



Standing Rules, Directives and Guidelines

Military Ordinariate
Catholic Women's League of Canada

Revised May 27, 2023

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FORWARD

The members of the Military Ordinariate Provincial Council of the Catholic Women's League of Canada (MOCWL) are fundamentally like the members of any other provincial or diocesan CWL council, except that our members are located anywhere in the world where Canadian military personnel are stationed! We are a small but strong group of women, with ties that are among the closest in the Catholic Women's League of Canada (CWL).

The charter was signed at an organizational meeting on April 25, 1965, led by Kathleen McCrossin, an amazing woman whose goal was to bring all military councils together in mind and body. She was the first President of the Military Vicariate, which became the Military Ordinariate), and was deeply dedicated to the success of this new council.

The story of the MOCWL began long before 1965 with active CWL councils on several bases in Ontario, Quebec, Prince Edward Island and Nova Scotia. When the Holy See established a separate diocese for the Canadian military, a request was made to the National Council of the CWL to allow councils on military bases to form their own diocesan council. In 1964, at the National Convention in Charlottetown, PEI, the National Executive approved the application to organize a diocesan council that would have the status of a provincial council for organizational purposes. Membership was open to all Catholic women stationed on Canada's military bases, at home and abroad. This council was known as the Military Vicariate provincial council (Mil Vic).

On July 21, 1987, the name Vicariate was changed to Ordinariate, in accordance with the new norms, established by the papal statement of Pope John Paul II. The first Military Ordinary was Bishop André Vallée.

Members of the Military Ordinariate CWL can include serving members of the Canadian Armed Forces, dependents of military members, both reserve and regular force, retired military members, widows of veterans/CAF members, those whose parents had served in the CA, but are no longer considered dependents, and civilians who are part of the military chapel community and attend mass regularly at the military establishment. (See Declaration for Eligibility for a full list, page 17)

These Standing Rules, Directives and Guidelines are the rules of the MOCWL. They relate to administrative, rather than to parliamentary, procedure in the operation of the organization. They are 'living documents', which are of an on-going nature and may be adopted or changed when required.

The first MOCWL *Standing Rules, Directives and Guidelines* were adopted by a majority vote at an MO Executive meeting in 1975. Subsequent revisions were approved as required.

These revised *Standing Rules, Directives and Guidelines*, which were adopted in their entirety at the MOCWL Annual Meeting of Members (AMM) in May 2023, replaces previous versions.

The Catholic Women's League of Canada Military Ordinariate Council *Standing Rules, Directives and Guidelines*:

- should be readily available for the information of the membership;
- remain in effect until rescinded or amended at an Executive Meeting, Annual Meeting of Members or by the issuing authority; and
- may be suspended temporarily, adopted, or changed at an Executive meeting when previous notice has been given and a majority vote ensues, or by two thirds vote without notice.

Standing Rules originate from motions passed either by the Catholic Women's League of Canada Military Ordinariate Executive or by the voting members at an Annual Meeting of Members.

Directives are received from higher military authority, specifically the Chaplain General or the Military Ordinary. They are rules of operation for the Catholic Women's League of Canada Military Ordinariate Council and are not subject to a vote by Catholic Women's League of Canada Military Ordinariate Executive Committee or by the voting members at an Annual Meeting of Members. They can only be amended or rescinded by the issuing or higher authority.

Guidelines are methods of operation and relate to the procedures for the Catholic Women's League of Canada Military Ordinariate Administrative Committee, Executive Committee and its members. They may be amended as required.

ABBREVIATION LIST

Admin Cmte	Catholic Women's League of Canada Military Ordinariate Administrative Committee
AMM	Annual Meeting of Members
C&B	<i>Constitution and Bylaws 2022</i>
CAF	Canadian Armed Forces
CWL	Catholic Women's League of Canada
Exec Cmte	Catholic Women's League of Canada Military Ordinariate Executive Committee
MO	Military Ordinariate
MOCWL	Military Ordinariate Catholic Women's League (of Canada)

DISTRIBUTION LIST

Administrative Committee
Life Members
Base Councils

STANDING RULES

SECTION A – ADMINISTRATION

A1. Administrative Committee

The Catholic Women’s League of Canada Military Ordinariate Administrative Committee (Admin Cmte) shall consist of: President; Past President; Vice- President; Secretary; Treasurer; Chairpersons of Standing Committees Faith, Service and Social Justice; and the Spiritual Advisor.

The Spiritual Advisor is appointed by the Military Ordinary and is an advisor on liturgical matters and liaison between the Administrative Committee, the Royal Canadian Chaplain Service and the Military Ordinary.

The Admin Cmte shall meet a minimum of four times per year, which includes Fall, Spring, and prior to and following the AMM.

A2. Standing Committee Sub-chairperson

Chairpersons of the Standing Committees may appoint sub-chairpersons to assist with any mutually agreed upon aspect of their standing committee. It is expected that the sub-chair of a standing committee will replace the Chair at meetings when the Chair is not able to attend.

A3. Term of Office

The term of office for members of the MO Admin Cmte is two years. Acceptance of the position of Vice-President implies an acceptance of six years of commitment with two years each in the offices of Vice President, President, and Past President. The Treasurer may be elected to a second term. Standing Committee Chairpersons may be elected to a second term but shall chair a different standing committee.¹

A4. Executive Committee

The group comprising the MOCWL Executive Committee (Exec Cmte) shall be the members of the Admin Cmte and Base Council Presidents. The Exec Cmte shall meet a minimum of twice per year², prior to and following the AMM and as called by the President. The Council President may designate another council member as her representative on the MO Exec Cmte for any meetings. If the representative is attending the MO AMM, they will also be the voting delegate.

A5. Notice of Meeting

The Admin Cmte or the Exec Cmte shall meet at the call of the President, subject to due notice being given. The MOCWL Secretary shall send a ‘Notice of Meeting’ memo with the date of the MOCWL Administrative or Executive meeting, a minimum of 21 days prior to the meeting date, to each member entitled to vote at that meeting.

¹ *Constitution and Bylaws 2022* Part XVI Section 2

² *Constitution and Bylaws 2022* Part XVI Section 3

Due notice having been given, the Admin Cmte shall have the power to deal with matters of policy administration between meetings of the Exe Cmte. A majority of the members of the Admin Cmte shall constitute a quorum. A report of the meeting shall be sent to the Exec Cmte.

A6. Consent Agenda

A consent agenda may be used at any meetings of the Admin Cmte and the Exec Cmte and the AMM as set out in Annex L.

A7. File Retention

Admin Cmte members shall keep material in their files for a minimum period of four years at which point the materials must be forwarded to the MOCWL Archivist. This may include hard copies as well as electronic copies of documents as directed.

A8. Documentation for Archives

Admin Cmte must include the MO Archivist when sending all memos and correspondence to councils. In addition, a copy of the Convention Book, each edition of *Maryline* and the Annual Report shall be sent to the Archivist when published.

A9. Base Council Executive List

Each Base Council President shall send names and addresses of all elected officers to the MOCWL Secretary. The secretary shall send the Admin Cmte list and Base Council Presidents' list to the Exec Cmte members and ensure the information is included in *Maryline*, the Annual Report, and the Convention Book.

A10. Military Ordinariate CWL Logo

The original MOCWL logo was designed by Mary Kerr of Comox Council. It is a Madonna and Child profile, highlighting devotion to Our Lady and Jesus, with a maple leaf held in Jesus' hand representing both the Canadian Forces and peace. The colours are white, blue and yellow (CWL colours). It was accepted at the General Assembly of the 27th Annual MOCWL Convention in 1994.

The revised MOCWL logo was developed in 2012, to include an outside circle with the words "The Catholic Women's League of Canada - Military Ordinariate" It was accepted at the General Assembly of the 45th Annual MOCWL convention in 2012 and by the National CWL President.

The MOCWL logo must always be displayed respectfully and without changes to its colour, proportions and shape. Requests for the use of the MOCWL logo must be sent to the MO President prior to commencement of the project including a sample representation.

The MOCWL letterhead includes the CWL logo and the MOCWL logo and is for use by the Admin Cmte only, unless authorized for use by the MOCWL President for MOCWL business.

A11. Administration Committees - Composition & Duties

MOCWL committees are established for specific areas of responsibility. Admin Cmte members shall be appointed to each committee as required and shall make recommendations to the Admin Cmte on their area of responsibility as appropriate.

MOCWL President is an advisory (non-voting) member of all MOCWL committees, except the nominations and election committee.

Permanent MOCWL committees include the Finance Committee, Resolutions Committee, Nominations and Elections Committee, Constitution and Bylaws Committee, Manuals Review Committee, and the Convention Planning Committee. In addition, ad hoc committees, may be formed at the discretion of the MO President and as indicated in the *Standing Rules, Directives and Guidelines*.

A12. Finance Committee

Chairperson: Treasurer
Members: Past President, Vice-President
Ex-officio: President

- 1) The duties of the Finance Committee (Fin Cmte) shall be to:
 - a) engage in long term planning and projection of MOCWL finances over a two-year term;
 - b) review financial statements and make recommendations for the expenditure or investment of funds and to monitor investment activity;
 - c) review budgets and financial statements prior to submission to the Exec Cmte at the AMM;
 - d) recommend increases in the per capita fee;
 - e) review and make recommendations concerning unusual expenditures;
 - f) review MOCWL convention cost projections and set the convention fee;
 - g) review cost projections to attend the National CWL convention/AMM and make a recommendation of number of members to attend based on budget available to the Exec Cmte; and,
 - h) select recipients for the Mickey Scott Fund and the Convention Fund Grant (see Guidelines section F2 and F3) when appropriate.
- 2) The duties of the Treasurer shall be to:
 - a) be responsible for the day-to-day custody of funds and payment of expenses;
 - b) ensure that the annual financial report is presented to the General Assembly at the AMM and is included in the Annual Report;
 - c) ensure the MOCWL finances are reviewed at the end of year and at the completion of her term; and,
 - d) invest surplus funds not required for operating expenses in short-term investments as directed by the Fin Cmte.

A13. Resolutions Committee

Chairperson: Social Justice
Members: Vice-President, Past President
Ex-officio: President, Spiritual Advisor

- 1) The duties of the Resolutions Committee (Res Cmte) shall be to:
 - a) follow the guidelines as established in the CWL *Constitution and Bylaws*;
 - b) receive resolutions from councils by due date and edit as necessary to fit standard format;
 - c) present resolutions at the MOCWL AMM; and,

- d) prepare courtesy resolutions to be presented at the MOCWL Convention if required.

A14. Nominations and Elections Committee

Chairperson: Past President

Members: Spiritual Advisor, who shall assist with the election at the MOCWL AMM, including the counting of votes.
one other member (usually a current Admin Cmte member) who is not a candidate for office, appointed by the Past President in consultation with the President who is appointed as secretary for the election process at the MOCWL AMM.

- 1) The duties of the Nominations and Elections Committee shall be to:
 - a) follow the guidelines as established in the *CWL Manual of Policy and Procedure, Article XV Eligibility, Nominations and Elections; section 3*).
 - b) The chairperson of the elections committee shall prepare the documents required in preparation for an election as follows:
 - c) Elections Register – general listing of names and terms of all current and past Admin Cmte members and council presidents who are eligible for nomination. The Admin Cmte members and council presidents remain eligible for three elections following their last term served.
 - d) Eligibility List – names of members who are eligible for nomination to MOCWL provincial council.
 - e) Acceptance List – names of members who have accepted to let their name stand for office, listing the office(s) for which they are willing to accept nomination.
 - f) Candidates' List – final list of members nominated (by instructed vote from councils) for elected office.
- 2) The chairperson shall be prepared to conduct MOCWL Provincial Council elections in accordance with established procedures at the MOCWL AMM.
- 3) The election secretary shall record the minutes for the election and send them to MOCWL secretary for inclusion with the AMM minutes.

A15. Constitution and Bylaws Committee

Chairperson: President

Members: Admin Cmte members

- 1) The duties of the *Constitution and Bylaws* Committee shall be to:
 - a) review the *Constitution and Bylaws* and suggest changes to the National executive; and,
 - b) ensure the administration of amendments to the *Constitution and Bylaws* of the Catholic Women's League of Canada.

A16. Manuals Review Committee

Chairperson: Vice-President

Members: Past President
Admin Cmte member appointed by the President
MOCWL members as approved by the Vice-President

Ex-officio: President

- 1) The duties of the Manuals Review Cmte shall be to:
 - a) review current MOCWL policies as established in the (1) *Standing Rules, Directives and Guidelines*, (2) *Administrative Committee Guidelines* and the (3) *Convention Planning Guide* and recommend revisions; and,
 - b) ensure the safe retention of the “master” documents.
- 2) Standard practice is to review one of the three MOCWL manuals per two-year term.

A17. Convention/AMM Planning Committee

Liaison/Chairperson: Past President
 Members: Admin Cmte members
 Ex-officio: President

- 1) The duties of the Convention Liaison/Chairperson shall be to:
 - a) contact host council chairperson, if applicable, and assist in convention planning;
 - b) assign convention duties to Admin Cmte members [See MOCWL Convention Planning Guide for details];
 - c) act as liaison between the host council, if applicable, and the Admin Cmte to ensure necessary requirements are arranged; and
 - d) assist the MOCWL President during convention.

A18. An awards committee (Ad hoc) with Vice-president, treasurer and a council president may be established to determine awards that can be given on behalf of the Admin Cmte ie; Maple Leaf Service pin.

SECTION B – FINANCIAL POLICY

B1. Source of Funds

The MOCWL Provincial Council shall be funded by provincial per capita fees, interest earned from funds, personal donations and donations from councils.

B2. Administration of Funds

- 1) The Exec Cmte, on the recommendation of the Fin Cmte, shall administer the funds in keeping with the aims and objectives of the League.
- 2) The President has final authority on unusual expenditures with the input of the Finance Cmte.
- 3) There shall be no access to MOCWL funds for personal use.
- 4) There shall be no credit cards or loans in the name of the MOCWL provincial council.

B3. Signing of Cheques

- 1) The official signing officers of the MOCWL provincial council are the Treasurer, President, Vice-president, and Secretary.
- 2) Two officers must authorize all disbursements.

- a) One officer may authorize a payment by email or other electronic means in lieu of physically signing a cheque and when payment is made by e-transfer.
- 3) It is recommended that the signing officers not authorize payment for reimbursement payable to themselves. (i.e. if Treasurer is to be paid, the President and Secretary should authorize the disbursement.)

B4. Per Capita Fee

The per capita fee for the MOCWL Council is \$12.00 effective January 2002

B5. Claims Policy

- 1) The claims policy is established to cover expenses, which occur while performing the duties of a member of the Admin Cmte or as a member travelling at the request of the President.
- 2) It is the responsibility of all who claim reimbursement from MOCWL funds to ensure that costs are minimised and that claims are for actual expenses for business on behalf of the MOCWL council. Expenses of the Admin Cmte to attend the MOCWL convention/AMM or incurred for MOCWL council business shall be reimbursed to the maximum allowable with receipts, on the submission of an expense claim (Annex A).
- 3) The expense claim shall be submitted, electronically or on paper to the MOCWL Treasurer with receipts. Original receipts submitted electronically, must be kept until the following AMM and submitted if requested. If receipts are missing, a Sworn Statement (Annex B) must be included with the expense claim.

B6. Transportation

- 1) Commercial airline tickets shall be arranged sufficiently in advance to take advantage of reduced fares and sales. When a commercial air ticket is purchased, there will be no reimbursement if the member decides not to use it unless there is a family or personal emergency. It must be understood that the member has committed herself to attend the function for which the ticket was purchased. Cancellation insurance should be considered to cover an unexpected illness or death.
- 2) Members are encouraged to use the most economical means for land transportation including military transportation, when available. If travel is by personal motor vehicle (PMV), reimbursement will be calculated in kilometres from departure point to destination point using the most direct route at the current rate [used by the CAF](#).
- 3) Travel by rental car is recommended if more economical than PMV and therefore the rental costs and actual gas expenses are reimbursed. If travel is by taxi or similar mode of transportation, receipts are required to claim reimbursement.
- 4) Personal travel will be at members' expense.

B7. Meals

- 1) Receipts are required for claiming meals. The maximum amounts for meals shall be at the [current rate used by the CAF](#). If claiming a tip, the amount of the tip should be written on the receipt and initialled by the claimant or included in the receipt.
- 2) The meal and travel rates can be found on the [National Joint Council website for Rates and Allowances](#).
- 3) The total daily amount for meals may be divided as necessary to cover expenses. For example, if the total daily amount is \$100.00, broken down into \$25 for breakfast, \$25 for

lunch and \$50 for supper, you may claim a \$60 supper as long as the total for the day does not exceed \$100.00 including the tip.

- 4) Meals may be taken en route to and from the destination point, according to current policy used by the CAF if departure and arrival are outside of the normal mealtimes.
- 5) Meals may be included in a package deal. A claim may not be submitted for a meal that is included with event, i.e. MOCWL AMM/Convention. For example, if the meal is included in the convention package and the choice is made to eat elsewhere, the meal cost will not be covered. This does not apply if the meal included in the package was not provided, for example, the cafeteria was closed during normal operating hours. In this case, the invoice would be adjusted so that the MOCWL does not pay twice for the same meal.
- 6) For delegates of the MOCWL at the National Convention, those meals which exceed the established rates but are part of the normal (non-discretionary) participation by a delegate, for example, the closing banquet, shall be reimbursed at the full cost.

B8. Lodgings

Members desiring accommodations other than those provided may do so at their own expense. Members are expected to share a room. Members wishing to have a single room may do so at their own expense. Members desiring to arrive early and/or stay extra days for personal reasons do so at their own expense.

B9. Unexpected Occurrences

All members travelling on MOCWL business have a personal responsibility to ensure that schedules are met, and expenses are minimized. MOCWL members travelling on MOCWL business who incur a delay in schedule because of reasons which are beyond their control shall have additional costs, including meals, reimbursed by the MOCWL. An explanation of the delay and receipts for additional expenses shall be submitted to the MOCWL treasurer with the expense claim.

B10. Supplies

Admin Cmte members have authority to spend up to \$100 per year for supplies to fulfil her duties and responsibilities without prior approval. Receipts shall be submitted to the MOCWL treasurer for reimbursement. For business on behalf of the MOCWL Admin Cmte, mail should be sent through the military system. If unable to use the military system, postage will be reimbursed upon submission of an expense claim to the treasurer.

B11. New or Reactivated Council

The MOCWL Provincial Council will give any new or reactivated council a grant of \$100 for startup expenses. A loan at the discretion of the MO President is also available and must be repaid in a year.

B12. Mass Cards, Sympathy and Get Well Cards

In the case of the death of a member, or a close family member (spouse, child or parent) of the Admin Cmte or a Base Council President, the Secretary shall ensure that a sympathy card is sent on behalf of the MOCWL. A Mass card is requested and sent from the Spiritual Advisor and requested fees paid.

In the case of extended illness of a member of the Admin Cmte or a Base Council President, the Secretary shall send a Get-Well card.

B13. Advances

Funds may be advanced to Admin Cmte members. The claims must be sent to the treasurer immediately after expenses occur. Excess funds shall be returned to the treasurer within 30 days of the event with the appropriate expense claim and receipts.

B14. President's Expenses

All expenses including transportation, accommodations, and meals for the MOCWL President to attend National executive meetings and the National Convention are paid by the CWL National Council.

The President's expenses shall be paid for attendance at CWL functions when invited as a guest or in any capacity in which she represents the MOCWL, if funds are available.

B15. CWL National Voluntary Funds

At the National level, voluntary funds have been established. Base Council donations to these funds are encouraged but are strictly voluntary. All donations from Base Councils to these funds should be sent directly to the National Office. Additional national voluntary special funds may be established by a vote at the National Convention, for a limited period of time. See the National Manual of Policy and Procedures for an explanation of each national voluntary fund.

B16. MOCWL Voluntary Funds

At the MOCWL provincial level, voluntary funds have been established to which donations are encouraged but are strictly voluntary. All donations to these funds should be sent directly to the MOCWL treasurer.

1) Military Ordinariate Vocation Fund

The MOCWL Council voted at the May 1994 convention to support the Military Ordinariate Vocation Fund. This fund was established to help students seeking priesthood, religious life or diaconate, specifically for the benefit of military personnel and/or family members. Funds are forwarded annually to the Military Bishop.

2) Mickey Scott Fund

The Mickey Scott fund was established at the 1997 MOCWL Convention to pay the convention fee for members who have never attended a MOCWL convention to acquaint them with the CWL and in particular the Military Ordinariate Council. Initial funds of \$1000 were received from former Admin Cmte member Terri Scott in honour of her deceased husband Mickey. The fund is now sustained by council donations. (See Guidelines section F2; for application see Annex E).

3) Convention Fund

The convention fund was established at the 2010 MOCWL Convention to assist councils with the convention fee and travel costs to enable members and Spiritual Advisors, to attend the MOCWL convention or the National CWL convention. Initial funds of \$5000 were transferred from MOCWL general funds. Any profit or outstanding expenses for subsequent conventions

are deposited or paid from this fund. The fund is sustained by council donations and profits from conventions. (See Guidelines Section F3; for application see Annex F)

4) Lay Ministry Bursary Fund

The Bursary for Lay Ministry was established at the 47th MOCWL Convention. It is used to provide financial assistance to MO members of the CWL wishing to pursue courses, seminars or diploma/degree programs that provide training or knowledge that can be used in service at MO base chapels, in MOCWL base councils, or in the MOCWL Administrative Committee. Examples of course subjects include adult faith formation, catechesis, youth ministry, ministry to shut-ins or patients in palliative care; it may also be used for spiritual development programs that may give a member the confidence to take on a leadership role in the CWL. The fund will be sustained by council donations. (See Guidelines Section F3; for application see Annex G)

SECTION C - PUBLICATIONS

C1. Scrapbook/Photo Album

A MOCWL Scrapbook/Photo Album shall be compiled and maintained by the Secretary.

C2. Maryline

The MOCWL Council Newsletter shall be called "*Maryline*". *Maryline* is published at a minimum of twice per year: Christmas and Spring . *Maryline* is now published electronically and is available to view by members on the MOCWL website. (See Guidelines F). The editor shall be the Secretary, or a member designated by the MOCWL President and Secretary.

C3. Memos

Memos and routine correspondence (memos/reports) from the Admin Cmte shall be sent electronically to council presidents. Council presidents may designate a member of their council to receive e-mail correspondence if required.

The Admin Cmte members shall consult with the MOCWL President prior to sending a memo to Base Councils, if requested by the MO President. Memos shall be emailed to: Base Council Presidents, and cc to members of the Admin Cmte, MOCWL Website Manager, MOCWL Archivist, MOCWL Life Member Liaison and National Counterpart, as appropriate based on subject matter.

All memos shall be dated and numbered, using the standardized format in Annex C

Note: use of MOCWL letterhead is approved for MOCWL Admin Cmte members only.

C4. Web Site

- 1) The MOCWL web page address is www.mocwl.ca
- 2) The MOCWL web site is maintained by the Service Sub Chair, or a member designated by the Service Chair.

- 3) Personal information including address, email and phone numbers shall NOT be published on the public/ front page of the website. All non-routine items posted to the web site must meet prior approval of the MOCWL President.
- 4) Content posted on the public section may include:
 - a) MOCWL History
 - b) Prayer for Military Families
 - c) MOCWL President's message;
 - d) Military Bishop's message;
 - e) Spiritual Advisor's message;
 - f) List of Admin Cmte members (excluding addresses, email);
 - g) Links as approved by MOCWL President

C5. Web Master

- 1) The webmaster shall be appointed / hired by the MOCWL President in consultation with the MOCWL member responsible for maintaining the website. The duties of MOCWL Web Master are:
 - a) maintenance of the technical aspects of the web site;
 - b) posting new material to the web site; and
 - c) deleting outdated material from the web site.

SECTION D – CONVENTION/Annual Meeting of Members

D1. Convention /AMM Fee

- 1) The convention/AMM fee shall be set by the Finance Committee sufficiently to cover:
 - a) Admin Cmte attendance;
 - b) appreciation gift(s) for the convention co-ordinator(s);
 - c) an appreciation gift for the Host Council;
 - d) cost of guests at the banquet;
 - e) cost of national president to attend (travel costs are paid by National CWL, accommodations and meals are paid by the MOCWL council); and
 - f) all other convention standard expenses (accommodations, meals, transportation, etc).

D2. Convention/AMM Daily Fee

The convention/AMM daily fee shall be a minimum of 50.00 and set by the Finance Committee sufficiently to cover lunch, coffee breaks, cost of guest speakers and convention booklet.

D3. Convention/AMM Delegates

- 1) Voting Delegates
 - a) Voting delegates are the presidents of each base council.
 - b) If the president is not available, the vice-president or appointed executive member shall be the designate. (CWL C&B Part XV)
 - c) The base council is responsible for the expenses of their voting delegate. Voting delegates may vote on all questions and motions.
- 2) Accredited Delegates

- a) Councils may designate up to two members to attend the MOCWL AMM as accredited delegates.
 - b) The Admin Cmte members, life members holding a membership in the MO and honorary life members have accredited delegate status at the MOCWL Convention/AMM.
 - c) Expenses for the Admin Cmte members to attend the MOCWL Convention/AMM are paid by the Chaplain General funds or the MOCWL funds.
 - d) Expenses for all other accredited delegates are paid by the accredited delegate.
- 3) Any MOCWL council member may attend the Convention/AMM.

D4. Invitation to National President

The CWL National President shall be invited to attend the AMM, as a guest of the MOCWL. National office pays the travel cost for the CWL National President. It is customary for the national president to attend the MOCWL Convention/AMM once during her 2-year term.

D5. Banquet Guests

All MOCWL former Presidents, MOCWL former Spiritual Advisors, CWL National Spiritual Advisor and the CWL President of the geographical province in which the Convention is held, shall be invited as guests to attend the convention banquet. If any of the above persons wish to attend the full convention, the cost of the banquet should be deducted from their convention fee. If the banquet was paid as part of the convention fee, it must be refunded from the Convention Fund, if requested.

D6. Pin Presentations

On the assumption of office as MOCWL Provincial President, the new President shall be presented with the MOCWL Provincial President pin with the Provincial bar attached, by the new Past President.

The incoming MOCWL President shall present the incoming MOCWL Past President with a Past President pin with a Provincial bar attached.

D7. Council Service Pins

Maple Leaf Service pins or other CWL service pins (10-year, 25-year, etc) are council awards and are not normally presented at the MOCWL Convention as directed by national P&P.

The MOCWL President may approve special requests for presentation at the annual MOCWL convention.

The Military Ordinariate Provincial Council may present a Maple Leaf Service Pin to members who have made a significant contribution at the provincial level.

Council Presidents are advised to bring the particulars of council presentations (name, type of pin) to the Convention for announcement to the General Assembly and to submit for publication in *Maryline*.

D8. Kathleen McCrossin Exceptional Service Award Presentation

The Kathleen McCrossin Exceptional Service Award shall be presented to the recipient(s) at the convention banquet. (See Guidelines F1)

D9. Host Council Gifts

The convention/AMM Co-ordinator(s) shall receive an appreciation certificate or thank you note and a personal gift at a cost not to exceed \$25.00 each.

The convention/AMM hosting council shall receive a 'Courtesy Resolution' or thank you note and a gift at a cost not to exceed \$100.

D10. Admin Cmte Gifts

- 1) Costs for Admin Cmte gifts are not paid by convention/AMM fees but are paid from MOCWL provincial funds.
- 2) A gift from the MOCWL Provincial Council shall be presented to the:
 - a) departing Admin Cmte members, cost not to exceed \$25 each: and
 - b) outgoing MO President, MO Spiritual Advisor, and Bishop: cost not to exceed \$100 each.

D11. Guest Speaker Gift

The theme day speaker and banquet speaker shall receive an appreciation certificate or a gift at a cost not to exceed \$25.00 if there are no other mandatory fees for their service. If the speaker is representing a charity, a donation of \$100 shall be made to the organization and a thank you card presented to the speaker. The donation may exceed \$100.00 if funds are obtained through a special collection.

D12. Oral Reports at Convention/AMM

Council President's (voting delegates) oral report may be two to three minutes in duration and should highlight one or two events, programs, etc that the council has undertaken during the past year and/or be in accordance with the theme as requested by the MOCWL President.

Admin Cmte oral reports may be five to six minutes in duration and highlight events or programs pertaining to their office and/or be in accordance with the theme as requested by the MOCWL President.

The Treasurer's financial report may be 30-45 minutes in duration and include the detailed account of the yearly income and expenses for the MOCWL council.

Convention program is established to make use of the maximum time for delegates for discussion of MOCWL business. It is very important to adhere to time restrictions, so all members have sufficient time for their reports.

DIRECTIVES

SECTION E – DIRECTIVES FROM MILITARY AUTHORITY

E1. Election Eligibility

The Catholic Women's League of Canada Military Ordinariate Provincial Council DECREE

Declaration of Eligibility for Office
[revised 2023]

The jurisdiction of the Roman Catholic Military Ordinariate of Canada (MILORD) is personal rather than territorial. The Apostolic Constitution *Spiritalia/i militum curae* of the 21st of June 1986 established the norms governing all Military Ordinariates and determined which people would come under their jurisdiction. The particular statutes of each Ordinariate may also include other groups of people closely affiliated to the military and affected by this particular way of life.

CONSIDERING that the faithful of the MILORD are found in Section 2 of the Statutes¹;

CONSIDERING that a revision of the Constitution and Bylaws of the National Catholic Women's League of Canada (CWL) occurred in 2022;

CONSIDERING that the particular nature of the CWL within the structure of MILORD must reflect the National Membership² and Eligibility for Office³ criteria within the CWL Organization considered as a Lay Association of Women⁴;

We hereby **DECREE**, in addition to Section 2, the following category of persons within the MILORD CWL who are eligible for Office:

- widows of veterans/Canadian Armed Forces (CAF) members;
- women whose parents had served in the CAF but are no longer considered dependents⁵;
- civilians who have no employment ties to Department of National Defence (DND) or the CAF but who are part of the military chapel community and attend mass regularly at the military establishment.

²CWL, *Constitution and Bylaws*, November 2022, Part VII - Membership.

³Ibid, Part XVI - Eligibility, Nominations and Elections.

⁴The Catholic Women's League of Canada was organized nationally on June 17, 1920 and granted federal incorporation on December 12, 1923. The League is officially recognized by the Canadian Conference of Catholic Bishops (CCCB) as a lay association of women and is affiliated with the World Union of Catholic Women's Organizations (WUCWO), a world-wide federation holding membership in the conference of International Catholic Organizations (ICO) and having consultative status with agencies of the United Nations.

⁵As per the definition found in Section 2 of Annex F.

CONSEQUENTLY: All subjects as listed above who are members in good standing of the MILORD councils of the CWL are eligible to hold office both at the chapel and provincial level in accordance with the CWL Constitution and Bylaws. No preference will be given to any of the faithful for the act of holding office.

The Declaration of Eligibility for Holding Office in the MILORD CWL, Revised 2012 is hereby revoked.

This Decree is posted on the MILORD Website - <https://rcmilord-ordmilcr.com/catholic-womens-league> and take effect upon publication.

Given at Ottawa, Ontario on the 25th day of April in the year of our Lord, 2023 under our signature, that of our Chancellor, and the seal of our Ordinariate.

For reference the faithful of the MILORD in Section 2 of the Statutes states:

- 2.1 Catholic Canadian Forces personnel, including Catholics of Eastern Rite;
- 2.2 family members who live with them—spouse, children, parents—and servants who also live with them in the same house;
- 2.3 members of various Canadian police forces attached to a military mission, as well as civilian personnel subject to the National Defence Act and members of their families if living with them in the same house;
- 2.4 those who attend or work at military training schools, or who work in military hospitals, veterans' retirement homes or similar institutions;
- 2.5 veterans and retired military members and their spouses who live with them;
- 2.6 Catholic military members from foreign countries visiting a Canadian military establishment.

E2. Annual Audit

THE CATHOLIC WOMEN’S LEAGUE OF CANADA
MILITARY ORDINARIATE PROVINCIAL COUNCIL

ANNUAL AUDIT
AS DIRECTED BY THE CHAPLAIN GENERAL (RC)

“All Chapel Affiliated associations must comply with the NPF regulations EXCEPT the Catholic Women’s League which has its own set of rules concerning finances. All CWL Spiritual Advisors, however, must ensure that their local councils have their book audited annually, as directed by the Constitution and Bylaws (Article XVI)

Reference: memo 5113-34-1 (Chaplain General (RC), 17 Jan, 1992)
Memo #5 (CWL Military Ordinariate President, 12 Feb, 1992)

It is mandatory that the book be audited every year; there is NO choice in the matter if we are to continue as CWL councils on military bases.

The audit year is 1 January to 31 December (Article XVI, Section 3). The audit is done by someone independent from the council involved (i.e. military finance clerk, someone who had financial background and can verify that all revenues and expenses are accounted for, the book reconciled with the bank account, and everything balances. In addition, “a mini audit;” is done when a new Treasurer takes over.

The above rule supersedes the Constitution and Bylaws 1993, Article XI Section 3 (a), which reads: “The treasurer shall maintain the financial records of the council concerned and have them appropriately audited (or examined) annually.” “Or” indicated a choice which we do NOT have, and “examined” does not have the same requirements as “audited”.

The military CWL councils have special status and have to obey some extra rules from the authorities.

Approved:

22, October, 1993
date

(signed by) Roger Razin
Chaplain General (RC)

GUIDELINES

SECTION F – GUIDELINES

F1. The Kathleen McCrossin Award (KMA)

- 1) **Background:** Kathleen McCrossin was the first president of the Military Vicariate Provincial Council of the CWL. She was an enthusiastic, faith-filled and dedicated hard worker who gave freely of her time and energy to the establishment of the CWL Military Vicariate (name changed to Military Ordinariate in 1987).

The Kathleen McCrossin Award (KMA) was established in 2004 to recognize members who displayed similar attributes as Kathleen McCrossin through their service and dedication to the Catholic Women’s League of Canada, Military Ordinariate council.

- 2) **Criteria:** The KMA is open to all MOCWL members, including council members, MOCWL Administrative Committee members and MOCWL Life members.
 - a) A nominee shall:
 - i) be a paid member of the MOCWL at the time of the nomination;
 - ii) have a minimum of ten years as a member of the MOCWL, including six years as an executive member of a base council and/or as a member of the MOCWL Admin Cmte;
 - iii) have performed one or more services, such as:
 - (1) revitalized an inactive or former council;
 - (2) initiated a project to promote the MOCWL;
 - (3) promoted team building within the MOCWL community; or
 - (4) supported either one or both levels of the MOCWL (base council or provincial council) “above and beyond the call of duty”.
- 3) **Nomination:** The completed KMA Nomination Application (Annex D) and all documentation must be received by the MO Vice-President by **15 February**.
 - a) A member may be nominated more than once but may receive the KMA only once.
 - b) A member may be nominated by a:
 - i) MO base council;
 - ii) MO Admin Cmte member; or
 - iii) CWL member.
- 4) **Documentation** required:
 - a) Nomination application; and,
 - b) a minimum of two letters of recommendation.

- 5) **Selection:** The KMA selection committee shall consist of the Vice President (Chairperson), President (voting ex-officio), Spiritual Advisor (voting ex-officio), a current base Council President and a MOCWL Life Member, both appointed by the Vice-President in consultation with the MOCWL President.
- 6) Council Presidents and Life Members may not serve on the selection committee if their council has submitted a nomination.
- 7) The MOCWL Vice-President shall maintain a list of those who have served on the committee and those who are eligible to serve on the committee.
- 8) The KMA Selection Committee shall consider each application to determine if the nominee merits the award. It is at the discretion of the selection committee if the KMA is awarded. In exceptional circumstances, more than one KMA may be awarded in any given year, at the discretion of the committee.

F2. Mickey Scott Grant (MO Voluntary Fund)

1) Background

In 1996, Terri Scott donated \$1000 to the MOCWL, in honour of her recently deceased husband who was a strong supporter of the MOCWL. Her idea was to establish a fund to enable women to attend a MOCWL Convention. Her idea was “to encourage new members, potential members, or members who may never have been able to attend a MO Convention, to see the big picture by attending a MOCWL Convention to give them that spark to become active members of base councils and the MOCWL.”

The Mickey Scott fund was established by the Admin Cmte and named in honour of Terri Scott’s husband Mickey. The original donation has long since been depleted but the fund has continued through the generous donations of councils.

The Mickey Scott Grant may be given to any CWL member or potential CWL member who has not attended a previous MOCWL convention. The Mickey Scott should be assigned an experienced member to accompany her if required.

Recipients are required to write a short article of their impressions of the Convention, whether it inspired them to hold a leadership position and how they will use the knowledge and experience gained in their future CWL activities.

The Mickey Scott Grant pays the convention fee of chosen recipients.

2) Eligibility Criteria

- a) A nominee shall:
 - i) be a CWL member, or potential member who has not attended a MOCWL Convention previously; and

- ii) display a desire and potential to learn about the Catholic Women's League.

3) Nomination

- a) Base councils may nominate one eligible candidate per year.
- b) The completed application form (Annex E) must be sent to MOCWL Treasurer by 15 February.
- c) Travel expenses are not covered by the fund and must be paid by either the council or the nominee herself. This should be discussed before the nomination is sent so that the nominee is clear as to her financial obligation and there are no misunderstandings.

4) Selection

- a) The selection committee consists of the Finance Committee.
- b) The number of grants distributed in any given year will depend on funds available.
- c) The chairperson will notify all submitting councils once the committee makes the decision.
- d) The selection committee shall consider each application and determine the recipient(s) based on the following:
 - i) fulfillment of the eligibility criteria;
 - ii) councils who have not received the grant in the past two years; and
 - iii) availability to attend all required meetings and workshops. (This applies even if the recipient is member of the host council).

F3. Convention Fund (MO Voluntary Fund)

1) Background

The MOCWL firmly believes that the best training for the League is attendance at conventions at all levels. The MOCWL Convention Fund was established in 2010 to enable councils to send members to attend a CWL convention.

Councils are encouraged to send one voting delegate and two accredited delegates to the MOCWL convention. Council members are encouraged to attend the National CWL Convention when held in close proximity to their location.

The initial capital of \$5,000.00 was derived from general funds of the MO Provincial Council in 2010 when the Convention Fund was established. All monies received from MOCWL conventions will be deposited into the Convention Fund. Any deficits from MOCWL conventions will be paid from the Convention Fund.

As a MOCWL Voluntary Fund, councils are encouraged to contribute to this fund.

2) Criteria:

- a) Any MOCWL Base Council may apply to receive the MOCWL Convention Fund Grant, to enable members to attend a CWL convention.
- b) NOTE: One application per member, however councils may apply for more than one member of their council.

3) Application

The completed application (Annex F) must be sent to the MOCWL Treasurer by **15 March**.

- 4) The maximum grant available to a member to attend the CWL Military Ordinariate Convention is \$600.00 and to attend the CWL National Convention is \$200.00.
- 5) Assistance to attend the MOCWL Provincial Convention will cover the expected costs to attend, including convention fee and travel expenses, to a maximum of \$600. It is the responsibility of the individual or the council to cover any additional expenses.
- 6) Successful applicants should attend the entire MOCWL Convention from Opening Mass to Closing Mass.
- 7) The Fund may also be used to attend a CWL National Convention. Assistance to attend a National Convention will cover registration and special events tickets as listed in *The Canadian League*, and travel cost to a maximum of \$200. Accommodations will not be covered. Successful applicants may attend all or part of the National Convention.
- 8) Recipients are required to write a short article of their impressions of the CWL Convention, whether it inspired them to run for office and how they will use the knowledge and experience gained in their future CWL activities.

9) Selection

- a) The MOCWL Convention Fund Grant Committee will consist of the MOCWL Finance Committee.
- b) Selection will be based on number of applicants, council finances, and available funds.
- c) The committee chairperson will notify all applicants of the outcome of their request by April 1st.
- d) The MO Treasurer will distribute the Convention Fund Grant(s) one (1) time each year after the committee has approved the application(s).
- e) The grant money will be sent to the Council Treasurer, for distribution to the successful recipient (s).
- f) If the applicant is unable to attend, another member of the council may attend in her place, with the approval of the Finance Committee, or the funds must be returned.

F4. Bursary for Lay Ministry (MO Voluntary Fund)

1) Background

At the 47th Annual MOCWL convention, it was noted that there were increasing opportunities at the parish level for the lay faithful to contribute to ministries. A desire was expressed to establish a bursary to help fund education and training for MOCWL members who desire to serve their parish or council in ministry.

The Bursary for Lay Ministry will be used to provide financial assistance to MO CWL members wishing to pursue courses, seminars or diploma/degree programs that provide training or knowledge which can be used in service at MO chapels, in CWL councils, or at the provincial CWL level. Examples of course subjects include adult faith formation, catechesis, youth ministry, ministry to shut-ins or those in palliative care, or spiritual development programs that may give a member the confidence to take on a leadership role in the CWL.

The Bursary Committee administers the Bursary for Lay Ministry Fund and reviews applications annually. The Bursary for Lay Ministry Fund will grow with donations received from CWL councils and members.

2) Criteria and Guidelines

- a) Any MOCWL member in good standing may apply in her third consecutive year of active membership at base councils, and any year thereafter.
- b) Applicants must be actively involved in their base parish and must provide two letters of recommendation testifying to their involvement and commitment – one from her council Spiritual Advisor or Chapel Life Coordinator (CLC), and one from her base council President. If a member has recently been posted, letters from her previous council Spiritual Advisor, parish CLC, and council President will be considered. If the applicant is a sitting President, the Past-President may write a letter.
- c) Applicants must demonstrate the value of their chosen course by describing how their new skills or knowledge will be used to serve their chapel community or the MOCWL.
- d) Applicants may apply for advance funding to register for their course; however, the necessity for an advance must be noted in their Spiritual Advisor or CLC's recommendation letter. Otherwise, funding for successful applicants will be forwarded after proof of registration is provided to the MO Treasurer.
- e) All recipients must provide proof of completion of their course to the Service Chair. Recipients may be asked to speak to their experience at a future MO convention.
- f) Available funds do not guarantee that a bursary will be awarded in any given year. If all requested programs are deemed incompatible with the intent of this bursary, or if applicants insufficiently demonstrate their commitment to ministry, a bursary may not be awarded. Decisions of the Bursary Committee are final.

- g) Applicants may apply more than once, however the maximum possible funding awarded to any one member is \$500.

3) Application

- a) Applications must be made using the official form in Annex G and include:
 - i) two letters of recommendation testifying to their involvement and commitment:
 - (1) one from her council Spiritual Advisor or Chapel Life Coordinator (CLC); and
 - (2) one from her base council President.
- b) If a member has recently been posted, letters from her previous council Spiritual Advisor, CLC, and council President will be considered. If the applicant is a council President, the Past-President may write a letter.
- c) Applications must be submitted to the MO Service Chair **by 15 February**.

4) Selection – Bursary Committee

Chairperson: Service Chair
Members: Treasurer
Life Member:
Ex-Officio: Spiritual Advisor and President

F5. Maryline

- 1) *Maryline* is the official name of the MOCWL newsletter as established in 1981. “Mary” was chosen for our patroness, Our Lady of Good Counsel, and “line” indicating our means or line of communication between military councils.
- 2) *Maryline* is published a minimum of twice per year, to coincide with Christmas and the spring. The Annual Report Book will be a separate document published approximately one month prior to Convention/AMM (Annex J).
- 3) The MOCWL Secretary will oversee the publication of *Maryline* and may appoint an editor in consultation with the MO President.
- 4) After approval of the letter by the MO President, the MO Secretary shall send a letter of introduction in mid-August to the Military Ordinary, the Chaplain General, the MOCWL Spiritual Advisor, Admin Cmte members, Base Council and Base Spiritual Advisors to solicit their participation. The letter will confirm the deadlines and give details of the chosen themes, for the upcoming year as well as the email address to which submissions should be sent which is mocwl.maryline@gmail.com.
- 5) The suggested order and format of *Maryline* shall be as listed below. This may change if approved by the MO President and Secretary.
 - a) Cover Page: The *Maryline* cover page (Annex I) (master in the *Maryline* Box) shall be used for each issue of *Maryline*, as designed by Rick St. Germain. The title appears in bold letters; a line begins at the title, follows around the outer

edge and links to our Catholic Women's League crest. The date of issue is to appear on the bottom right of the front cover, i.e. Christmas 2023, Spring 2023. An appropriate picture for the front cover should be drawn or selected to fit the theme of each issue at the discretion of the Editor;

- b) The Annual Report shall be published no later than three weeks prior to Convention/AMM.
 - c) table of contents, including page numbers (Annex K);
 - d) Publisher's Page. This page will include, the name of the Editor, Assistant Editor and the
 - e) person responsible for artwork. The master is also in the *Maryline* Box
 - f) Military Ordinary (Bishop)'s message;
 - g) Chaplain General's message;
 - h) Spiritual Advisor's message;
 - i) President's message on MOCWL letterhead;
 - j) Admin Cmte members' message on MOCWL letterhead;
 - k) Editor's message;
 - l) Address list containing names and addresses of the members of the Admin Cmte and address list showing addresses of each active council on MOCWL letterhead;
 - m) National Convention report by attendees, in the Christmas issue;
 - n) Mickey Scott recipient's report in the Christmas issue;
 - o) Base Council letters published in alphabetical order by location;
 - p) Profile Page (when used, for introduction of new Admin Cmte members following election)
 - q) Miscellaneous articles and submissions, including Guest Writers' articles;
 - r) In Memoriam (when used) to advise of the death of a MOCWL member or family member or a friend of the MOCWL;
 - s) Congratulations page (when used), limited to CWL achievements for MOCWL members. This should include the names of recipients and types of service awards presented over the past year, as announced at the AMM;
 - t) Book Review page (when used);
 - u) Postings page (when used) showing the names of members who have been posted including to and from;
 - v) Lost & Found Friends page (when used) showing the names of friends whose addresses have been lost over the years. When the friends are found, a follow-up note would be appreciated;
 - w) Deadline page showing remaining deadlines for the year and themes, if any, for each issue
 - x) Disclaimer statement "**The views and opinions expressed in *Maryline* are not necessarily those of the Catholic Women's League of Canada Military Ordinariate Provincial Council**" shall be included on the inside of the back cover of each issue.
- 6) The MOCWL Secretary shall retain electronic copies of "masters" for Cover, Publisher's Page, Editor's Page, In Memoriam, Book Report, Postings,

Congratulations page, Deadline page, etc. which are used repeatedly. On assumption of the duties of MO Secretary, a review of the master copies should be conducted to ensure the inclusion and quality of all.

- 7) Submissions from Base Councils should have their Council name appearing in capitals in the upper left-hand of the page and Base name in the upper right of the page, for example:
ST JOSEPH'S COUNCIL CFB BORDEN
- 8) Council submissions are to be emailed to the Maryline email account mocwl.maryline@gmail.com in Word format
- 9) All members have a responsibility to ensure the quality and timeliness of the production of *Maryline*. The importance of observing all deadlines cannot be overstressed.
- 10) The editor should prepare as much of the layout as possible prior to the deadline date. She should try to complete necessary editing and assembly so that *Maryline* can be published as soon as possible after the deadline dates.
- 11) The editor has the right to:
 - a) Correct spelling and grammatical errors and edit as necessary (for spacing requirements) to be consistent with other submissions. Attention should be paid to the spelling of Base "Council" versus Our Lady of Good "Counsel".
 - b) Reject submissions which, in her opinion, should not appear in *Maryline*. Questionable letters or articles submitted for *Maryline* shall be sent to the MOCWL President for clarification or confirmation on rejections.
- 12) In keeping with the policy of being environmentally aware, *Maryline* will only be distributed electronically and will be emailed to:
 - a) each Base Council;
 - b) each member of the Admin Cmte;
 - c) MOCWL Archivist;
 - d) each MOCWL Past Spiritual Advisor and each MOCWL Past President;
 - e) National President and the National Communications Chairperson;
 - f) the Chaplain General;
 - g) Military Ordinary; and,
 - h) webmaster for publication on the MO website.
- 13) The cost for the publishing of *Maryline* is the responsibility of the MOCWL council.
- 14) The editor is encouraged to use appropriate filler material of her choice such as poems, quotes, cartoons, etc. They may be relative to the *Maryline* theme, the Catholic Women's League or of a spiritual nature.

F6. Archives

1) General

The MOCWL Archives exists to tell the history of the Military Ordinariate Provincial Council Catholic Women's League of Canada. The history of other levels of the League (Base Council or National) is retained in separate archives by the appropriate authorities.

The Archives are located at the Military Ordinary's office in Ottawa (since 2007). The MOCWL archivist may retain recent files at her home until such time as they may be filed at the Bishop's office.

2) Duties of the MOCWL Archivist

- a) Retain copies of memos from Admin Cmte members.
- b) Items should be preserved on computer file.
- c) Update the Archive Index of Contents regularly and forward to Base Councils and CWL MO Admin Cmte members.
- d) Provide information from the file to those who request it. The members or councils requesting information should include dates, names, etc. where possible to facilitate the search of the file for the information requested. All original documents are to be retained and only photocopies will be sent out.
- e) Prepare an Annual Report for inclusion in the Past President's Annual Report.
- f) The Archivist is not expected to decide what papers are important to keep or discard but may discard duplicates. Where there are copies with handwritten notes, the copy with the notes should be retained for historical purposes and the other copies destroyed.

3) Minutes

The minutes sent to the Archives must be the corrected and approved minutes. The Secretary's copy of the minutes must have the signatures and thus should be the original sent to the Archives, after four years.

4) Financial Statements

The yearly financial statements and the Per Capita Lists/Membership Lists must be sent to the Archives by the Treasurer after four years.

5) List of Documents to Be Kept In Archives

- a) The minutes sent to the Archives must be the corrected and approved minutes
 - i) The Secretary's copy of the minutes must have the signatures and thus should be the copy sent to the Archives, after four years
- b) Resolutions passed at the MOCWL level
- c) Financial Statements
- d) Notice of Meetings
- e) Agendas of MOCWL meetings
- f) Election Information
- g) *Standing Rules, Directives & Guidelines*, past and present
- h) MOCWL Annual Reports

- i) MOCWL President's Reports to National CWL
- j) Reports for special projects
- k) Memos and Correspondence from MOCWL Admin Cmte
 - i) Lists of past and current: MOCWL Admin Cmte members and Base Council Presidents and Spiritual Advisors
- l) Master Membership Lists/Per Capita List for each Base Council including names of executive members and other pertinent information
- m) File for each MOCWL AMMs including Convention Book, registration list, sign in sheets, and financial report
- n) Spiritual Advisor's messages other than those included in *Maryline*
- o) Newsletters, Maryline information and all issues of Maryline
- p) Convention Guest Books, if available
- q) Newspaper clippings pertaining to the MOCWL
- r) Convention Guest Book (book from conventions 1970 to 1979 inclusive are filed)
- s) Three tapes marked "13 June 1970" convention speakers
- t) Information from inactive or disbanded councils including a photocopy of the original charter, correspondence, minutes, etc., of long-term significance

F7. Training Day/ Workshop Guidelines

- 1) Base Councils are encouraged to hold a training workshop approximately once a year. Any member of the executive may initiate a training request. Listed below are some basic steps that should be followed.
- 2) Base Council Executive Member shall:
 - a) Consult with members.
 - b) Establish preferred and alternate date of training and subjects.
 - c) Complete and send “Request for Training Workshop” (Annex H) to MOCWL Vice-President.
 - d) Inquire of MOCWL Vice-President on availability of Admin Cmte/facilitators for the chosen date.
 - e) Once confirmed, invite other MOCWL councils and/or local CWL councils.
 - f) Obtain facilities including meeting room, flip charts, overhead projectors, markers, pencils as needed by facilitator.
- 3) MOCWL Vice-President shall:
 - a) Approve council requests, depending on availability of Admin Cmte member to facilitate training and funding availability.
 - b) Co-ordinate training.
 - c) Read National Manual of Policy and Procedure regarding National Development Fund Application Guidelines.
 - d) Establish budget required and determine if sufficient funds are available in the MOCWL training budget; and if required.
 - e) complete “[Application for Subsidy from Development Fund](#)”. Retain one copy and send original to MOCWL President.
- 4) MOCWL President shall sign the Application for Subsidy from Development Fund form and send it to National Office.
- 5) Within two weeks of completion of the training the Facilitator shall submit a claim with receipts for expenses and the complete “[National Report of Workshop and Follow up Summary Form](#)” to the MOCWL Vice-President.
- 6) MOCWL Treasurer will:
 - a) Pay claims submitted by Training Facilitators.
 - b) Reconcile training funds received versus actual expenses; reimburse appropriately.

ANNEXES

Expense Claim

Name: _____ Phone #: _____
Address: _____ E-mail: _____

Occasion for Claim (Specify: Mid-term, Convention, Training): _____
Dates: _____ Place: _____

Receipts must be included to substantiate all claims.
A Sworn Statement is acceptable if receipts are not available.
The meal and travel rates can be found on the [National Joint Council website for Rates and Allowances](#)

TRANSPORTATION

Type: Plane, Train, Bus (highlight or circle one) Ticket Amount: _____
Car From: _____ To: _____ Total Kilometres claimed: _____ x _____ = _____

Rental Car: Rental fee: _____ Actual Fuel cost: _____ Total cost: _____

MEALS (maximum claim as per current rates for CF personnel. MO Treasurer to provide):

Date	Breakfast	Lunch	Supper	Total
Total				

LODGINGS

Location: _____ Dates: _____
of days _____ @ _____ /day = Total: _____

MISCELLANEOUS OPERATING EXPENSES

Specify and attach receipts.

Item	Cost
Total:	

Total Cost of Claim

Transportation:		
Meals:		
Accommodations:		
Miscellaneous:		
Total:		
Less Advance:		
Amount Owning:	to Treasurer:	to Member:

Date Submitted:

Signature:

**THE CATHOLIC WOMENS' LEAGUE OF CANADA
MILITARY ORDINARIATE PROVINCIAL COUNCIL**

SWORN STATEMENT

In the DOMINION OF CANADA, In the PROVINCE OF _____

I,

(Name)

(Address)

MAKE A SWORN STATEMENT THAT:

1.

2.

3.

Signed by:

Confirmed by:

(Name)

(Name)

(Date)

(Date)

[Sworn statement must be signed by CF officer, i.e. Spiritual Advisor]



The Catholic Women's League of Canada Military Ordinariate Provincial Council

TO: [OBJ]

FROM: [OBJ]

DATE: [OBJ]

MEMO: # (2023-2025)

SUBJECT:

**The Kathleen McCrossin Exceptional Service Award
Application Form
Deadline: Feb 15, 20__**

Name:

Address:

Council:

Member since:

Nominated by:

Nominee's CWL Biography:

Attach **two** letters of recommendation.

Signature required:

Nominated by:
(Council - President, Admin Cmte member or CWL member)

(Spiritual Advisor)

**Mickey Scott Grant
Application Form
Deadline in Feb 15, 20__**

Name:

Address:

Phone Number:

Email:

Council:

Member since:

Nominating Council:

Tell us about the nominee:

Attach letter of recommendation.

Signature required: _____
(Council President)

**Convention Fund Grant
Application Form
Deadline in Mar 15, 20__**

Name:

Address:

Phone Number

e-mail:

Council:

Position on the council:

Application to attend the MOCWL Convention

Location of Convention:

Convention Fee \$ Travel Cost \$

Amount of subsidy requested: (maximum \$600) \$

Application to attend a CWL National Convention

Location of Convention:

Registration Fee: \$ (per day) or \$ (per week): Travel cost \$

Complete applicable events you will attend:

Dinner & Entertainment: \$ Banquet: \$

'Meet the Executive' Luncheon: \$ Transportation to Mass: \$

Amount of subsidy requested: (maximum \$200): \$

Attach CWL Council Financial Report (previous year) Required for consideration of grant.

CWL Council Treasurer's name and address (cheque is mailed to the council treasurer):

Name:

Address:

(Signature) Council President

Date

**Bursary for Lay Ministry
Application Form**

Name:

Address:

Phone:

E-mail:

Base Council:

Year joined CWL:

List base councils you were active in and any positions held in the last 3 years of membership:

Name of proposed course/seminar/workshop:

Location (institution):

Duration/Expected completion:

Cost of program:

Bursary amount requested:

Have you previously received funds from the MOCWL Bursary for Lay Ministry? Y / N

In a maximum of 500 words, please describe the skills or knowledge you hope to gain and how you will use them to serve your parish and/or the MOCWL.

Attach your document, this application form, and your two letters of recommendation (see guidelines) to your e-mail.

Send completed e-mail application to the Bursary Committee c/o the MO Treasurer and MO Service Chair by 15 February.

Request for Council Training Workshop
Year: 20__

Name of Council:

Base:

President:

Phone Number:

Email:

Tentative Date:

Alternate Date:

Speaker/facilitator requested:

Topics the council is particularly interested in:

- 1.
- 2.
- 3.

Base Council Co-ordinator for Training Day including name, address, email and phone number(s):

Miscellaneous information:

Send to: CWL MO Vice-President mocwl.organization@gmail.com

Maryline

*Newsletter of The Catholic Women's League of Canada
Military Ordinariate Council*

(Insert appropriate picture)



Christmas 2023

Maryline

Newsletter of The Catholic Women's League of Canada Military Ordinariate Council

(CONVENTION THEME: *(place convention theme logo here)*)



45th AMM

(place location of convention here)

CFB Edmonton

(Place convention dates here)

May 18-20, 2012

Annual Report 2023

**The Catholic Women's League of Canada
Military Ordinariate Provincial Council**

**Maryline
Table of Contents**

(Place names here in column)

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MARYLINE PUBLISHER (list name and also artist name for cover page, if uses0

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CHAPLAIN GENERAL'S MESSAGE

SPIRITUAL ADVISOR'S MESSAGE

PRESIDENT'S MESSAGE

LIST OF ADMINISTRATIVE COMMITTEE (including address and email)

LIST OF COUNCILS (including address)

EDITOR'S PAGE

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PAST PRESIDENT'S REPORT

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COLD LAKE

COMOX

EDMONTON

ESQUIMALT

GAGETOWN

GREENWOOD

KINGSTON

OTTAWA

PETAWAWA

SHEARWATER

TRENTON

WINNIPEG

*(Note **Do not** include a council that has not submitted a report. **Do** include any new or re-activated council not listed above, add to the list)*

NATIONAL CONVENTION REPORT *(fall issue)*

PROFILE *(Administrative Committee members (fall issue)*

IN MEMORIAM

CONGRATULATIONS (*list council members' awards/presentations/pins, obtain list from Vice President*)
BOOK REVIEW (*when used*)
POSTINGS (*when used*)
MISCELLANEOUS ARTICLES (*when used*)
DEADLINE DATE *for next issue*
(*Disclaimer page printed on last page of book*)

Consent Agenda

The Admin Cmte and the Exec Cmte may utilize a consent agenda for all meetings, including the AMM. The consent agenda includes items of a routine matter which do not require a discussion of the appropriate committee or the delegates at the AMM.

Items which may be included in a consent agenda include:

- Approval of previous minutes.
- Correspondence requiring no action.
- Committee reports that are for information only.
- Updates or background reports that are for information only.

The process for using the consent agenda is:

- 1) The meeting agenda with the consent items and supporting materials will be circulated to the Admin Cmte, Exec Cmte or voting/accredited delegates as appropriate prior to the meeting to provide sufficient time to assess the consent items in advance.
- 2) The Chair will ask if anyone wishes to remove an item from the consent portion of the agenda.
- 3) If an item has been removed the Chair will determine where it will be discussed on the agenda.
- 4) The Chair will ask for a motion to accept the consent agenda as presented or revised.