

TIMMINS DIOCESAN

Catholic Women's League

Manual of

Policy and Procedure



## **TABLE OF CONTENTS**

## **Page**

Amendments	19
Bereavement and Illness	7
Book of Life	7
Certificate of Merit and Membership Scroll	6
Chairpersons of Standing Committees	17
Diocesan Convention & Diocesan Executive Meetings	8
Diocesan Election	
a. Procedure	12
b. Résumé of CWL Service	15
c. Election Sample letter	16
Gift for the retiring Diocesan President	5
Historical Records	18
Life Membership	4
Annual Report Book	9
Officers	2
Past President Bar	5
Provincial Convention	10
Standing Committees	3
Timmins Diocesan Policy and Procedure	1
Treasurer	11

## Timmins Diocesan Policy and Procedure Manual

1 Timmins Diocesan Manual of Policy and Procedure was developed from the motions  
2 made during the Timmins Diocesan Conventions and Timmins Diocesan Executive  
3 meetings since its inception to facilitate the Timmins Diocesan Executive to carry on  
4 the affairs of the League in the Timmins Diocese.

5

6 Copies of the Diocesan Manual of Policy and Procedure will be kept:

7 1. At the Chancery Office in Timmins with the CWL Archives.

8 2. by the Diocesan President.

9 3. by the Organization Committee Chairperson

10 These will be in the form of hard copies and on a memory stick.

11 At the spring executive meeting, the Organization Chairperson will ensure that all  
12 Diocesan Executive Members , which includes the Parish Presidents, have a hard  
13 copy. She should have five extra copies of the manual on hand at all meetings.

14

15 Revisions should be brought forward to a Diocesan Executive Meeting.

17

18 The Diocesan Recording Secretary will be responsible for revising the revisions on  
19 the CD's and distributing the changes or corrections to the Diocesan Executive and  
20 Parish Presidents.

21

22 The Diocesan Manual of Policy and Procedure should be reviewed every five years  
23 by an ad hoc committee.

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

# Timmins Diocesan Policy and Procedure Manual

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

## OFFICERS

Officers of the Timmins Diocesan Council shall be :

- President
- President-Elect and (usually) Chair of Organization
- First Vice-President and Chair of Standing Committee
- Second Vice-President and Chair of Standing Committee
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Five Chairs of Standing Committees
- Past President and Historian
- Spiritual Advisor

The Diocesan Council President is able to **appoint** a Corresponding Secretary from within her area. The person appointed will not have voting privileges.

The Diocesan Council President is able to appoint an Annual Report Book Editor if necessary. The person appointed will not have voting privileges.

# Timmins Diocesan Policy and Procedure Manual

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

## **STANDING COMMITTEES**

Standing committees of the Timmins Diocesan Council shall be nine:

1. Spiritual Development
2. Organization
3. Christian Family Life
4. Community Life
5. Education and Health
6. Communication
7. Resolutions
8. Legislation
9. Historian

Their duties are stated in The Catholic Women's League of Canada Constitution and Bylaws, (Article XI, Section 8 and Article XII, Section 1)

# Timmins Diocesan Policy and Procedure Manual

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

## **LIFE MEMBERSHIP**

A Life Membership Committee shall be comprised of:

1. Diocesan Organization Chairperson.
2. A Life Member.
3. Two Parish Council Presidents.

The Diocesan President and Diocesan Spiritual Advisor are ex-officio members.

The Committee shall recommend a Past Diocesan President for a Life Membership following the criteria set out in the National Catholic Women's League Manual of Policy and Procedure. ( Article VII line 18 page 31 through to line 34 page 33)

# Timmins Diocesan Policy and Procedure Manual

## 1 **DIOCESAN PAST PRESIDENT BAR**

2

3 The duty of the President-Elect is to have the bar ordered and attached to the  
4 retiring Diocesan President's parish past president pin.

5

6

## 7 **GIFT FOR THE RETIRING DIOCESAN PRESIDENT**

8 The Diocesan Executive and Parish Council Presidents, as a personal contribution,  
9 will donate \$5.00 per person to buy a suitable gift for the retiring Diocesan  
10 President.

11 This will be looked after by the President-Elect prior to the retirement of the  
12 President.

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

## Timmins Diocesan Policy and Procedure Manual

### 1 CERTIFICATE OF MERIT AND MEMBERSHIP SCROLL

2

3 The Organization Chairperson shall order all Membership Scrolls and Certificates of  
4 Merit and fill them out ready for the Diocesan Convention.

5

6 The Timmins Diocesan Council shall present a Membership Scroll to members with  
7 fifty years membership in the CWL.

8

9 In order that the above members be acknowledged at the Diocesan Annual  
10 Convention, **Parish Councils** shall submit to the Diocesan Council at the Fall  
11 Executive meeting, **the names of their council members who qualify for the up**  
12 **coming year.**

13

14 For members having additional ten years of service (60, 70) the Timmins Diocesan  
15 Corresponding Secretary shall:

16 1 Request the Bishop to write the member involved a letter of  
17 congratulations and appreciation.

18 2 Timmins Diocesan Council President or her designate shall present a  
19 Certificate of Merit to the member at the Diocesan Convention or in person  
20 (if possible).

21 3 Request National and Provincial Council to recognize the member with a  
22 special letter.

23

24 The Timmins Diocesan Council shall present a certificate of Merit to Parish(es)

25 with: a) the greatest increase in membership  
26 b) the greatest increase percentage wise

27

28 In order that parishes be acknowledged at the Annual Diocesan Convention, the  
29 Diocesan Treasurer shall submit to the Diocesan Organization Chairperson the  
30 names of the winning parish(es) prior to the Diocesan Convention so that the  
31 certificates will be ready for presentation at the convention.

32

33

34

35

36

37

38

39

40

41

42



# Timmins Diocesan Policy and Procedure Manual

## 1 **BEREAVEMENT and ILLNESS**

2

3 The following is the responsibility of the Diocesan Spiritual Development  
4 Chairperson.

### 5 **Member's Death**

6 A mass card shall be sent to the family of a deceased member of the following:

7 A. Diocesan Executive which includes the Parish Council Presidents.

8 B. Past Timmins Diocesan Presidents.

9 C. Timmins Diocesan Life Members.

10 D. Spiritual Advisors (past and present).

11 E. Provincial Presidents.

12

13 Parish Presidents will notify the Diocesan President and the Web site Editor of the  
14 death of all members so she can notify each Council in order to allow members  
15 from the Councils to send a card of condolence, attend the wake service and/or the  
16 funeral.

17

18 It is the responsibility of the Diocesan Recording Secretary or corresponding  
19 secretary, if there is one, to send **Get Well Cards** to the members listed in lines  
20 7 to 11 above who are ill.

21

## 22 **BOOK OF LIFE**

23 All Timmins Diocesan deceased members names shall be entered in the Diocesan  
24 Book of Life, so that they may be remembered at the Annual Convention.

25

26 Upon the death of a member, it is the responsibility of the Parish Spiritual  
27 Development Chairperson to submit **immediately** the name of the deceased and  
28 any pertinent information to National and to the Diocesan Chairperson of Spiritual  
29 Development. It then becomes the Diocesan spiritual chairperson's responsibility  
30 to ensure the Book of Life at all levels is kept up to date. The Diocesan Spiritual  
31 Development Chair confirms the names at the National level and then sends the  
32 information to the OPC Keeper of the Book of Life at quarterly intervals.

33

34

35

36

37

38

39

40

41

42

## Timmins Diocesan Policy and Procedure Manual

### 1 **DIOCESAN CONVENTION AND DIOCESAN EXECUTIVE MEETINGS**

2 The Diocesan Convention will be held on the **weekend of the first Sunday in May**  
3 by invitation of the Hosting Council.

4 The special collection is for the need of the community and/or the good of the  
5 church. The host Council may choose the recipient of this collection. The Diocesan  
6 Executive approves the choice.

7 The Diocesan Treasurer will deposit the collection and mail a cheque to the  
8 designated charity with a cover letter.

9

10 The site for the **Fall and Spring Diocesan Executive Meetings** is to be determined  
11 by the Diocesan President.

#### 12 **1. Expenses will be paid for the following Diocesan Executive Members:**

13 a. Diocesan President, President Elect, Vice Presidents.

14 b. Recording and Corresponding Secretaries , Treasurer.

15 c. Immediate Past President.

16 d. Chairs of Standing Committees.

17 e. Spiritual Advisor.

18 f. Life Member Liaison

#### 19 **2. Car expenses at .40 cents a kilometer for those listed in number one:**

20 a. Car pooling should be used whenever possible, If one person is  
21 travelling alone they should use the cheapest form of transportation.

22 b. If more than one is travelling in a car then only the driver receives  
23 reimbursement, If others are travelling with a Diocesan Executive Member then the  
24 cost of the car expense should be divided by the number travelling and that portion  
25 only charged to the Diocese.

#### 26 **3. Convention Registration and Motel Accommodation for those listed in** 27 **number one.**

28 **4. Motel accommodation** (billet if possible) for Diocesan President or designate  
29 for other CWL business.

30 **5. The Diocesan Communication Chairperson** shall when possible, photo-  
31 copy convention programs, and Spiritual Services, in booklet form, and the Diocese  
32 shall assume the cost.

#### 33 **6. The Diocesan Council shall assume the expenses for :**

34 a. Guest Speaker(s). ( An honorarium \$100.00

35 b. Members of the Hierarchy ( Or gift

36 c. Workshop Leaders. (

37 d) The Provincial Representative shall receive gift to the value \$25.00

38

39 **7. Registration fee taken in at the Convention** shall be turned over to the  
40 Diocesan Treasurer at the Post Convention meeting.

41

42

## Timmins Diocesan Policy and Procedure Manual

1       **8. An itemized statement** with receipts is to be attached to the official expense  
2 form, signed and approved by the President, then submitted to the treasurer.

3

4       **Note: That permission to bring materials or set up displays at the Diocesan**  
5 **Convention, must be given by the Diocesan Executive at the Spring Executive**  
6 **meeting or at the discretion of the Diocesan Executive if request is made after**  
7 **the Spring Executive Meeting.**

8

9

### 10 **ANNUAL REPORT BOOK**

11 All reports/submissions to be submitted by February 1 and will include information  
12 from January to December of preceding year.

13

14 The Annual Report Book is to consist of the following:

15

16       1. Spiritual Advisor's message.

17       2. President's report/message.

18       3. Treasurer's Report.

19       4. Spiritual Development.

20       5. Organization.

21       6. Community Life.

22       7. Christian Family Life.

23       8. Education and Health.

24       9. Communication.

25       10. Resolutions

26       11. Legislation.

27       12. Historian

28       13. Parish Presidents' reports.

29       14. Secretary's Report

30 The Editor and her Committee photo-copies, collates and assembles the  
31 report books ready for distribution at the Diocesan Convention.

32 Copies of the Annual Report will be given to all who register for the Timmins  
33 Diocesan Convention. The cost is included in the convention registration fee.

34 Extra copies may be ordered through your "Meal and Report Books" form. The cost  
35 is \$5.00 per copy.

36

37

38

39

40

41

42

# Timmins Diocesan Policy and Procedure Manual

## 1 PROVINCIAL CONVENTION

2

3 **Provincial Convention expenses will be paid every second year for the**  
4 **following if funds are available:**

- 5 1. Diocesan Spiritual Advisor. (first year of Diocesan President's term)
- 6 2. Diocesan President-Elect or Executive designate (second year)

7

8 **The following expenses will be paid:**

- 9 1. Car allowance .40 cents a kilometre or use the cheapest form of
- 10 transportation. Car pooling is advised .
- 11 2. Registration and Annual Report Book
- 12 3. Meal Package plus any other meals as per meal allowance up to \$50.00
- 13 a day with receipts.
- 14 4. Accommodations – room to be shared with other diocesan members.
- 15 5. \$25.00 for incidental expenses (eg. Parking)

16

17 An itemized statement with receipts is to be attached to an official expense form,  
18 approved and signed by the president and submitted to the treasurer.

19

20 All extras (eg. Sightseeing tours) are to be paid for by the delegate.

21

22 As per Motion 2014.09.07, \$500.00 will be budgeted each year to subsidize the  
23 cost of two diocesan accredited delegates to the Provincial Convention **if the**  
24 **budget allows**. Expenses paid will follow lines 9 to 15 above and an itemized  
25 statement will be submitted.

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

# Timmins Diocesan Policy and Procedure Manual

## 1 TREASURER

2

3 1. The Treasurer shall prepare a Diocesan budget for the calendar year, email/  
4 mail out to the members of the Diocesan Executive prior to the fall meeting. At  
5 the fall meeting discuss and vote on the budget.

6

7 2. Prior to the Diocesan Convention, calculate which parish councils will be  
8 awarded a Certificate of Merit for :

9 a. the greatest increase in membership.

10 b. the greatest increase percentage wise

11 Submit this to the Diocesan Organization Chairman who will order and fill in the  
12 certificate of Merit.

13

14 3. The Treasurer shall invest surplus funds in SHORT TERM DEPOSITS or  
15 SAVING CERTIFICATES or whatever is most advantageous. In the event that  
16 we do not have a quorum, the decision must come from the Diocesan President,  
17 Treasurer and Spiritual Advisor, as per motion number 21 of 1989.

18

19 4. The Treasurer will review the finances of the Diocesan Council and present  
20 her recommendations at each Diocesan Spring Meeting.

21

22 5. Review guidelines for allowable expenses.

23

24 6. Study past expenses to determine where and if, there are any problems.

25

26 7. Look into the matter of Per Capita fees - e.g. sufficient or insufficient.

27

28 8. Make recommendations to the Diocesan Executive.

29

30 9. Distribute expense forms to all Diocesan Executive Members.

31

32 10. Diocesan Elected Executive Members and Chairpersons of Standing  
33 Committees shall be reimbursed for the following:

34

a. Postage.

35

b. Telephone calls

36

c. Photo-copying.

37

d. Travel or meeting expenses.

38

e. Convention expenses.

39

40 11. The president, in consultation with the Treasurer and at least one other  
41 Diocesan Executive member can request monies under \$50.00 to pay for special  
42 gifts/circumstance that may arise between meetings and conventions, e.g.  
43 mass enrolment for Spiritual Advisor's Anniversary.

# Timmins Diocesan Policy and Procedure Manual

## 1 **PROCEDURE FOR DIOCESAN ELECTION**

2 Elections Committee shall consist of:

3 a. Chairperson - Immediate Diocesan Past President

4 b. Two other Diocesan Past Presidents

5 Ex Officio

6 a. Diocesan President

7 b. Diocesan Spiritual Advisor

8

9 1. Committee is named by the President to carry out all election duties.

10

11 2. An update of Election Register, correspondence with Parish Councils and the  
12 Nominees are to be handled by the Chairperson, in consultation with the  
13 President/Committee.

14

15 3. A courtesy letter of intent will be sent to the President-Elect in the original  
16 mailing.

17

18 4. The nomination form for Diocesan Council will commence with the office of  
19 President-Elect.

20

21 5. Plurality vote for election of Conveners will be in effect.

22

23 6. The Nominating Committee shall ensure that Parish Councils nominate a full  
24 slate of officers, e.g. a nominee for each office.

25

26 7. Chairpersons are eligible for a second term in another Standing Committee.

27

28 8. Close liaison is to be maintained with the Diocesan President and Spiritual  
29 Director on concerns relating to Nominations and Elections.

30

31 9. Financial/secretarial experience is to be added to the resume of a member  
32 willing to stand for the offices of Secretary or Treasurer.

33

34 10. On or before January 15th, the Chairperson of Election shall write each  
35 member whose name is on the Election Register (article xv, section 4 Constitution  
36 & Bylaws), including Parish Presidents who have already served at least two years  
37 in that capacity, asking if they are willing to accept nomination for the coming term;  
38 and if so for which specific Office or Offices. A reply shall be requested by February  
39 15th.

40

41

42

## Timmins Diocesan Policy and Procedure Manual

- 1 11. On or before March 1<sup>st</sup>, the Election Chairperson shall forward to each Parish  
2 Council President:  
3 a. An ***'instructed vote'*** form  
4 b. a list of the current Officers, noting which ones are not eligible for re-election to  
5 the same office.  
6 c. The names and addresses and Council of all members who have indicated  
7 their willingness to accept nomination.

8  
9

- 10 12. The ***'instructed vote form'*** shall be completed at an executive meeting of each  
11 Parish Council in the Diocese, using only the names of those who have indicated  
12 their willingness to accept nomination. The ***'instructed vote form'*** shall be signed  
13 by the President and Secretary and a copy of the form shall be forwarded to the  
14 Chairperson of the Election on or before **April 1<sup>st</sup>**; the original is to accompany the  
15 Parish President or her designate to the Diocesan Convention the first weekend in  
16 May. The names and offices for which members were nominated should be  
17 recorded in the minutes of the Parish executive meeting.

18

- 19 13. If no nomination form has been received, the Election Chairperson shall contact  
20 the Parish President(s) with the information that their nomination form was not  
21 received and stress the importance of the nominating procedure.

22

- 23 14. Immediately after April 1<sup>st</sup>, the chairperson shall notify each member in writing  
24 of the office(s) for which she has been nominated. No information regarding the  
25 number of nominations received or the names of the Councils making the  
26 nominations shall be given.

27 No reply is required.

28

- 29 15. When called upon by the President at the Convention, the Election Chair-  
30 person shall post the complete list of offices and the names of the nominees for  
31 each office. Following the posting, the Election Chairperson may recognize the  
32 nominees who are present on the Convention floor.

33

- 34 16. A member may be a candidate for more than one office, but if and when  
35 elected to an office, her name shall be removed from the list of nominees for other  
36 offices.

37

38

### 39 **Voting By Ballot Commences Immediately.**

- 40 Instructed vote (see Constitution & Bylaws Article xv section 5(a)). On the first ballot  
41 the voting delegate **must** vote for her Council's nominee. If there is no one elected

42

## Timmins Diocesan Policy and Procedure Manual

- 1 the first ballot, the voting delegate is free to vote for the candidate of her choice in  
2 succeeding ballots.  
3
- 4 1. Ballots are to be counted by Election Committee and Diocesan Spiritual Advisor.  
5
- 6 2. **Majority vote prevails for Officers** (Constitution and Bylaws Article xv Section  
7 5(d) ( i)). If three ballots fail to produce a majority, then the Candidate with the  
8 highest number of votes shall be declared elected. In the event of a tie, a fourth  
9 ballot using only the names of the tied candidates, will be taken.  
10
- 11 3. Plurality vote prevails for the Chairpersons of Standing Committees (Constitution  
12 & Bylaws Article xv Section 6 (d)(ii)). The required number of candidates receiving  
13 the highest number of votes shall be declared elected. In the event of a tie, further  
14 balloting shall continue until the required number of candidates are elected.  
15
- 16 4. If there is only one candidate for an office, or in the case of Chairpersons of  
17 Standing Committees, a motion may be moved and seconded by Voting Delegates  
18 to declare the candidate(s) elected. **Only voting Delegates may vote on this**  
19 **Motion** .  
20
- 21 5. When the results of the Election have been duly recorded by the Secretary, the  
22 nomination forms and the ballots shall be destroyed ( Article xv, section 5 (f) ).  
23
- 24 6. Any office left vacant following the election shall be filled from those eligible for  
25 Nomination to office according to the norms stated in Article X Section 4.  
26
- 27 7. Appointments can be made from parish council executive members even if  
28 they have not been parish council presidents. They shall be appointed by the  
29 president in consultation with the executive and shall serve until the next election.  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42



# Timmins Diocesan Policy and Procedure Manual

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

## BRIEF RESUME OF CWL SERVICE

1. Year in which you became a CWL Member \_\_\_\_\_
  2. Are you a Life Member \_\_\_\_\_ If “Yes” year awarded \_\_\_\_\_
  3. Service at Parish Level:
  4. Service at Diocesan Level:
  5. Service at Provincial Level:
  6. Work on special League Projects (Briefs, Committees, Special Meetings, Presentations). Please specify:
  7. Which League Standing Committee interests you most? List in order of preference:
  8. In which field of CWL work do you feel your expertise could best be utilized?
  9. Include secretarial/financial experience for the office of Secretary and/or Treasurer.
- Signature \_\_\_\_\_ Date \_\_\_\_\_

# Timmins Diocesan Policy and Procedure Manual

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

## SAMPLE LETTER

Date

Dear

In accordance with Article xv, Section 1(b) of the Constitution and Bylaws this letter is to enquire whether you are willing to allow your name to stand as a candidate for Diocesan office for the coming term (**enter year**) for any of the following offices:

- President-Elect
- First Vice-President
- Second Vice-President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Chairperson of Standing Committee

Please refer to the Constitution and Bylaws

- Article XI - Duties of Officers
- Article XV - Nominations and Elections
- Article XIII - Meetings and Conventions
- Procedures for Diocesan Elections - copy enclosed

Your name is included on the current Election Register of members eligible for nomination to Diocesan office. If you are willing to accept nomination, please complete the enclosed résumé form and return to me by : (**insert date**)

May our Lady of Good Counsel guide your decision.

Yours sincerely,

Election Chairperson

Enclosures

# Timmins Diocesan Policy and Procedure Manual

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

## **CHAIRPERSONS OF STANDING COMMITTEES**

While carrying out the duties of your standing committee, remember we are called to service. We are living out our Baptism.

### **Responsibilities -**

At end of term of the Standing Committee Chairpersons :

1. Make sure all papers and binders are in order/organized.
2. Most material is kept for four years. Financial is seven years
3. Pass on all materials to new chairperson with explanations/directions.
4. The new Chairperson reads through the material to familiarize herself.

Each chairperson should have two or three members as part of their standing committee in order to learn about the work/service involved.

### **Provide an updated list or outline in front of the binder**

1. Include the main responsibilities of the standing committee - review with the Executive.
2. Refer to the full description found in the National Manual of Policy and Procedure and National Convener Handbook.

### **When you receive directives/ideas/suggestions from your Provincial counterpart:**

1. Read thoroughly, summarize and pass on the information to your Parish counterpart.
2. If possible choose a new project to work on, or decide on a way to enhance develop what is already being done.
3. Reporting required - Fall and Spring Diocesan Meetings, Annual Report, Diocesan Convention report, Annual Report Book. Refer to Report Guidelines.

### **Organization Chairperson :**

During the election year , she will go through the Diocesan Policy and Procedure Manual with the whole Executive to familiarize everyone with the Manual. This will be done at the Post Convention meeting or the fall Executive meeting.

### **Have a copy of the Constitution and By-laws, and a copy of the Diocesan Manual of Policy & Procedure with your materials.**

# Timmins Diocesan Policy and Procedure Manual

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

## **HISTORICAL RECORDS**

Information included in the archives shall tell the story of the Timmins Diocesan Council of the Catholic Women's League of Canada.

Safekeeping Arrangements for Diocesan Council Historical Records

1. Minute Record Book
2. Financial Record Books
3. Photo Albums and Scrapbooks
4. Hard Copy Timmins Diocesan CWL Manual Of Policy and Procedure.
5. Rewritable compact disc or memory stick of the Timmins Diocesan CWL Manual of Policy and Procedure.

*The above are stored in the Archives at the Chancery Office in Timmins. If anyone wants to get into the archives, they must get written permission from the Diocesan President.*

Note- All boxes, containers etc. shall be clearly labelled

Diocesan Flag and gavel kept by the Diocesan President.

Place cards for Diocesan Executive kept by the Diocesan President

Book of Life kept by the Spiritual Development Chairperson.

Convention Name Tags With Council hosting Convention.

When a Council disbands- the members of that council should go through their materials and put chosen material in archives at the Chancery Office In Timmins in clearly labelled boxes/containers

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.

# Timmins Diocesan Policy and Procedure Manual

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

**Amendments**

**Constitution and Bylaws**

The *Diocesan Policy and Procedure Manual of Policy and Procedure* shall not conflict with the *Constitution and Bylaws of the Catholic Women's League of Canada*. If amendments to the *Constitution and Bylaws* affect the *Diocesan Policy and Procedure Manual*, the policy and procedure shall be revised at the first opportunity.

**New Policy and Procedures** may be adopted by the majority vote at any Diocesan Executive meeting.

**Current policy and Procedures** may be amended, suspended or rescinded by a majority vote at any executive meeting.

**Policy Review**

The Manual of Policy and Procedure shall be reviewed as necessary to reflect changes to policy adopted at the diocesan, provincial or national level. The manual shall be reviewed by a review committee every five years. The review committee shall:

- a. review current policy.
- b. recommend revisions.

**Revisions**

The past president shall be responsible for incorporating and distributing revisions to the manual as a result of motions adopted by the Diocesan Executive. The President-Elect shall be responsible for the new policy as required.

**This *Diocesan Manual of Policy and Procedures* replaces all existing policy and standing rules of the diocesan council.**

**Adopted: Date:** \_\_\_\_\_ **President:** \_\_\_\_\_

Policy Review Committee:  
Anne Plaunt  
Lynne Rowlandson  
Audrey Shelton