

Each council is unique with their established norms and practices. Hence, this template is intended as a **guideline only**. Councils can modify the template based on their needs any area **except** those related to the Constitution & Bylaws (C&B) and the National Manual of Police and Procedure (P&P).



Council Name
Manual of Policy and Procedure
2025

Council Name

Region

Parish Address

Toronto Diocese

XYZ Council Manual of Policy and Procedure "Manual" is to be used in conjunction with the current League Constitutional & Bylaws, National Manual of Policy and Procedure and should not conflict with them. Also, other League resources (i.e., handbooks, toolkits, newsletters, The Canadian League and manuals from the diocesan and provincial levels, etc.) are used to support the operation of the council.

This manual reflects policies and practices that are unique to our parish council. It provides guidance on the handling of the council's affairs based on established practices, lets members know what is expected of them and other members, ensures that meetings and events run smoothly, provides consistency and serves as a training resource. See the National Manual of Policy and Procedure for the duties and responsibilities of the executive and members.

This manual is reviewed every two years by a committee appointed by the president and includes past presidents. New and updated policies are presented to members for approval at a general meeting with a quorum of a minimum of 10% of membership in attendance. A motion with a mover, seconder and majority vote of members is required for approval to adopt updates to the manual.

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Section 1: General Information

Council Historical Background

XYZ Council of the Catholic Women's League of Canada was organized on month-day-year. The first president was name and the spiritual advisor was name. There were XX charter members. Indicate reorganization dates and president(s) and spiritual advisor (s) if applicable.

For the notable events and anniversaries since the council was organized, within the parish, League and broader community are (see appendix).

Our council is in xyz Region of the Toronto Diocese. The council represents the parish (grassroot) in a national organization which is The Catholic Women's League of Canada. The national level was established in Montreal and placed under the patronage of the Hierarchy of Canada and founded on June 17, 1920. Bellelle Guerin was the first president. The Ontario Provincial Council of The Catholic Women's League of Canada received their charter on January 31, 1948. The Toronto Diocesan Council of the Catholic Women's League of Canada was formed during the First National Convention, held in Toronto on June 3, 1921. Mary McMahon was elected the first president. His Grace Archbishop Neil McNeil was the spiritual director.

The regional councils were established in the Archdiocese of Toronto in 1955.

Land Acknowledgement

"We acknowledge that XYZ council is on treaty (#) territory and the traditional homeland of the (insert first nation) and the Metis nation, where applicable.

Write in full

(Refer to CWL National Policy and Procedure Manual (2023) page 81 and to Resource #636 Guide to Simplifying Meetings (page 7) for further information.)

Section 2: Duties of Officers

Reference C&B PART XI: Duties of Officers

Optional duties of officers as they are in the C&B

Preamble: The duties of the officers must align with the C&B and are not to be changed.

President

The general responsibilities for the President are outlined in the National CWL Constitutional & Bylaws. Specific duties for the President of our council are as follows:

Examples of Council Specific Duties	
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Vice-President

The general responsibilities for the Vice President are outlined in the National CWL Constitutional & Bylaws. Specific duties for the Vice President of our council are as follows:

Examples of Council Specific Duties	
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Secretary

The general responsibilities for the Secretary are outlined in the National CWL Constitutional & Bylaws. Specific duties for the Secretary of our council are as follows:

Examples of Council Specific Duties	
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Treasurer

The general responsibilities for the Treasurer are outlined in the National CWL Constitutional & Bylaws. Specific duties for the Treasurer of our council are as follows:

Examples of Council	
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Specific Duties	
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Past President

The general responsibilities for the Past President are outlined in the National CWL Constitution & Bylaws. Specific duties for the Past President of our council are as follows:

Examples of Council Specific Duties	
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Standing Committees

Reference: C&B PART XIII: Standing Committees

Optional duties of standing committees are in the C&B

Preamble: The duties of the standing committees must align with the C&B and are not to be changed.

Faith Standing Committee

The general responsibilities for the Faith Chairperson are outlined in the National CWL Constitution & Bylaws. Specific duties for the Faith Chair of our council are as follows:

Examples of Council Specific Duties	Retreats (Advent, Lent, etc.), Lift Jesus Higher Rally, World Day of Prayer, Rosary Sunday, Pro-life causes (March for Life, Campaign Life, 40 Days for Life, Life Chain, Ordinandi Dinner, 12-Hours of Prayer for Palliative Care, Spiritual Bouquets, Birthright/Vita Centre, Rosary Sunday
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Service Standing Committee

The general responsibilities for the Faith Chairperson are outlined in the National CWL Constitution & Bylaws. Specific duties for the Service Chair of our council are as follows:

Examples of Council Specific Duties	St. Vincent de Paul, Knights Table, Catholic Missions in Canada, Catholic Family Services, Canadian Food for Children, Human Trafficking, Pornography Hurts Campaign, Mary Matthews Public Speaking Contest, Mary Dobell Pro-Life Essay & Poetry Contest, Jean McCann Service Award for Youth Ages (15 – 18), Catholic Near East Welfare Association (CNEWA), Canadian Catholic Organization for Development and Peace (CCODP),
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Social Justice Standing Committee

The general responsibilities for the Social Justice Chairperson are outlined in the National CWL Constitution & Bylaws. Specific duties for the Service Chair of our council are as follows:

Examples of Council Specific Duties	Environment, Bioethics, Earth Hour (Day), Resolutions and Legislation
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The Term of Office (Constitution and Bylawas, Part XVI, Section 2)

The term of office for the Officers and Standing Committees shall be two years in accordance with provisions in Part XVI, Section 2.

Reference: Nominations and Elections (C&B PART XVI) and National Manual Of Policy and Procedures

C&B PART IX: Spiritual Advisor

Role

- i. The spiritual advisor, in cooperation with the chairperson of spiritual development, shall provide advice and guidance for the spiritual program. (Part VI)
- ii. The spiritual advisor shall receive due notice of all executive and council meetings and conventions and shall attend and participate in all such meetings and conventions, when possible, in an advisory capacity.

Appointment

- iii. The spiritual advisor of the parish council shall be the pastor of the parish. Where this is not possible, the pastor, in consultation with the council executive, shall appoint a spiritual advisor.

Examples of Council Specific Duties	
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Section 3: Council Membership

The council membership fee is xx which includes the current regional, (\$x) diocesan (\$4), provincial (\$3), national \$25, liability insurance (\$0.50). Note membership may change with notice provided by all levels of the League. The remaining fees are retained by councils and included in the council's operating budget. The Canadian League (hard copy or online) is included with the membership fee.

Reference: Membership (C&B Part VII)

Complimentary Memberships

New Members Welcome Kit

- Letters from council, diocesan, provincial and national presidents)
- Copy of C&B, council P&P

Special Awards and Member Recognition

- Service Pin Presentation (based on years of paid membership)
- Maple Leaf in addition to criteria suggested by national, council may want add additional criterion.
- Bellelle Guerin Presentation Pin

Member Personal Milestones

Visiting Protocol to home bound members or in hospital

***Note: Councils, be aware of below.**

Council Screening Procedures

National Manual of Policy and Procedure- Appendix 2: Ethical Guidelines, Screening Procedures (page181) - Councils may avail themselves of the screening procedures offered by their dioceses or the local police department.

The Archdiocese of Toronto

Parishes are not responsible for and will not screen lay association members and volunteers to serve in their associations. Lay associations as CWL are not a parish ministry but separate entities that have and are responsible for their own leadership, governance, members, volunteers, mandates, insurance, and screening.

League Development (assistance for Development Days, conventions, special workshops, etc.)

Mass Intentions for Members

Section 4: Executive and General Meetings

Reference Quorums, Meetings (C&B PART XIV)

Executive and General

In-person, Virtual or Hybrid

Mass Times (before or after)

Notice of Meetings (i.e., phone tree, emails, church bulletin, website, pulpit announcement)

Pre-meeting circulation of information (i.e., previous minutes, agenda)

Meeting supports (i.e., rides to meetings), Room set-up and clean-up

Refreshments (what and who is responsible)

Land Acknowledgement

Section 5: Financial

Signing officers (i.e., treasurer, president, secretary)

Banking Institution (General operating account, lottery account)

Suggestions only to include and expand if applicable to your council.

General Operating Budget Planning

Financial Meeting Reports and Statements and Annual Financial Reviews

Fundraising Events (i.e., chairs, budgets, floats, receipts, reports including financial)

Guest honorarium

Diocesan Conventions/Annual Meetings of Members

- Amount of subsidy provided for voting/accredited delegates)
- Members

Petty Cash, Floats, Mileage

The executive is given the authority to approve expenditure of up to **\$100.00 (or amount stipulated by the council)** without prior consent of the general membership.

Members to receive pre-approval from the executive including the president and the treasurer before making purchases on behalf of the council

No pre-signed cheques

Donations

- League Voluntary Funds (diocesan, provincial, national)
- Council supported organizations (local and further afield)
- One time disaster donation requests

-Donations to organizations indicate funds permitting and that may be needed.
-Also, indicate what expenses are covered for the president, executive and members and that pre-approval required before event, meeting, etc. and that a motion is needed.

Section 6: Funeral Sub-Committee

Deceased Members (see National Manual of Policy and Procedure, Section 3)

Present and Former Members

Individual(s) Responsible for Organizing

Funeral Honour Guard (confirm with family)

Reception (council, member donations or family paid)

Mass Intentions / Memorial Services

League Reporting (online), Books of Life (i.e., Council, Diocesan; Provincial)

Family Members

- Spouses, children, parents, other relatives
- Receptions (council or family paid)

Suggestions only to include and expand if applicable to your council.

Section 7: Council Fundraising and Social Events

Consideration

- Assigned members as lead (convener), special committee, budget allotted, donations, event date and time, pricing as appropriate, distribution of proceeds,
- Determine as a council, the number of fundraising events so that members are not overwhelmed

Christmas Bazaars

Garage Sales

Bake Sales

Breakfast, Dinners, Luncheons

Teas

Potlucks

Clergy Appreciation

Raffles (50/50, door prizes)

Liquor License

Silent Auctions

Walkathons

Suggestions only to include and expand if applicable to your council.

Section 8: Council Archives

Examples: Location of council charter, anniversary and other certificates, photos, albums, Book of Life, etc.

Suggestions only to include and expand if applicable to your council.

Archives

- Albums and Scrapbooks
- History Book and Anniversary Programs
- Council Resolutions and notes on level of the League adopted
- List of Council Presidents and Spiritual Advisors
- Membership Lists
- Recipients and dates of Special Awards (i.e., Maple Leaf*, milestone service pines anniversaries, League Anniversary Certificates, etc.)

Section 9: Appendix

Copy of Council's Charter with names of chartered members

List of Notable Council Events and Anniversaries

Templates

- Meeting Agenda and Minute
- Special Events (i.e., Bazaars, Bake Sales, etc.)

Funeral Supplies

- Candles
- Pall
- Sashes
- Lighters

Inventory

- Council Banner
- Dishes
- Linens
- Albums
- Stationery
- Cabinet, Storage Bins, etc. and labelled contents

Suggestions only to include and expand if applicable to your council.

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