial Treasurer Initials** \_\_\_\_\_ **Date** \_\_\_\_\_

**Ontario Provincial Council of  
The Catholic Women's League of Canada  
Provincial Development Fund – Workshop Report**

**WITHIN TWO WEEKS OF HOLDING THE WORKSHOP, IT IS THE RESPONSIBILITY OF THE COUNCIL PRESIDENT TO ENSURE THAT BOTH SIDES OF THIS FORM ARE COMPLETED AND RETURNED TO:**

Original: Ontario Provincial Chairperson of Organization  
Copy: Your Diocesan/Parish President and Treasurer  
Copy: Provincial Council President and Treasurer

**Name of Council:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Diocese:** \_\_\_\_\_

**Workshop topic:** \_\_\_\_\_

**Place**\_\_\_\_\_ **Date**\_\_\_\_\_ **Number attending**\_\_\_\_\_ **Duration**\_\_\_\_\_

**Place**\_\_\_\_\_ **Date**\_\_\_\_\_ **Number attending**\_\_\_\_\_ **Duration**\_\_\_\_\_

**Place**\_\_\_\_\_ **Date**\_\_\_\_\_ **Number attending**\_\_\_\_\_ **Duration**\_\_\_\_\_

**Name(s) of facilitator(s):**

\_\_\_\_\_

**Parish councils participating:**

\_\_\_\_\_

\_\_\_\_\_

**Describe workshop and length of presentation:**

\_\_\_\_\_

\_\_\_\_\_

**List materials used:**

\_\_\_\_\_

\_\_\_\_\_

**Would you consider this workshop a success?** \_\_\_\_\_

**Why?**

\_\_\_\_\_

\_\_\_\_\_

**Describe what went well:**

\_\_\_\_\_

\_\_\_\_\_

**What would you change if presenting this workshop again?**

\_\_\_\_\_

**Ontario Provincial Council of  
The Catholic Women's League of Canada  
Provincial Development Fund – Workshop Financial Summary**

Submitted by \_\_\_\_\_ Council, in \_\_\_\_\_  
 Diocese: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**ACTUAL EXPENSES AND INCOME FOR EVENT (please attach a copy of all receipts)**

Item	Projected Cost	Actual Cost	Actual Income
<b>CWL supplies, handouts and resource materials</b>			
<b>Stipend for animator(s) Maximum \$300</b>			
<b>Stipend for use of hall Maximum \$300</b>			
<b>Expenses for animator(s) (meals/travel/handouts)</b>			
<b>Transportation for distance over 100 km for any vehicle with two or more. Report as total (include detail on separate sheet) _____ km @ \$.40 per km.</b>			
<b>Non-allowable expenses</b>			
<b>Other</b>			
<b>Registration Fee _____ members @ \$_____ each</b>			
<b>Total Income (B) and Expense (A)</b>		<b>A\$</b>	<b>B\$</b>
<b>C= Advance Subsidy Claimed A+B+C=D</b>	<b>Claimed</b>	<b>D\$</b>	<b>C\$</b>

Explanation of adjustment made (if necessary) \_\_\_\_\_  
 \_\_\_\_\_

I agree that this summary is correct and this statement will close any further transactions.

\_\_\_\_\_  
 (Council President's Printed Name)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

**Ontario Provincial Council of  
The Catholic Women's League of Canada**

**BISHOP BERNARD F. PAPPIN MEMORIAL BURSARY**

**History and Purpose**

Bishop Bernard F. Pappin passed away on August 27, 1998 while serving as Spiritual Advisor to the Ontario Provincial Council of The Catholic Women's League of Canada. In his memory, at the urging of the Sault Ste. Marie Diocese where Bishop Pappin was bishop, a bursary fund has been established by motion of the provincial council for the purpose of assisting diocesan seminarians in need of personal financial support.

The Bishop Bernard F. Pappin Memorial Bursary is financed by donations from The Catholic Women's League council members or other sources. The bursary fund is administered by the administration committee of the Ontario Provincial Council. The committee will review applications received from seminarians and if approved, award bursaries annually.

**Administration**

1. The Bishop Bernard F. Pappin Memorial Bursary is administered by the provincial administration committee.
2. Applications will be held in strict confidence by the administration committee.
3. The name of each bursary recipient will be announced publicly.
4. All applicants will be notified by the provincial president of the decision of the committee at the end of April. Successful applicants will receive the bursary upon their confirmed return to the seminary in the fall.
5. The provincial president will maintain an open file of documentation for each candidate for as long as he is eligible to reapply.
6. A brochure explaining the Bishop Bernard F. Pappin Memorial Bursary, along with the application form, will be sent annually to the three seminaries, vocations directors and the bishop of each diocese for forwarding to seminarians in his diocese who are studying outside Ontario.

*See attached application sample for Bursary.....*

**Ontario Provincial Council of  
The Catholic Women's League of Canada**

**BISHOP BERNARD F. PAPPIN MEMORIAL BURSARY**

**Criteria**

1. The applicant must be a current diocesan seminarian studying for ministry in a diocese in Ontario.
2. The applicant's personal financial need must be verified by the rector of the seminary and/or his bishop.
3. The applicant must be considered a serious student with definite plans for ordination to the priesthood.
4. The applicant receiving a bursary one year may apply again in subsequent years.

**Application**

1. Application for the *Bishop Bernard F. Pappin Memorial Bursary* must be made on the official application form as found in Appendix A3.1-03.
2. Two letters of recommendation must accompany the completed form, one from the rector of the seminary attended and one from the applicant's home bishop, pastor or personal spiritual advisor.
3. A one paragraph biography and passport sized photo to accompany the application
4. Applications and supporting documentation must be mailed or faxed to the Ontario provincial president no later than January 31<sup>st</sup> in any year. Bursary award(s) of five hundred dollars (\$500.00) will be announced no later than April 30<sup>th</sup> in the same year.
5. All application forms will be strictly confidential.
6. Decisions of the administration committee are final.
7. The name of each bursary recipient will be announced publicly.

Ontario Provincial Council of  
The Catholic Women's League of Canada

**APPLICATION FORM**  
**BISHOP BERNARD F. PAPPIN MEMORIAL BURSARY**

Name of Applicant: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Bishop: \_\_\_\_\_  
Home Parish: \_\_\_\_\_  
Location: \_\_\_\_\_  
Seminary attended: \_\_\_\_\_  
Current year of studies: \_\_\_\_\_  
Anticipated year of ordination: \_\_\_\_\_  
Are you receiving other financial assistance? \_\_\_\_\_  
If yes, give details: \_\_\_\_\_  
\_\_\_\_\_

I understand that the president may discuss this application with my references.  
I understand if a bursary is awarded, my name will be announced publicly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please attach two letters of recommendation as requested.  
Email completed form and documentation by January 31st to:  
Provincial President \_\_\_\_\_

(Insert name and address)

Or by email to.....

**Please attach two letters of recommendation as requested. It is understood that the Bursary Committee may discuss this application with your references.**

**Please attach your bio.**

*All paperwork must be submitted for consideration of Bursary. (not Verdana font)*

Personal information contained in this application will be used by the administration committee to determine the eligibility of the applicant for a bursary. This information will be held in a secure file by the president for as long as the applicant is eligible to reapply and then it will be destroyed.



**ONTARIO PROVINCIAL CONVENTION CHECKLIST FOR PRESIDENT**

Year of Convention: \_\_\_\_\_

***The president will keep an open file for each provincial convention with related documents included.***

<b>#</b>	<b>Confirm the following:</b>	<b>Deadline Date</b>	<b>Date Received</b>	<b>Initials</b>
1	Letter of invitation from diocesan council which indicates a motion was adopted to host provincial convention suggesting which year	3 years in advance		
2	Copy of letter of endorsement from bishop of hosting diocese	3 years in advance		
3	When # 1, 2 received, a motion at executive meeting to accept diocesan offer to host	2-3 years in advance		
4	Letter to diocesan council re: acceptance of offer to host and dates of convention	min. 2 years in advance		
5	Consultation with host diocesan president regarding the appointment of convention chair(s) and ongoing communication with hosting council	min. 2 years in advance		
6	Inspection and approval of prospective site(s) prior to signing the contract by president or president-elect who will be president or rep and diocesan president and/or convention chair(s)	min. 2 years in advance		
7	Mandatory budget submission and letter requesting grant from diocesan treasurer/president	Year before convention		
	<b>YEAR OF ACTUAL CONVENTION</b>			
8	Ensure that insurance coverage is in place.	January 1		
9	Ensure that speakers have been contacted.	January 1		
10	Prepare and send draft agenda to convention chair(s) for convention package and newsletter.	January 10		
11	Approve convention forms and letter.	January 10		
12	Review draft prayers and services for convention.	March 15		
13	Prepare welcome letter for program booklet.	March 31		
14	Review and approve/decline requests for display tables	April 30		
15	Ensure that copyright permission has been sought and processed for all music, lyrics and prayer services	May 31		
16	Ensure all executive, appointees, guests have been registered and have rooms.	May 31		
17	Provide final agenda and banquet program for convention chair(s).	June 10		
18	Approve program and spiritual booklets.	June 15		
19	Receive final report from convention chair(s).	August 31		

\_\_\_\_\_th Annual Ontario Provincial Convention

The Catholic Women's League of Canada

Name of Diocese

July \_\_\_ 20\_\_\_, Hotel Name, City

**REGISTRATION FORM**

**REGISTRATION DEADLINE June , 20 (REFUNDS NOT GUARANTEED AFTER June 20 )**

**One person per registration form (photocopy forms as needed)**

**Name (please print)** \_\_\_\_\_ **Diocese** \_\_\_\_\_

- This is my first provincial convention

**Address** \_\_\_\_\_

**City/Town** \_\_\_\_\_ **Postal Code** \_\_\_\_\_ **Parish** \_\_\_\_\_

**Telephone ( )** \_\_\_\_\_ **E-mail** \_\_\_\_\_

I am attending this convention as a: (Please check only one item in this section.)

**Voting and Accredited Delegates...** please attach credential form

- Voting Delegate (Diocesan President)
- Provincial Officer
- Diocesan – Accredited
- Parish – Accredited
- Honorary Life Member
- Life Member

**Non voting attendees**

- Provincial Spiritual Advisor
- Diocesan Spiritual Advisor
- Parish Spiritual Advisor
- Catholic Women's League Member
- National Officer/National Spiritual Advisor
- Member of the Hierarchy
- Guest

**Registration fee: \$15.00 per day OR \$30.00 for all three days...Annual Report Book included with registration**

- Monday**
- Tuesday** update... registration amount, etc.
- Wednesday**
- Full Convention**

- \$10 late fee if registering after June\_\_\_, 20\_\_\_**

The personal contact information provided will be used by the convention registration committee for registration, preparing name tags, assigning workshops and will be destroyed once the convention is adjourned.

**Make all cheques payable to: CWL Provincial Convention, 20\_\_\_**

**Mail to:** **Name of Contact Person**  
Address  
City, Prov, Postal Code

**Phone:**

**E-mail:**

**Credential Form – Provincial Accredited Delegate**

*This contact information will be used by the registration committee and provincial recording secretary for checking credentials, preparing voting cards and the credential record. Information will be destroyed once the convention is over.*

\_\_\_ Provincial Officer

This is to certify that:

Name **(please print)**: \_\_\_\_\_

Address: \_\_\_\_\_

is an Accredited Delegate of the Ontario Provincial Council.

Signature of Provincial President: \_\_\_\_\_

Signature of Provincial Recording Secretary: \_\_\_\_\_

Return this form with your completed registration form.

**Credential Form – Life Member Accredited Delegate**

*This contact information will be used by the registration committee and provincial recording secretary for checking credentials, preparing voting cards and the credential record. Information will be destroyed once the convention is over.*

Please check one:

\_\_\_ Honorary Life Member

\_\_\_ Past Provincial President & Life Member

\_\_\_ Life Member

Name **(please print)**: \_\_\_\_\_

Address: \_\_\_\_\_

Diocese: \_\_\_\_\_

Signature of Honorary/Life Member: \_\_\_\_\_

Copy of convention minutes: YES NO (circle one)

Return this form with your completed registration form.

**Credential Form – Diocesan Voting Delegate**

*This contact information will be used by the registration committee and provincial recording secretary for checking credentials, preparing voting cards and the credential record. Information will be destroyed once the convention is over.*

This is to certify that:

Name **(please print)**: \_\_\_\_\_

Address: \_\_\_\_\_

is the Voting Delegate of the Diocese of: \_\_\_\_\_

Signature of Diocesan President: \_\_\_\_\_

Signature of Diocesan Recording Secretary: \_\_\_\_\_

Return this form with your completed registration form.

**Credential Form – Diocesan Accredited Delegate (1)**

*This contact information will be used by the registration committee and provincial recording secretary for checking credentials, preparing voting cards and the credential record. Information will be destroyed once the convention is over.*

This is to certify that:

Name **(please print)**: \_\_\_\_\_

Address: \_\_\_\_\_

is an Accredited Delegate of the Diocese of: \_\_\_\_\_

Signature of Diocesan President: \_\_\_\_\_

Signature of Diocesan Recording Secretary: \_\_\_\_\_

Return this form with your completed registration form.

**Credential Form – Diocesan Accredited Delegate (2)**

*This contact information will be used by the registration committee and provincial recording secretary for checking credentials, preparing voting cards and the credential record. Information will be destroyed once the convention is over.*

This is to certify that:

Name **(please print)**: \_\_\_\_\_

Address: \_\_\_\_\_

is an Accredited Delegate of the Diocese of: \_\_\_\_\_

Signature of Diocesan President: \_\_\_\_\_

Signature of Diocesan Recording Secretary: \_\_\_\_\_

Return this form with your completed registration form.

**Credential Form – Parish Accredited Delegate (1)**

*This contact information will be used by the registration committee and provincial recording secretary for checking credentials, preparing voting cards and the credential record. Information will be destroyed once the convention is over.*

This is to certify that:

Name **(please print)**: \_\_\_\_\_

Address: \_\_\_\_\_

Is the Accredited Delegate of: \_\_\_\_\_ Parish Council.

Town/City: \_\_\_\_\_ Diocese: \_\_\_\_\_

Signature of Parish Council President: \_\_\_\_\_

Signature of Parish Council Recording Secretary: \_\_\_\_\_

Return this form with your completed registration form.