

Policy and Procedure Manual

St. Bartholomew CWL Council

History

First draft issued on November 24, 2014.

First draft discussed at Executive meeting on March 10, 2015.

Version 1: Motion for adoption passed at the May 26, 2015 General meeting

Version 2: Motion for adoption passed at the Sept 29, 2020 General meeting

Version 3: Motion for adoption passed at the March 20, 2023 General meeting

1. Procedure Manual Review

- Procedures will be reviewed by the Executive every two (2) years to take into account and reflect changes to the League's Constitution and Bylaws, and changes in our Council.
- The procedures will be re-affirmed by the members every two (2) years, even if there are no changes. It will be presented at a General meeting between January and April.
- Any member may propose an amendment to a line, a statement, or a word by discussing with the President. After this process, the proposed change will be presented to the Executive for discussion, and then to the General meeting for approval.
- The President is responsible to ensure that points 1 and 2 are followed.
- Any member may raise an objection at the General Meeting if the process is not followed.

2. Meetings – Executive and General

2.1 Executive Meetings

- The Executive will convene on the second Monday of each month for a meeting except in July and August. The date may be changed if necessary (for example if the second Monday is a holiday), provided that all executive members are notified in advance.
- The parish executive may meet virtually when circumstances preclude meeting in person.
- The requirement to constitute a quorum is half the number of executive members plus one.
- Topics to be added to the agenda must be sent to the President at least three (3) days before the meeting.
- The agenda must be sent to the Executive at least one (1) day before the meeting.
- Meetings should be kept to 1.5 hours.

- Notices of all executive meetings, including any additional meetings, should be sent to the Executive at least three (3) days before the meeting. The preferred method is e-mail, but phone calls may be used.
- The Spiritual Advisor should be invited to all meetings.
- A list of all meetings, dates, and times must be submitted to our Spiritual Advisor at the beginning of the year to facilitate planning and availability.

2.2 General Meetings

- The Indigenous Land Acknowledgement will be read at every General meeting.
- A General Meeting will convene monthly on the last Monday of each month except June, July, August and December. Gatherings in June & December may be of a celebratory nature.
- Meetings may be rescheduled if they conflict with holidays, Regional or Diocesan events (such as the Toronto Diocesan Convention), or due to inclement weather.
- The parish council may meet virtually when circumstances preclude meeting in person.
- Topics to be added to the agenda must be sent to the President at least three (3) days before the meeting.
- The agenda must be sent to the General members at least one (1) day before the meeting.
- The length of a meeting should be kept to 1.5 hours, including the fellowship portion. However, if there is a guest speaker, the meeting time may be extended.
- Notice of the General Meeting will appear in the Parish bulletin in the week of the meeting and the week prior to the meeting if possible.
- Members will be notified of the meeting by e-mail and the telephone committee will call the members without e-mail addresses three (3) days in advance.
- The Spiritual Advisor should be invited to all meetings.
- A list of all meetings, dates, and times must be submitted to our Spiritual Advisor at the beginning of the year to facilitate planning and availability.

2.3 Ad Hoc Committee

An Ad Hoc Committee may be established from time to time to assist the executive in planning and execution of "special events and projects."

2.4 Meeting Plan

- The President will prepare an agenda based on the items discussed at the executive meeting and make it available to all in attendance at the meeting. The President may submit to the executives via email the prepared Agenda before the meeting to facilitate knowledge of items for their discussion.
- Each meeting will begin with a prayer from the recommended League Prayer Booklet, followed by Prayers for sick members and sick family members as noted in the Book for the Sick.
- Each meeting will have a Spiritual Reading and Reflection, in addition to any recommended prayers from the Toronto Diocese.
- The recording secretary will send the minutes of each meeting to members by e-mail. Additional hardcopies of the minutes will be brought to each meeting for those without e-mail addresses. Corrections should be sent to the secretary. Members should be prepared to adopt the minutes at the next General meeting.
- Each Executive Chairperson is required to present a monthly written report to be kept on file.

2.5 Additions To The Agenda

Any member wishing new business to be added to the agenda, must do the following:

- For notice of upcoming events relevant to the Parish or CWL, a member may speak at the New Business Section, without prior notification to the President.
- For any issues concerning policy that will require discussion or a motion, the member must notify the President in advance of the meeting so that it can be evaluated as to whether it will fit into the meeting as planned.
- The new business section must not cause the meeting to exceed 1.5 hours in duration without asking for a motion to extend the meeting. Therefore, some items may be deferred to a future meeting.

2.6 Components Of The Meeting and/or Additional Events

Over the course of the year, there should be a plan to include the following, either as part of a regular meeting, or as an additional event:

- Two (2) or more Spiritual Events
 - One of the Spiritual Events should be a Healing Prayer Service. Ideally, this should be held in February, which has been designated as the month of healing.
- Two (2) or more Social Events
- One (1) or more Event related to:
 - Social Justice Issues
 - Education and Health Issues

- Training and development of members to foster growth

In order to achieve this, planning for the calendar year should begin in the fall of the previous year.

3. Finance And Statistics

3.1 Budget

The treasurer will prepare a budget in the fall of each year for the upcoming calendar year. The budget will be presented to the Executive in January for discussion and agreement. The budget will then be presented to the General members for discussion in February, and for approval in March. The Guidelines for Treasurers (available from National) should be used as a planning tool for the upcoming year.

The budget will cover known expenditures, general administration expenditures, list of planned charitable donations depending on estimated revenue, and planned revenue from events.

3.2 Membership

The Membership fee will be at least \$5.00 (but not more than \$10.00) more than what is required as per capita fees at the Diocesan, Provincial, and National levels. The current per capita fees are

- National - \$25.00
- Provincial - \$3.00
- Diocesan - \$4.00
- In addition, the Scarborough Region stipend is \$2.00 and national insurance is \$0.50

The membership form will be updated whenever the fee is changed to reflect the new amount.

Members are encouraged to support and participate in CWL activities at the parish, Regional, and Diocesan level.

Anniversary pins will be given to members celebrating service anniversaries for 10, 20, 25, 30, 40, and 50 years. After 50 years, pins will be given every 5 years.

All members, after two years of service, will be eligible for appreciation awards for contributions to the council.

3.3 Statistics

It is important to gather statistics on time spent on projects or for normal CWL business as this information is beneficial to assess how to best spend volunteer time and will increase the accuracy of the annual reports of this council that are electronically submitted to the Toronto Diocese by each Committee Chairperson. Collecting the data is the responsibility of each of the committee chairs.

All minutes, records, and correspondence collected by the recording secretary throughout the year will become the archive for that year. The annual reports submitted by each of the executive will be added to this archive.

3.4 Authorizations

The Executive Committee, in quorum, may authorize expenses up to \$200.00 from petty cash without prior approval of the General membership. If required, petty cash may be refilled with another \$200.00 twice during the budget year without approval of said membership. The primary use of petty cash is to cover the monthly birthday cake, Mass Cards, mailing expenses, flowers etc.

All other expenditures that are not already approved in the budget will be authorized through a motion at a general meeting. Charitable donations will be reviewed annually and agreed to by the members in the motion on the budget.

3.5 Bank Accounts

- All accounts require two (2) signatures, i.e. the signature of the President and the Treasurer.
- There should be a third signature in the event any one of the signees is not available. The Recording Secretary is the usual third signature to the account.
- In the January after elections, the signatures on the bank account(s) must be updated as stated above.
- The treasurer will have online access to the bank account for the purpose of receiving e-transfers and monitoring account activity.

3.6 Fundraising Events

Fund raising events for our Council must be reported to our Spiritual Advisor.

Events may be held on the church property or outside the church. These may include:

- Spring and Fall Bake Sale and Raffle
- Garden party / tea party for special donation project(s)
- Participation in the church garage sale
- Other events that may arise

Proceeds from fundraising events may go towards:

- operating expenses
- annual charitable donations
- subsidies as outlined below

3.7 Items Funded Or Subsidized By Our Council

- Mass Cards for deceased members as well as immediate family members
- Get Well / Sympathy or other cards for members as required.
- Flowers for members who are seriously ill
- Flowers for Mother's Day Breakfast
- Toronto Diocesan Council Newsletter for Executives
- St Bartholomew's CWL Newsletter
- Significant Anniversaries of our members (e.g. 50th wedding anniversary)
- Mary Matthews Public Speaking Contest and any other educational contest put on by TDC
- Toronto Diocesan Convention
 - 100% of the cost of TDC Convention registration for the president
 - 100% of the cost of accommodation for 2 nights at the convention hotel for the president
 - 50% of the cost of TDC Convention banquet ticket for Executives
 - 50% of the cost of TDC Convention banquet ticket for regular members based on monetary availability
 - 100% of the cost of TDC Convention banquet ticket for our Spiritual Advisor
- Development Days (amount to be determined based on monetary availability)
- Membership fees for older members who can no longer participate
- Contributions to food for Scarborough Regional meetings and other Regional events when requested by the Regional chair
- Food for Parish events when the CWL has been asked to sponsor it. This is based on monetary availability, up to a maximum of three (3) events per year. The amount for each event should not exceed \$50.00.
- Honorariums for guest speakers
- Gifts for First Communicants and Confirmation candidates
- Stipend for the Scarborough Region
- An annual donation to the Parish (amount to be determined based on monetary availability)
- 100% of the cost of the Summer Dining Out dinner for our Spiritual Advisor
- Any other special events

3.8 Audit

It is recommended that the financial statements be reviewed by an independent qualified bookkeeper or accountant every year. Questions related to the financial statements are the responsibility of the executive that was in place during the year being reviewed. The preferred time for the financial review is the summer, when the cheque book, deposit book etc. are not being used.

4. Use Of the CWL Scarf

Wearing of the CWL scarf is permitted during the following events:

- Special CWL Mass
- Special CWL Events

- Promoting Membership Drive
- Fundraising Events (if appropriate)
- Wake / Vigil at a Funeral Home for a Deceased CWL Member or a Family member upon request.
- Guard of Honour at the funeral of a Deceased CWL Member

5. Deceased Members

- At the funeral of a deceased member, and with the permission of the family and the Pastor, the CWL Pall will drape the casket prior to entering the church.
- Members may form a Guard of Honour on either side of the aisle in the church, holding a lighted candle as the casket enters and departs from the Funeral Mass.
- The Notification of Death form shall be submitted to National.
- The Book of Life shall have an entry that contains personal information about the member, or the obituary information.
- The Book of Life is required to be displayed in the appropriate place at the Annual Mass for Deceased Members.