



*Alberta Mackenzie
Provincial Council*
Policies

(June 6, 2019)

<i>Section 1.</i>	<i>Name</i>	2
<i>Section 2.</i>	<i>Affiliation</i>	2
<i>Section 3.</i>	<i>Purpose</i>	2
<i>Section 4.</i>	<i>Organization</i>	3
<i>Section 5.</i>	<i>Duties Specific to Alberta Mackenzie Provincial Executive</i>	4
<i>Section 6.</i>	<i>Meetings and Conventions</i>	8
<i>Section 7.</i>	<i>Reporting</i>	9
<i>Section 8.</i>	<i>Communications and Public Relations</i>	10
<i>Section 9.</i>	<i>Protocol</i>	11
<i>Section 10.</i>	<i>Finances</i>	12
<i>Section 11.</i>	<i>Eligibility, Nominations, and Elections</i>	15
<i>Section 12.</i>	<i>Professional Development Fund</i>	16
<i>Section 13.</i>	<i>Awards</i>	16
<i>Section 14.</i>	<i>Policy Review</i>	16
APPENDICES		
	<i>Appendix 1 Professional Development/Education Fund Guidelines / Application Form</i>	18
	<i>Appendix 2 Elsie Yanik Award / Nomination Form</i>	20
	<i>Appendix 3 Criteria for the Father Walter Krewski Membership Awards / Forms</i>	22
	<i>Appendix 4 Duties of Diocesan Presidents and Provincial Officers to the Provincial Council</i>	25
	<i>Appendix 5 Guidelines for Oral Reports to the Convention Assembly</i>	25
	<i>Appendix 6 Timeline for Provincial Officers and Diocesan Presidents</i>	26
	<i>Appendix 7 Guidelines for the Provincial Website</i>	28
	<i>Appendix 8 Guidelines for the Provincial Life Member Liaison</i>	29
	<i>Appendix 9 Voting by Email</i>	30
	<i>Appendix 10 Acknowledgement of First Nations, Metis and Inuit lands in Public Greetings</i>	31

Section 1. Name

The name of the council is **The Alberta Mackenzie Provincial Council of The Catholic Women's League of Canada**, hereinafter called the **Alberta Mackenzie Provincial Council** or the **Council**.

Section 2. Affiliation

Alberta Mackenzie Provincial Council *Policies* are supplementary to, and in accordance with, the *Constitution & Bylaws* and the *National Manual of Policy and Procedure* of The Catholic Women's League of Canada.

Section 3. Purpose

The Council:

- Acts as a liaison between the National Council of the Catholic Women's League of Canada and the Diocesan Councils in Alberta and the Northwest Territories.
- Fosters a deeper spiritual life and provides an educational, informational, and social network for the Catholic women of Alberta and the Northwest Territories.
- Presents at the Annual Convention, workshops or seminars, receives reports from the Provincial officers and Diocesan presidents, passes Motions and Resolutions that are to be acted upon and/or forwarded to the National Council, Provincial Government, or other appropriate agencies.
- Studies current provincial and territorial issues and develops and promotes actions to address identified needs.
- Represents the Catholic Women's League members of Alberta Mackenzie at the national level.
- Facilitates dialogue with and among diocesan councils in Alberta Mackenzie.
- Serves as a resource for the members in Alberta Mackenzie.
- Disseminates information and direction from the National Council to the Diocesan Councils in Alberta Mackenzie.
- Provides direction, inspiration and encouragement to the members and councils in Alberta Mackenzie.
- Maintains contact with the Roman Catholic bishops of Alberta and the Northwest Territories.

Section 4. Organization

1. The Council shall be composed of (see C&B, Part VIII, Section 1(c)):
 - Alberta Mackenzie Officers
 - Presidents of the diocesan councils in the Alberta Mackenzie province
 - Diocesan and Parish Accredited Delegates to the Alberta Mackenzie Provincial Convention.
 - Honorary Life Members and Life Members holding membership in the province

2. The Alberta Mackenzie Executive shall be composed of (see C&B, Part VIII, Section 2(b)):
 - President
 - President-Elect
 - Vice-President
 - Secretary
 - Treasurer
 - Past President
 - Chairpersons of Standing Committees: Spiritual Development, Organization, Christian Family Life, Community Life, Education and Health, Communications, Resolutions, Legislation
 - Presidents of the five Diocesan Councils

3. The Roman Catholic bishops of Alberta and the Northwest Territories shall appoint the SPIRITUAL ADVISOR for a term of five years. During the fourth year of the Spiritual Advisor's term, the President shall contact the Provincial Hierarchy regarding the appointment of a new Spiritual Advisor. The Provincial Hierarchy is the archbishop/bishop of the diocese where the president resides.

4. SUB-COMMITTEE MEMBERS are directly responsible to the Chairperson of the standing committee and are given a specifically defined area of concern. They:
 - a. are approved by the President, in consultation with the Officers and upon recommendation of the Alberta Mackenzie Standing Committee Chair
 - b. shall submit written reports to the Chairperson
 - c. may submit a budget to the Chairperson, to cover expenses such as paper, postage stamps, photocopying, email and/or telephone calls.

5. REPRESENTATIVES to specific events may be appointed by the President to represent the Council and
 - a. Shall submit written reports to the President and Standing Committee Chairperson, if applicable.
 - b. Shall have expenses paid by Council funds to attend necessary functions, with the approval of the Finance Committee.
 - c. When an outside organization requests, in writing, a representative to attend their meetings, every effort should be made to appoint a member of the current Executive of the Alberta Mackenzie Provincial Council to fill that position. If the member appointed cannot attend a particular meeting, then she shall ask another member of the Executive to attend on her behalf.

6. LIAISON MEMBERS may be appointed by the President. The Council currently has a Life Member Liaison (see Appendix 8 for 'Guidelines for Provincial Life Member Liaison.'). Other liaison members may be appointed as needed.

7. The FINANCE COMMITTEE shall be composed of the Treasurer (chairperson), President, President-Elect, and one other member as appointed by the President. Signing officers shall be the President, the Treasurer, and the Secretary, any two of whom shall sign cheques. (C&B, Part XII, Section 9).

Section 5. Duties Specific to Alberta Mackenzie Provincial Executive

- 1. Duties of the President** (see also C&B, Part XII, Section 1)
 - a. Be the official representative of the Council, or select a representative to act as such, when invited to official functions (for example: council anniversaries, Diocesan and National conventions, Alberta Catholic School Trustees' Association Convention, Knights of Columbus State Convention or any other conferences that will promote the work of the League or provide valuable information for members). When an organization requesting a representative is not known to the Council, information about the function, goals and objectives of the group must be provided.
 - b. Be the liaison between National Council and Alberta Mackenzie Provincial Council and forward all information promptly.
 - c. Delegate responsibilities and maintain contact with all Executive members.
 - d. Maintain contact with the bishops of Alberta and the Northwest Territories.
 - e. Maintain contact with appointed liaisons and assist them as required.
 - f. Assign standing committees and ensure that files are passed on from outgoing to incoming chairpersons.
 - g. Determine theme, workshop format, and guest speakers for workshops and Convention, in consultation with the Executive.
 - h. Inform and invite the bishops of Alberta and the Northwest Territories of the date and place of the Provincial Convention, as early as feasible.
 - i. Ask the Spiritual Advisor to submit a message for the Annual Report Book, and invite the bishop currently listed as the Provincial Hierarchy to do the same.
 - j. Ask the Life Member Liaison to submit a report for the Annual Report Book.
 - k. Meet with government officials at least once a year (with the Resolutions and Legislation Chairs and other designated officers, where possible) to state, clarify, and promote League resolutions and policies.
 - l. Keep files up-to-date and provide a list of all incoming and outgoing correspondence for Executive members at every meeting.
 - m. Write a report summarizing her term, to be placed in the Council archives.
 - n. Be a member of the Council Awards Committee (see Section 13).
 - o. Be a member of the Council Policy Review Committee (see Section 14).
 - p. Arrange with Spiritual Development chair to have Mass Cards sent on behalf of the Council.
 - q. Contact Elsie Yanik Award winner, giving details of the presentation and what expenses are covered at the provincial convention. Contact the councils who submitted names with decision of committee.

- 2. Duties of the President-Elect / Organization Chairperson** (see also C&B, Part XII, Section 2, and Part XIII, (2))
 - a. Serve as Organization Chairperson.
 - b. Order and arrange to have the "Provincial" bar attached to the outgoing President's Past President pin.
 - c. Prepare the format of the annual reports for Diocesan counterparts, based on suggestions from National Council.
 - d. Arrange for the compilation and printing of the Annual Report Book.

- e. Chair the committee to choose the Elsie Yanik Award Winner.
- f. Present the Elsie Yanik Award during the Convention Banquet, unless stipulated otherwise by the President.
- g. Ensure that the presentation of the Elsie Yanik Award is documented (minutes, photos, copies of speeches, video recording, etc.)
- h. Calculate and determine winners of the Father Walter Krewski Awards for council growth (greatest number of new members in the previous year, greatest increase in membership, greatest percentage increase in membership in the previous year.)
- i. Present the Father Walter Krewski Awards during the Convention Banquet, unless stipulated otherwise by the President.
- j. Be an accredited delegate to National Convention, if able to attend.
- k. Maintain contact and act as liaison between Diocesan and National Organization Chairpersons.
- l. Ensure that all Executive members have copies of the necessary League materials.
- m. Promote League or member development programs in the dioceses.
- n. Arrange for National Supplies sales at Convention.
- o. Be a member of the Council Awards Committee (see Section 13).
- p. Be a member of the Council Policy Review Committee (see Section 14).
- q. Be responsible for the Convention Banner, council banner and flags. See that they are forwarded to new Convention committee chair(s) for the next convention.
- r. Arrange and host the provincial dinner at the National Convention on the Tuesday evening.
- s. Purchase annual subscription to *The Canadian League* magazine for the five ~~arch~~ bishops of Alberta Mackenzie.

3. Duties of the Vice-President (see also C&B, Part XII, Section 3)

- a. Serve as Chairperson of a standing committee, as designated by the President.
- b. Be an accredited delegate to the National Convention, if able to attend.

4. Duties of the Secretary (see also C&B, Part XII, Section 4)

- a. Send copies of the minutes of executive meetings to the executive members.
- b. Ensure that the Notice of Meeting is received by all executive members at least one month prior to the meeting.
- c. Ensure that the 'Call to Convention' is received by members of the Council, past provincial presidents of Alberta Mackenzie Council and each Diocesan Council prior to the date of any diocesan conventions.
- d. Prepare documents (motion forms, evaluation forms, credential report forms, registration report forms, sign-in forms, and any others as needed) for each Convention.
- e. Send copies of the minutes of the Convention to the Council, past provincial presidents of the Council, each diocesan President-Elect and each parish council president.
- f. Keep the roster of the executive up to date and immediately following the Convention each year, compile and distribute the roster (see Section 8.2)
- g. Immediately following Convention each year, electronically distribute Annual Report Books that were not distributed at Convention (see Section 7.2c)
- h. Compile and distribute mailings to parish councils, as deemed necessary by the executive.
- i. Prepare and print mailing labels of the executive, sending sets to the president and other executive members upon request.
- j. Type any correspondence, invitations, or appreciations, as requested by the president, and return them for her signature prior to mailing.
- k. Order letterhead stationary and envelopes as needed and have sufficient supplies available at

all meetings.

1. Maintain separate Motions Book recording motions from all Executive meetings (Fall, Midwinter, Pre- and Post-Convention) and Convention Meetings.

5. Duties of the Treasurer (see also C&B, Part XII, Section 5)

- a. Set up the Council's bank account and/or transfer accounts as necessary. ~~If possible~~, These accounts should be at a bank other than the bank at which the Treasurer has her personal accounts. Bring to the bank:
 - Signed copy of the Convention minutes at which election took place
 - Motion designating signing authorities by position and by name
- b. Chair the Finance Committee.
- c. Recommend to the executive the name of an accounting firm to perform the annual examination of the financial books and records of the Provincial Council.
- d. Send the financial report (as prepared by the accounting firm) to the President-Elect for inclusion in the Annual Report Book.
- e. Send the financial report electronically to members of the Provincial Council at least 21 days prior to the convention.
- f. Keep files and guidelines up-to-date, and hand these over to her successor by July 15th of election year.
- g. File the Society Annual Return with Alberta Registries each year after the Council's finances have been reviewed. This includes a copy of the reviewed financial statement as well as a contact list of the provincial officers.

6. Duties of the Past President (see also C&B, Part XII, Section 7)

- a. Serve as Chairperson of the Nominations and Elections Committee (see Section 11)
- b. Compile the eligibility list, and send an initial letter of eligibility to each eligible member no later than January 1st of election year.
- c. Coordinate the installation and reaffirmation ceremonies for the provincial officers.
- d. Be a member of the Council Policy Review Committee (see Section 14)
- e. Keep the archives and history up-to-date and submitted to the Provincial Archives of Alberta (series PR1179.0006 and series PR2010.0237) on a regular basis. (Note that the early archives of the Provincial Council are stored at the Glenbow Museum in Calgary.)

7. Duties of the Spiritual Development Chairperson (see also C&B, Part XIII, (1))

- a. Prepare all liturgies and spiritual programs for the Convention and Executive meetings, in consultation with the Spiritual Advisor.
- b. Keep current the Book of Life according to the guidelines in the *National Manual of Policy and Procedure*. Present the Book of Life at the Friday and Saturday Convention Masses.
- c. Be a member of the Council Awards Committee (see Section 13)
- d. Send Mass cards as directed by the president. (In the case of the death of a priest, a Mass card will be sent to the bishop of the diocese.)
- e. Maintain memberships in relevant organizations.
- f. Subscribe to appropriate publications.
- g. Establish files, gather and share information on current topics.

8. Duties of the Christian Family Life Chairperson (see also C&B Part XIII, (3))

- a. Maintain memberships in relevant organizations.
- b. Subscribe to appropriate publications.
- c. Establish files, gather and share information on current topics.

9. **Duties of the Community Life Chairperson** (see also C&B Part XIII, (4))
 - a. Maintain memberships in relevant organizations.
 - b. Subscribe to appropriate publications.
 - c. Establish files, gather and share information on current topics.

10. **Duties of the Education and Health Chairperson** (see also C&B, Part XIII, (5))
 - a. Maintain memberships in relevant organizations.
 - b. Subscribe to appropriate publications.
 - c. Establish files, gather and share information on current topics.
 - d. Purchase subscriptions to *The Canadian League* magazine for St. Mary's University, St. Joseph's College (University of Alberta), and Newman Theological College.
 - e. Liaise with the Alberta Catholic School Trustees' Association to promote Catholic education, where appropriate.
 - f. Receive applications for the Alberta Mackenzie Provincial 'Professional Development/ Education Fund'. (See Appendix 1 for the Guidelines and Application Form).

11. **Duties of the Communications Chairperson** (see also C&B, Part XIII, (6))
 - a. Subscribe to appropriate publications.
 - b. Promote inserts into *The Canadian League* magazine and 'On the Spot' from Alberta Mackenzie members.
 - c. Arrange for media coverage of the Annual Convention, and of special League events.
 - d. In conjunction with the president, issue press releases and prepare advertisements and information bulletins for local and Catholic media before and after convention and meetings as appropriate.
 - e. Publish a note of Congratulations on the CWL Alberta Mackenzie website and send a link to the editors of Grandin Media and the Roman Catholic Diocese of Calgary website for the ordination or installation of the archbishops or bishops for the province and territory.
 - f. Oversee the website in conjunction with the webmaster and arrange to have the Alberta Mackenzie website kept up-to-date.
 - g. Maintain the website within the Guidelines for the Provincial Website, Appendix 7 of the Alberta Mackenzie Provincial Policies.

12. **Duties of the Resolutions Chairperson** (see also C&B Part XIII, (7))
 - a. Subscribe to appropriate publications.
 - b. Establish files, gather and share information on current topics.
 - c. Assist the Diocesan councils in gathering information and formulating resolutions.
 - d. Arrange to have sufficient copies of the resolutions available for Provincial Convention. Send copies of these resolutions to the executive members at least two weeks before Convention.
 - e. Arrange with the President to hold a Resolutions discussion, either before or during the Convention.
 - f. Present the resolutions at Convention immediately following the report of the respective Standing Committee.
 - g. Recommend to the executive the disposition of resolutions not accepted for presentation to National Convention. Consider the input of the appropriate standing committee chair and if appropriate include the collaboration of the submitting councils prior to making the recommendation.
 - h. Encourage councils and members to act on the resolutions.
 - i. Meet with government officials at least once a year (with the President and Legislation Chair

and other designated officers, where possible) to state, clarify, and promote resolutions and policies.

13. Duties of the Legislation Chairperson (see also C&B Part XIII, (8))

- a. Establish files, gather and share information on current topics.
- b. Contact government representatives, as appropriate.
- c. Maintain and circulate a list of federal, provincial and territorial Cabinet Ministers.
- d. Keep members informed of current proposed Bills and Amendments at all levels of Government.
- e. Arrange a meeting with government officials at least once a year (with the President and Resolutions Chair and other designated officers, where possible) to state, clarify, and promote our resolutions and policies.

14. Duties of a Diocesan President on the Alberta Mackenzie Provincial Council

- a. Forward a copy of the diocesan officers roster to the Provincial Secretary and President immediately following Diocesan Convention.
- b. Supply mailing labels of parish presidents, and diocesan officers to the Provincial Secretary, as requested.
- c. Keep Alberta Mackenzie Provincial council aware of dates of upcoming Diocesan meetings and conventions.
- d. See Appendix 4 and 5 for additional guidelines

15. Duties of the Provincial Spiritual Advisor (C&B Part IX)

- a. The Spiritual Advisor to the Alberta Mackenzie Provincial Council shall attend executive meetings (Fall, Midwinter, Pre-Convention, Post-Convention) and the Provincial convention.
- b. The Advisor shall be invited to attend National conventions twice during their 5-year term, funds permitting. They are encouraged to attend the full convention and share their experiences upon return.
- c. The CWL Spiritual Advisor's stole is owned by the Provincial Council and provided for the Spiritual Advisor's use during their term. The stole is returned to the Provincial Council to be passed on to the next Spiritual Advisor.

Section 6. Meetings and Conventions

1. Meetings

- a. The Executive may meet at any time as required, but they shall meet at least four times a year:
 - Immediately before Convention (Pre-Convention Meeting)
 - Immediately after Convention (Post-Convention Meeting)
 - During the Fall, usually the second weekend of September (Fall Meeting)
 - During the Winter, usually the second or third weekend of January (Midwinter meeting)
- b. The president may hold a meeting by teleconference or electronic means when it is necessary to make an immediate decision by general consensus.
- c. Fall and Midwinter meetings will generally be held in the Edmonton area but may be changed at the discretion of the President with the approval of the executive.
- d. Diocesan presidents-elect are invited to attend all executive meetings to become familiar with procedures and issues and to facilitate their transition into the role of diocesan president. Although they have no voting privileges, they may speak upon invitation of the Chair.

2. Annual Convention

- a. The Annual General Meeting and Convention shall generally be held on the weekend which includes the first Saturday in June.
- b. The location of the Annual Convention shall be rotated among the five dioceses according to the following schedule:
 - Grouard-McLennan (2019)
 - St. Paul (2020)
 - Edmonton (2021)
 - Calgary (2022)
 - Grouard-McLennan (2023)
 - Mackenzie-Fort Smith (2024)
 - St. Paul (2025)
 - Edmonton (2026)
 - Calgary (2027)
 - Grouard-McLennan (2028)
 - St. Paul (2029)(The Mackenzie-Fort Smith Diocese hosts the Convention every second rotation.)
- c. The President shall contact the hosting diocese 24 to 18 months prior to the Convention, so that they may begin preparations and can issue an invitation with the date and location for information at the preceding Convention.
- d. The Secretary shall send out a Call to Convention including the date, time, place, tentative agenda, registration form, and information about workshops and guest speakers, and a list of local hotels. The mailing shall also include the minutes of the previous year's Convention, and if available, the reviewed annual financial statements. This information is sent to all Council members as listed in Section 4.1 and past provincial presidents. This material can be sent electronically. A paper copy is sent to the Life Members.
- e. If the reviewed annual financial statements are not sent with the registration package, they will be sent out at least 6 weeks ahead of the convention (electronically if possible).
- f. The Standing Rules shall be included in the Convention Program.

Section 7. Reporting

1. Reports for Meetings and Conventions (see Appendix 4 and 5 for additional guidelines)

- a. Each Alberta Mackenzie Provincial officer and Diocesan President shall give an oral report at the Pre-Convention, Fall, and Midwinter meetings and at Convention. The report at Convention is different from the one in the annual report book and covers the period from January to Convention.
 - Oral reports shall be of the length set by the President (usually three to five minutes).
 - Provide a typed or electronic copy of their report for the Secretary.
 - Provide a summary of their report to the Secretary for inclusion in the minutes.
 - Provide an electronic copy of the report to the Executive prior to the meeting.
 - Keep a paper copy of the report in their file.
 - Oral reports to the Convention will be posted to the website immediately following the convention.

2. Written Annual Reports

- a. Provincial officers shall receive a copy of the electronic report from the national office. Provincial officers compile a summary of the respective Diocesan officers' reports.
- b. Approximate deadlines:

- The online annual report forms will be available electronically on November 1st and will remain open until December 31st.
 - Dates for completion of reports according to the *CWL National Manual of Policy and Procedure*
- c. Submit copies of each Annual Report as follows:
- One copy to National counterpart
 - One copy to Alberta Mackenzie President
 - One copy to Alberta Mackenzie President-Elect for the Annual Report Book
 - One copy for individual files
- d. The Spiritual Advisor and Provincial Hierarchy are asked by the President to submit messages for the Annual Report Book.
- e. Sub-committee member reports shall be incorporated into the respective Standing Committee reports.
- f. The Secretary shall distribute Annual Report Books, electronically if possible, to:
- Alberta Mackenzie Executive Officers
 - Diocesan Presidents and Presidents-elect
 - Honorary Life and Life Members
 - Roman Catholic bishops of Alberta and the Northwest Territories
 - Past presidents of the Council
 - National President and President-Elect
 - Current president of all the other Provincial Councils including the Military Ordinariate
 - Presidents of Alberta Mackenzie Parish Councils, and to convention attendees.

Section 8. Communications and Public Relations

1. Communications

- a. Lines of communication between the Council and Parish councils shall be through Diocesan councils, except for the following situations:
- Annual mailing to all parish councils (usually in the fall)
 - Extraordinary communiqués sent by the President in consultation with the President-Elect

2. Roster shall:

- a. Be compiled yearly and be kept current by the Secretary.
- b. Include lists of the Alberta Mackenzie Executive, website administrator, Life Member Liaison, Honorary Life and Life members, and the officers of the Diocesan councils; including names, addresses, phone numbers, and email addresses.
- c. Shall not be shared outside of the organization. A set of mailing labels for one-time use may be shared with organizations or persons outside of the League, only with the permission of the President.
- d. Be sent out immediately following Convention each year to the Executive, Liaison members, Honorary Life and Life members, Diocesan presidents-elect, Hierarchy, and the National Office.

3. Communiqués

- a. Each Alberta Mackenzie Provincial officer shall send a minimum of four communiqués per year, including the annual mailing.
- b. Communiqués shall be forwarded to the Diocesan counterparts, the National counterpart, the Alberta Mackenzie Provincial Officers, and the webmaster to be posted on the website.

4. Annual Newsletter

- a. The Council yearly distributes one mailing/newsletter directly to each Parish Council (electronically where possible) and to Diocesan Executive officers and Provincial Executive.
- b. This mailing typically includes messages from each executive member and the Spiritual Advisor.

5. Minutes

- a. Minutes of Executive meetings shall be sent to the members of the Executive and the Diocesan presidents-elect.
- b. Minutes of the Convention shall be sent to members of the Executive, Liaison members, Honorary Life and Life members, past Alberta Mackenzie presidents, Diocesan presidents-elect, and Diocesan and Parish delegates accredited to that Convention (all members of the Provincial Council as identified in C&B, Part VIII, Section 1(c)).
- c. Minutes of the Annual Convention meeting shall contain all resolutions passed at the Convention.

6. Advertising

- a. The Council may submit advertisements to appropriate publications, if approved by the Executive.
- b. Content for the advertisements must be agreed upon by the Executive.

7. Website

- a. The Alberta Mackenzie Provincial Council website is located at **www.cwl.ab.ca**.
- b. The webmaster shall be appointed by the president.
- c. The webmaster shall maintain and update the website as required.
- d. The Council is responsible for annual website registration fees and web hosting and development costs.
- e. Officers' communiques and reports shall be sent to the webmaster at abmkweb@gmail.com to be posted to the website.
- f. Officers with other items to be posted shall contact the provincial president for approval.

8. News Releases

- a. The President is the spokesperson for the Alberta Mackenzie Provincial Council.
- b. The President or her designate shall give all press interviews.
- c. All news releases must have prior approval of the President.

9. Letters

- a. All letters written on behalf of the Council shall have prior approval of the President, and a copy shall be sent to the President for her information and files.
- b. The President may write letters stating League positions without consulting other Executive members, but she is accountable to the Executive for her comments and decisions.
- c. Letters of invitation for dignitaries and guest speakers to attend the Convention shall, where possible, be signed by the President.

Section 9.

Section 10. Protocol

1. Pins

- a. The immediate Past President shall transfer the President's pin to the new President during

the installation ceremony or at the Convention Banquet.

- b. The new President shall present the Past President with a Past President's pin with the Provincial bar at the installation ceremony or at the Convention Banquet.

2. Life Membership

- a. The Provincial Council may submit an application for Life Membership after approval by motion of the Executive.
- b. Follow the nomination and approval procedure as outlined in the *National Manual of Policy and Procedure*, Section 3.
- c. The Provincial Council Treasury shall pay the application fee for a Life Membership initiated by Alberta Mackenzie Provincial Council.

3. Gifts

- a. Gifts may be given at the discretion of the President, in consultation with the President-Elect and Treasurer, and where possible, with the Executive.
- b. If a speaker fee is not requested, an honorarium of a minimum of \$100.00 shall be given to each guest speaker or guest panelist at a convention, meeting, or workshop.

4. Deceased Members

- a. In the event of the death of a member of the current or past Alberta Mackenzie Executive, the Council shall:
 - Send a CWL Mass card and sympathy card to the immediate family.
 - Send a representative of the Council to the prayers or the funeral.
- b. In the event of the death of a member of the immediate family of a current Alberta Mackenzie Executive member, the Council shall:
 - Send a CWL Mass card to the Executive member.
- c. In the event of the death of an Honorary Life Member or Life Member residing in Alberta Mackenzie, the Council shall:
 - Send a CWL Mass card to the immediate family.
 - Send a representative of the Council to the prayers or the funeral.
- d. In the event of the death of any other League member, the Council shall:
 - At the discretion of the Executive, send a CWL Mass card and/or a sympathy card to the immediate family.
- e. In the event of the death of any special friends of the League, the Council shall:
 - At the discretion of the President, send a CWL Mass card and/or a sympathy card to the immediate family.

5. Flags at National Convention

- a. At convention, the provincial president will carry the Alberta flag in processions. The President-Elect will carry the Northwest Territories flag.

Section 11. Finances

1. The per capita fee for Alberta Mackenzie Provincial Council is \$6.00 as of January 2018. The per capita fee shall be reviewed at least every five years.
2. The Alberta Mackenzie Provincial Council Treasury, upon submission of the expense form and receipts, pays the following expenses:
 - a. **Transportation expenses** of Officers are based on \$0.40 per kilometer by car plus parking costs, or airfare plus taxi or rental car, or bus fare plus taxi, and luggage fees to attend

- meetings and the annual convention, and will be reimbursed based on the lowest cost, regardless of the travel method chosen by the officer. Use of reward points for expenses (e.g. airfare, hotel, etc.) will be considered a donation and will not be reimbursed.
- b. Whenever possible, members from the same area are expected to travel together, including sharing from airports or bus stations. (When attending meetings and conventions, it is common practice for executive from different levels of the League, to travel together to share expenses. This helps the treasury at all levels of the League.)
 - c. **Shared accommodation** expenses of officers attending meetings and the Convention. If an officer requests private accommodation, one-half of the cost of the room will be reimbursed. At the Provincial Convention, the President may have her own room.
 - d. **Meals** while traveling to and from meetings and Convention, and meals at conventions not covered by (e) below, reimbursed to a maximum of \$15.00 for breakfast; \$20.00 for lunch; and \$25.00 for dinner. The costs of alcoholic beverages are the responsibility of the member.
 - e. When group meals have been arranged at meetings or Convention, individual claims will not be reimbursed.
 - f. For the Fall and Midwinter meetings:
 - The provincial treasury shall pay all expenses of the five diocesan presidents.
 - The provincial treasury shall pay all expenses of the diocesan Presidents-Elect in their second year of office.
 - g. For the Provincial Convention:
 - The provincial treasury shall pay all expenses as per section 2(a,b,c,d,e) of the five diocesan presidents, including registration fees, Friday and Saturday lunches, and one banquet ticket each.
 - The provincial treasury shall pay all expenses of the diocesan Presidents-Elect in their second year of office.

3. 'Nickels for the North' Voluntary Fund

- a. 'Nickels for the North' fund supports CWL members in the Mackenzie-Fort Smith Diocese especially for travel as their geographical area is so large and membership numbers are small.
- b. Any donations made by councils to 'Alberta Mackenzie Provincial Council' with memo line: 'Nickels for the North' are to be sent to the treasurer of the Alberta Mackenzie Provincial Council.

4. Functions at other League levels

- a. For officers attending parish or diocesan meetings or functions, the council inviting the officer shall pay all expenses, unless that council is unable to cover them. In such cases, Alberta Mackenzie Council funds may be used with prior approval of the Finance Committee.
- b. When the Alberta Mackenzie President or designate attends Diocesan conventions, Alberta Mackenzie Council pays all her expenses.
- c. When the Alberta Mackenzie President attends National meetings and conventions, National Council currently pays her expenses. (For the national convention, the National Council pays for the president's travel and shared accommodations for five days from the Saturday to Thursday at a per diem rate of \$60.00 less any meals provided gratis by the national treasury, local transportation to and from the opening and closing Masses, the convention registration fee and tickets for the special events she chooses to attend.) In the event that National Council discontinues this policy, Section 10.2 shall apply.
- d. Alberta Mackenzie Officers attending National Convention:

- The President shall attend every National Convention. Excluded are any expenses for events prior to or after convention. Any expenses for events prior to or after the convention are paid by the President.
- The President-Elect shall attend National Convention each year as an accredited delegate and have her expenses paid, as in Section 10.2 Additionally the President-Elect will be reimbursed for Monday lunch with the executive, Tuesday provincial dinner, and Wednesday closing banquet. Costs for accommodation will only be reimbursed for Sunday through Wednesday nights (4 nights) at a shared rate in the convention hotel. Excluded are any expenses for events prior to or after convention.
- The Vice-President shall attend National Convention each year as an accredited delegate and have her expenses paid, as in Section 10.2 Additionally the second delegate will be reimbursed for Monday lunch with the executive, Tuesday provincial dinner, and Wednesday closing banquet. Costs for accommodation will only be reimbursed for Sunday through Wednesday nights (4 nights) at a shared rate in the convention hotel. Excluded are any expenses for events prior to or after convention.
- If either the President-Elect or Vice President is unable to attend, another member of the officers will be invited to attend in her place. The order of invitation shall be according to the list of officers in Section 4.2, excluding the Past President. The delegate will have all of her expenses paid as in section 10.2.
- On the recommendation of the Finance Committee, and with the approval of the Executive at the post-Convention meeting, the Spiritual Advisor shall be invited to attend a National Convention twice during their five-year term, having all of their expenses paid as in Section 10.2. Additionally, the Spiritual Advisor will be reimbursed for the Spiritual Advisors' Lunch, Tuesday provincial dinner, and Wednesday banquet. Costs for accommodation will only be reimbursed for Sunday through Wednesday nights (4 nights). Excluded are any expenses for events prior to or after convention.
- The full convention must be attended and a written summary report provided upon return. The President, President-Elect and the second accredited delegate shall determine which part of the convention will be reported on.

5. Provincial Convention Finances

- a. In special circumstances, an advance of up to \$1000.00 may be given to the hosting Diocese to secure the convention facility booking.
- b. The registration fee for Provincial Convention shall be determined by the Convention Budget and shall be set by the Finance Committee each year. These fees shall be collected by the Convention Committee and forwarded to the Alberta Mackenzie Treasurer immediately after the Convention.
- c. The Provincial Treasury shall cover:
 - Provincial officers' expenses
 - All five Diocesan President's expenses
 - All five Diocesan Presidents-Elect in the second year of her term
 - Parliamentarian expenses of registration, 1-night hotel room shared, Saturday lunch and \$200 honorarium
 - Life Member Liaison expenses of registration, 1-night hotel room shared, and Saturday lunch
 - Elsie Yanik Award recipient's expenses
 - Speaker honoraria (See also 9.3.b)
 - Photocopying of all materials for convention including the annual report book.

- Pre-banquet reception and wine or punch for head tables.
- Equipment, audio visual expenses
- d. The recipient(s) of the Saturday Mass collection shall be determined by a consensus vote of all attendees at the Convention meeting.
- e. The Provincial Convention Committee shall establish a separate bank account for the Convention. The host parish/diocese is responsible for accepting and recording all registrations and fees.
- f. Convention expenses will be ratified by the Provincial Executive.

6. Other Expenses

- a. The President's subscription to a Catholic newspaper or news service shall be reimbursed.
- b. The President's subscription to the WUCWO newsletter shall be paid.
- c. Standing Committee Chairpersons contemplating extraordinary projects shall submit the estimated costs to the Executive, whose approval must be obtained before the Chairperson begins the project or incurs any expenses.
- d. Payment of all expenses for a relief pastor for the Provincial Spiritual Advisor shall be paid when the Provincial Spiritual Advisor attends provincial meetings and Convention.

7. Alberta Mackenzie Provincial Council Funds

- a. All work and services for the League are voluntary and unpaid except for expenses as defined in these Policies.
- b. Funds may be used to cover expenses incurred to send Officers to attend training sessions, seminars, workshops, and meetings other than those organized by the Council, with prior approval by the Finance Committee.
- c. Consideration should be given to apply for the National Development Fund or Bursary for any extraordinary training.
- d. Advances for known expenses may be disbursed prior to attendance at a convention or meeting, with the approval of the Finance Committee.
- e. League monies shall not be loaned to or used by any individual for personal reasons.

8. Extraordinary Funds

- a. Extraordinary funds are any unexpected, unallocated monies received by the Council.
- b. Spending of these funds must be approved by motion by the Executive prior to any of the funds being spent or committed to being spent.
- c. Every five years, provincial council is eligible for a \$5000 grant from the National treasury. The next year of eligibility is 2022.

9. Budget

- a. Officers of the Alberta Mackenzie Executive shall submit a budget to the Treasurer by November 1st each year.
- b. The Treasurer, in consultation with the Finance Committee, shall present a budget for approval by the Executive at the Midwinter Meeting.
- c. The Executive shall, at least twice yearly, examine the budget and financial statements as prepared by the Treasurer, to ensure proper stewardship of League funds.

10. Signing Officers (see also C&B, Part XII, Section 9)

- a. Signing officers shall be the president, the treasurer and the recording secretary.
- b. All cheques must be signed by two of the signing officers.

- c. On the duly recorded decision of the council concerned, an alternate signing officer may be designated annually from among the elected officers.
- d. A signing officer shall not co-sign a cheque for her own expenses.

Section 11. Eligibility, Nominations, and Elections

1. Election year for Alberta Mackenzie Council is in odd-numbered years.
2. The Nominations and Elections Chairperson may be the immediate Past President of the Alberta Mackenzie Council, or another member in good standing, as designated by the President.
3. The election of officers shall be conducted at the end of the business session at the Annual Convention.
4. The installation of elected and appointed officers shall occur during the celebration of the Eucharist following the close of Convention business.
5. The Past President, in consultation with the Spiritual Advisor, shall arrange the Installation Ceremony.
6. See the *National Manual of Policy and Procedures*, SECTION 7: ELIGIBILITY, NOMINATIONS AND ELECTIONS (C&B, PART XVI)

Section 12. Professional Development/Education Fund

At the January 2003 Midwinter Meeting of the Alberta Mackenzie Provincial Council, a Professional Development/Education Fund was instituted as a pilot project to be reviewed during the Council's Budget process for 2004. The purpose of the Provincial Development / Education Fund is to support opportunities for education in the League that would otherwise be dismissed due to lack of funds. The Fund is intended for events for which monies cannot be accessed from CWL National Development Fund. Initially, Provincial and Diocesan Officers are the primary candidates for the Provincial Fund. This fund is to cover registration/course fees only. (See Appendix 1 for the Professional Development / Education and Application Form.)

Section 13. Awards

1. Elsie Yanik Award

On the occasion of the celebration of the 50th anniversary of the Alberta Mackenzie Council in 1997, the Elsie Yanik Award was initiated to commemorate the leadership and ministry of Elsie Yanik (d. 2016) to the Catholic community in the Mackenzie-Fort Smith Diocese. The award shall be presented annually at the discretion of the Alberta Mackenzie-Fort Smith Provincial Awards Committee (See Appendix 2 for the Guidelines and Nomination Form for the Elsie Yanik Award).

2. Father Walter Krewski Membership Awards

Each year, beginning in 2007, the Father Walter Krewski Award will be given to three councils in the Alberta Mackenzie area for increases in membership during the previous year, for: greatest number of new members, greatest increase in membership and greatest percentage increase in membership. It will be presented each year at the Provincial Convention. (See Appendix 3 for the Guidelines and application form for the Father Walter Krewski Membership Awards).

Section 14. Policy Review

1. At any Executive meeting, the Executive may amend the Policies of the Alberta Mackenzie Provincial Council.
2. The Executive shall review the Policies of the Alberta Mackenzie Provincial Council at least every

four years.

3. A Policy Review Committee shall be appointed by the President and shall normally consist of the Past President, the President-Elect, and any additional members appointed by the President.
4. Although amendments may be presented and voted on at any Executive meeting, substantial amendments shall be presented to an Executive meeting and voted on at the following Executive meeting.



Catholic Women's League of Canada

Alberta Mackenzie Provincial Council

Professional Development/Education Fund

Guidelines

Revised June 2012

The Provincial Professional Development/Education Fund was implemented in 2003 to support opportunities for education in the League that would otherwise be dismissed due to lack of funds. The Fund is intended for events for which monies cannot be accessed from the National CWL Development Fund (see CWL National website, "forms"). Provincial and Diocesan Officers are the primary candidates for the Provincial Fund.

Funding is available within Budget limitations. Requests for funding will be evaluated on an individual basis, and a decision made by the CWL Alberta Mackenzie Provincial Council's Professional Development/Education Fund Committee. The committee consists of the Education and Health Chairperson, Organization Chairperson, Treasurer, President (ex-officio), and one other provincial officer as appointed by the president. The committee will meet to discuss applications at the regular Alberta Mackenzie Provincial Executive Meetings.

1. This fund is to cover registration/course fees.
2. Consideration will be given to requests for funding submitted in the following categories:
 - Diocesan Councils requesting provincial executive member(s) to speak or to facilitate a session.
 - Diocesan Councils bringing in guest speaker(s).
 - Diocesan Officers attending events that would benefit the council or member(s), particularly from a professional development or education perspective.
 - Provincial Officers requesting to attend events outside the Budget.
3. Follow these steps when applying for a subsidy:
 - Send the completed application form to the CWL Alberta Mackenzie Provincial Council's Professional Development/Education Fund Committee (See Form)
 - Applications must be received at least one week before a Provincial Executive Meeting (mailed or e-mailed).***
 - Applicants will be notified of the status of their request within one week after a Provincial Executive Meeting.
 - Please note:** If your submission is returned by the committee for clarification or further information, a decision will not be forthcoming until after the next Provincial Executive Meeting.
4. **After the Event:**
 - Within two weeks of completion of the event, ***submit a report to the Fund Committee*** (approximately one page written, plus financial statement with expenses and receipts), along with a cheque for the balance of unused funds (payable to CWL Alberta Mackenzie Provincial Council).

APPENDIX 1



Catholic Women's League of Canada

Alberta Mackenzie Provincial Council

Professional Development/Education Fund *Application Form*

Date of Application: _____ Diocese: _____

Name of Council or Officer applying for subsidy: _____

Other CWL Councils participating (if applicable): _____

TOTAL AMOUNT of subsidy requested: \$_____ (*provide details on reverse*)

Contact Person: _____

Address: _____ Postal Code: _____

Telephone: () _____ Email: _____

Event: _____

Describe the Event: _____

How will the event benefit the CWL member(s) or council (s)? (*provide details on reverse, if needed*)

Signature of Applicant: _____

Signature of Diocesan or Provincial Council President: _____

For Committee Use: Approved _____ *Denied* _____

Notes:

*Send to CWL ABMK Provincial Council – Education & Health Standing Committee Chair
abmkprovedhealth@gmail.com*

APPENDIX 1



Catholic Women's League of Canada

Alberta Mackenzie Provincial Council

Elsie Yanik Award

In celebration of the 50th anniversary of the Alberta Mackenzie Provincial Council, the Elsie Yanik Award was initiated (in 1997) to commemorate the leadership and ministry/service of Elsie Yanik to the Catholic community in the diocese of Mackenzie-Fort Smith.

Guidelines:

1. This award shall be presented annually, if applicable, at the discretion of members of the Alberta Mackenzie Provincial Council Awards Committee, which consists of the President, President-Elect, Spiritual Development Chairperson, and Spiritual Advisor.
2. The recipient shall be a CWL member living in Alberta Mackenzie.
3. This honorary award shall consist of an individual plaque presented to the recipient; and a permanent plaque, which is inscribed with the names of all recipients. The permanent plaque shall be kept with the recipient's council for display purposes until the following provincial convention.
4. Nomination of a member must be submitted by a Parish or Diocesan Council.
5. Deadline for submissions shall be December 31 of each year.
6. The Provincial President shall notify the recipient by February 15.
7. The recipient shall have her transportation, registration, room, and meals paid to attend the annual provincial convention to receive the award.
8. The Provincial President will notify the nominating council that the unsuccessful candidate(s) is not accepted for this year. The candidate's nomination will be kept on file and reviewed for each of the next three years.

Criteria for Eligibility:

The nominee must:

1. Be a League member in good standing (has paid her membership fee in the current year);
2. Portray a leadership role;
3. Have demonstrated a commitment to ministry/service in an area or areas of need in a parish or community.

(Revised February 2004)

Instructions: *highlight, copy-and-paste into a word processor document; fill in and e-mail or mail to CWL Alberta Mackenzie Provincial Council re*

APPENDIX 2



Catholic Women's League of Canada

Alberta Mackenzie Provincial Council

ELSIE YANIK AWARD

NOMINATION FORM

*Sponsored by Alberta Mackenzie Provincial Council
The Catholic Women's League of Canada*

Nomination of a CWL member:

Name _____

Address _____

Telephone _____ email _____

Nominee's Parish Council _____

Nominating Parish/Diocesan Council President _____

Address of Nominating Council President _____

Telephone _____ email _____

Current year membership of nominee is paid ____ Yes ____ No

Type(s) of Ministry/Service: _____

Describe the ministry/service, why and when it was started, the role of the nominee, and the length of her participation.

Signature of nominating Council President: _____

Comments of President: _____

Signature of nominating Council Spiritual Advisor:

Date: _____

Forward to CWL Alberta Mackenzie Provincial Council before December 31.

Send to:

CWL Alberta Mackenzie Provincial Council – Organization Standing Committee Chair

abmkprovpreselect@gmail.com

APPENDIX 2



Catholic Women's League of Canada

Alberta Mackenzie Provincial Council

Criteria for the Father Walter Krewski Membership Awards

Each year, beginning in 2007, the Father Walter Krewski Award will be given to three councils in the Alberta Mackenzie area for increases in membership **during the previous year**. It will be presented each year at the Provincial Convention.

1. The first award will go to the council that has the greatest number of new members in the previous year. (Please note: New members are only those who have never held a CWL membership before). Information is to be submitted by each Parish Council President.
2. The second award will go to the council that has the greatest increase in membership in the previous year. Information is to be submitted by each Diocesan Treasurer.
3. The third award will go to the council that has the greatest **percentage** increase in membership in the previous year. Information is to be submitted by each Diocesan Treasurer.

The purpose of these awards is to encourage all councils to promote the League in their parishes and to recruit new members.

The second award will benefit those councils that not only strive for new members but also work to have all members renew each year.

The third award will benefit small councils who do not have a large membership but also do not have a large parish population from which to recruit members.

All Parish CWL Councils in Alberta Mackenzie are eligible for these awards. However, the council must have been active in the year prior to the award year. (eg. The awards given at the 2012 Convention will be for the year 2011, therefore the recipient councils must have been active in 2010).

From the information provided by you the Provincial Council will ascertain who will receive each award and will notify these councils by April 15th.

The receiving councils will be awarded a certificate of appreciation. The receiving councils will hold the religious picture or statue for each category until February 28th of the following year at which time it must be returned to the Provincial President-Elect.

Revised application forms will be forwarded to each council in the fall of each year.

APPENDIX 3



Catholic Women's League of Canada

Alberta Mackenzie Provincial Council

presents the
Father Walter Krewski Membership Award
for the most New Members in the year 20__

This form is to be completed by each Parish Council President.

The purpose of this award is to give recognition to the council that had the greatest number of new members in the previous year. (Please note: New members are only those who have never held a CWL membership before)

Name of Council _____

President's Name _____

Address _____

Postal Code _____ Telephone number _____

Number of New Members _____

Complete this application form and forward it to the address noted below. The deadline for submission of this form is February 28th. If you have any questions, please feel free to call or email.

Forward to CWL Alberta Mackenzie Provincial Council before December 31.

Send to:

CWL Alberta Mackenzie Provincial Council – Organization Standing Committee Chair
abmkprovpreselect@gmail.com

APPENDIX 3



Catholic Women's League of Canada

Alberta Mackenzie Provincial Council

presents the
Father Walter Krewski Membership Awards
For the largest increase and largest percentage increase in membership in
20_____

This form is to be completed by each of the five Diocesan Council Treasurers. The information required is available from the membership information form forwarded to diocesan treasurers at the beginning of each year by National Office. It lists the membership statistics of all the councils in your Diocese.

Name of Diocesan Council _____

Part I

The purpose of this award is to give recognition to the council that had the **greatest increase in membership** for the previous year. This is for the council that not only strives to get new members but also works to have all current members renew each year.

Part II

The purpose of this award is to give recognition to the council that has the **greatest percentage increase in membership** during the previous year. This award is for the small councils who do not have a large membership but also do not have a large parish population from which to recruit members.

Please complete this form and attach a copy of both your **2008 and 2009** membership information form noted above and forward to the address noted below. The deadline for submission of this form is February 28th. If you have any questions, please feel free to call or email.

Provincial Council will be responsible for ascertaining which council will receive these awards.

Forward to CWL Alberta Mackenzie Provincial Council before December 31.

Send to:

CWL Alberta Mackenzie Provincial Council – Organization Standing Committee Chair
abmkprovpreselect@gmail.com

APPENDIX 3

January 2010

APPENDIX 4

DUTIES OF DIOCESAN PRESIDENTS AND PROVINCIAL OFFICERS TO THE PROVINCIAL COUNCIL

Before the Fall and Midwinter meeting write a report updating the Provincial Council of news and issues which have occurred since the last meeting. Send a copy of this ahead of time to the Secretary and send an abbreviated copy to be included in the minutes. (This way the Secretary doesn't make a mistake shortening key details.) Send out your report to the whole executive to be read ahead of time. Aim at least one week ahead of our meeting.

The Pre-Convention meeting is a shortened version of the Fall and Midwinter meeting and is also a review of the details and duties of the convention such as responsibilities and time allotments (*Standing Committees usually give a brief summary of their report so that there is no overlap between reports.*)

At the Convention meeting, report to the assembly on the activities that have happened in the diocese from January to the time of Convention. Create a full report to present; send a copy of this report to the secretary as well as the shortened version to go into the minutes. This should be in to the Secretary and the entire executive a week before the time of convention.

At all meetings, Procedural Motions such as Approval of Agenda and Approval of Minutes will not need to follow the protocol of motion forms being completed. Substantive Motions will be made on Motion forms. Motion forms will be available.

The reports at Convention must conform to the time limit of 3 (three) to 5 (five) minutes – the maximum will be 5 minutes. Do not read the report found in the Convention Book, nor indicate which page the report appears on.

APPENDIX 5

GUIDELINES FOR ORAL REPORTS TO THE CONVENTION ASSEMBLY

(Modified from the guidelines in the National Manual of Policy and Procedure)

1. Address the chair only, e.g., Madam President, Madam Chairperson.
2. Reporting should be done with accuracy, brevity and clarity and within the assigned period.
3. Submit the oral report electronically prior to convention.
4. Report on the future. The oral report should be an update from the time of the written report, not a repeat of past accomplishments, e.g., recent legislation or current affairs connected to topics in question; upcoming events ...
5. Speak in the third person, e.g., group, committee, executive, board, panel, agency
6. Bring dignity to the work of the League through the message. (This is not a time for grand-standing, songs, jokes, poems or prayers).
7. Trying to take more than the allotted time means that you will be unable to finish your report, as your time is measured.
8. This is not the time for “thank-yous”. Chairpersons, executive or any others may be thanked privately or by personal messages after the convention.
9. Oral reports to the Convention will be posted to the website immediately following the convention.

APPENDIX 6 -

TIMELINE FOR PROVINCIAL OFFICERS (PO) AND DIOCESAN PRESIDENTS (DP)

Date	Event	Request
December	Elsie Yanik Award	Nominations due by December 31
January - March	Annual Reports	*Refer to Provincial Policy for timing of reporting to each level
January	Provincial Midwinter Meeting -- typically Friday evening to Sunday afternoon - if changes are made, participants will be made aware at the previous Provincial Executive meeting. (Usually held at Star of the North Retreat House, St. Albert)	<p>PO & DP</p> <ul style="list-style-type: none"> *Prepare full report - send to all Provincial Executive 10 days before meeting. *Prepare highlights of report for the Minutes and send to Secretary. *Prepare report on any special committees or events attended that pertain to CWL. *Submissions to Professional Development Fund need to be received before each of the provincial executive meetings. <p>DP</p> <ul style="list-style-type: none"> *Share upcoming Provincial Convention information at Diocesan Midwinter Meetings. (If mailing by paper mail, postage and envelopes will be paid for by Provincial Council but preferred method for sharing is by email / electronically.)
February	Father Walter Krewski Awards	<ul style="list-style-type: none"> *Diocesan Treasurer submits required information for Awards. *Parish councils send their updates of new/renewed members and (never been) new CWL members to the Organization Chair.
April/May	Diocesan Conventions	<p>DP</p> <ul style="list-style-type: none"> *Invite the Provincial President early. *Share Diocese Annual Report Book with the other Diocesan Presidents in the province. (May be shared electronically.) <p>PO & DP</p> <ul style="list-style-type: none"> *Submissions to Professional Development Fund need to be received before each of the provincial executive meetings

June	Annual Provincial Convention - typically Thursday evening for the Pre-Convention Meeting, Friday and Saturday Convention meeting and Sunday - Post Convention meeting in morning.	<p>DP *Attend as a Voting Delegate</p> <p>PO & DP *Bring Oral report *Prepare full report - send to all Provincial Executive 10 days before meeting. *Prepare highlights of report for the Minutes and send to Secretary. *Prepare report on any special committees or events attended that pertain to CWL.</p>
September	Provincial Fall meeting – typically Friday evening to Sunday afternoon. If changes are made participants will be made aware at the previous provincial executive meeting. (Usually held at the Star of the North Retreat House in St. Albert	<p>PO & DP *Prepare full report - send to all Provincial Executive 10 days before meeting. *Prepare highlights of report for the Minutes and send to Secretary. *Prepare report on any special committees or events attended that pertain to CWL.</p> <p>DP *Share Provincial Convention information at Diocesan Fall Meetings. (If mailing by paper mail, postage and envelopes will be paid for by Provincial Council but preferred method for sharing is by email / electronically.)</p> <p>PO & DP *Submissions to Professional Development Fund need to be received before each of the provincial executive meetings.</p>
October	Diocesan Fall Meetings	<p>DP *Pass on information gathered at Provincial meeting to Diocesan/Parish councils as needed. *Remind councils of deadlines for Provincial Education fund one week prior to next executive meetings.</p>
November	Consider Awards	<p>DP *Remind councils of Elsie Yanik and Father Walter Krewski awards. *Submit applications to Provincial Council.</p>

GUIDELINES FOR THE PROVINCIAL WEBSITE (See also *National Manual of Policy and Procedure: Media Thoughts Around Website Development.*)

1. The Communications Chairperson will oversee the Alberta Mackenzie Provincial website in conjunction with the webmaster.
2. At the beginning of the term the Communications Chairperson will send a directive to all members of the provincial executive indicating the procedure for submitting directives/newsletter articles for placement on the website.
 - Communiques will be sent to the Communications Chairperson and the Webmaster for posting.
 - If officers have other items they would like to be posted, they must contact the president for approval prior to posting.
 - The Communications Chair and/or Webmaster will ensure all extra ordinary submissions have been approved by the president prior to posting.
 - Communiques and other documents will be uploaded to the website in PDF format where ever possible.
 - Oral reports to the Convention will be posted to the website immediately following the convention.
3. Communiques will be retained on the website for two (2) years, after which time they will be removed. For clarity, this means the previous Chairperson's communiques will be removed as the new Chairperson's are uploaded, allowing for a certain continuity in information while not becoming too cumbersome for website browsing.
4. Provincial Newsletters will be retained on the website for five (5) years, after which time they will be archived.
5. A PDF copy of the Annual Report Book will be retained on the website for five (5) years, after which time it will be archived.
6. A PDF copy of the current edition of the Alberta Mackenzie Provincial Policies will be maintained on the website.
7. The website will contain an Archives section. At the start of each term, and as required throughout the term, the Communications Chairperson and Webmaster will review the website and retain or remove other items (except Communiques) as decided in consultation with the President. The President will determine which items shall be retained in the Archives.
8. The website will contain a Resolutions page which will be structured in a similar manner to the Resolutions page on the National website and will contain resolutions that have been passed for action at the provincial level. The Resolutions Committee, in consultation with the President, will be responsible to review the articles on the page and determine those that are no longer relevant. The Webmaster will archive resolutions as requested by the Resolutions Committee.
9. The website will be kept up to date by making deletions/additions as appropriate in keeping with current League policy.

GUIDELINES FOR PROVINCIAL LIFE MEMBER LIAISON

1. The Provincial President appoints a Life Member Liaison. The term of appointment shall be two years. The appointment can be extended for one further term of two years by the new President.
2. The person selected for this position shall be a Life Member in good standing.
3. The Provincial President shall notify the National Life Member Liaison of the Appointment.
4. The National Life Member Liaison will contact the appointee.
5. The Provincial Council shall supply a budget for the work of the Life Member Liaison.
6. The Life Member Liaison shall provide appropriate receipts for her expenditures.
7. The Life Member Liaison shall:
 - a) Maintain contact with the National Life Member Liaison.
 - b) Maintain the list of Life Members and their areas of interest and expertise
 - c) Contact Honorary Life Members and Life Members in the Provincial Council at least three times during the League year, copies to be sent to the Provincial President.
 - d) Contact the National Life Member Liaison as needed, copies to be sent to the Provincial President.
 - e) Report changes of address, health status of Honorary Life Members, or of Life Members, to the Provincial President, other Life Members. Report changes of address to the Provincial Secretary.
 - f) In the event of the death of an Honorary Life Member or Life Member report it to the National CWL office, and to the Provincial President as soon as possible.
 - g) Forward suggestions from Life Members to the National Life Member Liaison.
 - h) Send appropriate cards and/or Mass cards to Honorary Life Members or Life Members concerned, on the occasion of their special birthdays, anniversaries, or in case of illness or bereavement. In the event of the death of an Honorary Life Member or a Life Member, send a Mass card to the appropriate person.
 - i) Host the Life Members lunch at provincial convention (Saturday).
 - j) Keep the Life Member Liaison files and albums updated.
 - k) Submit an Annual Report to the Provincial President, send a copy to the Provincial President-Elect, and a copy to the National Life Member Liaison, by the dates required on each level.

MAKING A MOTION AND VOTING BY EMAIL

1. A Provincial Officer makes a motion, by email. Another officer seconds the motion
2. Subject line in email: MOTION:
3. The Motion is emailed to all Officers
4. The President determines a time frame to answer.
5. Each Officer responds to President.
6. President declares motion passed (or failed).
7. The Motion is brought back to the next actual meeting and is ratified. Motion and outcome are recorded into the Minutes.
8. President can put out the initial call-for-a-motion via e-mail as well, if needed. If two people already know what the motion will be, they can Move and Second; and then the Motion goes to e-mail.
9. After the Motion is moved and seconded, if there are discussion points *i.e. I do not think it is a good idea to.... because...* these would be included in the email messages.
10. A MOTION by email needs only a majority vote, then once over half the Executive have responded on one side of the vote, it can be declared by the President as Carried or Defeated.
11. The motion and vote are recorded in the next executive meeting minutes. The Motion is included in the consecutive motion numbering.

ACKNOWLEDGEMENT OF FIRST NATIONS, METIS AND INUIT LANDS IN PUBLIC GREETINGS BY THE CATHOLIC WOMEN’S LEAGUE

In acknowledging First Nations, Metis and Inuit lands in public greetings by the Catholic Women’s League to an assembly, public event or ceremony, the Provincial Executive will introduce comments with the following three points:

- Thank God, for all of creation.
- Acknowledge the Treaty(Treaties) land on which the meeting is located.
- Pay respects to the First Nations, Metis and Inuit who have been on the land traditionally and have been excellent stewards of this land.

Example:

The Alberta Mackenzie Council of the Catholic Women's League thank God for all of creation. We acknowledge that we are on Treaty __ Territory. We acknowledge the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries and whose respectful stewardship have enabled us all to enjoy the riches of the Creator’s blessings. We are all treaty people and we thank God for this great land and pray that we may care for Mother Earth in a more loving thoughtful way

Treaty land map <http://manitobawildlands.org/maps/CANLandClaimTreatyMap.pdf>

See also : <https://www.ucalgary.ca/indigenous-strategy/resources/territorial-acknowledgements> as guidelines for Basic, Specific Territorial Acknowledgement and Extended Acknowledgement

