



The Catholic Women's League of Canada

Archdiocese of Edmonton

OUR LADY OF GOOD COUNSEL, PRAY FOR US

Policies of the Edmonton Diocesan Council

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**Policies
of the
Edmonton Diocesan Council**

- 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 “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 & 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 the *Constitution & Bylaws* (C & B) and the *National Manual of Policy and Procedure* (P & P).

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

Diocesan Council shall be composed of its Officers, Presidents of Parish Councils in the Diocese, Parish delegates accredited to the Diocesan Convention, Honorary Life Members and Life Members holding a membership in the Diocese. In the Archdiocese of Edmonton, the Zone Chairpersons are part of Diocesan Council and have accredited delegate status at Annual Diocesan Convention.

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

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

3. Diocesan Officers – C & B Part XI Section 2

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

4. Standing Committees – C & B Part XIII

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 Resolutions & Legislation.

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. Signing officers shall be the President, President-Elect and Treasurer. All cheques must be signed by two of the signing officers.

b. *Zones (Regional Committees)* C & B Part VIII Section 6 (b)

Regional Committees are called ‘Zones’ in the Archdiocese of Edmonton. The Edmonton Diocesan Council is composed of nine (9) Zones representing 67 Councils (see Appendix C). Membership in a Zone is determined by geographic location. The Zone Chairpersons have usually been President of a Council and report through the Organization Standing Committee and are guided by the *Zone Chairperson’s Handbook*.

Zones take turns hosting the Annual Diocesan Convention (see 7a for more details).

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 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.

7. Meetings and Conventions – C & B Part XIV Section 3 (b)

- a. The Edmonton Diocesan Council shall meet in Annual Diocesan Convention usually the third or fourth weekend of April of each year. The Annual Diocesan Convention shall be hosted by the Zones on a rotational basis.

Year	Hosting Region
2011	Zone 9 (North)
2012	Zone 7
2013	Zone 8
2014	Zone 9 (West)
2015	Zone 1
2016	Zone 2
2017	Zone 9 (South East)
2018	Zone 3
2019	Zone 4
2020	Zone 9 (North)
2021	Zone 5
2022	Zone 6

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 and St. Matthew.

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

Zone 9 South East – Assumption, Our Lady of Perpetual Help, St. Agnes, St. Anthony and St. Theresa.

- b. The Diocesan Executive shall meet:
- (i) before and after the Annual Diocesan Convention at the Pre-Convention and Post-Convention Meetings
 - (ii) at the Fall Meeting, usually held the last Saturday of September or the first Saturday of October, hosted by a council outside the city of Edmonton
 - (iii) at the Mid-Winter Meeting, usually held the first Saturday of February hosted by a council in Zone 9 or near the city of Edmonton
 - (iv) at the request of the Diocesan Officers
 - (v) at the request of a majority of the Diocesan Executive
- The membership at large may be extended an invitation to attend meetings of the Executive but may not make motions or vote.
- c. The Diocesan Officers shall meet monthly, except July, and when special meetings are called by the Diocesan President and at the request of a majority of the Diocesan Officers.

8. Reports at Meetings

- 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 President of the local council of the Military Ordinariate, the Archbishop and all attendees of the Annual Diocesan Convention.
- e. Annual Reports may be made available on the Edmonton Diocesan Council website: <www.e.cwl.ab.ca>

9. Minutes

- a. Minutes of the Annual Diocesan Convention meeting and of the Diocesan Executive meetings (Pre-Convention, Post-Convention, Fall, Mid-Winter) shall be sent by e-mail 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. Minutes will be sent by post, upon request, to those without access to e-mail.
- b. Minutes of the Diocesan Officers meetings shall be sent to all Diocesan Officers.

10. Expenses and Reimbursements – C & B Part XIV Section 6

The Diocesan Council Treasury shall reimburse for business expenses (receipts required) of the Diocesan Officers (e.g. photocopying, postage, long distance calls, office supplies). Meals (receipts required) are reimbursed to a maximum of \$10.00 for breakfast, \$15.00 for lunch and \$20.00 for supper, including GST and gratuity. Cocktail expenses are the responsibility of each member. Vehicle expenses shall be compensated at a rate of \$0.35 per kilometre. 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 Diocesan Convention, if desired.) The Diocesan Officers must receive approval in advance from the Finance Committee for expenses related to their office or standing committee.

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

- a. the current Diocesan Officers and the Spiritual Advisor when they:
 - (i) attend monthly meetings of the Diocesan Officers
 - (ii) attend Diocesan Fall and Mid-Winter meetings
 - (iii) attend Annual Diocesan Convention
 - (iv) are invited to bring greetings and are approved by the Diocesan Officers to represent the Diocesan Council at Zone meetings, Parish CWL Council meetings, anniversaries, celebrations and special events
- b. the Convention Convenor for registration, meals and shared accommodations at the Annual Diocesan Convention (2 nights) and gas to attend meetings of the convention planning committee when travel is required over 75 kilometers (one way)
- c. the parliamentarian's honorarium (\$300.00) at Annual Diocesan Convention
- d. the honoraria for guest speakers or facilitators (\$75.00-\$150.00)
- e. courtesy meal tickets (e.g. WCR reporter, CART provider, guest speakers)
- f. the Diocesan Convention banquet tickets for special Convention guests invited by

- the President (e.g. clergy, guest speakers, award recipients, etc.)
- g. mileage and meals for the recipient of the Doreen Melton Scholarship to attend the Annual Diocesan 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 14 and 15 of these *Policies*
- j. extraordinary items, when approved in advance by the Diocesan Officers, for discretionary expenditures up to \$500 with a cap of \$1000 per Budget (fiscal) year

11. Letters

Letters written on behalf of 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).

12. Media

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

13. 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.

14. Representation to Provincial Meetings and Annual Provincial Convention – C & B Part XIV Section 6 & C & B Part XV Section 1 (b) (ii)

- a. The President (or designate) shall represent Diocesan Council at all meetings of the Alberta Mackenzie Provincial Council of the CWL, with her expenses paid by the Provincial Council Treasury (CWL ABMK *Provincial Policies* Section 2.2.f.ii). When the President-Elect attends the Provincial Council meetings, her expenses shall be borne by the Diocesan Council Treasury in her first year and borne by the Provincial Council Treasury in her second year (CWL ABMK *Provincial Policies* Section 2.2.f.ii).
- 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 Council Treasury.
- c. As funds permit, the Diocesan Spiritual Advisor may attend the Annual Provincial Convention with expenses to be borne by the Diocesan Council Treasury.
- d. Expenses covered include registration, banquet, lunches provided at convention, other daily meals, travel and shared accommodations. Optional tours offered before or after Convention are not included.
- e. Upon approval of the Diocesan Executive and provided funds are available, Diocesan Officers who attend Annual Provincial Convention and who are not voting or accredited

delegates may have their registration reimbursed by the Diocesan Council Treasury.

15. Representation to Annual National Convention – C & B Part XV Section 1 (b) (ii)

- a. Upon approval of the Diocesan Executive and provided funds are available, the expenses of the President (or designate) to attend the Annual National Convention as an 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 Annual National Convention as an accredited delegate shall be borne by the Diocesan Council Treasury.
- c. Upon approval of the Diocesan Executive and provided funds are available, the expenses of the Spiritual Advisor to attend the Annual National Convention shall be borne by the Diocesan Council Treasury twice during their five-year term.
- d. Expenses covered include registration, banquet, lunches provided at convention, other meals, travel and shared accommodations. Optional tours offered before or after Convention are not included.
- e. Upon approval of the Diocesan Executive and provided funds are available, Diocesan Officers who attend Annual National Convention and who are not accredited delegates may have their registration reimbursed by the Diocesan Council Treasury.

16. Policy Review

- a. The *Policies of the Edmonton Diocesan Council* shall be reviewed at least every four years.
- b. The President shall appoint a Policy Review Committee. The Committee shall be composed of the President, President-Elect, Past President and additional members who have acquired experience with the policies of the League.
- c. The Policy Review Committee shall meet and then make recommendations to the Diocesan Officers.
- d. At the Diocesan Mid-Winter Meeting, a draft shall be distributed to Council Presidents, Life Members, Zone Chairpersons and Past Diocesan Presidents 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* shall be voted on by the Diocesan Executive at the Pre-Convention Meeting.
- g. The revised *Policies of the Edmonton Diocesan Council*, as approved, shall take effect after Annual Diocesan Convention weekend.

APPENDICES

Appendix A - Zones & Councils (9 Zones with 67 Councils)

Zone 1 (4 Councils)	Edson-Sacred Heart Grande Cache-Holy Cross Hinton-Our Lady of the Foothills Jasper-Our Lady of Lourdes
Zone 2 (10 Councils)	Evansburg-St. Elizabeth Mayerthorpe-St. Agnes Mearns-St. Charles Onoway-St. Rose of Lima Parkland County-Holy Trinity St. Albert-Holy Family St. Albert-St. Albert Villeneuve-St. Peter Wabamun-St. Joseph Wildwood-St. Alphonsus
Zone 3 (5 Councils)	Fort Saskatchewan-Our Lady of the Angels Holden-St. Gregory Redwater-St. Clare St. Michael-St. Michael the Archangel Star-Our Lady of Good Counsel
Zone 4 (4 Councils)	Lloydminster-St. Anthony Provost-St. Mary Vermilion-Holy Name of Jesus Wainwright-Blessed Sacrament
Zone 5 (9 Councils)	Camrose-St. Francis Xavier Castor-Our Lady of Grace Daysland-Our Lady of the Trinity Daysland-St. Boniface Spring Lake Heisler-St. Martin Round Hill-St. Stanislaus Stettler-Christ-King Strome-Our Lady of Fatima Strome-St. Peter
Zone 6 (5 Councils)	Didsbury-St. Anthony Olds-St. Stephen Sundre-Our Lady of Fatima Three Hills-St. Joseph Trochu-St. Anne of the Prairies
Zone 7 (7 Councils)	Innisfail-Our Lady of Peace Ponoka-St. Augustine Red Deer-Sacred Heart Red Deer-St. Mary Rimbey-St. Margaret Sylvan Lake-Our Lady of the Assumption Rocky Mountain House-St. Matthew
Zone 8 (5 Councils)	Beaumont-St. Vital Devon-St. Maria Goretti Drayton Valley-St. Anthony Leduc-St. Michael Wetaskiwin-Sacred Heart

Zone 9 (18 Councils)

- Edmonton-Annunciation
- Edmonton-Assumption
- Edmonton-Good Shepherd
- Edmonton-St. Agnes
- Edmonton-St. Alphonsus
- Edmonton-St. Andrew
- Edmonton-St. Anthony
- Edmonton-St. Charles
- Edmonton-St. Clare
- Edmonton-St. Dominic Savio
- Edmonton-St. Edmund
- Edmonton-St. John Bosco
- Edmonton-St. John the Evangelist
- Edmonton-St. Joseph Basilica
- Edmonton-St. Matthew
- Edmonton-St. Theresa
- Edmonton-St. Thomas More
- Sherwood Park-Our Lady of Perpetual Help

Appendix B - Silver Tea Service

On April 24, 1993, at the Annual Diocesan 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.

Appendix C – Chrism Mass

In 1978 CWL Diocesan President Frances Cover asked other Council Presidents to contribute to the Chrism Mass Reception. Councils were expected to participate either with \$20 or \$10 donations of home baking. On March 4, 1997 a motion was passed that each Diocesan Council provide 3 loaves of sandwiches. On February 21, 2001 Zone 9 Councils were asked if they could provide three trays of about 120 sweets per council. Also, help in setting up, serving and clearing away would be welcomed. Rural councils were asked to send cash. On February 26, 2003 Zone 9 councils were asked to send two volunteers from each council and to send food in the morning if possible (two loaves of sandwiches and one pan of squares pre council).

Currently Edmonton Diocesan councils in the city of Edmonton donate \$10.00 plus two loaves of sandwiches and one pan of squares and for out of town councils they donate \$20.00 for the reception held at St. Joseph's Basilica which is held on the Monday evening of Holy Week. Donations are made annually using the Parish Remittance form. Volunteers from each Zone 9 Council are appreciated to help with setting up, serving and clearing away.

Appendix D - 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 \$500.00 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. A candidate may only receive the Scholarship once.

Appendix E – Refugee Welcome Bag Project

In the early 1990s, the Edmonton Diocesan President was approached by Catholic Social Services (CSS), Refugee Sponsorship Program, to discuss possible help from CWL for government-sponsored refugees arriving in Edmonton through CSS. Virtually all refugees (those who must leave their home countries and therefore arrive in Canada with nothing) who come into Northern Alberta go through this facility, so it serves refugees moving to many communities throughout our diocese.

At a subsequent diocesan meeting, CWL members voted in favour of providing “welcome bags” for each refugee family, and thus began the CWL’s Refugee Welcome Bag Project. A council was recruited to administer the project on behalf of all councils within the Edmonton Diocesan Council; this council prepares and delivers the bags to CSS Reception House when advised of incoming refugees.

CWL councils and members in the Edmonton Archdiocese are asked to donate items for the refugee welcome bags and/or a suggested donation of \$25 annually. The council coordinating the project receives any items or money, using them as needed, until the next council takes on the project, at which time all items and funds are transferred directly to the new council. There is no set term for coordinating this project; the coordinating council simply advises the diocesan president when they are ready to hand over the reins.

The Diocesan Council’s role is to recruit a new council to coordinate the project when needed and to circulate the list of items as requested. The project falls under the diocesan community life standing committee, and reports are generally made through this standing committee chairperson.

Appendix F – St. Benedict Chapel

St. Benedict Chapel, named after Pope Benedict and St. Benedict of Nursia, is located on the 3rd floor of City Centre East Mall across from Sir Winston Churchill Square in downtown Edmonton. It was under the direction of Archbishop Thomas Collins that this place of prayer was established. The Bishop wished for “an oasis of peace and serenity in a busy world”. He describes it as a “point of stillness, of peace – the presence of our Lord – at the heart of our busy world in the very centre of Edmonton”. He thought it was something important for Catholics who are working in that area or shopping or visiting that area, but also for people of other faiths who might be interested in just a quiet place of prayer.

The Chapel offers seating for 54 people plus standing room for another 10 – 15. It is served by a full-time priest-chaplain and offers daily Mass and Confession. It’s not a church as there are no funerals or weddings or baptisms. It is truly a place of prayer.

In November 2006, Archbishop Collins approached the Edmonton Diocesan Council with an invitation to become a patron of St. Benedict Chapel who would be willing to donate on a regular basis towards the cost of running the Chapel. The operation cost is between \$2,500.00 to \$3,000.00 per month.

At the Fall Executive Meeting on Friday, September 28, 2007 at St. Mary’s Parish in Red Deer a motion was made that the Edmonton Diocesan Council sponsor the operating costs to a maximum of \$3,000 annually for the month of May at St. Benedict's Chapel in downtown Edmonton with voluntary contributions from CWL Councils of the Edmonton Diocese with the Diocesan Treasury covering any shortfall. Donations are made annually using the Parish Remittance form.

Appendix G – Faith, Fun & Fitness Run/Walk

This annual event is held in late spring in support of Newman Theological College. The event raises over \$40,000 each year for the college which provides theological education to Christian men and women. The college provides instruction and prepares laity, religious and ordained ministers for service and leadership to meet the needs of the Church in Western Canada.

The Faith Fun & Fitness Walk/Run attracts hundreds of participants and relies on volunteers to assist in the planning and hosting of this popular fundraising initiative. In response to a request made by the College in 2011, a motion was made and passed for the Executive of Edmonton Diocesan Council to be involved in the purchasing, preparation and serving of hot dogs to a maximum of \$350.00 for participants in the annual Faith, Fun & Fitness 5K & 10K Run/Walk representing an indirect donation to the college on behalf of all members in the diocese.