



CATHOLIC WOMEN'S LEAGUE
POLICY & PROCEDURES MANUAL

ST. BENEDICT PARISH

MILTON, ONTARIO

1.0
ST. BENEDICT PARISH
COUNCIL

1.0 ST. BENEDICT PARISH COUNCIL

1.1 THE CATHOLIC WOMEN'S LEAGUE OF CANADA

1.1.1 Organization

The League shall be composed of Parish, Diocesan, Provincial Councils and a National Council with the following compositions:

1. **Parish Council:** shall be composed of the individual members.
2. **Diocesan Council:** shall be composed of its officers, presidents of parish councils in the diocese, parish delegates accredited to the diocesan convention, honorary life members and life members holding a membership in the diocese.
3. **Provincial Council:** shall be composed of its officers, presidents of diocesan councils in the province, diocesan and parish delegates accredited to the provincial convention, honorary life members and life members holding a membership in the province.
4. **National Council:** shall be composed of its officers, presidents of provincial councils, honorary life members, life members and provincial and diocesan delegates accredited to the national convention.

1.1.2 Objects

The objects of the League shall be to unite Catholic women of Canada:

1. to achieve individual and collective spiritual development
2. to promote the teachings of the Catholic Church
3. to exemplify the Christian ideal in home and family life
4. to protect the sanctity of human life
5. to enhance the role of women in church and society
6. to recognize the human dignity of all people everywhere
7. to uphold and defend Christian education and values in the modern world
8. to contribute to the understanding and growth of religious freedom, social justice, peace and harmony.

1.1.3 Policy

The policy of the League shall be:

1. to have membership and operation based on the parish unit, with diocesan, provincial and national representation levels
2. to operate on a system of standing committees and to make the fullest possible use of these committees in the involvement of all members
3. to develop leadership qualities and provide training to enable members to take active roles in the affairs of their faith, community and society
4. to maintain affiliation with the World Union of Catholic Women's Organizations
5. to cooperate at all levels with other organizations where and in whatever manner the council concerned agrees in necessary or desirable to accomplish the objects of the League
6. to maintain liaison with pastoral councils in accordance with the *Code of Canon Law*
7. politically non-partisan

1.2 Parish Council

1.2.1 Executive Members

The Parish Officers and Committee Chairs shall be:

- i. Spiritual Advisor
- ii. President
- iii. President Elect
- iv. Recording/Corresponding Secretary
- v. Treasurer
- vi. Co-Treasurer
- vii. Spiritual Development Committee Chair
- viii. Organization Committee Chair (usually held by President-Elect)
- ix. Christian Family Life Committee Chair
- x. Community Life Committee Chair
- xi. Communications Committee Chair
- xii. Education and Health Committee (Internet Resources)
- xiii. Resolutions Committee Chair
- xiv. Legislation Committee Chair

Members may be elected or appointed to these positions for a two year term. The positions of Treasurer and Standing Committee Chair are the exceptions. Members may be elected or appointed to the position of Treasurer for two terms or four consecutive years. Members may be elected or appointed to the position of Standing Committee Chair for two terms but must take a different chair in the second term. A president at the end of her term will be eligible for election to the Diocesan level. Executive members who have been absent for three consecutive meetings shall be contacted by the president.

Elections are held in November. An elections committee will be appointed by the president.

Refer to Section 4.0 regarding the duties of the above positions.

1.2.2 Spiritual Advisor

The Parish Spiritual Advisor is the Parish Priest or Associate Pastor as deemed by the Parish Priest.

1.2.3 Regions

The Diocese is divided into four regions: Brant, Hamilton, Kitchener and the North. St. Benedict's Parish is a part of the Hamilton region.

2.0

FINANCIAL

MANAGEMENT

2.0 Financial Management

The Parish Council shall not impose financial obligations on the Council without their consent. (C&B Part XVI sec 2[b] refers)

2.1 Source of Revenue

The revenue of the Parish Council shall come from:

- i. Per Capita fees
- ii. Fund raising (i.e. bake sales, raffles, 50/50 draws, etc.)

2.2 Parish Annual Financial Commitments

An Administration Fee of \$100.00 will be paid to the Diocesan Treasurer in January of each year. This fee covers the cost of materials distributed at the Spring and Fall Regional Days, mailings, the Annual Report book and the council's registration fee for the Diocesan Convention.

Note: Registration to convention, for any members, will not be accepted until this fee is paid.

2.3 Administration of Funds

- i. Fees and monies raised by the membership are administered by the Executive in its task of carrying out the aims and objectives of the League. As this is a "stewardship" role, it must be carried out effectively in terms of proper management of funds.
- ii. The Treasurer shall be responsible for the day to day custody of funds, receipt of income and payment of expenses and arrange to have the account examined annually by a person not on the Executive, with account experience.
- iii. All funds shall be kept in appropriate accounts.
- iv. The Financial year shall run from January to December.
- v. There shall be no access to League revenue for individual use by the membership. Any individual having spent personal funds on League business shall be reimbursed on presentation of appropriate receipts and with approval of the Council.
- vi. Motions to spend money must be approved by the membership. Recommendations may be made by the Executive with suggestions from the floor as well.

2.4 Revenue Held In Trust for Special Projects

The following is an existing Special Project where funds received will be set aside for that specific purpose and disbursed as indicated below:

- i. November Bake and Craft Sale: Bake and Craft goods are donated by the parishioners and priced out by Catholic Women's League members accordingly. Funds are allocated to the secondary account.

2.5 Signing of Cheques

The official signing officers for the Parish Council are the Treasurer/Co-Treasurer and the Recording Secretary. All cheques must be signed by two signing officers. No signing officer shall sign their own cheque.

2.6 Annual Examination of Accounts (NP&P Part xvi sec 4 refers)

The Treasurer will have the accounts examined annually (September) by a person with financial experience. The Statement of the Annual Financial Review will be presented for approval at the next Council meeting.

2.7 Annual Budget

- i. The Treasurer shall form a budget committee of three (3) members, drawn from members of the Parish Council, to create a proposed budget for the upcoming fiscal year.
- ii. A draft Budget for the coming year will be prepared by this committee and presented to the Executive for their approval at a fall executive meeting.
- iii. The President and Spiritual Advisor are ex-officio members of this committee.

2.8 Reimbursement of General Expenses

Personal funds spent by a member on business authorized by the Executive, shall be reimbursed to the individual for the following approved expenses upon submission of the Expense Form (see Appendices), accompanied by appropriate receipts.

- i. Miscellaneous expense
- ii. Long distance phone call
- iii. Postage

2.9 Diocesan Convention Expenses

- i. The Council is responsible for sending the President (the Voting Delegate) and up to two Accredited Delegates to the Annual Diocesan Convention – funds permitting.
- ii. Officers shall share accommodations at the rate of three or four women per room. Scheduled meals will be prepaid as per the Convention Order Form. Carpooling is recommended.
- iii. The council is responsible for the cost of meals for their Spiritual Advisor – funds permitting.
- iv. The council will use the balance of the allocated budget from the League Development Fund to offset the expenses of Parish Officers (other than Voting and Accredited Delegates), or interested members to attend Diocesan Conventions.
- v. All costs for the Annual Convention come out of the League Development Fund. If the cost of the Convention is greater than what is budgeted from the fund, then the member(s) interested in attending will be responsible for partial funding to attend part or all of the Convention.

2.10 Other General Expenses

- i. The council will pay \$25.00 to one female student awarded at graduation at each of our four family elementary schools. The council will also pay \$100.00 to be awarded to a female graduating student from Jean Vanier Secondary School. These awards are presented to the female students who have demonstrated leadership skills specifically through the Catholic Christian lens, through their commitment to their Catholic faith. These students have demonstrated, to a significant degree, the qualities of decency, honesty, respect, and compassion, as a means for helping improve school spirit and community and has continually given light to the gospel values and sets an example in the works of charity to support the school and the parish community.
- ii. The Honorarium amount for guest speakers at special events, i.e. workshops, retreats and meetings is \$50 to our spiritual adviser or delegated clergy.

2.11 Travel Allowance

- i. A travel allowance of \$.40 per kilometer may be claimed by the president and the spiritual advisor for authorized Catholic Women's League business and meetings. A member designated by the president to attend designated meetings/events shall be eligible to claim a travel expense of \$.40 per kilometer. Members are encouraged to car pool wherever possible and shall claim the travel expense as the driver only.

2.12 Meal Allowance (where applicable)

Meals may be claimed for authorized Catholic Women's League business and meetings at the following rate:

Rate is based on Diocesan Convention rate

Meal allowances must be paid before conventions as needed as outlined in National Policy.

2.13 Emergency Funding

The president shall have authority to spend up to \$100.00, when the expense is required immediately and cannot wait for the next Executive meeting, providing that at the next executive meeting she has the expense ratified by motion.

2.14 Expressions of Concern

The Council shall purchase and send the following expressions of concern:

- i. In the event of illness of a current Council members, the Corresponding Secretary shall send the member a "Thinking of You" or "Get Well Card."
- ii. In the event of the death of a current Council members, the Corresponding Secretary shall send a sympathy and Mass card to the member's family.
- iii. In the event of the death of a current member's husband, child or parent, the Corresponding Secretary shall send the member a Mass card.
- iv. In the event of the death of a sibling, in-law or grandchild of a current member, the Corresponding Secretary shall send the member a sympathy card.
- v. In the event of the death of a parishioner, the Corresponding Secretary shall send a sympathy card to the family.

2.15 Departure of Pastor or Associate Pastor

The Executive will recommend an appropriate gift or monetary donation. A motion from the membership is required.

3.0

MEETINGS

3.0 Meetings

3.1 Parish Council Meetings

3.1.1 General Meetings

The Parish Council shall meet once a month with the exceptions of July and August. Officers shall RSVP to executive committee or President/Secretary to confirm their attendance.

Time: General meetings will be held on the first Tuesday of each month at 7:00pm.
Location: Our Lady of Fatima School

Quorum for these meeting is all those members who attend.

3.1.2 Executive Meetings

The Executive will meet two weeks prior to the monthly meeting to discuss relevant information to bring to the next General Meeting. Officers should RSVP to executive committee or President/Secretary to confirm their attendance.

Time: 7:00 p.m.
Location: Our Lady of Fatima School

Note: The Spiritual Advisor should receive copies of the agenda and minutes prior to the meetings and the planning spread sheet for the year (if applicable). If the Spiritual Advisor cannot be in attendance then permission to carry out programs and events on the school property must be cleared with him/her in advance of the event.

3.2 Diocesan Meetings (C&B Part xiii Sec 3 refers)

The Parish President or her appointed delegate and all Officers are encouraged to attend the Annual Diocesan Convention held in late May. This is part of League Development for all Executives and members. The League shall subsidize the meal cost for two league members, funds permitting.

3.3 Regional Meetings

- i. Regional Meetings shall take place each spring and fall. The President and her Executive are encouraged to be in attendance at these meetings. Regional meetings are also open to all members.
- ii. The Hamilton Regional Meetings are held on a Saturday.
- iii. All minutes and motions of Regional Meetings shall be kept by the Recording Secretary and passed on to her successor. Periodically, these records should be reviewed and important items passed to the Past President for the Archives.

3.4 Presidents Meetings

The President is mandated to be in attendance at these meetings. Members of the Executive and interested members are also welcome to attend. The President shall meet with the Spiritual Advisor on a regular basis to provide timely up-dates.

4.0
DUTIES OF OFFICERS
AND
COMMITTEE CHAIRS

4.0 Duties of Officers & Committee Chairs

4.1 Parish Officers and Committee Chair positions

The Parish Officers and Committee Chairs shall be:

- i. Spiritual Advisor
- ii. President
- iii. President Elect
- iv. Recording/Corresponding Secretary
- v. Treasurer
- vi. Co-Treasurer
- viii. Spiritual Development Committee Chair
- viii. Organization Committee Chair (usually held by President-Elect)
- ix. Christian Family Life Committee Chair
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- xi. Communications Committee Chair
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4.2 Duties

The duties of the Parish Officers and Committee Chairs are outlined in the *National Policy & Procedures Manual*.

cwl.ca/wp-content/uploads/2013/.../Executive-Handbook-May-2014.pdf

5.0

PRESENTATIONS

5.0 Presentations

The Parish Council will make the following presentations and will cover any cost involved.

5.1 Parish Officers

At the Installation Mass:

- i. The Parish President is presented with the President's Pin by the Past President
- ii. The Past President is presented with a Past President's Pin (if required) by the new President.

5.2 Spiritual Advisor

The Spiritual Advisor shall be presented with the Spiritual Advisor's Pin and Stole at his installation.

5.3 Membership Pins

New members will be presented with a Catholic Women's League membership pin.

5.4 Service Award Pins

- i. Members will receive a service pin as recognition of years of service on their 10th, 25th, 50th, 60th, etc. year anniversaries.
- ii. Recipients are determined by the Executive.
- iii. Service Pin Awards will be presented at the annual Communion Luncheon.
- iv. Records of pins presented are to be kept and updated.

5.5 Amendments to Policy & Procedures

If required, amendments will be recorded annually at the beginning of the year.

This Policy and Procedures Manual was approved on:

Date: November 20th, 2015

President: Lenie D'Souza

Recording Secretary: Karen Ditoro

Policy and Procedures Manual

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