

**Policies
of
The Edmonton Diocesan Council
of
The Catholic Women's League of Canada**

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April 1998 (revised April 2010)

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Name The name of the council is “The Edmonton Diocesan Council of The Catholic Women’s League of Canada,” hereinafter called “The Edmonton Diocesan Council” or “The Diocesan Council.”

General Policies The general policies of The Diocesan Council are those of The Catholic Women’s League of Canada (the CWL or the League) as described in *The Constitution and Bylaws (C & B)* and the *National Manual of Policy and Procedure (P & P)*.

Specific Policies The following specific policies of The Diocesan Council are supplementary to and in accordance with *The Constitution and Bylaws (C & B)* and the *National Manual of Policy and Procedure (P & P)*.

1. The Diocesan Council – C & B Article VIII Section 1. (b)

The Diocesan Council shall be composed of its Officers, Presidents of Parish Councils in the Diocese, Parish delegates accredited to the Diocesan Convention, and Honorary Life Members and Life Members holding a membership in the diocese.

In the Archdiocese of Edmonton, the Zone Chairpersons also have accredited voting status at convention and, thus, are part of The Edmonton Diocesan Council.

2. The Diocesan Executive – C & B Article VIII Section 2. (b)

The Diocesan Executive shall be composed of the elected Diocesan Officers and Presidents of Parish Councils. The Diocesan Executive shall meet:

- a. before and after the Annual Convention at the Pre- and Post- Convention Meetings
- b. at the Fall Meeting and at the Mid-Winter Meeting
- c. at the request of the Diocesan Officers
- d. at the request of a quorum of the Diocesan Executive

The membership at large may be extended an invitation to attend meetings of the Executive but may not vote.

3. The Diocesan Officers – C & B Article X Section 2

The Officers of The Diocesan Council shall include the President, President-Elect, Vice-President, Secretary, Treasurer, Past President, and Chairpersons of Standing Committees. The Diocesan Officers shall deal with the routine business of The Diocesan Council and with matters deemed urgent by the President.

4. Standing Committees – C & B Article XII

The Standing Committees of The Edmonton Diocesan Council are Organization (President-Elect), Spiritual Development (usually Vice-President), Christian Family Life, Community Life, Education & Health, Communications, and Legislation & Resolutions.

5. Other Committees

a. Finance Committee

The Finance Committee shall be composed of the President, President-Elect, Past President, and Treasurer. The President may appoint other members to the Finance Committee. The Treasurer shall be the Chairperson of the Finance Committee.

6. Appointed Members

Members who are appointed by the Diocesan President shall serve a term of two years or less to coincide with elections of the Diocesan Officers. Any appointed member may be reappointed for additional terms at the discretion of the Diocesan President.

a. Diocesan Field Workers

Field Workers are members invited by the President in consultation with and upon the recommendation of the current Field Workers. The Chairperson of the Diocesan Field Workers coordinates the Field Workers and reports through the Chairperson of Organization.

b. Diocesan Representatives

Diocesan representatives are appointed to serve on committees and boards within the Archdiocese of Edmonton. Diocesan representatives are responsible to the President and report through the appropriate Standing Committee Chairperson. Representatives may be members at large or Diocesan Officers.

c. Convention Coordinator

The Convention Coordinator is responsible to the Diocesan President and acts as a liaison between the Diocesan Officers and the Convention Planning Committee.

7. Conventions and Meetings – C & B Article XIII

- a. The Diocesan Council shall generally meet the third or fourth weekend of April of each year in Annual Convention. The Annual Convention shall be hosted by each Zone on the following rotational basis: 1,2,9,3,4,9,5,6,9,7,8,9. (In 2008 Zone 4 hosted the Diocesan Convention. The Provincial Convention was hosted by Zone 9 (South East) that same year. Zone 5 hosted the 2009 Convention.) *See addendum for grouping of Zone 9 host councils.
- b. The Diocesan Fall Meeting shall generally be held the last Saturday of September, hosted by a rural council.
- c. The Diocesan Mid-Winter Meeting shall generally be held the first Saturday of February, hosted by a council of Zone 9.

8. Reports

- a. Reports shall be submitted in writing to the Secretary.
- b. Reports of the Standing Committee Chairpersons shall incorporate those of the appropriate subcommittees and appointed representatives.

- c. Reports from other members, such as the Zone Chairpersons, may be received at any meeting upon the request, or with the permission, of the Diocesan President.
- d. Annual Reports shall be compiled in booklet form and shall be distributed free-of-charge to all members of the Executive, appointed members, Zone Chairpersons, Edmonton Diocesan Council Past Presidents, Honorary Life Members, Life Members, the Provincial President, the other four Alberta Mackenzie Diocesan Presidents, the Archbishop, and all attendees to the Annual Convention.
- e. Copies of the Annual Reports may be made available to other members at a cost approved by the Diocesan Officers.

9. Minutes

- a. Minutes of the Annual Convention and of the Diocesan Executive meetings shall be sent to all members of the Executive, appointed members, Zone Chairpersons, Edmonton Diocesan Council Past Presidents, Honorary Life Members, Life Members, the Archbishop, and upon request, Spiritual Advisors within the Archdiocese of Edmonton.
- b. Minutes of the Diocesan Officers meetings shall be sent to all Diocesan Officers.

10. Expenses and Reimbursements

The Diocesan Council Treasury shall pay for business expenses of the Diocesan Officers including photocopying, postage, and telephone charges. Meals (receipts required) are reimbursed to a maximum of \$10.00 for breakfast, \$12.00 for lunch, and \$18.00 for supper. Vehicle expenses shall be compensated at a rate of \$0.35 per kilometer. Vehicles and accommodations must be shared whenever possible, or the total payable will be reduced by half. (The President may have her own room at Convention, if desired.)

The Diocesan Council Treasury shall be responsible for the expenses of:

- a. the current Diocesan Officers and the Spiritual Advisor when they:
 - (i) are acting as Diocesan representatives at Zone meetings or council meetings
 - (ii) incur ordinary expenses related to their office or standing committee (e.g., photocopying, postage, telephone charges). The Diocesan Officers must approve extraordinary expenses in advance.
 - (iii) attend Fall and Mid-Winter meetings
 - (iv) attend the Diocesan Annual Convention
- b. the Convention Coordinator for meals, shared vehicle expenses, and shared accommodations at the Annual Convention
- c. the honoraria for parliamentarian and elections chair at Annual Convention
- d. the honoraria for guest speakers or facilitators
- e. the courtesy meal tickets for the press and other guests (e.g., poster/essay contest winners and families)
- f. the banquet tickets for guests invited by the President
- g. mileage and meals for the recipient of the Doreen Melton Scholarship to attend the Annual Convention to receive the award
- h. the Zone Chairpersons, for Diocesan functions, over and above what the Zone fees cover, as approved by the Diocesan Officers
- i. the Diocesan representatives to Provincial Meetings and Conventions, and to National Conventions, as outlined in Sections 16 and 17 of these *Policies*.

11. The Doreen Melton Scholarship

In 1973, a bursary was established with the funds remaining from the National Convention held in Edmonton. The interest from the invested fund was given as a bursary. The bursary was originally given to a student, male or female, taking a family life course at a Catholic university or college.

Some years later, the bursary was named the Doreen Melton Scholarship to commemorate Mrs. Doreen Melton's dedication to the League. Mrs. Melton (d. 1978) was a long-standing member who did much in establishing the CWL at the parish level in the Archdiocese of Edmonton and throughout the province. Because of Mrs. Melton's interest in encouraging vocations to the priesthood, the Scholarship in the amount of \$500 is currently granted annually to a seminarian studying for the Archdiocese of Edmonton at St. Joseph Seminary.

Each year, the President shall write to the Rector of St. Joseph Seminary in Edmonton, requesting the recommendation of an appropriate candidate.

12. Silver Tea Service

On April 24, 1993, at the Diocesan Annual Convention, Alynn Cox presented a silver tea service on behalf of St. Mary's Boys Home to The Catholic Women's League in the Archdiocese of Edmonton. The tea service is stored for safekeeping in the vault at St. Joseph's Basilica in Edmonton. The custodian of the tea service is the President of St. Joseph's Basilica CWL Council. When the tea service is required, the Basilica President is the contact person.

13. Letters

Letters written on behalf of The Diocesan Council shall have the prior approval of the Diocesan President, in consultation with a majority of the Diocesan Officers, and The Diocesan Executive members whenever possible. A copy shall be forwarded to the Diocesan President and the appropriate Diocesan Officer(s).

14. Media

Interviews with the media shall be given only by the Diocesan President or her designate. The Diocesan Council sends Christmas and Easter greetings and special occasion announcements (e.g., notable anniversaries) through advertisements solicited by the *Western Catholic Reporter*. The cost of each announcement is approximately \$250.00.

15. The Diocesan Council Roster

- a. Except as required for **conducting the business of the League**, membership lists (rosters) or any portion thereof shall not be given to any person or group.
- b. External requests for permission to use the membership lists or mailing labels must be sent in writing to the Diocesan President for consideration and approval by the Diocesan Officers.
- c. The name of the President or other individual Officer at any level may be given to enable a person or group to contact the League.

16. Representation to Provincial Meetings and Annual Convention

- a. The President (or designate) shall represent The Diocesan Council as a voting

delegate at all meetings of the Alberta Mackenzie Provincial Council of the CWL, with her expenses paid by The Diocesan Council Treasury. When the President-Elect attends the Provincial Council meetings, her expenses shall be borne by the Diocesan Treasury.

- b. The President (or designate), as a voting delegate, and two accredited delegates (in order of rank) shall attend the Annual Convention of the Alberta Mackenzie Provincial Council, and their expenses shall be borne by the Diocesan Treasury.
- c. The Diocesan Spiritual Advisor may attend the Provincial Annual Convention, as funds permit, with expenses to be borne by the Diocesan Treasury.
- d. Upon approval of the Diocesan Executive and provided funds are available Diocesan Officers who attend Provincial Convention and who are not voting or accredited delegates may have their registration paid by the Diocesan treasury.

17. Representation to National Annual Convention

- a. Upon approval of the Diocesan Executive and provided funds are available, the expenses of the President (or designate) to attend the National Annual Convention of The League as accredited delegate shall be borne by The Diocesan Council Treasury.
- b. Upon approval of the Diocesan Executive and provided funds are available, the expenses of the President-Elect (or designate in order of rank) to attend the National Annual Convention as accredited delegate shall be borne by the Diocesan Treasury.
- c. Upon approval of the Diocesan Executive and provided funds are available, the expenses of the Spiritual Advisor to attend the National Annual Convention shall be borne by the Diocesan Treasury twice during a five-year term.
- d. Upon approval of the Diocesan Executive and provided funds are available Diocesan Officers who attend National Convention and who are not accredited delegates may have their registration paid by the Diocesan treasury.

18. Policy Review

- a. The *Policies of the Edmonton Diocesan Council* shall be reviewed at least every four years, during the first year following the election of Officers.
- b. The President shall appoint a Policy Review Committee. The Committee shall be composed of the President, the Chairperson of Organization, and additional members who have acquired experience with the policies of the League.
- c. The Policy Review Committee will meet and then make recommendations to the Diocesan Officers.
- d. At the Diocesan Mid-Winter Meeting, a draft will be distributed to councils for input.
- e. Comments must be sent in writing to the Diocesan President (or designate(s)) within six weeks after the Mid-Winter Meeting.
- f. The final draft of the revised *Policies of The Edmonton Diocesan Council* will be voted on by the Diocesan Executive at the Pre-Convention Meeting.

***Addendum**

List of Zone 9 councils for Convention rotation:

Zone 9 North – St. Alphonsus, St. Charles, St. Clare, St. Dominic Savio, St. Edmund, St. John Bosco, St. Matthew.

Zone 9 West – Annunciation, Good Shepherd, St. Andrew, St. John the Evangelist, St. Joseph's Basilica, St. Thomas More.

Zone 9 South East – Assumption, Our Lady of Perpetual Help (Sherwood Park), St. Agnes, St. Anthony, St. Joseph College, St. Michael-Resurrection, St. Theresa.