

The Catholic Women's League of Canada



Prince Edward Island Provincial Council

Manual of Policy & Procedure

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Section 1. Name

The name of the council is the **Prince Edward Island Provincial Council of The Catholic Women's League of Canada**, hereinafter called the **PEI Provincial Council** or the **Provincial Council**.

Section 2. Affiliation

PEI Provincial Council *Manual of Policy and Procedure* 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 PEI Provincial Council:

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

Section 4. Organization

1. The PEI Provincial Council, hereinafter called Provincial Council, shall be composed of:

- President
- Vice-President
- Secretary
- Treasurer
- Past President
- Chairpersons of Standing Committees (Faith, Service & Social Justice)

2. The PEI Provincial Executive, shall be composed of the elected PEI Officers and Presidents of the Parish Councils.

3. The Diocese of Charlottetown 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 Bishop to inquire if the Spiritual Advisor will be replaced at the end of year five.
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 PEI Provincial Council and upon recommendation of the PEI Standing Committee Chair and
 - b. shall submit written reports to the Chairperson.
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 and
 - 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 PEI Provincial Council to attend that event. If the member appointed cannot attend a particular meeting, then she shall ask another member of the Executive to attend on her behalf.
6. The President may appoint LIAISON MEMBERS. The Council currently has a Life Member Liaison. Other liaison members may be appointed as needed.
7. The FINANCE COMMITTEE shall be composed of the Treasurer (chairperson), President, Vice-President, and one other member as appointed by the President. Signing officers shall be the President, Secretary and Treasurer, any two of whom shall sign cheques.

Section 5. Duties Specific to PEI Provincial Officers

1. General Guidelines

Upon election to office:

- Review material from previous chair of standing committee.
- Study appropriate pages from Executive Handbook, Leading the League, Constitution & Bylaws and National Manual of Policy & Procedure.
- Appoint committee members as required.
- Attend PEI Provincial AMM/Convention (Friday night and Saturday in May), Fall Conferences, Area Meetings, Executive meetings, as well as PEI Provincial Council meetings that are to be held every second month or as required.

2. Duties of the President

- 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, National Conventions, Knights of Columbus Conventions, or any other conference 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 PEI Provincial Council and forward all information promptly.
- c. Delegate responsibilities and maintain contact with all Executive members.
- d. Maintain contact with the Bishop of Charlottetown Diocese.
- e. Maintain contact with appointed liaisons and assist them as required.
- f. Assign standing committee chairpersons and ensure that files are passed on from outgoing to incoming chairpersons.
- g. Determine theme, workshop format, and guest speakers for workshops and AMM/Convention, in consultation with the Provincial Council.
- h. Inform and invite the Bishop of Charlottetown Diocese of the date and place of the PEI Provincial Convention, as early as possible.
- i. Ensure that all Executive members receive the Notice of Meeting at least one month prior to the meeting.
- j. Ensure that the members of PEI Provincial Council and Life Members of PEI Provincial Council receive the 'Call to AMM/Convention.'
- k. 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.
- l. Ask the Life Member Liaison to submit a report for the Annual Report Book.
- m. Meet with government officials at least once a year (with the Social Justice Chair and other designated officers, where possible) to state, clarify, and promote League resolutions and policies.
- n. Keep files up-to-date and provide a list of all incoming and outgoing correspondence for Executive members at every meeting.
- o. Type any correspondence, invitations, or appreciations.

- p. Write a report summarizing her term, to be placed in the Council archives.
- q. Be an ex officio member of all committees except the Nominations and Elections Committee (Council Policy Review, Catholic Girls Bursary, Finance Committee, etc.).
- t. Arrange with the Faith Chairperson to have Mass Cards sent on behalf of the Prov. Council.
- u. Prepare reports for National AMM/Convention.
- v. Must attend the National AMM/Convention as a voting delegate.
- w. Must attend the National Executive meetings.

3. Duties of the Vice-President

- a. Ensure that all Executive members have copies of the necessary League materials.
- b. Maintain contact and act as liaison between Provincial and National Vice-Presidents.
- c. Send letters of welcome to new/reorganized councils or letter of acknowledgement to disbanded councils.
- d. Promote League or member development programs in the province.
- e. Be a member of the Council Policy Review Committee.
- f. Be a member of the Catholic Girls Bursary Committee.
- g. Order and arrange to have the "Provincial" bar attached to the outgoing President's Past President pin.
- h. Arrange for the compilation and printing of the Annual Report Book.
- i. Be responsible for the AMM/Convention Banner, council banner and flags.
- j. Be an accredited delegate to National AMM/Convention, if able to attend.
- k. Arrange and host the provincial dinner at the National AMM/Convention on the Tuesday evening.

4. Duties of the Secretary

- a. Send copies of the minutes of PEI Provincial Council meetings to the PEI Provincial Officers.
- b. Prepare documents (motion forms, evaluation forms, credential report forms, registration report forms, sign-in forms, and any others as needed) for each AMM/Convention.
- c. Send copies of the minutes of the AMM/Convention to the Provincial Executive.
- d. Keep the roster of the Parish Council Presidents up to date and immediately following the AMM/Convention each year, compile and distribute the roster.
- e. Immediately following AMM/Convention each year, distribute Annual Report Books that were not distributed at the AMM/Convention.
- f. Compile and distribute mailings to parish councils, as deemed necessary by the executive.
- g. Compile the eligibility list for elections in consultation with the elections Chairperson.
- h. Maintain separate Motions Book recording motions from all PEI Provincial Council, Provincial Executive, and AMM/Convention Meetings.

- i. Do the roll call and take the registration at all meetings.
- j. Promote inserts into *The Canadian League* magazine and 'On the Spot' from PEI members.
- k. Arrange for media coverage of the Annual Convention, and of special League events.
- l. 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.
- m. Oversee the website in conjunction with the webmaster and arrange to have the PEI website kept up to date.

5. Duties of the Treasurer

- a. Set up the Council's bank account and/or transfer accounts, as necessary. 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 AMM/ 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 knowledgeable person to perform the annual examination of the financial books and records of the Provincial Council.
- d. Send the financial report to the Vice-President for inclusion in the Annual Report Book.
- e. Send the financial report electronically, or via mail out, 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 June 15th of election year.
- g. Keep a small supply of CWL articles on hand for sale at Fall Conference and at the AMM/Convention.
- h. With assistance, purchase gifts for guest speakers for Fall Conference, Area Meetings, AMM/Convention, and any other meetings/activities as required. Price to be determined at discretion of the Provincial Council.

6. Duties of the Past President

- a. Will serve as Chairperson of the Nominations and Elections Committee.
- b. Compile the eligibility list along with the Secretary and send an initial letter of eligibility via email to each eligible member no later than January 15th of election year.
- c. Coordinate the installation and reaffirmation ceremonies for the Provincial Officers.
- d. Monitor and review the Provincial Manual of Policy and Procedure annually.
- e. Will serve as chairperson of the PEI Provincial Policy and Procedure Committee/Review Panel.
- f. Keep the archives and history up to date. Archives shall include:
 - Minutes of Provincial Executive Meetings and AMM/Convention

- Provincial Annual Reports
- Provincial Manual of Policy and Procedure
- Provincial Briefs/Position Papers
- Correspondence relevant to historical happenings
- List of Provincial Presidents/Spiritual Advisors/Executives
- List of Provincial AMM/Conventions dates and places
- Provincial AMM/Convention Program
- Election Register
- Official Photos

8. Duties of the Faith Chairperson

- a. Prepare all liturgies and spiritual programs for the AMM/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 AMM/Convention Masses.
- c. 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.)
- d. Other duties as outlined in the C&B.

9. Duties of the Service Chairperson

- a. Maintain memberships in relevant organizations.
- b. Subscribe to appropriate publications.
- c. Establish files, gather, and share information on current topics.
- d. Chairs Catholic Girls Bursary Committee
- e. Other duties as outlined in the C&B.

10. Duties of the Social Justice Chairperson

- a. Maintain memberships in relevant organizations.
- b. Subscribe to appropriate publications.
- c. Establish files, gather, and share information on current topics.
- d. Assist the Parish councils in gathering information and formulating resolutions.
- e. Arrange to have sufficient copies of the resolutions available for Provincial AMM/Convention. Send copies of these resolutions to the members of Provincial Council at least two weeks before the AMM/Convention.
- f. Arrange with the President to hold a Resolutions discussion, either before or during the AMM/Convention. Present the resolutions at the AMM/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 AMM/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. Contact government representatives, as appropriate.
- j. Maintain and circulate a list of federal and provincial Cabinet Ministers.
- k. Keep members informed of current proposed Bills and Amendments at all levels of Government.
- l. Arrange a meeting with government officials at least once a year (with the President and other designated officers, where possible) to state, clarify, and promote our resolutions and policies.
- m. Other duties as outlined in the C&B.

15. Duties of the Provincial Spiritual Advisor

- a. The Spiritual Advisor to the PEI Provincial Council shall attend executive meetings (Area, Fall, Pre-AMM/Convention, Post-AMM/Convention) and the PEI Provincial AMM/ Convention.
- b. The Advisor shall be invited to attend National AMM/Convention once during their 5-year term, funds permitting. They are encouraged to attend the full Convention and share their experiences upon return.

Section 6. Meetings and AMM/Convention

1. Meetings

- a. The Provincial Council may meet as required by the President, but shall meet as follows:
 - Immediately before AMM/Convention (Pre-Convention Meeting)
 - Immediately after the AMM/Convention (Post-Convention Meeting)
 - During the Fall, usually the second weekend of September
 - During the Winter, usually the second or third weekend of January
- b. The Provincial Executive may meet at any time as required by the President, but they shall meet at least two times a year.

2. Annual Meeting of Members (AMM)/Convention

- a) Provincial Council must hold an Annual Meeting of Members (AMM) yearly. They may choose to include a convention with the AMM.
- b) The AMM with or without Convention, hereinafter called the AMM/Convention, shall generally be held on the first weekend in May.
- c) The location of the AMM/Convention shall rotate between Summerside and Charlottetown.
- d) The President shall send out a Call to AMM/Convention at least three months prior to the AMM/Convention. It shall include the date, time, and place.
- e) The President shall prepare an AMM/Convention package that **may** include the following: a call to convention, registration form, credentials forms, tentative program, and hotel informatoin.

- f) The minutes of the previous AMM/Convention, financial statements, and any other items to be voted on at the AMM/Convention shall be sent out 21 days prior to the AMM/Convention.
- g) This information may be sent out electronically or via mailout.
- h) The Standing Rules **may** be included in the AMM/Convention Program.

Section 7. Reporting

1. Reports for Meetings

- a. Each PEI Provincial Officer shall give a written report prior to the meetings.
 - Reports shall be of the length set by the President.
 - Provide an electronic copy of their report to the President and Secretary.
 - Provide a copy of their report to the President and the Secretary 7 days prior to the meeting to be sent to the other provincial officers.
 - Keep a copy of the report in their file.

2. Written Annual Reports

- a. Provincial Officers shall receive a copy of the electronic report from the national office via the Provincial President.
- b. Provincial Officers shall create a report from the survey results.
- c. The annual reports shall be a maximum of one single spaced double-sided page typed in Times New Roman type style and 12-point font.

Approximate deadlines:

 - The online annual report forms will be available electronically on November 1st and will remain open until December 15th.
 - Dates for completion of reports according to the CWL National Manual of Policy and Procedure. Submit copies of each Annual Report as follows:
 - One copy to National counterpart
 - One copy to PEI President
 - One copy to PEI Vice-President for the Annual Report Book
 - One copy for individual files
- d. The President asks the Spiritual Advisor and Bishop 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, or other designated officer appointed by the President shall distribute Annual Report Books to:
 - PEI Officers
 - Parish Presidents - 2 copies
 - Life Members that request a copy.
 - Convention Attendees that request a copy.

Section 8. Communications and Public Relations

1. Communications

- a. Lines of communication between the PEI Provincial Council and the Parish Councils shall be via email as follows:
 - Communiqués will be sent by the President.
 - Communiqués will be posted on the website.
 - Updates and important information will be sent via email.

2. Communiqués

- a. Each PEI Provincial Officer shall send a minimum of three communiqués per year and number accordingly (Communiqué #1, 2023-2025).
- b. Initial communiqués should outline your objective for your term of office.
- c. Include pertinent information from National office.
- d. Communiqués shall be forwarded to the National counterpart, the PEI Provincial Officers, and the webmaster to be posted on the website.

3. Rosters

- a. Shall be kept current by the Secretary or other Provincial Officer appointed by the Provincial President and distributed to parish council presidents annually.
- b. Shall include lists of the PEI Provincial Officers, Parish Presidents, Life Member Liaison and Life Members, including names, addresses, phone numbers and email addresses and shall not be shared outside of the organization.

4. Newsletters

- a. The Council distributes one to two newsletters yearly to each Parish Council and Provincial Officers. The newsletter typically includes messages from each officer, the Spiritual Advisor and Parish Presidents.

5. Minutes

- a. Minutes of the Annual AMM/Convention shall be shared with the members of the Provincial Executive and the Life member Liason.
- b. Minutes of the Annual AMM/Convention meeting shall contain all resolutions passed at the AMM/Convention.

6. Website

- a. The PEI Provincial Council website is located at www.cwlpei.ca.
- b. The President shall appoint the webmaster.
- c. The webmaster shall maintain and update the website as required.
- d. The PEI Provincial 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 peicwl.secretary@gmail.com to be posted to the website.
- f. Officers with other items to be posted shall contact the provincial president for approval.

7. News Releases

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

8. 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 officers, but she is accountable to the Executive for her comments and decisions.
- c. Letters of invitation for dignitaries and guest speakers to attend the AMM/Convention shall, where possible, be signed by the President.

Section 9. 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 AMM/Convention Banquet.

2. Life Membership

- a. The Provincial Council may apply for Life Membership for the Provincial Past President after approval by motion of the PEI Provincial Officers.
- 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 PEI Provincial Council.

3. Gifts

- a. Gifts may be given at the discretion of the President, in consultation with the Vice-President and Treasurer, and where possible, with the PEI Provincial Officers.
- b. If a speaker fee is not requested, an honorarium of a minimum of \$50.00 shall be given to each guest speaker at an AMM/Convention, meeting, or workshop.
- c. Get Well Wishes shall be sent to a member of the current PEI Provincial Executive or Spiritual Advisor experiencing an illness or at the discretion of the President.

4. Deceased Members

- a. In the event of the death of a member of the current PEI Provincial Council, Spiritual Advisor, or immediate family of the current PEI Provincial Officers, Council shall:
 - a. Offer a Mass,
 - b. Send a sympathy card to the immediate family and
 - c. May send a representative of the Council to the wake for prayers or the funeral.
- b. A Book of Life is established at Provincial Council. The names of deceased members from all parish councils are to be entered in the Book of Life. This book shall be properly displayed at the AMM/Convention.

5. Flags at Convention

- a. At the AMM/Convention, the Provincial President will carry the PEI flag in processions.

Section 10. Finances

1. The per capita fee for PEI Provincial Council is \$7.00. The per capita fee shall be reviewed at least every five years.
2. The PEI Provincial Council Treasurer, upon submission of the expense form and receipts, pays the following expenses:
 - a. **Transportation expenses** of provincial officers are based on \$0.35 per kilometer, or airfare plus taxi, and luggage fees to attend meetings and the Annual AMM/Convention. 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.
 - c. **Shared accommodation** expenses of officers attending meetings and the AMM/Convention. Members desiring single rooms are expected to pay half except in the case of a disability where a support worker is required.
 - d. **Meals** while traveling over 50 kilometers one way to and from meetings and Convention, and meals at the AMM/Conventions not included in the registration will be reimbursed to a maximum of \$15.00 for breakfast; \$20.00 for lunch and \$25.00 for dinner. When group meals have been arranged at meetings or AMM/Convention, individual claims will not be reimbursed. The costs of alcoholic beverages are the responsibility of the member.
 - e. The Provincial Treasury may cover excessive printing costs (i.e., printer cartridges and paper) for the PEI Officers if requested.
 - f. For the Provincial Convention:
 - The Provincial Treasury shall pay all expenses for PEI Provincial Officers (hotel, meals, registration, mileage)

3. Functions at other League levels

- a. PEI Provincial Officers attending National AMM/Convention, will follow National guidelines:
 - The President shall attend National AMM/Convention each year. Any expenses for events prior to or after the AMM/Convention are excluded.
 - The Vice-President shall attend National AMM/Convention each year as an accredited delegate and have her expenses paid. Costs for accommodation will only be reimbursed for Saturday through Wednesday nights (maximum 5 nights) at a shared rate in the AMM/Convention hotel. Any expenses for events prior to or after the convention are excluded.
 - If funds are available, a second accredited delegate shall attend National AMM/Convention and have her expenses paid. Costs for accommodation will only be reimbursed for Saturday through Wednesday nights (5 nights) at a shared rate in the AMM/Convention hotel. Any expenses for events prior to or after the AMM/Convention are excluded.
 - If the Vice-President is unable to attend, another member of the PEI Provincial Council will be invited to attend in her place. The order of invitation shall be according to the list of officers in Section 4.1, excluding the Past President.
 - On the recommendation of the Finance Committee, and with the approval of the officers, the Spiritual Advisor shall be invited to attend a National AMM/Convention once during their five-year term, having all their expenses paid. Costs for accommodation will only be reimbursed for Saturday through Wednesday nights (5 nights). Any expenses for events prior to or after the AMM/Convention are excluded.
 - The full AMM/Convention must be attended, and a written summary report provided upon return. The President, Vice-President and the second accredited delegate shall determine which part of the AMM/Convention will be reported on.

4. Provincial AMM/Convention Finances

- a. The registration fee for Provincial AMM/Convention shall be determined by the Convention Budget and shall be set by the Finance Committee each year.
- b. The Provincial Treasury shall cover:
 - Provincial Officers' expenses
 - Parliamentary expenses of registration, banquet & honorarium
 - Speaker honoraria
 - Photocopying of all materials for Convention including the annual report book.
 - Pre-banquet meeting
 - Venue
 - Equipment, audio visual expenses

5. PEI 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 an AMM?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.

6. 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 PEI Provincial Council 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.

7. Budget

- a. The Treasurer, in consultation with the Finance Committee, shall present a budget for approval in January of each year.
- b. The financial statements are to be reviewed annually, as prepared by the Treasurer, to ensure proper stewardship of League funds.

8. Signing Officers

- a. Signing officers shall be the President, Secretary, and the Treasurer.
- 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. Under normal circumstances a signing officer shall not co-sign a cheque for her own expenses.

Section 11. Eligibility, Nominations, and Elections

1. Election year for PEI Provincial Council is in odd-numbered years (2025, 2027, 2029....).
2. The Nominations and Elections Chairperson may be the immediate Past President of the PEI Provincial Council, or another member in good standing, as designated by the President.
3. To be eligible to run for PEI Provincial Council, a member must have served as a Parish Council President for at least a 2 year term prior to being appointed or elected to the PEI Provincial Council.

4. The election of officers shall be conducted at the end of the business session at the Annual AMM/Convention.
5. The installation of elected and appointed officers shall occur following the election.
6. The reaffirmation of Provincial Officers may occur at the celebration of the eucharist either after the homily or at the end of the eucharistic celebration.
7. The Past President in conjunction with the Provincial Spiritual Advisor shall arrange the installation or reaffirmation ceremony.

Section 12. Policy and Procedure Review

1. At any PEI Provincial Executive meeting, prior the AMM/Convention, the Provincial Executive may propose and vote to amend the Manual of Policy and Procedure of the PEI Provincial Council.
2. The Provincial Council shall review the Manual of Policy and Procedure of the PEI Provincial Council at least every two years.
3. A Policy and Procedure Review Committee shall be appointed by the President and shall normally consist of the Past President, the Vice-President, and two other Provincial Council officers.
4. Amendments may be presented and voted on at any Provincial Executive meeting, Major amendments shall be brought to the general assembly at the AMM/Convention for a vote.
5. Send proposed admendments of the Provincial Manual of Policy and Procedure electronically to the Provincial Past President at least 21 days prior to the Executive meeting.

APPENDIX 1 - GUIDELINES FOR PROVINCIAL SUBSIDY

The PEI Provincial Council of the CWL has a budget of \$1500.00, with a maximum of \$200.00 per parish council. Subsidy is available to parishes who host an event to promote League development and/or work on the National theme.

1. Applications will be evaluated on an individual basis by the PEI Provincial Council.
2. Requests for funding for the following purposes will be considered:
 - To assist councils in their work on our theme
 - To encourage councils to work together on the theme - related focus.
 - To promote League development
3. When planning a workshop, consideration should be given to the objectives of the Catholic Women's League and the leadership development of its members.
4. The following steps must be followed when applying for a subsidy:
 - Estimate the amount of subsidy required to effectively conduct the workshop/event.
 - Complete the application form and submit a project outline; then forward it to the Provincial President by June 30th.
 - The Provincial Council President will notify the council regarding their request.
 - A follow-up summary must be completed (including all receipts) and forwarded to the Provincial Council President as soon as possible after the workshop/event takes place.

The PEI Provincial Council is responsible for ensuring that the subsidy requested is valid and reasonable. All councils are eligible to apply.

APPENDIX 2 - TIMELINE FOR PROVINCIAL OFFICERS

Date	Event	Request
January - March	Annual Reports	*Refer to National Policy for timing of reporting to each level
Usually held in January/February	Provincial Area Meetings	*Prepare report on any special committees or events attended that pertain to CWL. *Share upcoming Provincial Convention information (If mailing by paper mail, postage and envelopes will be paid for by Provincial Council but preferred method for sharing is by email / electronically.)
May	Annual Provincial AMM/Convention - typically Friday for the Pre-AMM/Convention Meeting, Friday, and Saturday AMM/Convention meeting	*Parish Presidents attend as a Voting Delegate and may send 2 Accredited Delegates. *Prepare written report for the AMM/Convention Booklet and send it to Provincial President for review before being approved for the booklet. *Prepare report on any special committees or events attended that pertain to CWL.
September Ocotber	Pilgrimage Fall Conferences	*Prepare report on any special committees or events attended that pertain to CWL.

APPENDIX 3 - GUIDELINES FOR THE PROVINCIAL WEBSITE

1. The Secretary will oversee the PEI Provincial website in conjunction with the webmaster.
2. At the beginning of the term the Secretary 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 President for approval and then the Secretary and/or 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 Secretary 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 wherever possible.
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 PEI Provincial Manual of Policy and Procedures 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 Secretary 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 be kept up to date by making deletions/additions as appropriate in keeping with current League policy.

APPENDIX 4 - 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 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 a 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 Life Members concerned, on their special birthdays, anniversaries, or in case of illness or bereavement. In the event of the death of a Life Member, send a Mass card to the appropriate person.
 - i) Host the Life Members lunch at Provincial AMM/Convention.
 - 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 Vice-President, and a copy to the National Life Member Liaison, by the dates required on each level.

APPENDIX 5 - GUIDELINES FOR ORAL REPORTS TO THE CONVENTION ASSEMBLY

1. Address the chair only, e.g., Madam President or Madame Chairperson.
2. Reporting should be done with accuracy, brevity, and clarity and within the assigned period.
- 3.. Submit the oral report electronically to the Provincial President prior to the AMM/Convention.
4. 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. This is not the time for “thank-you.” Chairpersons, executive or any others may be thanked privately or by personalized messages after the Convention.

APPENDIX 6 - 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, the President can declare it 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.

APPENDIX 7 - 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 PEI Council of the Catholic Women's League thank God for all of creation. We acknowledge that the land upon which we gather is unceded Mi'kmag Territory. Epikwitk (Prince Edward Island), Mi'kmag'ki is covered by the historic Treaties of Peace and Friendship. We pay our respects to the Indigenous Mi'kmag People who have occupied this Island for over 12,000 years; past, present, and future.

APPENDIX 8 – THE CATHOLIC GIRLS’ BURSARY ASSOCIATION (PEI)

Article 1: Name

The association founded in 1947, shall be known as the CATHOLIC GIRLS’ BURSARY ASSOCIATION (PEI)

Article 2: Patroness

The patroness of the association shall be Mary Mother of God under the title of OUR LADY OF GOOD COUNSEL

Article 3: Object

The Association’s object shall be to provide a bursary known as the CATHOLIC GIRLS’ BURSARY to assist in financing the full-time post-secondary education of Catholic women of Prince Edward Island.

Article 4: Membership

Membership in this Association shall be as follows:

Patron: Individuals or groups who contribute one thousand dollars or more at any one time

Benefactors: Individuals or groups who contribute under one thousand dollars at any given time

Article 5: Board of Directors

A. Administration of the Association

The administration of the Association shall be vested in a Board of Directors of 12 CWL members who assume this responsibility either by virtue of their duly elected or appointed CWL office (which makes them ex-officio) or by appointment by the Provincial CWL Executive. The Board shall consist of:

- * Two (2) representatives each from the three counties of PEI - Kings, Queens, Prince
- * A Secretary-Treasurer
- * The PEI CWL Provincial Service Chairperson
- * The PEI CWL Provincial Spiritual Advisor
- * The PEI CWL Provincial President
- * The PEI CWL Provincial Past President
- * The PEI CWL Provincial Vice-President

B. Duties

1. The chair of the PEI CWL Provincial Education and Health Standing Committee shall be the chair of the Board of Directors. If she chooses not to hold this office, the Provincial President shall assume the chair. **The chair will give adequate notice of the date, time, and place of meeting to all members and prepare such reports as the Board of Directors shall require.**

2. It shall be the duty of the Secretary-Treasurer to keep an accurate record of all minutes and to carry out the correspondence of the Association as required.

3. The Secretary-Treasurer shall receive all monies of the Association, issue receipts, pay all bills of the Association, and submit a detailed financial report to each meeting of the Board.

4. The Secretary-Treasurer shall invest all funds, stocks, or bonds in consultation with the Finance Committee.

Article 6: Terms of Office

1. The six (6) county representatives and Secretary-Treasurer will be appointed for a two-year (2) term of office which can be renewed twice for a maximum of six (6) years of service.

2. PEI CWL Provincial Officers will serve in accordance with their respective elected or appointed terms of office.

Article 7: Finance Committee

A. Structure

1. A Finance Committee shall be formed consisting of 3 members of the Board of Directors.

2. The Finance Committee shall consist of:

* The Secretary-Treasurer

* The Chair of the Board of Directors

* The PEI Provincial President of the Catholic Women's League of Canada

B. Signing authority

1. All cheques and documents shall require the signature of any two of the three authorized Finance Committee members.

2. Unless circumstances designate otherwise, the Secretary-Treasurer shall be one of the two signatories.

3. The Finance Committee shall have signing authority as soon as they take office.

Article 8: Quorum

The quorum shall consist of 10 percent % of voting delegates.

(According to Not-for-Profit Corporation Act passed at the National Convention of the Catholic Women's League of Canada in August (2013))

Article 9: Meetings

1. The Board of Directors shall hold a meeting on the second Saturday of February with the storm date on the third Saturday of February.

2. Other meetings may be called at the discretion of the chair.

3. Notice of Meetings including date, time and place shall be given by the Chair of Education and Health.

4. Procedure at meetings will be according to the agenda prepared by the Chairperson and under Roberts Rules of Order.

Article 10: Voting

All motions shall be determined by a majority vote.

Article 11: Bursary Recipients

An eligible applicant is one who:

1. is presently attending a full-time secondary education facility (on or off PEI)
2. is a member in good standing of the Catholic Church
3. is a permanent resident of Prince Edward Island
4. When a mother, aunt, sister, guardian, etc., sits on the Board of Directors, they shall abstain from the vote of such an applicant.

Article 12: Guidelines for this Catholic Girls Bursary

1. This bursary can be received only once and for any one year of study.
2. Only the application forms provided by the Association which are available from the Service Committee Chair may be used to apply for the bursary.
3. The application form must be signed by either (only one) their pastor or the CWL Parish Council President.
4. The fully completed form must be returned to the Secretary-Treasurer by the deadline of January 31 of the current academic year.

Article 13: Disbursement of Bursaries

The funds available will be divided among the three counties according to discretion of the Board members present.

Article 14: Audit

The financial records of the Secretary-Treasurer shall be audited yearly by the Provincial CWL Treasurer or her representative.

Article 15: Expenses

1. All expenses incurred by members of the Board while carrying out duties e.g., meetings, telephone, postage, mileage shall be reimbursed by the Association.
2. Allowable expenses shall be the decision made by the Finance Committee in consultation with the Board.

Article 16: Association Funds

The monies to be distributed each year to give bursaries shall be garnered from:

1. The interest received from the permanent investments which belong to the Association (the original funds invested by the Founders and the funds willed from estates)
2. Donations received from various individuals and groups during the present year.

Article 17: Amendments

1. These by-laws may be repealed, amended, or added to at a meeting of the Board of Directors.
2. Due notice of at least four (4) weeks prior to this meeting must be given to each member of the Board.
3. Any changes proposed shall require a majority vote.
4. These by-laws shall remain in effect until such time as amended by the Board of Directors

and presented to an Executive Meeting of the PEI Provincial Council of the Catholic Women's League of Canada, as administrators of the Association, at which time any changes must be ratified and confirmed by a majority vote.

Proposed October 12, 2013

Ratified:

Date April 13, 2024

Signatures:
(President of PEI Catholic Women's League)

(Treasurer of PEI Catholic Women's League)
