

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

**MANUAL OF  
POLICY AND PROCEDURE**



*July 2024*

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1                                   **Ontario Provincial Council of**  
2                                   **The Catholic Women’s League of Canada**  
3                                   **MANUAL OF POLICY AND PROCEDURE**

4                                   **FOREWORD**

5   The *OPC Guidelines* include additional detail as to duties, responsibilities,  
6   and timelines for specific positions, team leads, teams and committees.

7   **Ontario Provincial Council (OPC)**

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

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

12   **Purpose of the Ontario Provincial Council**

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

26   **Governance**

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

31  
32   Policy and procedure and guideline documents have been established regarding the  
33   operations of the Ontario Provincial Council with specific expectations for each  
34   executive member, committee, and teams, the spiritual advisor, all publications and  
35   social media. The *Convention Guide* details convention procedures for the annual  
36   Ontario provincial convention. Any accommodation required, should be directed to the  
37   Administration Committee.

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39   Any special accommodation required, should be directed to the provincial president in  
40   confidence.

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## **Ontario Provincial Council Executive**

Refer to Part VIII – Section 2 (b), *Constitution & Bylaws 2023*

### **Elected Officers**

The elected officers of the provincial executive shall be: president, vice-president, secretary, treasurer, past president and three chairpersons of standing committees (faith, service and social justice).

### **Diocesan Presidents**

The Presidents of the twelve (12) diocesan councils shall be members of the provincial executive.

### **Administrative Committee**

In Ontario, the elected officers of the provincial council shall be known as the Administration Committee including positions of president, vice-president, secretary, treasurer, past president and three chairpersons of standing committees. The spiritual advisor shall be *ex officio*.

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

The *ex-officio* 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)



64

## **1.0 General Policy**

### **1.1 Meetings**

66 Due notice having been given, a majority of the members of the executive  
67 shall constitute a quorum either in person or virtually.

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

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

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

72 The pre and post convention meetings shall be scheduled immediately  
73 prior to and following the annual convention unless otherwise agreed  
74 by motion of the executive at the prior winter meeting.

#### **1.1.3 Supplementary Meetings**

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

### **1.2 Letterhead**

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

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

### **1.3 Correspondence**

#### **1.3.1 Correspondence Files**

91 Restricted correspondence will immediately be placed in a sealed  
92 envelope, indicating the subject matter, date, and marked restricted,  
93 with the seal signed by the President then placed in the two-term  
94 correspondence file. Access to restricted correspondence included in  
95 the two-term file may be granted only by the provincial president,  
96 after consultation with the Administration Committee.

97 All other correspondence received or sent by the provincial president  
98 or others after the date of the previous meeting, shall be placed in  
99 meeting correspondence files with a list of the contents. These files  
100 shall be available for review by those attending council meetings.

101 Executive members shall have the privilege of questioning any  
102 correspondence found in the file and may request a copy.

103 Only correspondence deemed noteworthy by the president shall be  
104 read at the meeting.

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

107 The provincial president and administrative assistant will cull this two-  
108 term file at the end of each term, with correspondence relevant to  
109 current business retained and given to the incoming president and  
110 administrative assistant:

- 111 • Restricted correspondence will be retained for a period of seven  
112 years unless otherwise indicated on the envelope.
- 113 • All other correspondence over four years old will be destroyed  
114 except for other significant correspondence which will be  
115 retained for archives and given to the past president.

### 116 **1.3.2 External Correspondence**

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

### 122 **1.3.3 Internal Correspondence**

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

## 127 **1.4 Honouring Councils/Members**

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

131

132 **1.5 Access to Manual of Policy and Procedure, Guidelines and**  
133 **Convention Guide**

134 The *OPC Manual of Policy and Procedure, OPC Guidelines, and OPC Guide to*  
135 *Hosting Provincial Convention* shall be available on the Ontario provincial  
136 council website.

137 **1.6 Privacy**

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

143 **1.6.1 Privacy Officer**

144 The president shall appoint a privacy officer; either from members of  
145 the current executive or a member in good standing with applicable  
146 experience.

147 **1.6.2 Privacy Policy**

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

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

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

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

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

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

174 When sending information electronically by mass mailing, the  
175 originator will use the blind carbon copy (bcc) feature to hide the  
176 individual email addresses. (See guidelines for instructions.)

177 Personal information, such as the address, phone number, email  
178 address (personal) of members shall not appear on any communication  
179 including the website, social media and On-Line newsletter. Only the  
180 personal email address may be excepted from this policy and only if  
181 the individual chooses to do so.

182

183 **Note:** A specific exception is provided for provincial convention  
184 registration material which may contain the address, email and  
185 phone number of the convention committee contact.

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

188 Should the complaints and disputes not be resolved satisfactorily, the  
189 complainant may appeal to the executive administration committee for  
190 resolution, by writing to the provincial president. The provincial  
191 president will respond in writing.

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

195

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

### 198 **1.6.3 Provincial Lists**

199 The provincial directory, subscription lists and life members list are  
200 available for use as outlined in the privacy table and **not for public**  
201 **distribution or access** regardless of who is requesting. When an  
202 individual is no longer part of the Ontario Provincial Council, all files  
203 (electronic and hard copy) shall be passed on to the incoming  
204 individual and/or destroyed and/or deleted as required by the OPC  
205 policies and guidelines.

206

207 Personal contact information cannot be retained for personal use,  
208 particularly email addresses on personal computers, unless express

209 permission is provided by the individual whose personal information is  
210 retained. (see also Appendices A1.6.2-01 to A1.6.2-08)

## 211 **1.7 Screening**

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

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

### 219 **1.7.1 Screening Officer**

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

### 224 **1.7.2 Screening Policy**

225 The Ontario Provincial Council of The Catholic Women's League of  
226 Canada has determined it prudent to screen the president, vice-  
227 president, secretary and treasurer who are signing officers, i.e., high  
228 trust members of the executive. The screening officer, appointed by  
229 the provincial president, will perform the screening as part of the  
230 election process, prior to the candidates list being released.

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

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

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

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

243 **1.8 Copyright** (see also 2.8.16)

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

249 **1.9 Insurance** (see also 2.8.14)

250 The Ontario Provincial Executive of The Catholic Women’s League of Canada  
251 are covered for general liability insurance through the national general liability  
252 policy for diocesan and provincial executive councils. Directors and officers’  
253 liability is covered through a separate insurance policy. These policies are  
254 renewable annually, copies kept by the provincial president and can be  
255 requested if proof is needed for a particular event and/or venue.

256 **1.10 Appointments by the Provincial President**

257 The provincial president will appoint all committee and team members and  
258 approve all other appointments prior to extending of invitations. In approving  
259 appointments, the provincial president should consider representation from  
260 across the province and inclusion of interested and/or experienced members.

261 The president is an *ex-officio member* of all provincial committees/teams  
262 except the nominations and elections committee.

263 The duties of each committee and/or team may be found in the *OPC*  
264 *Guidelines*. Members of these committees/teams are not required to attend  
265 Ontario Provincial Executive meetings.

266 **1.10.1 Administrative Assistant**

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

274 **1.10.2 Life Member Liaison**

275 The newly elected president shall appoint a life member liaison to facilitate  
276 communication between life members themselves and between life members  
277 and the Ontario Provincial Council. The life member liaison must be a member  
278 in good standing. She is only required to attend provincial convention to  
279 facilitate a life members' luncheon. (See OPC Guidelines for responsibilities)

280 **1.10.3 Amendment Committees**

281 1.10.3.1 Policy, Guidelines and Convention/AMM Guide Review  
282 Committee

283 provincial vice-president – chairperson  
284 provincial past president  
285 one (1) or two (2) former or current provincial officer(s)  
286 one (1) or two (2) former or current diocesan president(s)  
287 provincial president – ex-officio  
288

289 1.10.3.2 Constitution and Bylaws Amendment Committee

290 When required, this committee shall be composed of:  
291 provincial past president - chairperson  
292 provincial vice-president and others as required  
293 provincial president – ex-officio

294 **1.10.4 Nominations and Elections Committee** (see also 6.1)

295 The nominations and elections committee shall be appointed by the  
296 president on or before the fall executive meeting, prior to an election year.  
297 provincial past president – chairperson  
298 two (2) committee members  
299 elections secretary  
300 provincial spiritual advisor – ex-officio

301 **1.11 Other Teams and Committees**

302 These committees are appointed by officers other than the provincial  
303 president. Duties and compositions of these committees are listed in the *OPC*  
304 *Guidelines*. Preference  
305 **All committees shall be appointed in consultation with the provincial president.**  
306

307 **1.11.1 Annual Report Editing Team**

308 Committee is chaired and selected by the provincial vice-president.

309 **1.11.2 Minutes Review Team(s)**

310 Committee is chaired and selected by the provincial secretary.

311 **1.11.3 Supportive Teams and Special Committees**

312 Teams are selected by the provincial officers and, where indicated,  
313 include one member chosen as lead to facilitate its work. Any costs  
314 incurred must be approved in advance through the annual budget  
315 process and all materials/action of each team must flow through the  
316 responsible OPC elected officer.

317 Where need is identified by any member of the Administration  
318 Committee, approval for creation of a special committee may be  
319 considered to act in a supportive capacity on a special issue/activity.  
320 Any cost associated with a special committee must be approved in  
321 advance of its formation.

322 **1.11.3.1 Membership Team**

323 This team is chaired and selected by the provincial vice-president to  
324 focus on member recruitment, development, and retention. It is  
325 recommended the team be a mix of new members and life members.

326 **1.11.3.2 Education Team**

327 This team is chaired and selected by the Service chairperson to focus  
328 on engagement with Catholic Education and advocacy for its  
329 continuation in Ontario; to education members on matters specific to  
330 women's health; and, to promote opportunities for service in Ontario.

331 **1.11.3.3 Social Media Team**

332 This team is chaired by an appointed Communications Lead. Team  
333 member(s) are selected by the provincial secretary in consultation with  
334 the appointed lead and the provincial secretary is included as a  
335 member. It is the team's responsibility to focus on communication to  
336 members using social media including publication of a monthly  
337 newsletter posted to the website, and Facebook posts. This committee  
338 also has specific responsibility for promotion of the Bishop Bernard F.  
339 Pappin Memorial Bursary Fund in collaboration with the provincial  
340 treasurer.

341 **1.11.3.4 Social Justice Teams**

342 **1.11.3.4.1 Social and Economic Justice Team**

343 This team is selected by the social justice chairperson, who is also a  
344 member of the team. Its purpose is to focus on current legislation  
345 and to educate members regarding significant legislation impacting  
346 social justice concerns. It also recommends to the Administration  
347 Committee a winner from the Social Justice Award nominations  
348 annually. This team may also recommend archiving of resolutions to  
349 the Resolutions Archive Team. One member, with prior legislation  
350 and resolutions experience, with the provincial president's approval,  
351 is appointed the Social and Economic Justice Team Lead.

352 **1.11.3.4.2 Resolutions Reading Team**

353 This team is chaired and selected by the social justice chairperson



354 before January in the first year of her term. They will review the  
355 draft resolutions submitted by diocesan councils, between January  
356 and March, prior to presentation at diocesan conventions. It is  
357 recommended this team be a mix of members, experienced and  
358 interested in gaining experience, from various dioceses and should  
359 include at least one life member. The size of the team is decided by  
360 the Social Justice chairperson.

361 1.11.3.4.3 Resolutions Review Team

362 provincial social justice chairperson - chairperson  
363 provincial vice-president  
364 provincial past president  
365 social and economic justice team lead  
366 immediate past social justice chairperson  
367 (if part of current executive)  
368 appointed resolutions secretary  
369 provincial president – ex-officio

370 1.11.3.4.4 Resolutions Government Visitation Team

371 provincial social justice chairperson – chairperson  
372 provincial vice-president  
373 provincial past president  
374 provincial president – ex-officio  
375 spiritual advisor and/or his designate from the ACBO – ex-officio

376 1.11.3.4.5 Resolutions Archive Team

377 provincial social justice chairperson – chairperson  
378 provincial past president  
379 social and economic justice team lead  
380 life members – two (2)  
381 (preferably past resolution/legislation/social justice  
382 chairperson)

383 1.11.3.4.6 Positions Paper Team

384 When required, this team of life members is chaired by provincial  
385 social justice chairperson.

386

## **2.0 Financial Policy**

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

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

#### **2.1.1 Maintain records**

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

#### **2.1.2 Banking Arrangements**

396 All funds shall be maintained securely in a current and/or savings  
397 account and/or guaranteed investments like Guaranteed Investment  
398 Certificates (GICs) at several financial institutions so each is fully  
399 protected for \$100,000 by Canada Deposit Insurance Corporation  
400 (CDIC).

### **2.2 Source of Funds**

402 The funds of the provincial council shall be:

- 403 a) provincial per capita fees (\$3 per member-since January 1 2023)
- 404 b) donations
- 405 c) investment income
- 406 d) portion of convention/AMM registration fees (see also 4.2.2.1)
- 407 e) return of convention/AMM grant if surplus (see also 4.2.2.1)
- 408 f) diocesan insurance fees

409 Contributions received for specific purposes shall be directed to a restricted  
410 fund within the financial records.

### **2.3 Restricted Funds**

412 Restricted funds shall be held and utilized for the stated purpose. Where  
413 there are funds remaining in a restricted fund, after the related purpose is no  
414 longer valid and/or required, these funds shall be transferred to the Ontario  
415 Provincial Council Development Fund. (See 2.4.2. for its purpose.)

### **2.4 Reserve Funds**

417 Reserve funds should be identified as a separate fund within the accounting  
418 records.

419 **2.4.1 Operating Reserve**

420 2.4.1.1 Value and Purpose

421 The Ontario Provincial Council shall hold, so far as possible, an  
422 operating reserve of one hundred seventy-five thousand dollars  
423 (\$175,000) to protect against a sudden shortfall in revenue or  
424 increased expenses.

425 2.4.1.2 Investing Funds

426 The financial reserve shall be invested in guaranteed investments.

427 2.4.1.3 Excess in Reserve Funds

428 Excesses in reserve funds shall be transferred to the Ontario Provincial  
429 Council Development Fund

430 **2.4.2 Ontario Provincial Council Development Fund**

431 2.4.2.1 Value and Purpose

432 The Ontario Provincial Council shall hold, so far as possible, a  
433 development fund reserve of twenty thousand dollars (\$20,000) to be  
434 used for training of members throughout the province.

435 2.4.2.2 Investing Funds

436 The financial reserve may be invested in guaranteed investment  
437 certificates (GICs).

438 **2.5 Administration of Funds**

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

- 442 a) There shall be no access to League funds for personal use.
- 443 b) Personal funds spent on business authorized by provincial council  
444 executive shall be reimbursed to the individual on submission of an  
445 expense form accompanied by appropriate receipts. Expense forms  
446 shall be submitted in a timely fashion and always before year end).
- 447 c) Charge accounts in the name of the provincial council are needed to  
448 conduct business particularly for the booking of travel and holding of  
449 rooms for convention and other events.
- 450 d) Corporate Credit Card ("card")
- 451 i. The corporate credit card limit must be guaranteed with a  
452 specific "GIC" in the same amount reserved for that purpose.
- 453 ii. The president shall hold the physical credit card in her name  
454 and the treasurer shall be the only other individual holding the  
455 number, expiry date and csv.
- 456 iii. A new card is to be issued for each new term in the new  
457 president's name.

- 458                   iv. Expenditures on the card must have prior approval and/or be  
459                   an expenditure authorized by an existing policy.  
460                   v. No cash advance may be made using the card.  
461                   vi. Automatic payment must be set up to ensure the card balance  
462                   is paid in full each month to avoid any interest charges.

## 463   **2.6   Signing of Cheques**

464           The official signing officers of the provincial council are president, treasurer,  
465           and secretary. All cheques must be signed by two of the signing officers once  
466           the related expense is approved.

- 467           a) Cheques made out to the president are to be signed by the treasurer  
468           and secretary.  
469           b) Cheques made out to the treasurer are to be signed by the president  
470           and secretary.  
471           c) Cheques made out to the secretary are to be signed by the president  
472           and the treasurer.  
473           d) There shall be no pre-signed cheques.  
474           e) Whenever possible, expense forms presented at a meeting shall be  
475           paid immediately upon verification.  
476           f) If an expense form is not processed at a meeting, or is submitted  
477           between meetings, the treasurer shall forward the invoices/expense  
478           forms, cheques, and addressed/stamped envelopes for each to the  
479           president, or the secretary, if it includes a cheque for the president.  
480           g) Once the second signature has been affixed, the cheque(s) shall be  
481           forwarded to the relevant party, in the addressed and stamped  
482           envelope provided and the documents shall be returned to the  
483           treasurer at the next in-person meeting or by mail if the next  
484           meeting is more than one month in the future.

## 485   **2.7   Reimbursement of Expenses**

486           Personal funds spent by provincial officers, spiritual advisor, newsletter  
487           editor, diocesan presidents, *ad hoc* committees, chairs, life member liaison  
488           (Oct. 2011){now includes team leads} on business authorized by the  
489           provincial council executive, shall be reimbursed to the individual, for  
490           approved expenses on submission of a claim form accompanied by  
491           appropriate receipts. (See Appendix A2.5-01 for the form.) All expenses shall  
492           be reviewed every two years by the administration committee and  
493           recommendations shall be presented to the executive at the winter meeting  
494           of the second year for any related policy amendments.

495 **2.7.1 Administration**

- 496 long distance courier
- 497 phone calls/fax authorized photos
- 498 postage police record checks
- 499 photocopying \* computer printing

500 \* Each year at the fall executive meeting all executive members are  
 501 entitled to include on their claim form an amount of one hundred  
 502 dollars (\$100) for these purposes.

503 The elected and appointed officers may have significant costs related to  
 504 their responsibilities. For example, faith would prepare the prayer packages  
 505 for meetings and convention. In that case, an officer may choose to  
 506 indicate, at the first fall meeting of her term, that she will submit receipts  
 507 for actual expenses in lieu of claiming the flat one hundred dollars (\$100).

508 **2.7.2 Accommodations**

509 2.7.2.1 Spiritual Advisor

510 The spiritual advisor shall have a private room.

511 2.7.2.2 President

512 The president shall have the option to occupy a private room. If the  
 513 president chooses to share the private room with a another person not  
 514 with the Ontario Provincial Council, any additional expense for  
 515 additional person(s) would be paid by her. If there is no additional  
 516 expense, there would be no additional charge.

517 2.7.2.3 Other Rooms

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

520 **2.7.3 Meals**

521 Non-ticketed meals or meals in transit may be claimed at the following  
 522 rates:

523	breakfast	\$20.00
524	lunch	\$25.00
525	dinner	<u>\$40.00</u>
526	or meal per diem of	\$85.00

527 Gratuities are included in these rates.

528 **2.7.4 Transportation**

- 529 • Transportation shall be arranged sufficiently in advance to take
- 530 advantage of reduced fares.
- 531 • The least expensive mode of transportation/carpooling shall be
- 532 encouraged.
- 533 • Airline seat pre-selection charges and travel insurance will not be
- 534 reimbursed.

- 535                   • Mileage (maximum equivalent to air unless prior approved) to one  
536 authorized member in a vehicle, when a vehicle is used to travel to a  
537 meeting, shall be paid at the rate of \$.50 per kilometre from the start  
538 point to the meeting location and return. Extenuating circumstances  
539 will be considered,  
540                   • Parking may be claimed, if free parking is not available. Valet parking  
541 fees will not be reimbursed.

542                   **2.7.5 Convention/Annual Meeting of Members Expenses**

543                   Paid as outlined in *Section 4.0 Convention/AMM Policy*.

544                   **2.7.6 President’s Cash Advance**

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

550                   **2.7.7 Past President’s Bar**

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

555                   **2.7.8 Provincial Representation at Diocesan Conventions**

556                   The provincial president or her representative shall have travel,  
557 accommodations and meals enroute to a diocesan convention, and  
558 registration, accommodations and meals during a diocesan  
559 convention, paid by the provincial council.

560                   If the hosting diocesan council pays any expenses for the provincial council  
561 representative, the diocesan treasurer will fill out the Provincial Diocesan  
562 Claim Form (see A2.5.10) immediately following the convention to claim  
563 those expenses.

564                   **2.7.9 Standing Committee/Team members**

565                   Expenses shall be submitted to the treasurer for review by the president  
566 and the appropriate officer prior to authorization and designation as a  
567 valid expense.

568                   When planning activities for a provincial council two-year term, a budget  
569 should be developed and approved for anticipated expenditures for each  
570 standing committee and/or team. Proposed expenses shall be submitted  
571 to treasurer by Sept 15 for inclusion in the budget.

572 **2.7.10 Ad Hoc Committees**

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

575 **2.7.11 Technology Costs**

576 Expenses of the media person may be claimed as per policy or, where  
577 policy is not applicable, with prior authorization.

578 The OPC shall pay an annual fee for access to a Zoom account for  
579 meetings, webinars, workshops, and committees.

580 An annual fee shall be paid to keep the cwl.on.ca domain name current.

581 **2.7.12 Exceptions**

582 Exceptions to the above require the approval of the president.

583 **2.7.13 Contested Expenses**

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

589 **2.8 Other Expenses**

590 **2.8.1 Membership in and Donations to Other Organizations**

591 Memberships/donations shall be processed by the retiring treasurer and  
592 renewed by the treasurer as follows:

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

595

Canadian Catholic Bioethics Institute	Service Chairperson
Compassionate Community Care Elder Abuse Prevention Ontario Euthanasia Prevention Coalition	Faith Chairperson

596

597

598 **{intentionally blank}**

599  
600  
601  
602

**2.8.2 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 Organisations	president
The Catholic Register	president faith chairperson
<i>Living with Christ</i> Receive the booklet by mail (hard copy) or by app on smart phone	faith chairperson

603  
604

**2.8.3 Expressions of Sympathy**

2.8.3.1 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 (e.g., spouse, children, parents, in-laws, and siblings).

2.8.3.2 The following responses will be made:

- Membership shall be notified.
- A mass shall be offered as arranged by the faith chairperson.
- A floral arrangement, plant or notice of an agreed upon charitable donation, up to fifty dollars (\$50), shall be sent to the executive member or her/his family by the treasurer.
- A sympathy card shall be sent by the administrative assistant.

2.8.3.3 If a provincial representative attends a funeral:

When a provincial representative lives in the location, an expression of sympathy and gratitude may be made prior to the liturgy, with the permission of the presider.

2.8.3.4 Spiritual Advisors Memorial

Names of deceased spiritual advisors may be recorded in the Book of Remembrance, similar to our Book of Life, that can be included in our prayer services in a similar fashion.

**2.8.4 Get Well Wishes**

2.8.4.1 Provincial Executive Member or Provincial Spiritual Advisor Illness

- A get-well card shall be sent by the administrative assistant.
- At the discretion of the president, a floral arrangement or a plant up to sixty-five dollars (\$65) shall be sent by the treasurer.

625  
626  
627  
628  
629



630 2.8.4.2 A Member Not on the Provincial Executive  
631 At the discretion of the president, a get-well card shall be sent  
632 by the administrative assistant.

633 **2.8.5 Monthly and Other Masses**

634 A mass shall be offered once a month for intentions of the members of  
635 the provincial executive. The faith chairperson shall make arrangements  
636 for the masses.

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

643 **2.8.6 Newly Installed Bishops / Auxiliary Bishops in Ontario**

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

646 **2.8.7 Gifts, Honoraria, Expenses for Invited Presenters at the Annual**  
647 **Provincial Convention/Annual Meeting of Members (see also 4.2.7)**

648 2.8.7.1 Presenters

- 649 • Keynote not to exceed one thousand (\$1,000)
- 650 • Others not to exceed two hundred dollars (\$200)
  - 651 ○ take into consideration length of time; are they representing
  - 652 an organization, selling books, etc.

653 2.8.7.2 Convention Co-Chairs

- 654 • not to exceed two hundred dollars (\$200) in total

655 2.8.7.3 Photographer

- 656 • not to exceed (\$100) for photos in digital format

657 2.8.7.4 Members and Clergy

658 Expenses for travel, accommodation and meals may be paid, if  
659 applicable as per section 4.1.4

- 660 • Parliamentarian not to exceed one hundred dollars (\$100)
- 661 • National president not to exceed one hundred dollars (\$100)
- 662 • Bishop who is the homilist at mass who is not the provincial  
663 spiritual advisor not to exceed one hundred dollars (\$100)
- 664 • CWL provincial executive members – do not receive a gift/stipend

665

666 **2.8.8 Gifts, Honoraria, Expenses for Invited Presenters at Executive**  
667 **Meetings and Workshops**

668 Stipend not to exceed one hundred and fifty dollars (\$150) for non-  
669 provincial executive members. Expenses for travel, accommodation and  
670 meals may also be paid, if applicable.

671 **2.8.9 Provincial Development Fund**

672 Applications may be made to the Provincial Development Fund by the host  
673 parish and/or diocesan council for events that have not received financial  
674 support from the National Development Fund.

675 For guidelines, application and follow up forms; see Appendix A2.6.9-  
676 00 to A2.6.9-04.

677 **2.8.10 Catholic Girls' League or College/University Council**

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

682 **2.8.11 Archives**

683 The Ontario Provincial Council will send a two hundred dollar (\$200)  
684 donation **each fall** to the Hamilton Diocese for the Serra Club of the  
685 Hamilton Diocese for allowing our archives to be stored in their diocese.

686 **2.8.12 Provincial Spiritual Advisor's Pin and Stole**

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

691 **2.8.13 Unexpected Expenditures**

692 Between executive meetings unexpected expenditures, not exceeding one  
693 thousand dollars (\$1,000), may be authorized by a majority of the  
694 executive. The president shall contact as many members of the executive  
695 as possible via e-mail, zoom and/or phone notifying them of the needed  
696 expenditure. The expenditure shall then be ratified by motion at the next  
697 executive meeting.

698 **2.8.14 Insurance Coverage (see Section 1.9)**

699 2.8.14.1 Insurance Coverage for Officers and Directors

700 The national office procures a policy for five million dollars  
701 (\$5,000,000) Directors and Officers Personal and Entity Liability  
702 Insurance, for the OPC and 12 diocesan councils in Ontario.

703 2.8.14.2 Directors and Officers Insurance for Diocesan Councils  
704 In February, the provincial treasurer shall invoice and collect an equal  
705 annual fee for this insurance (total invoiced divided by 12 diocesan  
706 councils and OPC) from each diocesan council. This amount will be  
707 forwarded to Patill/St James Insurance who provides the insurance.

708 **2.8.15 Review Engagement**

709 A review engagement is required to comply with the federal requirement  
710 for not-for-profit organizations for revenues between \$50,000 and  
711 \$250,000.

712 In a non-election year, a certified accounting firm shall be appointed at the  
713 annual provincial pre-convention meeting to review the finances and funds  
714 of the Council and report to the next annual provincial convention.

715 In an election year the decision shall be made at the fall OPC meeting.  
716 A motion to appoint the accounting firm is required every year.

717 **2.8.16 Copyright (see also 1.8)**

718 One License Copyright will be purchased annually by the treasurer to cover  
719 the majority of copyright costs for OPC meetings, workshops and the OPC  
720 convention. A report must be filed with One License after each use.

721 **2.9 Procedure for Increasing Per Capita Fees**

722 The current per capita fee is three dollars (\$3) per member effective January 1, 2003.

723 The Ontario Provincial Council shall use the procedure outlined in *Section 8: Finance*  
724 *(National Manual of Policy and Procedure)* and *Section 1 b) (C&B Part XVII)* to  
725 authorize an increase in provincial per capita fees. The steps are listed below:

- 726 a) At a fall executive meeting the provincial executive shall adopt a motion  
727 to give notice to the membership that a motion to increase per capita fees  
728 shall be proposed at the next convention. The wording of the motion  
729 shall include the amount of the proposed increase and the date it is to  
730 become effective.
- 731 b) The notice of motion shall be given to all diocesan councils and parish  
732 councils six months prior to the provincial convention.
- 733 c) Parish councils shall vote on this motion and return the appropriate form  
734 signed by the parish president and secretary to the diocesan president at  
735 least two weeks prior to their diocesan convention. The result of the vote  
736 shall be the instructed vote carried to the diocesan convention by the  
737 parish voting delegate.

738

739 d) At each diocesan convention, a vote shall be taken on this motion and the  
740 result of the vote on required forms signed by the diocesan president and  
741 secretary forwarded to the provincial president two weeks prior to the  
742 provincial convention/AMM. This shall be the instructed vote carried to  
743 the provincial convention by the diocesan voting delegate.

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

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

751 **3.0 Bishop Bernard F. Pappin Memorial Bursary Fund**

752 The Ontario Provincial Council established the *Bishop Bernard F. Pappin Memorial*  
753 *Bursary Fund* in 1998 to provide annual bursaries to diocesan seminarians in need  
754 of personal financial support, studying anywhere in Canada or elsewhere, for  
755 ministry in a diocese in Ontario.

756 **3.1 Financial Administration**

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

764 At the February administration meeting, the committee will:

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

768 All applicants shall be notified in writing by the president if they were  
769 approved/declined.

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

772 **3.2 Recognition of Ordination of Recipients**

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

776 On the occasion of his ordination as a priest, the provincial faith chairperson  
777 will enroll the bursary recipient for a mass and will collect a spiritual bouquet  
778 from councils in the province.

779

## **4.0 CONVENTION/AMM POLICY**

780

### **4.1 Provincial Convention/Annual Meeting of Members (AMM)**

781

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

782

783

784

The provincial president and treasurer will keep an open file with documents on each convention/AMM until it is complete as per the *Convention Checklist*. (See Appendix 4.1.3-01 for checklist.)

785

786

787

**NOTE:** An annual meeting of members would not contain development or social activities but only encompass the business of an annual meeting as required by the related not-for-profit legal requirements.

788

789

790

#### **4.1.1 Date**

791

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

792

793

#### **4.1.2 Convention/AMM Registration Fee**

794

The provincial convention/AMM registration fee of fifty dollars (\$50) (\$20 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.

795

796

797

798

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.

799

800

801

802

#### **4.1.3 Convention/AMM Package**

803

The convention/AMM package will include:

804

- an invitation to convention from provincial president and convention chair(s)

805

806

- a tentative agenda

807

- directions to the convention facility

808

- as appropriate, access numbers and estimate of costs for alternate modes of transportation, e.g., airport shuttle

809

810

- site hotel reservation form and parking fees if appropriate

811

- other accommodations in the area

812

- registration form (see Appendix A4.1.3-01)

813

- meal and special event form

814

- credential forms (see Appendix A4.1.3-02 to A4.1.3-03)

815

816 The host council committee will forward, electronically, a full copy of all  
817 convention documents to the provincial president, secretary, administrative  
818 assistant and provincial treasurer by January 15.

819 A complete package will be distributed to the provincial executive by the  
820 diocesan president hosting the convention or by the convention chair at the  
821 February provincial executive meeting. \*Optional events shall be covered by  
822 the provincial treasury as an opportunity to network with the members.

823 The registration, ticket and credential forms will be completed by the  
824 provincial executive, during a scheduled time on the agenda. Once  
825 completed, these forms shall be returned to the treasurer before the end of  
826 the meeting. Completed forms, including those of the spiritual advisor, will  
827 be processed by the treasurer in a timely manner.

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

830 Forms for guest speakers, invited guests, parliamentarian, life member  
831 liaison, resolutions lead (acting as resolutions secretary in years with  
832 resolutions to present) and past provincial presidents will be processed in a  
833 similar manner by the treasurer by the registration deadline.

834 A block of rooms to accommodate provincial officers, diocesan presidents,  
835 provincial spiritual advisor, guest speakers, invited guests, parliamentarian,  
836 life member liaison and resolutions lead (acting as resolutions secretary in  
837 years with resolutions to present) shall be reserved by the provincial  
838 treasurer. The treasurer shall prepare a rooming list (shared  
839 accommodation basis) for distribution to the provincial executive and to the  
840 hotel.

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

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

845 Diocesan presidents please note:

846 The Ontario Provincial Council will pay for diocesan presidents'  
847 accommodations for provincial convention. A discussion at the fall  
848 meeting will determine the allocation of rooms for the diocesan  
849 presidents.

#### 850 **4.1.4 Resource Persons and Past Presidents**

851 Guest speakers, invited guests, parliamentarian, life member liaison, and  
852 resolutions lead (acting as resolutions secretary in years with resolutions to  
853 present), are entitled to the following expenses:

- 854 • round trip transportation
- 855 • hotel accommodation for the number of nights required
- 856 • per diem rate (see sec 2.7.3 for rates) for the requisite number of meals  
857 or, where attending ticketed events, equivalent to the event cost

- 858                   • registration costs  
859                   • transportation to/from opening/closing mass(es) if presence required  
860                   on those days

861 Provincial past presidents are entitled to the following expenses:

- 862                   • registration costs  
863                   • ticketed meals during the convention  
864                   • transportation to/from opening/closing mass(es)

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

#### 869 **4.1.5 National Representative**

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

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

#### 876 **4.1.6 Liturgy and Spiritual Program**

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

880 The provincial faith chairperson shall be responsible for preparing the  
881 content for the liturgy and spiritual program.

882 The host convention committee shall assist in the preparations according to  
883 the information provided by the provincial faith chairperson.

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

886 Copyright will be obtained by the host council and paid for by provincial  
887 council if there are costs incurred in consultation with the provincial faith  
888 chair. (See also 1.8 and 2.8.16)

889 The prayer room is the responsibility of the host council liturgy committee,  
890 in consultation with the provincial faith chairperson.

891 The treasurer shall send an honorarium to the opening mass celebrant, if  
892 he is not the provincial spiritual advisor, along with a thank you note.



893 **4.1.7 Convention/AMM Banquet and Agenda Programs**

894 The provincial president shall be responsible for the content of the  
895 convention/AMM and banquet agendas/ programs.

896 The liturgy and convention programs may be combined at the discretion of  
897 the provincial president.

898 The Standing Rules of Order will be included in the Convention Program  
899 Book. (See A.4.1.7-01 for sample.)

900 The final copy will be provided to the host council convention committee by  
901 June 10.

902 The host diocesan convention committee shall be responsible for printing the  
903 booklet(s) with the cost paid by the provincial treasury.

904 **4.1.8 Annual Report Book**

905 The annual report book shall be compiled and printed by the provincial vice-  
906 president. The cost shall be paid by the provincial treasury.

907 Proceeds from pre-ordered annual report books and the sale of additional  
908 books shall be forwarded by the convention committee treasurer to the  
909 provincial treasurer by August 31st of the same year as the convention.

910 A copy of the annual report book (minus the financial statements) shall be  
911 posted on the OPC website the week before convention so it is available to  
912 attendees.

913 **4.1.9 Financial Statements**

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

918 **4.1.10 Display/Vendor Tables**

919 The host council will advise the provincial president on the availability of  
920 space on site and whether there will be a cost. The provincial president will  
921 decide if there will be a cost to any or all vendors/organizations.

922 The OPC administrative assistant will be the contact for requests. She will  
923 work in consultation with the president and will be in communication with  
924 the host council convention/AMM committee.

925 **4.1.11 Receptions**

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

929

930 Provincial council shall be responsible for the expenses of the (optional) pre-  
931 banquet reception for the executive and invited guests. The provincial  
932 president, in conjunction with the host convention/AMM committee, shall  
933 make arrangements.

#### 934 **4.1.12 Provincial Hospitality Supplies**

935 Provincial council shall be responsible for the cost of hospitality supplies for  
936 the provincial president and the provincial spiritual advisor suites. The  
937 president in conjunction with the host convention/AMM committee, shall  
938 make the arrangements.

#### 939 **4.1.13 Mass Collection**

940 With the approval of the provincial council, the host diocesan council shall  
941 designate a charity to receive the proceeds of a collection taken during one  
942 mass at the provincial convention/AMM. (Note: Collection shall not be taken  
943 at the opening or closing masses.)

## 944 **4.2 Hosting a Provincial Convention/Annual Meeting of Members**

### 945 **4.2.1 Obtaining Permission to Host**

946 A diocesan council wishing to host a provincial convention/AMM shall:

- 947 • Secure by motion the approval of the diocesan executive for the intent  
948 to extend an invitation to host a provincial convention.
- 949 • Arrange a meeting between the diocesan president and the ordinary  
950 of the diocese to share with him the intent and request he send a  
951 letter of endorsement to the provincial spiritual advisor with a copy to  
952 the diocesan and provincial presidents.
- 953 • Forward a letter of invitation to host the provincial convention/AMM to  
954 the provincial executive for their consideration.

### 955 **4.2.2 Provincial Financial Assistance to Host Council**

#### 956 **4.2.2.1 Provincial Grant to Host Council**

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

961  
962 The diocesan council shall submit a proposed budget to the provincial  
963 president and provincial treasurer with a grant request. Upon  
964 approval of the provincial administration committee, the two  
965 thousand-dollar (\$2,000) grant shall be forwarded to the host  
966 diocesan council one year in advance of the proposed date of the  
967 provincial convention/AMM.  
968

969 4.2.2.2 Audiovisual Requirements

970 The host council shall, where possible, obtain a minimum of two (2)  
971 quotes for audio/visual equipment usually including:

- 972 • A main podium microphone for the head table.
- 973 • Two (2) additional microphones on either side of the head table
- 974 • Two (2) more, one (1) at each end if two levels of risers.
- 975 • Two (2) microphones on the main floor for members' use.
- 976 • One (1) microphone for reader at mass with podium near the
- 977 altar.
- 978 • One (1) wireless microphone for use of presider of masses
- 979 and/or presenters.
- 980 • A large screen(s) with LCD projector(s) to allow participants to
- 981 view presentations.
- 982 • A teleprompter if available.

983 The provincial president, in consultation with the administration  
984 committee, if she wishes additional input, shall review the quotes,  
985 and authorize payment by the provincial treasury, up to a maximum  
986 of \$15,000. This maximum shall be reviewed a minimum of every  
987 other provincial term to determine whether a change is required in  
988 relation to current costs.

989 **4.2.3 Responsibilities of the Host Committee**

990 See detailed chart of responsibilities at 4.2.7.

991 The host convention chairperson shall be responsible for:

- 992 • Reading the current version of *OPC Guide to Hosting a Provincial*  
993 *Convention* – downloadable from the national website.
- 994 • Reading the *OPC Guide to Hosting Convention*.
- 995 • Reviewing the convention binders/memory sticks for the previous  
996 three conventions.
- 997 • Making arrangements for taking up a mass collection. (See also  
998 4.1.13.)
- 999 • Ensuring committee reports are prepared and submitted by August  
1000 31. (See also 4.2.5.)

1001 \*Note: Dignitaries are invited by the provincial president.

1002 **4.2.4 Responsibilities of Provincial Council**

1003 See detailed chart of responsibilities at 4.2.7.

1004 The provincial council shall be responsible for:

- 1005 • Availability of a copy of the *OPC Guide to Hosting Provincial*  
1006 *Convention* to the host committee.
- 1007 • Approval of the convention site by the provincial president or her  
1008 representative prior to booking.

- 1009 • Cost of registration and ticketed meals for Ontario past provincial  
1010 presidents and honorary life members residing in Ontario.
- 1011 • Cost of registration, meals, accommodations and transportation of  
1012 guests and resource persons plus honorarium or gift.
- 1013 • Completion of forms and cost of registration for provincial executive,  
1014 provincial spiritual advisor, guests, life member liaison,  
1015 parliamentarian, and resolution committee secretary by the provincial  
1016 treasurer. (See also 4.1.3.)
- 1017 • Authorization of all voting cards by the provincial secretary, for the  
1018 registration/credential committee at the convention.

#### 1019 **4.2.5 Host Committee Report**

##### 1020 4.2.5.1 Preparation by Hosting Diocesan Council

1021 The hosting diocesan council shall prepare three identical binders/  
1022 memory sticks keeping one and giving two to the provincial president,  
1023 which include:

- 1024 • report of the host committee chair with recommendations
- 1025 • financial report including final summary and proposed and  
1026 reconciled budget reports of committee treasurer with  
1027 recommendations for future events
- 1028 • reports of each committee chairperson with recommendations
- 1029 • copy of the liturgy and program book(s), sample name tags,  
1030 registration forms, newsletter inserts, etc.

1031 This report shall be accompanied by the return of the binders/memory  
1032 sticks, from the previous two conventions.

##### 1033 4.2.5.2 Distribution of Host Committee Reports

1034 The provincial president keeps one of the above binders/memory sticks  
1035 with that of the two previous years as the current resource.

1036 At the fall meeting the provincial president provides the host diocesan  
1037 president or host committee chair for the next year's convention/AMM  
1038 with:

- 1039 • A copy of the *OPC Guide to Hosting Provincial Convention/AMM*
- 1040 • A copy of the national document *A Guide to Hosting a Diocesan/  
1041 Provincial Convention*
- 1042 • One binder/memory stick for each of the last three  
1043 conventions/AMM
- 1044 • An updated copy of the Provincial Convention Responsibility  
1045 Chart (see 4.2.7)

#### 1046 **4.2.6 Regalia**

1047 The national and provincial flags, CWL banner and their stands are passed  
1048 to the next host council at each year's closing mass. The podium banner  
1049 will remain in the custody of the provincial president.

### 4.2.7 Provincial Convention/AMM Responsibility Chart

Provincial Convention/AMM 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 ( <b>sec 4.2.2 for grant policy and requirements for AV</b> )			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/AMM PROGRAM, LITURGY BOOKLET AND BANQUET PROGRAM:</b>			
	Content may be compiled by either/both Liturgy book prepared print ready by provincial faith chairperson			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 vice-president)		<b>decided year to year</b>	
<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	<b>X</b>	
<b>9</b>	<b>KITS, FAVOURS, SOUVENIRS:</b>		
	For delegates	<b>X</b>	
<b>10</b>	<b>GENERAL HOSPITALITY:</b>		
	Expenses, supplies, signs	<b>X</b>	
<b>11</b>	<b>MUSIC FOR MASSES; OTHER ENTERTAINMENT</b>	<b>X</b>	
<b>12</b>	<b>RECEPTIONS/ HOSPITALITY</b>		
	Cost of supplies for presidents' & spiritual advisors' rooms		<b>X</b>
	Opening Mass Reception cost	<b>X</b>	
	Pre-banquet Provincial Executive Reception cost		<b>X</b>
	All arrangements for above in consultation w/ provincial president	<b>X</b>	
<b>13</b>	<b>PROGRAM EVALUATION</b>		<b>X</b>

1052 **4.3 National Convention/Annual Meeting of Members**

1053 **4.3.1 Provincial Representation at National Convention/AMM**

1054 4.3.1.1 Delegates

1055 Voting delegate: provincial president

1056 Accredited delegates: provincial vice-president

1057 appoint second accredited delegate

1058 The provincial executive committee will choose the second accredited  
1059 delegate from the remaining elected officers by motion at the post-  
1060 convention meeting prior to the national convention/AMM in an election  
1061 year, and at the winter meeting prior in non-election years.

1062 In the event that one of these elected officers is unable to attend, first  
1063 consider another member of the provincial executive committee, then a  
1064 diocesan president.

1065 4.3.1.2 Other Representatives

- 1066 • Provincial spiritual advisor (or his representative), and
- 1067 • Social justice chairperson (or past chair in an election year) when
- 1068 Ontario has resolutions to come before the national assembly.
- 1069 • When the social justice chairperson is already an accredited
- 1070 delegate, the provincial executive may chose to send the social
- 1071 and economic justice team lead.

1072 4.3.1.3 Expenses

1073 Registration and complete ticket package for the convention shall be  
1074 paid for the provincial council representatives. Other meals, travel  
1075 and accommodation shall be paid as per financial policy. The  
1076 treasurer shall determine how these payments will be made. Per

1077 diem cheques may be distributed at the provincial post convention  
1078 meeting.

### 1079 **4.3.2 Hosting a National Convention/AMM**

1080 4.3.2.1 Obtaining Permission to Host a National Convention/AMM

1081 Any diocesan council wishing to host a national convention/AMM in  
1082 Ontario shall:

- 1083 • Secure by motion the approval of the diocesan executive to host  
1084 the convention/AMM pending the approval of the ordinary of the  
1085 diocese and the provincial president.
- 1086 • Ensure that the diocesan president contacts the ordinary of the  
1087 diocese and the provincial president and share with them the  
1088 motion and ask that they support the invitation.
- 1089 • Ensure that the diocesan president requests that the ordinary of  
1090 the diocese send a formal invitation to the national spiritual  
1091 advisor, with a copy to the diocesan president and provincial  
1092 president.

1093 Refer to the *National Manual of Policy and Procedure*

1094 (Go to section ANNUAL MEETINGS OF MEMBERS & CONVENTIONS scroll down  
1095 to sub-section Invitation to Host a Convention)

1096 4.3.2.2 Provincial Grant for Hosting a National Convention/AMM

1097 A grant of three thousand dollars (\$3,000) shall be given by provincial  
1098 council to the diocesan council hosting a national convention/AMM, to  
1099 help defray expenses. The diocesan council shall submit a grant  
1100 request with proposed budget to the provincial president, for review by  
1101 the administration committee, no sooner than two years in advance of  
1102 the national convention/AMM.

### 1103 **4.3.3 National Convention in Ontario**

1104 When a national convention is held in Ontario the expenses of provincial  
1105 officers, spiritual advisor, and diocesan presidents (or rep) shall be paid by  
1106 the provincial council as outlined in 4.3.1.3.

1107

1108

## **5.0 Archives Policy**

### **5.1 Contents**

1110 Information included in the archives shall tell the story of the Ontario Provincial  
1111 Council of The Catholic Women's League of Canada.

#### **5.1.1 Minutes**

1113 Minutes will be taken at the business sessions only for executive meetings  
1114 and conventions.

1115 Signed originals will be received from the secretary at the end of her term  
1116 and retained by the past president/historian until they are filed in the  
1117 archives.

#### **5.1.2 History**

- 1119 • policy on archives
- 1120 • catalogue of archives — shall be reviewed every two (2) years
- 1121 • highlights of each president's term (not to exceed two pages)
- 1122 • correspondence of historical value
- 1123 • list of provincial conventions — date/place/themes
- 1124 • council histories published by provincial and national councils
- 1125 • provincial resolutions — date/title/direction, if relevant and archived
- 1126 resolutions labelled and filed in a separate binder
- 1127 • provincial — briefs/position papers (including resolutions or yearly
- 1128 resolution brief to government)

#### **5.1.3 Publications**

- 1130 • annual report books
- 1131 • provincial newsletters
- 1132 • provincial manuals of policy and procedure
- 1133 • provincial guidelines
- 1134 • Ontario Provincial Convention/AMM Guide
- 1135 • Provincial 40th Anniversary History Book and ten-year supplements

#### **5.1.4 Press/Photo Albums**

- 1137 • official annual photo of provincial officers and diocesan presidents
- 1138 • press coverage of president's term
- 1139 • relevant photos of special interest — event, date, place and all
- 1140 individuals identified (approximately four [4] pages per two-year
- 1141 term)



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### **5.1.5 Other**

- Photos of the executive shall be provided by the secretary.
- The president shall submit her personal professional photo.
- Memorabilia shall be collected by the historian/past president
- 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 with the exception of the two-term correspondence file. (See also 1.3.1.)
- Restricted documents in signed sealed envelopes (see also 1.3.1) will be filed in a separate folder marked "RESTRICTED DOCUMENTS" and shall be retained for seven years unless labelled otherwise.
- 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.

1158

## **6.0 Nominations and Elections Policy**

1159

### **6.1 Committee (see also OPC Guidelines 2.1.3.1)**

1160

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

1161

1162

See: Current Constitution & Bylaws – Part XV1 – Section 3

1163

OPC Manual of Policy and Procedure 1.10.3

1164

### **6.2 Elections Binder/ Memory Stick**

1165

The USB memory stick will contain:

1166

Section I Nominations and Elections Policy

1167

- Duties of the chairperson

1168

- Sample copies of forms and letters

1169

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 secretary

1170

1171

1172

1173

List of contact information for all those who are eligible

1174

Section III Eligibility List – names of members who are eligible for nomination to the provincial council

1175

1176

Section IV Acceptance List – names of members who are willing to accept nomination to office

1177

1178

Section V Candidates List – final list of members nominated for elected office

1179

1180

Section VI Relevant Correspondence (discernment materials/workshops, etc.)

1181

1182

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

1183

The nomination procedures as outlined in the *National Manual of Policy and*

1184

*Procedure* shall be followed with these additions:

1185

a) The administrative assistant shall be appointed. (See also 1.10.1.)

1186

b) Each member willing to stand for the office of secretary and/or treasurer shall be requested to include financial/secretarial experience (League or other) in her resumé.

1187

1188

1189

c) Each member willing to stand for office shall provide a recent (less than two years old) passport size photo of herself.

1190

1191

d) Each member willing to stand for the high trust offices of president, vice-president, secretary and treasurer, must submit a completed Screening

1192

1193 Information Form and Police Records Check to the provincial screening  
1194 officer. (See also 1.7.2.)

1195 e) The nominations and elections chairperson will include only the names of  
1196 the successfully screened eligible members on the acceptance list for  
1197 high trust positions.

1198 **7.0 Amendments to Policy, Guidelines and Convention Guide**

1199 **7.1 Constitution & Bylaws**

1200 The *Ontario Provincial Council Guidelines* and the *Ontario Provincial Manual of*  
1201 *Policy and Procedure* shall not conflict with the *Constitution & Bylaws* of The  
1202 Catholic Women’s League of Canada. If amendments to the *Constitution &*  
1203 *Bylaws* affect the guidelines or policy and procedure, these documents shall be  
1204 revised at the first opportunity.

1205 **7.2 Changes to Policy and Procedures, Guidelines and Guide**

1206 New items or changes may be adopted by a majority vote at any provincial  
1207 executive meeting when sufficient notice has been given and the executive has  
1208 had time to review the changes.

1209 **7.3 Policy, Guidelines and Guide Review**

1210 The *OPC Manual of Policy and Procedure, OPC Guidelines, and OPC Guide to*  
1211 *Hosting Provincial Convention/AMM* shall be revised as necessary to reflect  
1212 changes adopted at national or provincial level. These documents shall be  
1213 reviewed by a review committee every two years. The president shall appoint  
1214 the amendment committee (see also 1.10.2.1) outlining expectations including  
1215 deadlines.

1216 **7.4 Revisions**

- 1217 a) The chair shall be responsible for preparing and distributing the  
1218 committee’s proposed changes for policy/guidelines/guide to the  
1219 executive 30 days prior to the meeting where the members will vote on  
1220 changes.
- 1221 b) When changes are approved, the chair shall amend the electronic copy  
1222 of the policy/guidelines/guide, provide notification of the updates to the  
1223 OPC executive with instruction to the diocesan presidents to forward  
1224 notice to parish councils and shall arrange for the revised document(s) to  
1225 be posted to the website.
- 1226 c) When a motion (other than a motion to accept draft policy changes),  
1227 approved at an executive meeting, results in an amendment to an  
1228 existing policy/guidelines/convention guide, or creates a new  
1229 policy/guidelines/guide, the vice-president shall add the approved  
1230 change to the electronic copy of the policy/guidelines/guide immediately  
1231 following the meeting and will follow the process in 7.4 b) for  
1232 communication of changes and posting of document(s) to the provincial  
1233 website.

- 1234 d) The vice-president shall have the authority to make minor changes to
- 1235 the wording of the motion in order to add it to the policy/guidelines/
- 1236 guide, in consultation with review committee members as required, as
- 1237 long as the change in wording clarifies but does not change the intent of
- 1238 the motion.
- 1239 e) Revised policy, guidelines and guide documents shall be held on a
- 1240 memory stick by the vice-president and past president.

1241

## **8.0 Member Recognition**

1242

### **8.1 Social Justice Award**

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At the annual convention/AMM, an award is presented to a member in Ontario who has gone above and beyond their vocation in life to advocate and serve to promote social justice through contribution to her community while showing exemplary leadership, generosity of spirit and extraordinary service.

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#### **8.1.1 Eligibility for Nomination**

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1. A League member in good standing for the past five years.

1249

2. A current League member in the province of Ontario.

1250

3. A completed nomination form received by provincial vice-president by November 30.

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1252

4. Reference letter from nominee's parish priest.

1253

5. Two letters of recommendation, providing specific details of social justice engagement demonstrated per criteria in 8.1.2.

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1255

#### **8.1.2 Assessment Criteria**

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For each criterion, the nominations are assessed a value between 1 and 5 where the assessment describes documentation as:

1257

1258

1 not demonstrating criteria

1259

2 some demonstration of criteria

1260

3 demonstrating commitment to criteria expected of most League members

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1262

4 demonstrating commitment to criteria greater than expected of most League members

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1264

5 demonstrating commitment far exceeding any expectation for any League member

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1266

The criteria demonstrated in social justice engagement in contribution to her community must include:

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1268

a) social justice engagement at parish, community, regional, national, or international level

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1270

b) demonstration of leadership in social justice engagement

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c) demonstration of generosity of spirit in social justice engagement

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d) extraordinary service in social justice engagement

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e) living a reflection of the mission of the League

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### 8.1.3 Nomination Process

- 1 Submit nominations on an annual basis from parish, diocesan or provincial council. Nominations for the same member may be resubmitted if they have never received the award.
- 2 The nomination form (see A8.1-01 to 02) must be signed by the nominating council president.
- 3 The nominating council president shall forward all required documentation (see also 8.1.1) to the diocesan president by **November 15<sup>th</sup>**.
- 4 The diocesan president shall verify the nomination and required documentation, sign the form, and send it to the provincial social justice chairperson by **November 30<sup>th</sup>**.
- 5 The provincial social justice chairperson shall send the nominations and required documentation to the Social and Economic Justice Team by **December 15<sup>th</sup>** for review, verification of qualifications and assessment based on criteria.
- 6 The provincial social justice chairperson shall arrange a meeting of the Social and Economic Justice Team to review the assessments and make a recommendation on the top three nominations to the provincial president by **January 15<sup>th</sup>**.
- 7 The provincial president sends to the administration committee information on the nominees to be discussed either at a special meeting or during the administration committee meeting prior to the winter meeting of the Ontario Provincial Council.
- 8 The provincial social justice chair shall advise the diocesan president so that the winner can hopefully attend the provincial convention/AMM.
- 9 The award (**purchased annually at a cost not to exceed \$100**) shall be presented on an annual basis at the provincial convention/AMM.
- 10 Certificates of Recognition for nominees shall be sent by the provincial administrative assistant to the nominee's Diocesan President for presentation at diocesan convention that year.

## **9.0 ACCEPTANCE (update)**

This Ontario Provincial Council of The Catholic Women's League of Canada Manual of Policy and Procedure replaces all existing policy of the provincial council.

Adopted: July 12, 2024 President: \_\_\_\_\_  
Date Linda Squarzolo

Policy, Guide and Convention Guide Review Committee (2022 – 2024)

Chairperson: Colleen Martin

Joleene Kemp, Glenda Klein, Theresa Ryan, Linda Squarzolo – *ex officio*

Guidelines, Guide and Policy Review Committee (2019 – 2022)

Chairperson: Linda Squarzolo

Colleen Martin, Karen McDonald, Mary Capobianco, Colleen Perry – *ex officio*

Guidelines, Guide and Policy Review Committee (2017 – 2019)

Chairperson: Colleen Perry

Pauline Krupa, Linda Squarzolo, Wilma Vanderzwaag, Pat Weller, Betsy Currier, Anne Madden – *ex officio*

Guidelines, Guide and Policy Review Committee (2015 – 2017)

Chairperson: Anne Madden

Betty Colaneri, Sharon St. Jean, Stephanie Spinelli, Mary Jane Yaeger, Anna Tremblay, Pauline Krupa – *ex officio*

Guidelines, Guide and Policy Review Committee (2013 – 2015)

Chairperson: Pauline Krupa

Joleene Kemp, Marlene Pavletic, Linda Squarzolo, Mary Capobianco, Colleen Martin, Betty Colaneri – *ex officio*

Guidelines, Guide and Policy Review Committee (2011-2013)

Chairperson: Betty Colaneri

Mary Lou Watson, Janice Deslauriers, Theresa Bujtas, Shari Guinta, Marlene Pavletic – *ex officio*



# 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><b>(a)</b> It is used to contact each other for the conducting of provincial executive business.</p> <p><b>(b)</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>

**A1.6.2-01**

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>(a) 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) 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>(c) Personal contact information of her diocesan counterparts will be provided by the administrative assistant to each provincial officer.</p> <p>(d) 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>(e) Provincial officers will provide a list of all diocesan counterparts' personal contact information to each of those contacts.</p>	<p>(a) Used by the administrative assistant to provide each provincial officer with the contact information of only her diocesan counterpart.</p> <p>(b) Used by the provincial president to contact diocesan officers concerning provincial business.</p> <p>(c) 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>(d) Used by the provincial officer for the purpose identified in their request.</p> <p>(e) 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>
<p><b>3. Provincial Newsletter</b></p> <p>The provincial Newsletter was discontinued in the Spring of 2017</p>				

Personal Information	Consent	Access	Purpose	Disposal
<p><b>4. Screening Information</b></p> <p>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>(a) 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) 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>	<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>	<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>

<b>Personal Information</b>	<b>Consent</b>	<b>Access</b>	<b>Purpose</b>	<b>Disposal</b>
<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><b>APPLICATION FORM</b></p> <p>The president's contact information will be included on this form.</p>	Implied	<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>Applicants and those offices that distribute the application form will have access to the president's contact information</p>	<p>The administration committee will use the information to determine the eligibility of the applicant for a bursary.</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 unsuccessful applicants will be shredded following the committee's review and decision.</p> <p>Application forms and letters for all successful candidates will be kept in the active file if 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>	Implied	<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>

Personal Information	Consent	Access	Purpose	Disposal
<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 when requested.</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>

Personal Information	Consent	Access	Purpose	Disposal
<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>	Implied	<p>The provincial treasurer will provide subscription or membership fees and contact information to external third parties as follows:</p> <p><b>(a)</b> <i>The Catholic Register</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>Living with Christ</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 postconvention 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>

Personal Information	Consent	Access	Purpose	Disposal
<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>

Personal Information	Consent	Access	Purpose	Disposal
<p><b>10. Social Justice Award</b></p>	<p>Expressed</p>	<p>(a) Nomination form to be completed and submitted by the nominating council president</p> <p>(b) 2 References (one must be the parish priest) to be obtained by the nominating council president (or designate)</p> <p>(c) Detailed paragraph outlining why they are an ideal candidate to be completed by the parish president (or designate)</p> <p>(d) 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 November 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 November 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 December 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>



**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.

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

## 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

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

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

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

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

Purpose of this claim:	
<input type="checkbox"/> Executive Meeting <input type="checkbox"/> Administration for my committee <input type="checkbox"/> Prov. Rep. to Diocesan Convention <input type="checkbox"/> League Development and/or Training	<input type="checkbox"/> Newsletter <input type="checkbox"/> Provincial Convention <input type="checkbox"/> National Convention <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: \_\_\_\_\_

## 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:** \_\_\_\_\_

Her Expenses	Amount
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. 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 each 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 resource material must be forwarded directly to the provincial president

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

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

Address \_\_\_\_\_

**Supplies requested should be forwarded to:**

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

Address \_\_\_\_\_

## Application for Subsidy from the Provincial Development Fund

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

### 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)

**A2.6.9-04**

# **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.

#	Confirm the following:	Deadline Date	Date Received	Initials
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 vice-president 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: \$20.00 per day OR \$50.00 for all three days....Annual Report Book \$5.00**
- 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.



# **Standing Rules for the Ontario Provincial Convention 2020**

## **Registration**

1. Each person attending this convention shall register at the convention registration desk and shall be required to wear the official badge for admission to all business sessions.
2. Registrants shall be classified as: voting delegates (diocesan presidents), accredited delegates (provincial officers, diocesan accredited, parish accredited, honorary life members, and life members), Catholic Women's League members, hierarchy, spiritual advisors or guests.
3. The registration and credentials committee, at the beginning of the first business session, shall provide a credentials report summarizing the number of voting members registered at the convention. When adopted, the credentials report shall be the official roll of voting members. If additional voting members register after the report has been adopted, a supplementary report shall be given and adopted at the beginning of the next day's business session.
4. A Catholic Women's League member registered as an accredited delegate may, upon proper clearance by the registration and credentials committee, be transferred from accredited to voting status at any time during the business sessions.

## **Seating Arrangements**

5. The business sessions of the convention shall have a designated area in which all voting members will be seated. All members are requested to be in their seats at least five (5) minutes before the scheduled sessions open.

## **Voting**

6. Voting cards shall be issued to voting members and these cards shall be exhibited when a member votes.
7. The chair shall ask for affirmative and negative votes only. A voting member wishing her abstention to be recorded in the minutes shall request same before the vote is taken.

## **Debate**

8. Anyone wishing to speak shall use the microphone, which shall be available on the floor, take a place in line, and upon being recognized, state name, status, parish and diocese.
9. When time is of the essence, voting members shall be given priority to speak over non-voting members.
10. No delegate shall speak more than once on the same motion on the same day, or longer than three (3) minutes, without permission of the assembly.
11. No delegate shall be allowed to transfer time for discussion to another delegate whose time has lapsed.

## **Motions and Resolutions**

12. Members wishing to introduce new business to this convention shall submit the proposed motion on the proper form to the president or recording secretary at least one (1) hour prior to the business session at which it will be presented.
13. Only resolutions submitted to the resolutions committee before May 28, 2018 shall be considered for presentation to this convention.
14. Resolutions concerning urgent matters may be accepted after the deadline of May 28, 2018 for the presentation to this convention, at the discretion of the resolutions committee.
15. Copies of resolutions shall be made available to the delegates prior to the business sessions.
16. The procedure for presenting resolutions to the convention shall be:
  - a) The resolutions chairperson shall read the resolution.
  - b) The president of the diocese submitting the resolution shall move its adoption. If more than one diocese has submitted the resolution, the diocesan presidents concerned shall decide prior to the meeting who will move its adoption.
  - c) The president(s) of the diocese(s) submitting the resolution shall have the opportunity to speak first to the resolution or shall designate another person to speak in her place.
17. Amendments to resolutions shall be submitted on the proper form to the resolutions chairperson, preferably by the end of the business meeting on the day prior to the meeting at which the resolutions will be presented; otherwise, they shall be submitted on the proper form to the resolutions chairperson at the time they are presented.
18. Final wording of titles and briefs shall be the responsibility of the resolutions committee.
19. Grammatical or minor changes to a resolution may not need to be formally amended but may be given to the resolutions committee prior to the resolution being presented to the assembly.
20. Adopted resolutions shall be posted to the Ontario Provincial Council of The Catholic Women's League of Canada website.

## **Minutes**

21. The provincial president shall appoint a minutes review committee to verify the minutes of all meetings of the convention.
22. The provincial executive shall approve the minutes of this convention at its winter meeting. If corrections are necessary after approval, they may be made by motion at a convention.

## **Publicity**

23. Only the provincial president, or someone designated by her, may grant official interviews about the work and the policies of the League.
24. All publicity shall be under the supervision of the convention publicity chairperson in co-operation with the provincial chairperson of communications.

## **Miscellaneous**

25. No materials shall be distributed at this convention without the prior approval of the provincial president.
26. No appeals of support, collections or announcements of any kind shall be made without a written request, clearly stating the purpose and identifying the person making the request, having been presented in advance to the provincial president and approved by the provincial executive.
27. Any actions adopted at this convention shall become effective at the adjournment of the convention unless a specific date has been chosen by this convention for particular action to become effective.

## **For Information Only**

*These rules are not amendable as they are taken from the Constitution & Bylaws 2013*

### **A. Voting Powers: (PART XV, Section 2)**

- a) Voting delegates shall take part in all proceedings and shall have the power to vote on all questions.
- b) Accredited delegates may take part in the business sessions of the annual convention and vote on any question except the election of officers, amendments to the Constitution and Bylaws and increase in per capita fees.

*(Note: Other CWL members and Spiritual Advisors may speak when recognized by the chair, but they may not introduce motions or vote.)*

- B. A parliamentarian may be appointed for the convention at the discretion of the president. [**PART XXI** (b)]

# Social Justice Award Nomination Form

**Nominee's Name:** \_\_\_\_\_ Tel: \_\_\_\_\_  
(Please print in black ink)

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

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

## Eligibility

Respond 'yes' or 'no' to the following 4 questions:

1. Is she a CWL member in good standing for the past 5 years? \_\_\_\_\_
2. Is she currently a League member in the province of Ontario? \_\_\_\_\_
3. Are you forwarding a completed nomination form to provincial president by November 30? \_\_\_\_\_
4. Is there a reference letter from nominee's parish priest \_\_\_\_\_
5. At least one letter of recommendation, providing specific details of social justice engagement demonstrating criteria below \_\_\_\_\_

## Assessment Criteria

**Provide two letters of reference from individuals most familiar with the nominees work as detailed below.**

For each criterion, the nominations are assessed a value between 1 and 5 where the assessment describes documentation as:

- 1 not demonstrating criteria
- 2 some demonstration of criteria
- 3 demonstrating commitment to criteria expected of most League members
- 4 demonstrating commitment to criteria greater than expected of most League members
- 5 demonstrating commitment far exceeding any expectation for any League member

The reference letters must include specific details of her social justice engagement that use the words in the criteria above; for example, Jane Doe demonstrated excellent generosity in traveling to third world countries at great expense and giving of her time freely to share her nursing skills.

- a) social justice engagement at parish, community, regional, national, or international level
- b) demonstration of leadership in social justice engagement
- c) demonstration of generosity of spirit in social justice engagement
- d) extraordinary service in social justice engagement
- e) living a reflection of the mission of the League

**References contact information (if not on the actual reference document):**

1. Candidate's Parish Priest (required):

_____	_____
(Printed name)	(Signature)
_____/_____/____	
(Date YYYY/MM/DD)	

2. Other reference:

_____	_____
(Printed name)	(Signature)
_____/_____/____	
(Date YYYY/MM/DD)	

**Signatures:**

1. Individual making the nomination:

_____	_____
(Printed name)	(Signature)
_____/_____/____	
(Date YYYY/MM/DD)	

2. Parish President:

_____	_____
(Printed name)	(Signature)
_____/_____/____	
(Date YYYY/MM/DD)	

3. Diocesan President:

_____	_____
(Printed name)	(Signature)
_____/_____/____	
(Date YYYY/MM/DD)	

4. Provincial President:

_____	_____
(Printed name)	(Signature)
_____/_____/____	
(Date YYYY/MM/DD)	

# **Social Justice Award Nomination Assessment**

TO BE COMPLETED BY MEMBERS OF THE SOCIAL AND ECONOMIC JUSTICE TEAM

Nominee # \_\_\_\_\_

**NOTE:** Applications will have names of nominees, individuals providing references, and the any other information providing information on location of nominee redacted before forwarding to the committee.

**Initial application is complete or provide comments if not and do not proceed with evaluation.**

Nomination form complete per eligibility: Yes \_\_\_\_\_ No \_\_\_\_\_

Documentation Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

## **CRITERION RATINGS**

For each criterion, assess the nomination a value between 1 and 5 where the assessment describes documentation as:

- 1** not demonstrating criteria
- 2** some demonstration of criteria
- 3** demonstrating commitment to criteria expected of most League members
- 4** demonstrating commitment to criteria greater than expected of most League members
- 5** demonstrating commitment far exceeding any expectation for any League member

**assessed  
value 1-5**

Social justice engagement (parish, community, regional, national, or international level) \_\_\_\_\_

Leadership in social justice engagement \_\_\_\_\_

Generosity of spirit in social justice engagement \_\_\_\_\_

Service in social justice engagement \_\_\_\_\_

Living a reflection of the mission of the League \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**ENTER ANY COMMENTS BELOW:**

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Printed name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_