

ST. PETER'S CATHOLIC WOMEN'S LEAGUE

MANUAL OF POLICY AND PROCEDURE

2023

TABLE OF CONTENTS

<u>Category</u>	<u>Page</u>
Introduction	2
Administration/Operations	3
Finance	6
Fundraising	8
Spiritual	8
Voting	8

ST. PETER'S CWL MANUAL OF POLICY AND PROCEDURE

Introduction

This Manual of Policy and Procedure relates to administrative, rather than to parliamentary procedure in the operation of the Council that are ongoing in nature. The contents of this manual were adopted by a majority vote at a General Meeting held on 30 October, 2017. This manual replaces any previous versions.

The contents of this Manual (or any portion thereof):

- 1) Can be adopted or suspended temporarily by a majority vote at any general meeting, duly advertised for this purpose;
- 2)
- 3) Shall remain in effect until rescinded or amended at any general meeting by previous notice and a majority vote;
- 4) Shall be reviewed every two years, or earlier as necessary, with the next scheduled review due in January 2025 barring any unforeseen circumstances causing the review to be delayed; and
- 5) Shall be readily available for the information of the membership.

Administration/Operations

1. Meetings:

- a. There will be ten General and Executive meetings in each calendar year.
- b. General meetings will be held on the last Monday of the month at 7:00 p.m. at the Knights of Columbus Centre.
- c. Executive meetings will be held on the 2nd Tuesday of the month at 7:00 p.m. at the Knights of Columbus Centre.
- d. Any new items to be brought before the General membership are to be submitted to the Secretary for inclusion on the Agenda for the Executive meetings prior to being brought forward to the General membership.
- e. General meeting dates and location will be provided at the end of each general meeting, included in the Minutes of the meeting, on the Agenda, in the Newsletters, e-mailed to members and placed in the Bulletin prior to the meeting. General meeting dates/location may be changed at the discretion of the President. Meetings may be cancelled on short notice due to unforeseen circumstances. Every effort will be made to advise the members of the cancellation.

2. The President, or appointed delegate, shall as the CWL Representative attend Pastoral Council Meetings when appropriate or necessary.

3. Gifts:

- a. The outgoing President shall be presented with a Past-President's Pin, a thank you card, and a donation of \$25.00 to the Past President's charity of choice.

- b. Guest speakers shall be given a thank you card and a small monetary offering, the amount of which will be determined on a case-by-case basis at the executive level. No offering shall be made to organizations who are reporting back to the Council to update the Council with regard to an event that we previously donated to.
- c. For the sacraments of first communion, reconciliation and confirmation, every candidate shall be presented with one or more religious article or alternatively funds will be provided to the Priest/Parish to purchase, on behalf of the CWL, such articles as gifts to the candidates. A CWL member shall make the gift presentation.
- d. Our Spiritual Advisor will be provided a Christmas gift (monetary or other), together with a Mass Card. The other priests in our Family of Parishes will be given a Mass Card.
- e. Female RCIA candidates over 18 years of age will be given a card upon their initiation into the program and personally invited to a meeting.
- f. Spiritual Advisor – We will pay the League magazine subscription and Diocesan Annual Members' Meeting Banquet fees, and provide a Spiritual Advisor's pin as necessary.
- g. New members will receive a CWL magnetic nametag and a copy of Constitution and By-laws. Each Executive member will be provided a copy of the Constitution and By-laws, one copy will be posted on the Bulletin Board and is available on-line at www.cwl.ca and will be available at all General meetings.
- h. Milestone Years – will be recognized for the following years of service: 10, 25, 40, 60, 65, 70 and 75. Pins will be presented to all paid members at the annual year-end dinner in June or another suitable occasion. For members in care homes, we will continue to

give certificates in lieu of pins as pins are not usually allowed for safety reasons.

- i. A Mass card will be given to members for special occasions/celebrations such as 90th, 95th, 100th birthdays or 60th wedding anniversaries.

4. Cards:

- a. Special occasion cards will be sent to parish members as the Council is made aware of the need.
- b. Death of CWL member or a 'Beloved Member' (as defined below in paragraph 7): Mass cards will be sent to the spouse/partner or a designated person.
- c. Death of a CWL Family Member: In the event of the death of one of our Council's CWL member's spouse/partner, child, parent, or designated person, a Mass card will be sent to the CWL member.
- d. Sympathy cards will be sent to St. Peter's Goderich parishioners who have lost family members.
- e. Christmas cards, as well as a small gift card, will be given to St. Peter's Goderich parishioners and our CWL members living in our area who are infirm, need ongoing support of assistive devices or another person to leave home, or require another person to drive them due to an ongoing infirmity. For the aforementioned, they will be known as our 'Homebound Parishioners'.

Finance

5. All cash received shall be deposited into the St. Peter's CWL bank account and shall not be used to pay expenses prior to deposit. The St. Peter's CWL account deposit book shall identify the source of all deposits. All St. Peter's CWL expenses shall be paid by cheque drawn on the St. Peter's CWL bank account. The St. Peter's CWL account book shall document all expenses. The use of a petty cash system will be at the discretion of the President, in consultation with the Treasurer. When a petty cash system is used, the Treasurer shall be allotted a sum of \$50.00 for operating expenses via a CWL cheque. Receipts are to be provided to the Treasurer prior to reimbursement. Funds expended are to be documented in the CWL account book and reported at a general meeting at a minimum of every three months or earlier if the petty cash funds require replenishment. Cheques, financial statements, receipts, and disbursement books shall be retained for five years.
6. The Council will set aside \$1,000 for expenses for the Diocesan Annual Members' Meeting. These funds will be held in the Reserve Account. These funds will only be used for the President or her delegate in non-voting years, and for the President and her delegate or the President's delegate and a second delegate during voting years if the President is unable to attend Convention. Any unused funds will remain in the account for the following year and will be topped up to bring the total to \$1,000.00.
7. We will continue to pay yearly membership dues for those living in assisted living, infirm, or who have been members in excess of 60 years. Our Council will discontinue paying memberships for those we know not to have mental capacity to make decisions. For the aforementioned, they will be known as our 'Beloved Members'. In addition to providing Honour Guards for our current members as requested, we will also provide Honour Guards for our Beloved Members, if requested, and a Mass will be said on their behalf. Whether we pay or not pay memberships for our Beloved Members, National still includes their names in the Book of Life. We will

review our financial position in May or June so if we need to fundraise, we can do so before October's membership drive.

8. The person (non-CWL Executive member) who examines the annual Financial records shall be designated by the Executive. The examiner shall receive from the Council a \$25.00 offering in return for their services.
9. Annual year-end financial report shall be made available to the general membership, outlining donations and expenditures along with a proposed budget for the upcoming year.
10. Annual bursaries shall be paid each year in June as outlined below. The general membership will be consulted in April of each year to determine if bursary amounts are to be decreased or eliminated. In the event of special extenuating circumstances which prevent general membership meetings to be held, the Executive will make the determination based on the current financial situation.

i. St. Anne's Secondary School	\$200.
ii. Goderich District Collegiate Institute	\$200.
iii. St. Mary's Elementary School	\$100.
iv. St. Joseph's Elementary School	\$100.
11. The Council's signing officers shall include the President, Treasurer and Secretary. All cheques will be signed by two signing officers.
12. The Council will reimburse the President or her delegate when travelling to/from Regional meetings or Diocesan Annual Members' Meetings at a mileage rate as per the current CWL Ontario Provincial Council rate. Mileage will be based on the shortest route listed in Google maps from the President's/delegate's home to the meeting location and return.
13. Any expenditure paid by the Council that exceeds \$200.00 (excluding donations for emergency needs – which is approved for up to \$500.00 per incident) must be voted on at a general meeting. For expenditures of

\$200.00 or less, the President or the President Elect in the absence of the President, must pre-authorize the expense and a receipt must be provided to the Treasurer. Major expenses for appliances etc. that are to be purchased by the Council are to be made by the Parish and the Parish may be reimbursed by the Council as required.

Fundraising

14. Our annual Harvest Luncheon and Bazaar shall be held on the Saturday immediately following Thanksgiving unless otherwise designated by a motion passed at general meeting.
15. We will make every effort to assist the Knights of Columbus in their fundraising events when requested.

Spiritual

16. The Council will host an annual half-day spiritual event.

Voting

17. For all voting our Council will use the 'Simple Majority' method.
Examples: Simple majority of 13 = 6.5 (rounds up to 7) where 50% + 1 of 13 = $(6.5 + 1) = 7.5$ (rounds up to 8).