

BY-LAWS

CATHOLIC WOMEN'S LEAGUE OF VICTORIA AND WAGGA WAGGA INCORPORATED

APPROVED BY THE GOVERNING BOARD:

10 July 2024

INTRODUCTION

The Catholic Women's Social Guild [now known as the Catholic Women's League of Victoria and Wagga Wagga Inc.] was founded in Melbourne in 1916 so women could organize general social work and exercise their influence. The Guild was dedicated to the Holy Spirit and Our Lady, Help of Christians.

The inaugural President, Dr Mary Glowrey, was appointed by Father W J Lockington SJ. To form a Committee, she was joined by Dr Eileen Fitzgerald, Miss Anna Brennan, Miss Maud O'Connell and Miss Julia Flynn, among others. Parish branches were formed, and the movement spread to other dioceses. A Magazine, "Social Work" was started; it is now called The Horizon.

The Purposes of the League are set out in Clause 2 of the Constitution.

The League, whilst taking an interest in all social questions, devotes itself especially to those directly affecting women and children.

Except where Catholic principles are involved, the League shall be non-political.

Membership of the League is open to Catholic women through membership of a Parish Branch or through general membership.

On the 13th December 1988, the League became incorporated under the Associations Incorporation Act 1981.

The League is a Member Organization of Catholic Women's League Australia and as such has affiliation with the World Union of Catholic Women's Organizations and Non-Government Organization in consultative [Roster] status with the Economic and Social Council of the United Nations.

**BY-LAWS OF THE CATHOLIC WOMEN'S LEAGUE
OF VICTORIA AND WAGGA WAGGA INC.**

1. MOTTO

She has put out her hand to Strong Things

Our motto was chosen for the Catholic Women's League – by Fr Lockington, S.J. – as an inspiration to members. It links the work of women of the present day with that of the women of the Old Testament.

2. DEDICATION

The Catholic Women's League is dedicated to the Holy Spirit through whom we ask direction in our work, that His special gifts may be given to us in abundance. We also place ourselves under the patronage of Mary, Help of Christians, that she may help us to use those gifts, and to bring Christ into the lives of all with whom we are associated.

3. LEAGUE PRAYERS

3.1 Opening Prayer

Leader: Come Holy Spirit

Response: Fill the hearts of your faithful and enkindle in them the fire of your love.

Leader: Send forth Your Spirit and they shall be created.

Response: And You shall renew the face of the earth.

Leader: Let us pray –

Response: O God, Who has taught the hearts of the faithful by the light of the Holy Spirit, grant that, by the gift of the same Holy Spirit, we may be truly wise and ever rejoice in His consolation, through Christ, our Lord.
Amen.

Leader: Most Sacred Heart of Jesus,

Response: Have mercy on us.

Leader: Mary, Help of Christians,

Response: Pray for us.

Leader: Saint Joseph,

Response: Pray for us.

Leader: Saint Mary of the Cross MacKillop

Response: Pray for us.

Leader: Servant of God, Dr Mary Glowrey

Response: Pray for us.

Leader: Let us pray for our Holy Father

Response: Heavenly Father, guide and strengthen Pope , chief pastor of our Church. Grant that by word and example he may lead your people to everlasting life, through Christ, our Lord, Amen.

Leader: Prayer for Deceased Members

Response: May the souls of the faithful departed, especially League members, through the mercy of God, rest in peace.

CLOSING PRAYER

The Hail Mary, or other suitable prayer, for special intentions, including the sick. Our Lady, Help of Christians, pray for us.

3.2 Act of Consecration and Prayers of Petition

ACT OF CONSECRATION

Most holy and immaculate Virgin Mary, our tender mother, we dedicate ourselves to your love and service. We consecrate to you our minds, our hearts, our bodies, our whole person, and we promise to work for the glory of God and the spread of His kingdom. Mary, Help of Christians, our Patroness, we ask you to help us, and all Christians, especially in these days.

PRAYERS OF PETITION

We pray for all who oppose religion and the values of Christian life.

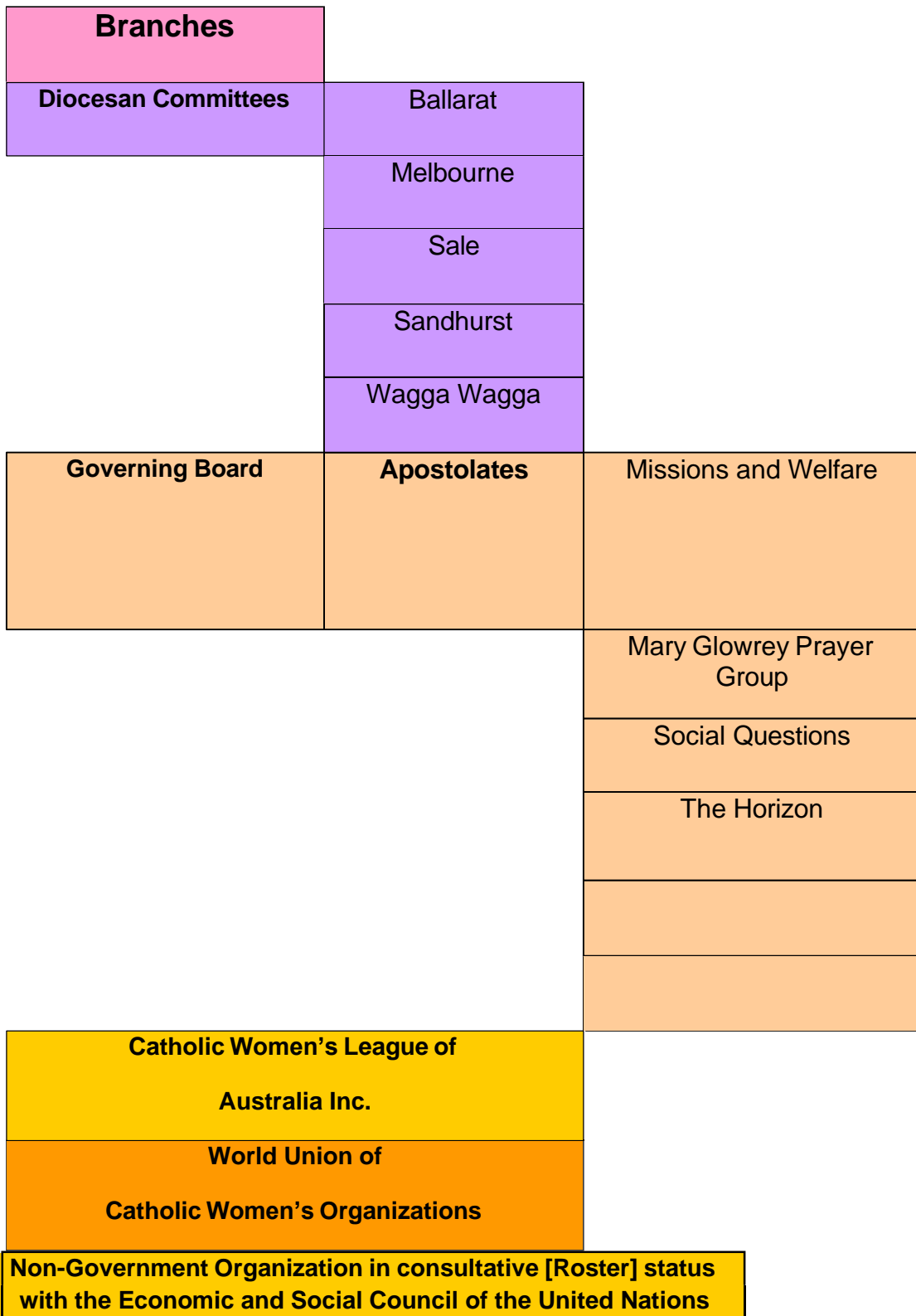
We pray for the whole Church, especially the Pope, bishops and priests, that they may remain faithful to Christ's teaching. We pray for vocations to the priesthood and the religious life.

We ask your protection and guidance on the youth of today, that they may remain faithful to prayer and the teachings and traditions of our faith. Should they stray, gently guide them to seek the forgiveness of God, their loving Father. We pray for the sick and the dying, that they may find in you, and in your Son, comfort and hope.

We pray for ourselves, O great Mother of God. Fill us with the love of the Holy Spirit. Teach us to imitate your virtues, especially your modesty, humility, charity and faithfulness to God's call.

Keep us, O Mary, Help of Christians, always under your care, that, in temptation and trouble, we may call upon you confidently and promptly. Pray for us now, and at the hour of our death. Amen.

4. ORGANISATIONAL STRUCTURE



5. MEMBERSHIP

5.1 Membership

- 1) The Annual Membership levy is determined by the Governing Board.
- 2) The term of membership is from 1st January to 31st December annually.
- 3) Membership is available through Parish Branches or General membership.

5.2 Branch Membership

Branches are established in Parishes of all Dioceses.

5.3 General Membership

General Membership is also available to Catholic women who wish to be members of the League.

General Members are eligible to serve on the Governing Board, Diocesan Committees and Apostolate Committees. They are entitled to vote at the Annual General Meeting.

5.4 Subscriptions to The Horizon and attendance at Conferences

All members are encouraged to subscribe to The Horizon and to attend Conferences.

All monies collected for membership of the League and all Horizon subscriptions are to be forwarded directly to the General Treasurer.

6. SPIRITUAL

6.1 Spiritual Director

Branches, Diocesan Committees and the Governing Board – each has a Spiritual Director who provides advice and guidance on all matters spiritual. Each Spiritual Director may attend and participate in the respective meetings. A role description for the Spiritual Director to the Governing Board is at Appendix E.

6.2 League Prayers

League Prayers must be recited at all League meetings and Conferences.

6.3 Gospel Reflection

A Gospel Reflection is an integral part of all meetings. Sufficient time should be allocated for reading and reflecting on the Gospels as they open our hearts and minds to the Word of God.

6.4 Prayer Crusade

Branches, General Members and the Apostolates are advised of petitions as published in The Horizon. It is suggested that as many members as possible gather in prayer for the intentions of the Crusade.

6.5 Petitions

- 1) For the Holy Father and his intentions.
- 2) That all will recognize the vocation to which they have been called.
- 3) That Catholic women uphold the dignity of womanhood.
- 4) For the intentions of all those engaged in parish ministries.
- 5) That all aspects of human life are respected.

6.6 Retreats and Prayer Days

Branches are encouraged to organize Retreats and Prayer Days – open to all who wish to attend – in consultation with their Spiritual Director. Members are encouraged to pray on the feast day of Mary, Help of Christians, our Patroness (24th May).

WUCWO Day (13th May) should be celebrated as a prayer day also.

6.7 Education

All members are encouraged to further their knowledge of the teachings and traditions of the Church.

7. GOVERNING BOARD

- 1) The Governing Board administers the League on behalf of all members. The Governing Board is constituted under Clause 6 of the Constitution and any members who are elected at an Annual General Meeting take office from the first of January immediately following the Annual General Meeting.
- 2) The Governing Board has the authority to administer any Committee or Apostolate, if deemed necessary.
- 3) For general management purposes, the Governing Board meets at least six (6) times a year.
- 4) The Governing Board organizes the Annual General Meeting, which may be on a diocesan rotational basis and oversees the implementation of Resolutions passed at the meeting.
- 5) The Governing Board has representation at Conferences, CWLA Conferences and National Council Meetings, as well as other organizations and events, when invited.
- 6) The Governing Board appoints a member of the League to record and issue the minutes of Governing Board meetings. A report of the monthly meetings is sent to the Editor of the Horizon.

7.1 Duty Profiles

7.1.1 General President

The General President will:

- 1) Worthily represent the League at all times and promote its ideals.
- 2) Preside at meetings of the Governing Board.

- 3) Sign and date the Minute Book after minutes have been confirmed.
- 4) Call up each item of business and ensure appropriate action.
- 5) Ensure that the motion is voted on and, if necessary, give a casting vote.
- 6) Ensure that tasks are distributed so that all members have the opportunity of participating, and so maintain an active interest, in the work of the League.
- 7) Ensure that guest speakers at meetings are compatible with the aims and ideals of the League.
- 8) Ensure that the Annual Report is prepared.

7.1.2 General Vice-President

The General Vice-President will support the General President and deputise for her, as required.

7.1.3 General Secretary

The General Secretary will:

- 1) assume the duties of the Associations Secretary under the Associations Incorporations Reform Act 2012.
- 2) Give due notice of all meetings and functions to members and the Spiritual Director.
- 3) Present the minutes of the previous meeting for signature and dating.
- 4) Present all correspondence for the information of the meeting.
- 5) Ensure that all minute books, and other records pertaining to the Governing Board are stored safely.
- 6) Ensure due notice is given of the date, time and place of the Annual General Meetings of the Apostolates, if required.
- 7) Distribute copies of the Annual Report to the Bishops, the Diocesan Secretaries, the Spiritual Directors and all Branches and Apostolates.
- 8) Ensure Annual Reports are distributed four (4) weeks before the meeting date.
- 9) Arrange Annual General Meetings according to the Constitution.
- 10) Attend to all correspondence promptly.

The General Secretary, in consultation with the General President, should prepare an agenda of items to be dealt with at a meeting.

Appendix B contains the form of the proxy that should be provided with each notice of Annual General Meeting and Appendix D contains the form of the Health Form for all Members that should be provided with each such notice. Appendix C contains the nomination form for positions on the Governing Board that must be returned to the General Secretary prior to each Annual General Meeting in accordance with Clause 9 of the Constitution.

7.1.4 General Treasurer

The General Treasurer will:

- 1) Maintain a bank account in the name of the League. (Three signatories are necessary, usually General President, General Secretary and General Treasurer – with two to sign).
- 2) Keep and maintain a register of members.
- 3) Present financial report at all meetings and state the balance in the bank.
- 4) Ensure all financial records of the Governing Board are stored safely.
- 5) Prepare the Annual Balance Sheet and have it reviewed by an outside reviewer.
- 6) Present the Balance Sheet to the Annual General Meeting for acceptance and adoption.
- 7) Act as Chair of the Investment Committee created under Clause 16A.

8. THE DIOCESES

- 1) The Catholic Women's League in each Diocese (Ballarat, Melbourne Archdiocese, Sale, Sandhurst, Wagga Wagga) is administered by its Diocesan Committee which is elected from the members in that Diocese. Each new Committee assumes Office at the meeting immediately following the Annual General Meeting.
- 2) Each Diocesan Committee is responsible for:
 - i) Assisting and encouraging Branch members in its Diocese.
 - ii) Ensuring that Governing Board decisions and General Meeting Resolutions are carried out.
 - iii) Attending Regional Conferences hosted by branches.
- 3) The Diocesan Committee should meet at least three times (3 times) during the year.
- 4) The quorum for such meetings shall be one half plus one of the number of members on the Committee.
- 5) The Diocesan Committee is encouraged to form groups who will work for and liaise with the Apostolates of the Governing Board.
- 6) The Diocesan Committee must advise branches of retiring Committee Members and call for nominations from members of the Diocese.
- 7) An extraordinary vacancy on a Diocesan Committee may be filled by a co-opted nominee who shall serve for the unexpired term.

Duty Profiles

8.1.1 Diocesan President

The Diocesan President will:

- 1) Worthily represent the Diocese at all times and promote its ideals.
- 2) Preside at meetings of the Diocese.
- 3) Ensure that the Gospel Reflection is given due prominence and that arrangements are made for its preparation.
- 4) Sign and date the Minute Book after minutes have been confirmed.
- 5) Call up each item of business and ensure appropriate action.
- 6) Ensure that the motion is voted on and, if necessary, give a casting vote.
- 7) Ensure that tasks are distributed so that all members have the opportunity of participating, and so maintain an active interest, in the work of the League.
- 8) Ensure that guest speakers at meetings espouse the aims and ideals of the League and are approved by the Spiritual Director.
- 9) Ensure that an Annual Report is prepared and presented to the Governing Board by 7th May.

8.1.2 Diocesan Vice-President

The Diocesan Vice-President will support the Diocesan President and will deputise for her, as required.

8.1.3 Diocesan Secretary

The Diocesan Secretary will:

- 1) Give due notice of all meetings and functions to members and the Spiritual Director.
- 2) Present the minutes of the previous meeting for signature and dating.
- 3) Present all correspondence for the information of the meeting.
- 4) Ensure that all minute books, and other records pertaining to the Diocese, are stored safely.
- 5) Arrange for reports of Diocesan activities to be published in The Horizon.
- 6) Send copies of the Annual Report to the General Secretary – by 7th May – and the Spiritual Director.
- 7) Attend to all correspondence promptly.

Appendix B contains the form of the proxy that can be provided with each notice of meeting if there is a resolution to vote on at the meeting (note that proxies do not apply to Diocesan Committee meetings: Clause 7(3) of the Constitution).

The Diocesan Secretary, in consultation with the Diocesan President, should prepare an agenda of items to be dealt with at a meeting.

9. BRANCHES

9.1 Establishment

Before a Branch is opened in a Parish, the Parish Priest must be consulted. The Diocesan Secretary shall provide the Parish Priest with a copy of the Constitution and any other information pertaining to the League.

Once approval has been given, publicity must proceed.

At the opening of a new Branch, the Diocesan President, or her Deputy, shall:

- 1) Give a comprehensive outline of the League, open the Branch and conduct elections for Office Bearers.
- 2) Distribute the Constitution and By-laws.
- 3) Bring membership receipt books, membership cards, badges (State and National) and previous editions of The Horizon and Mary Glowrey prayer cards.
- 4) Ensure that the names and addresses of Office Bearers and new members are forwarded to the General Treasurer.

Aspiring members must read and agree with the Constitution and By-laws and be financial before any business can be transacted.

When a branch is opened after 1st September, membership is current to the end of the next calendar year.

9.2 Importance of the Branch and Obligations of the Branch

THE BRANCH IS THE UNIT ON WHICH THE WHOLE STRUCTURE OF THE CATHOLIC WOMEN'S LEAGUE DEPENDS.

Membership of a Branch entails payment by the member of the full membership levy. Payment of annual financial commitments enables the Governing Board and the Diocesan Committees to carry out the administration and organization of the League; thus ensuring that the League will be suitably represented on all occasions.

The obligations of the Branch are to:

- 1) Financially support the Governing Board.
- 2) Contribute generously to the League Apostolates to enable them to carry out their particular tasks.
- 3) Support special projects put forward by the Governing Board.
- 4) Ensure that the branch is well represented at all League Conferences.
- 5) Assist delegates with conference expenses.
- 6) Be constantly aware of the need to maintain and increase membership as this gives the League numerical and financial strength; be mindful of parish needs as may be requested by the Parish Priest or the Administrator.
- 7) Encourage its members to reach out to other needs in the wider community.
- 8) Foster ecumenism through interaction and co-operation with other churches.

9.3 Duties of a Member

The duties of a member are to:

- 1) Make herself aware of the ideals of the League to model her life accordingly.
- 2) Make known to others the advantages of membership of the League.
- 3) Assist the work of the League by her prayers and participation in spiritual activities promoted by the Catholic Women's League.
- 4) Support all ventures undertaken by her Branch.
- 5) Participate in any special League work for which she is particularly suited or gifted.
- 6) Support the President and other Office Bearers and, by her co-operation, contribute towards the functioning of a successful branch.
- 7) Prepare to assume an Office or accept a position of responsibility if called upon to do so.

9.4 Finance

The Branch derives its income from

- 1) Donations.
- 2) Fund-raising activities.

9.4.1 Closure of Books

ALL Branch books close on 31st August each year.

9.4.2 Payment of Membership Levy

All membership levies and lists of members must reach the General Treasurer by 31st December each year. This requirement ensures that all members are covered for the next calendar year by our Insurance Policy.

Branches are required to send the full membership levy to the General Treasurer.

9.4.3 Payment of commitments and other donations

League commitments and donations to the Apostolates are to be sent to the General Treasurer. Donations to parish, clergy, and charitable organizations are to be paid direct; details are to be entered on the Branch report and sent annually to the Diocesan Secretary.

9.4.4 Outside Appeals

Outside Appeals – Branches are to ensure, when giving donations, that the aims and ideals of the appealing organization are compatible with those of the League.

9.5 Branch Meeting

Branch formal meetings, including the Annual Meeting, are held four (4) times a year; other gatherings are held as agreed.

A quorum comprises one-third plus one of the number of members of the Branch. .

The Branch meeting gives members an opportunity to meet one another, to pray together, to learn of the League's activities, and to plan and carry out programs of League work.

The Secretary, in consultation with the President, should prepare an agenda of items to be dealt with at a meeting.

The suggested order of a Branch meeting is as follows:

- 1) Welcome
- 2) League Prayers
- 3) Apologies – motion to accept
- 4) Gospel Reflection
- 5) Minutes of previous meeting – read and confirmed
- 6) Business arising from minutes
- 7) Correspondence – reading and discussion – motion to accept
- 8) Treasurer's report – motion to accept, pass payment for any accounts
- 9) General Business
- 10) Closing Prayer.

9.6 Branch Annual General Meeting

The Branch Annual General Meeting is a special general meeting and must be advertised twenty-one (21) days prior to the nominated date. Appendix B contains the form of the proxy that can be provided with each such notice of meeting if there is a resolution to vote on at the meeting.

9.6.1 Purpose of Branch Annual Meeting

Its purpose is to:

- 1) Present the President's Report and the Treasurer's Balance Sheet for the past year;
- 2) Install the Office Bearers for the coming year. (It is advisable that these be nominated at the meeting immediately preceding the Annual General Meeting.) The new Committee assumes Office at the meeting immediately following the Annual General Meeting.

9.6.2 Format of the Branch Annual Meeting

The Parish clergy and the Diocesan President, or her representative, must be invited to the meeting. Parish groups and ecumenical groups may be invited.

Suggested format:

- 1) The retiring President takes the chair and welcomes the members and visitors.
- 2) League Prayers, the Act of Consecration and Prayers of Petition are recited.
- 3) The Secretary reads minutes of the last Annual Meeting – motion to confirm by two members who were present at the last meeting
- 4) Branch Annual Report presented – move to receive.
- 5) The Treasurer presents the Balance Sheet – move to adopt.
- 6) Branch President declares all Offices vacant
- 7) Diocesan President/representative addresses meeting, and installs the office bearers for ensuing year
- 8) Retiring President resumes chair
- 9) Guest speaker (optional)
- 10) Spiritual Director
- 11) General Business, Announcements, Presentations
- 12) Closing Prayer.

9.7 Closing of a Branch

Should a Branch feel that it is no longer able to function, the procedure is to

- 1) Discuss the problems/decision with the Spiritual Director
- 2) Consult the Diocesan President or a Diocesan Committee member.

After all the options are explored and there is no possibility of continuing, the Branch Secretary must:

- 1) Ensure all financial records of the Branch are stored safely
- 2) Prepare the Annual Balance Sheet and have it reviewed
- 3) Present the Balance Sheet to the Annual General Meeting for acceptance and adoption
- 4) Notify the Diocesan Secretary
- 5) Call a special meeting of members to pass payments due to the League
- 6) Arrange for the Minute Books, an independently checked Balance Sheet, Branch Records, unsold badges and Membership receipt books to be forwarded to the General Treasurer
- 7) Arrange, in consultation with the Diocesan President or her representative, a suitable Liturgy

9.8 Re-opening of a Branch

A Diocesan President, or her representative, shall have the power to re-open a Branch.

9.9 Branch Office Bearers

The Branch Office Bearers are the President, Vice-President, Secretary and the Treasurer. They will be elected annually from, and by, the members of the Branch.

9.10 Duties of Branch Office Bearers

9.10.1 President

The President will:

- 1) Worthily represent the Branch at all times and promote its ideals
- 2) Preside at meetings of the Branch
- 3) Ensure that the Gospel Reflection is given due prominence and that arrangements are made for its preparation
- 4) Sign and date the Minute Book after minutes have been confirmed.
- 5) Call up each item of business and ensure appropriate action.
- 6) Ensure that the motion is voted on and, if necessary, give a casting vote;
- 7) Ensure that tasks are distributed so that all members have the opportunity of participating, and so maintain an active interest, in the work of the League.
- 8) Ensure that guest speakers at meetings espouse the aims and ideals of the League.
- 9) Ensure that an Annual Report is prepared.

9.10.2 Vice-President

The Vice-President will support the President and deputise for her, as required.

9.10.3 Secretary

The Secretary will:

- 1) Give due notice of all meetings and functions to members and the Branch Spiritual Director.
- 2) Present the minutes of the previous meeting for signature and dating.
- 3) Present all correspondence for the information of the meeting.
- 4) Ensure that all minute books, and other records pertaining to the Branch, are stored safely.
- 5) Arrange for reports of Branch activities to be published in The Horizon.
- 6) Send Annual report to the Diocesan Secretary and the Branch Spiritual Director

- 7) Attend to all correspondence promptly
- 8) Arrange the Annual Meeting in accordance with the Constitution.

9.10.4 Treasurer

The Treasurer will:

- 1) Maintain a bank account in the name of the Branch. (Three signatories are necessary, usually President, Secretary and Treasurer – with two to sign).
- 2) Keep and maintain a register of members.
- 3) Ensure all financial records of the Branch are stored safely.
- 4) Prepare the Annual Balance Sheet and have it reviewed.
- 5) Present the Balance Sheet to the Annual General Meeting for acceptance and adoption
- 6) Ensure that the Commitments are with the General Treasurer by 31st August.
- 7) Dispatch membership levy and list to the General Treasurer by 31st December.
- 8) Present financial report at all meetings and state balance in the bank,

10. BADGES

All members are strongly urged to wear the League Badge of Victoria and Wagga Wagga. This Badge, in the colours of Our Lady of Mount Carmel, is symbolic of the dedication of the League to the Holy Spirit. Members are encouraged to wear Name Badges whenever representing the League.

The CWLA badge, of blue and gold with the dove (signifying the Holy Spirit) superimposed on the map of Australia, may be worn to show our membership of, and support for, the National Body.

11. BANNERS

Each Branch and Diocese should have a banner to be used at Conferences and on other occasions. The Badge of the Catholic Women's League of Victoria and Wagga Wagga Inc. should be incorporated in the design of each banner.

12. THE APOSTOLATES OF THE LEAGUE

The Apostolates of the League, Missions and Welfare, Mary Glowrey Prayer Group, The Horizon Magazine, and Social Questions are undertaken by the Governing Board, which controls their membership and activities. They function only with the full support of all members. Inquiries or further information may be obtained by writing to the General Secretary, PO Box 3192, Cotham VIC 3101, or by email to info@cwlvicww.org.au .

The Horizon Magazine and Social Questions Apostolates are required to:

- 1) Work, and maintain contact, with the Governing Board.
- 2) Give an annual report to the Governing Board by 7th May; and
- 3) Give a report at General Conferences
- 4) Conduct an Annual Meeting between 30th April and 30th June each year, during which their office-bearers are elected.

12.1 Missions and Welfare

The Missions and Welfare Apostolate donates to missionaries in Australia and overseas. Each year, support is given to underprivileged children to continue their education. Funds are derived solely from Branches and general member donations.

12.2 The Horizon Magazine

The Horizon is the official magazine of the League. The Committee produces the magazine, utilizing articles and reports provided by members. All articles submitted are published at the discretion of the Editor. Funds are derived from subscriptions, advertising and donations from Branches and members.

Branches may elect/appoint a Horizon distributor who forwards the number of subscribers to the General Treasurer.

Individuals may subscribe to The Horizon by application to the General Treasurer.

12.3 Mary Glowrey Prayer Group

The Mary Glowrey Prayer Group is committed to prayer and comfort during times of crisis, sickness, and bereavement. There are no meetings, and the Co-Ordinator keeps the members aware of various needs which require prayerful support.

12.4 Social Questions

The Social Questions Apostolate, on behalf of the League, prepares and presents submissions to relevant authorities in support of Catholic values.

13. CONFERENCES

13.1 Guest Speakers

All guest speakers are to be advised that the content of their addresses must support Catholic teachings.

Guest speakers should be advised by the General Secretary of the Agenda and the time set for the address.

Guest Speakers are invited after consultation with the Spiritual Director and members of the Branch Committee.

13.2 Regional Conferences

A Regional Conference is to be held before the 30th April each year and should be hosted by a nominated Branch in the respective Regions.

The Branch President should preside.

The Spiritual Director and the Diocesan Committee representative should be present.

The Act of Consecration and Prayers of Petition should be recited at the appropriate time.

A Regional Conference may be informal, but Minutes must be taken.

Agenda items may include a Gospel Reflection, Motions submitted by branches, Branch reports and guest speakers.

13.3 Annual General Meeting

The Annual General Meeting is to be held before 30th August and is hosted by each Diocese in rotation.

Annual Reports and reviewed Balance Sheets of the Governing Board are tabled and adopted. Elections to fill ordinary vacancies on the Governing Board shall occur if nominations exceed the number of vacancies.

Amendments to the Constitution may be made, provided that the necessary notice – in accordance with the Constitution (section 13) – has been given and that such alterations are passed by a special resolution in accordance with the Constitution.

13.4 Motions – Rules of Procedures

A Motion is a formal proposal to receive minutes, adopt reports, change of policy, or new initiative or action to be taken by members. Appendix A1 contains a Motion Procedures Chart and Appendix A2 contains a guide for the framing of motions and resolutions.

- 1) Speakers addressing the Meeting should use the microphone provided and state name and Branch, Apostolate, General Member.
- 2) The mover of the Motion shall be entitled to speak for five minutes. The seconder and other speakers shall be entitled to speak for two minutes, unless the Chairman states otherwise.
- 3) The Chairman may request leave of the meeting to grant an extension, if required.
- 4) No member shall address the Meeting more than once on any one Motion unless permitted by the Chairman.
- 5) The mover has the right of reply at the end of the discussion.

- 6) Number of speakers on Motions – two for; two against.
- 7) The Motion is put to the vote.
- 8) A Motion may be lost, but still must be recorded in the Minutes.
- 9) If carried, the Motion becomes a Resolution and is entered as such in the Minutes, with the names of the mover and the seconder.

13.4.1 Amendment to a Motion

An amendment is a proposal to alter a Motion (after the Motion has been moved and seconded).

An amendment may be moved and spoken to by the person moving the amendment, with the intention of improving it – never to negate it.

The Amendment can be an addition of a word, a deletion of a word or a substitution of a word(s) for other(s) in the Motion.

The mover of the Motion has the right to speak again, in reply to the proposed amendment, and/or to withdraw the Motion – during debate – with the agreement of the seconder.

13.4.2 Motion without notice

A Motion without notice (from the floor) of an urgent nature or on a matter arising from another Motion, or on business arising from the Meeting, can be accepted at the discretion of the Chairman and the meeting. With a motion from the floor, all financial members present are entitled to vote.

13.5 Resolutions

Appendix A1 contains a Motion Procedures Chart and Appendix A2 contains a guide for the framing of motions and resolutions.

13.5.1 Development

- 1) Is the matter within the area of interest of the League and suitable for a Motion?
- 2) Involve Branch members and the Spiritual Director in thinking through the ideas.
- 3) Approach appropriate authorities for information.
- 4) Choose the appropriate Meeting to present the Motion.
- 5) The person who suggests and/or prepares the motion need not be the presenter.
- 6) Use the gifts of the members, to write, research and present.
- 7) Word the Motion simply so that words need little explanation.
- 8) A short introduction or preamble can be given, then the wording “that the Catholic Women’s League of Victoria and Wagga Wagga Inc. meeting in Conference” (elaborate on what action is requested).
- 9) A rationale should be added stating briefly the background and reasons for the requested action.

10) Send to the Conference by the due date - i.e., six (6) weeks prior to the Conference – or it may not be accepted.

13.5.2 Presentation

The mover and the seconder need to familiarize themselves with the matter.

Suggest appropriate action and provide names, addresses, etc.

A Resolution, once passed, becomes binding within the area of the Conference.

Action taken on Resolutions and responses thereto should be reported on at the next Conference.

13.5.3. Recommendations

A Motion may be presented as a Recommendation when it refers to actions, which cannot be made obligatory, such as the saying of certain prayers.

The development and presentation are the same as for other Motions but voting is unnecessary.

Appropriate action still needs to be suggested.

13.6 Voting

All financial members are entitled to vote. Proxy votes are also taken.

13.7 Scrutineers

The Committee organizing the Conference or Special Meeting shall appoint two Scrutineers from non-voters.

The Chairman should be given the results by the Scrutineers – just the names of those elected – or, in the case of a motion, numbers for, against, and abstentions.

14. SUBMISSIONS

Any League submissions must accord with the teachings and traditions of the Catholic Church.

A Submission is a view expressed in writing, or orally, to an individual or to a body for consideration. Submissions may be presented to any Australian Parliamentary Committee, any Committee of Inquiry set up by the Australian Government, any Minister of the Australian/State Government, any member of the Opposition or any church, religious or other independent body that formulates policy and influences Government or other bodies to adopt such a policy. Should an issue arise of purely local importance, it is appropriate that representation be made from the Branch(es) in the area.

15. MINUTES

It is necessary for the proceedings of Meetings/Conferences to be recorded by the Secretary or the appointed Minutes Secretary. As these are the official and legal record, it is essential that they be legible and entered in a properly bound book, either hand-written, or pasted in a pre-numbered book. Notes should be taken at the Meeting/Conference and written up whilst matters are still fresh in the transcriber's mind. While full notes are taken, it is not necessary to record minor details or all points in lengthy discussions.

Minutes should record:

- 1) Name of Branch, Committee, Conference or Apostolate
- 2) Venue, date, time of commencement
- 3) Names of all those present including office bearers, and any other officials, guests
- 4) Apologies
- 5) Confirmation of Minutes of previous meeting/conference
- 6) Any action ensuing from previous meeting/conference
- 7) List of correspondence and any subsequent action
- 8) Treasurer's report including bank balance, if applicable
- 9) Reports of any sub-committee, functions attended
- 10) All motions in the words in which they were presented, names of mover, seconder, and whether passed or lost
- 11) Main points of items discussed or tabled
- 12) The topic(s) of guest speaker(s)
- 13) Date, time and venue of next meeting/conference
- 14) Time when Chairman declared meeting/conference closed.

Minutes may be circulated prior to a meeting or read at the meeting/conference. Amendments are called for. Minutes are accepted on a Motion – or as amended – as a true and correct record of the last meeting's proceedings.

The Chairman **MUST** initial all Amendments. The Chairman then signs and dates the Minutes which become the official record.

16. COMMITTEES

The Governing Board may establish, as circumstances demand, any Apostolate or Sub-Committee. Each Apostolate or Sub-Committee shall be given a mandate which may include membership, task and accountability of the Apostolate or Sub-Committee.

16A. Investment Committee

The Governing Board has established a Sub-Committee, the Investment Committee, with responsibility for the performance of the League's investments, the implementation of the League's Investment Policy (which shall be approved by the Governing Board), liaison with the League's investment advisors and managers from time to time and for any other tasks or responsibilities that may be assigned by the Governing Board from time to time. The Investment Committee will be chaired the by General Treasurer and its members will include the office bearers of the Governing Board and any other members of the League who may be appointed or co-opted by the Governing Board from time to time. The Investment Committee must report to the Governing Board on the exercise of its responsibilities on a regular basis, and as required by the Governing Board.

17. INCORPORATION

The League is incorporated under the Associations Incorporation Reform Act 2012 and is known as The Catholic Women's League of Victoria and Wagga Wagga Incorporated.

The Catholic Women's League of Victoria and Wagga Wagga Inc. is recognized as a legal entity in law, has a Common Seal, perpetual succession for office bearers, is capable of suing or being sued and has the power to acquire and/or hold property.

On ALL printed matter, including cheques, the name of the Branch and the Governing Board MUST be followed by the abbreviation "Inc."

The Incorporation Number (A0017514E) MUST be included on all correspondence and cheques.

Documentation

All printed matter, including cheques, must carry the name "Catholic Women's League of Victoria and Wagga Wagga Inc.", the Incorporations number (A0017514E), and the ABN number (18 342 098 335).

All cheques should be written to the Payee which is "Catholic Women's League of Victoria and Wagga Wagga Inc.", then the name of the Branch or Apostolate.

18. ALTERATION OF BY-LAWS

The By-laws shall be reviewed, or revised, as deemed necessary by the Governing Board. The Governing Board by a majority vote of members present and eligible to vote at a properly constituted meeting may determine such alterations to the By-laws

19. INSURANCE

The League holds a "Voluntary Workers Liability" policy which covers all financial members of the League whilst such members are engaged in voluntary work on behalf of the League, and which is organized officially by and under the control of the League.

Further details may be obtained by writing to the General Treasurer at PO Box 3192, Cotham VIC 3101 or via email to info@cwlvicww.org.au .

20. NATIONAL

The Catholic Women's League of Victoria and Wagga Wagga Inc. is a Member Organization of the Catholic Women's League of Australia Inc.

The Catholic Women's League of Australia Inc. is governed by a National Council and administered by a National Executive. The National Executive serves a three-year term which is rotated through its Member Organizations.

The Catholic Women's League of Australia Inc. is financed through a levy on all members of the Member Organizations.

The Catholic Women's League of Australia Inc. speaks on behalf of all members on matters of national concern.

A National Conference is held every three years and is open to all members of each Member Organization.

21. INTERNATIONAL

The Catholic Women's League of Australia Inc. (CWLA) is affiliated with the World Union of Catholic Women's Organizations ("WUCWO") and appoints a National International Secretary who is responsible for receiving and distributing, to Member Organizations, all matters dealing with the work of WUCWO. CWLA also appoints delegates to attend the WUCWO Assembly and the Asia Pacific Conference.

A World Assembly is held every four years and CWLA Inc. is represented by delegates and members of the League throughout Australia.

The Catholic Women's League of Victoria and Wagga Wagga Inc. appoints a General International Secretary to liaise with the National International Secretary.

The WUCWO Newsletter (Women's Voice) is produced quarterly and branches and members are encouraged to subscribe.

The Catholic Women's League of Australia Inc. is a non-Government Organization ("N.G.O.") in consultative (Roster) Status with the Economic and Social Council of the United Nations. The National International Secretary represents CWLA Inc. at the United Nations and the WUCWO Assemblies.

The World Union of Catholic Women's Organizations was erected as a public International Association of the Faithful, according to the Code of Canon Law, in June 2006.

22. LEAGUE AWARDS

The Catholic Women's League of Victoria and Wagga Wagga Inc. has instituted an Awards system in recognition of the dedicated and loyal service given over a long period of time to the League by members. The criteria for nomination are described below.

22.1 The Mary Glowrey Award

This prestigious award is presented for exceptional and outstanding service in the name of the Catholic Women's League of Victoria and Wagga Wagga Inc. The Governing Board will assess all applications received. Nomination forms can be obtained from the General Secretary.

Nominations will close on 31st May each year and will not be accepted unless on the approved nomination form.

22.2 Certifications of Appreciation

Governing Board and Diocesan Certificates of Appreciation are available for members. Any Branch may nominate a member for either of these Certificates. All Certificates of Appreciation will be presented at the Annual General Meeting.

22.3 Service Badges

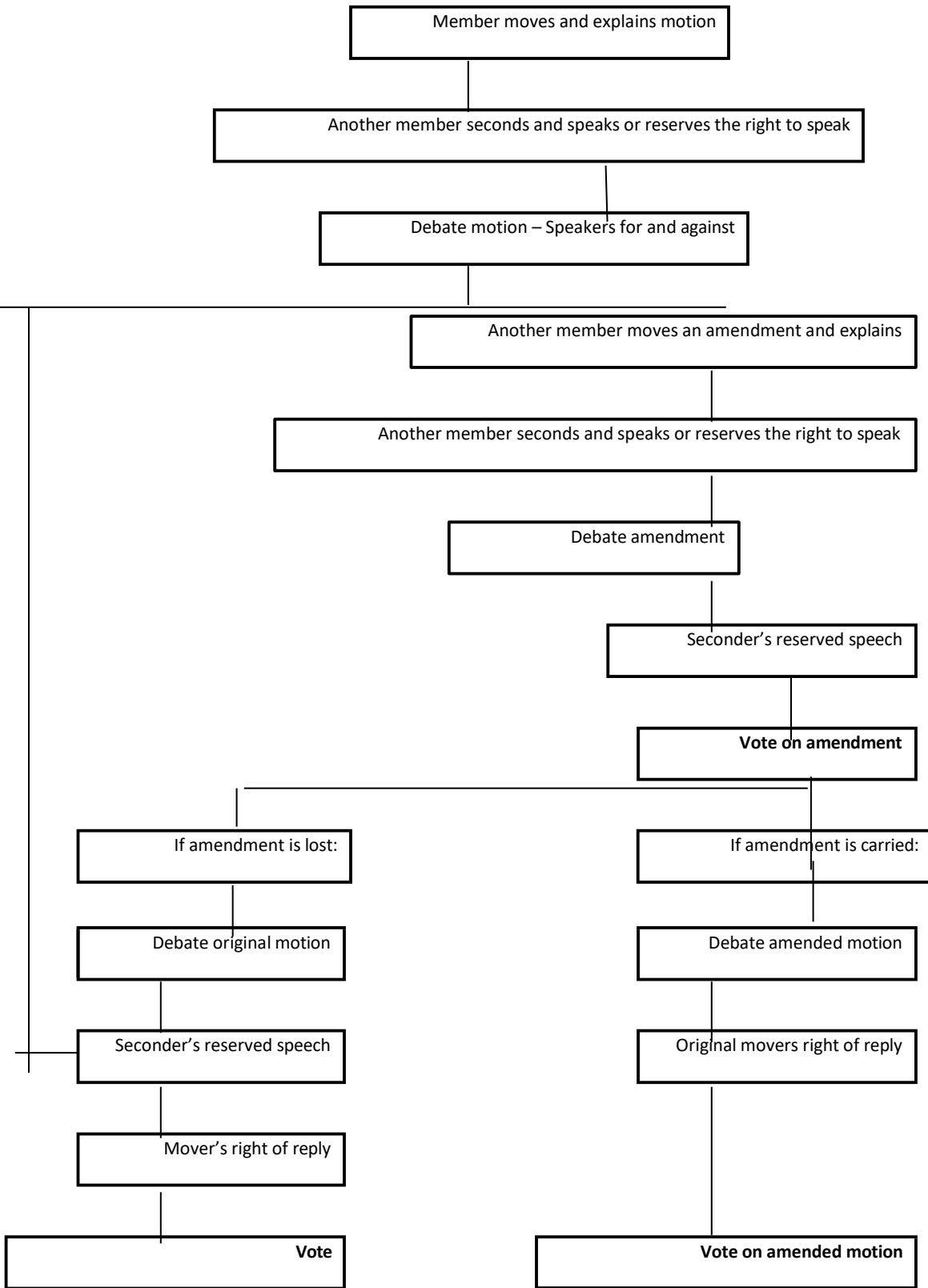
Service Badges are available for all members, starting at ten (10) years and continue at ten (10) year increments. Payment for the Badges will be at the Branch's discretion. Badges are available on application to the General Treasurer.

23. WINDING UP OR CANCELLATION

In the event of winding up or cancellation of the incorporation of the League, any surplus assets remaining after the payment of the League's liabilities shall be transferred to another fund or like-minded organisation which has similar purposes and which is not carried on for the profit or gain of its individual members.

In such an event, the Governing Board may determine the most appropriate fund or organisation after obtaining appropriate legal advice.

APPENDIX A1 MOTION PROCEDURES CHART



Each member may speak only once on a motion and once on an amendment. The mover of a motion **cannot** move or second an amendment, but may speak on the amendment. If the motion “lay on the table”, a seconder is not needed.

APPENDIX A2

THE FRAMING OF A MOTION/RESOLUTION FOR A CONFERENCE

It is of great advantage to the League and to the efficient running of a meeting/conference if the submission of motions/resolutions follows a clearly understood procedure. Motions/Resolutions are important and merit great consideration.

Motions should have their genesis in the Branch and be submitted to the Diocesan Committee for voting at the Diocesan Conference. If voted for in the affirmative, the motion becomes a resolution and a request can be made to forward the Resolution to the Governing Body to be presented at the Annual General Meeting. The Governing Body will then determine if the Resolution is suitable for presentation. Any recommended changes must retain the essence of the original Motion as put forward by the Branch.

Motions/resolutions must be addressed to a specific person/group/body and suggest a positive course of action.

It is vitally important that Resolutions are made available to Branches by the Governing Body to enable discussion to take place in Branches prior to the Annual General Meeting.

The following points are drawn to the attention of the proposers:

1. The substance of the Resolution.
2. Check points:
 - a) Does the resolution meet the criteria?
 - b) Is the subject a current issue of relevance?
 - c) Is the resolution addressed to the appropriate person?
3. If it is a matter that needs to be addressed by the Federal Government, the proposer ascertains the correct Minister to whom it must be addressed. The same applies to the State Governments.
4. Is your resolution:
 - a) clear
 - b) possible to perform
 - c) of reasonable application to the League
 - d) a clear idea of what you hope to achieve?

Framing a Resolution:

1. Present the resolution in a form in which it can be used.
2. Thoroughly research the subject and present a clear, concise rationale. Keep the initial rationale as short as possible. More information can be presented by the delegate at the time of the debate.

3. Further research the subject between the time of submission and the time of the Conference. (It is the duty of the Branch/Diocesan member presenting the resolution to do this research. This extra information may assist in getting the resolution passed. The voting delegates should also ensure that they understand the resolution.)
4. Voting delegates should, upon receiving the resolutions, make sure that they understand the resolution and if not request further information prior to the meeting/conference.

Amending a Resolution:

Amendments may be made to the resolution at the time of the debate. The mover of the original resolution may reject the amendments.

If a Branch member is uncertain that the proposal she has in mind will qualify as a motion, she should consider asking for assistance from the Social Questions Committee.

Appended are examples of how to frame a resolution for the Annual General Meeting:

That the Catholic Women’s League of Victoria and Wagga Wagga Inc. meeting in Conference at
 requests the Federal Minister for(give the Minister’s portfolio and name) to

That the Catholic Women’s League of Victoria and Wagga Wagga Inc. meeting in Conference
 atrequests each branch/member to write to the appropriate State Minister
 to.....

That the Catholic Women’s League of Victoria and Wagga Wagga Inc. meeting in Conference at
 requests the General Executive to

APPENDIX B

APPOINTMENT OF PROXY FORM

I, (name)

of (address)

being a member of Catholic Women's League of Victoria and Wagga Wagga Inc.

appoint (name of proxy holder)

of (address of proxy holder)

being a member of the League, as my proxy to vote on my behalf at the meeting of the League to be held on

(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote **in favour of/*against* the following resolution (insert details of resolution).

Signed:

Date:

* delete if not applicable.

Appendix C

Catholic Women's League of Victoria and Wagga Wagga Inc

A0017514E A.B.N. 18342098335

Curriculum Vitae of Nominee for Election to Governing Board

ALL NOMINEES MUST BE COMPUTER LITERATE

NAME:

Address.....

Phone:

Email:.....

Diocese:.....

Nominator.....**Seconder:**.....

Signature of Nominator :..... **Signature of Seconder**.....

Signature of Nominee:.....

DATE:.....

POSITIONS HELD WITHIN THE LEAGUE

BRANCH:.....

DIOCESE.....

APOSTOLATES.....

GOVERNINGBOARD.....

INTERNATIONAL.....

PARISH & OTHER.....

.....

.....

(Please use separate sheet if necessary)

To be returned by to General Secretary, PO Box 3192, Cotham VIC 3101 or scanned and emailed to General Secretary at

APPENDIX D

Annual General Conference

HEALTH FORM FOR ALL MEMBERS

This form is to be filled in and placed in an envelope with your name on the outside and handed to the General Secretary for safekeeping. The envelope will be opened ONLY in an EMERGENCY, ALL INFORMATION WILL REMAIN CONFIDENTIAL. Please collect the envelope at the completion of the Conference.

Member's Name: _____

Address: _____

Next of Kin [or person to be contacted, if needed]

Name: _____

Address: _____

Phone No: [before and after hours] _____

Are you currently taking medication: _____

Please state: _____

Have you suffered any serious illness: _____

Please state: _____

Approximate date when: _____

Does your health require special care? _____

If so, please state: _____

Do you have any allergies: _____

Food: _____

Drugs: _____

Your Blood Group [if known]: _____ Normal Blood Pressure Reading: _____

Are you a member of the Ambulance Service? Medicare number: _____

Signature: _____

APPENDIX E

Spiritual Director/Chaplain to the Governing Board

The appointment of the Spiritual Director/Chaplain to the Governing Board is mentioned in both the Constitution (clause 5) and in the By-Laws (clause 6.2) for the Catholic Women's League of Victoria and Wagga Wagga.

Traditionally there have also been Spiritual Directors/Chaplains appointed for each Branch and for the Diocesan Executives and these have been appointed by agreement between the branches and their respective parishes, or between the Diocesan Executive and its respective Diocese. The position of Spiritual Director/Chaplain is appointed to assist in the Governing Board (formerly the Governing Body) of the Catholic Women's League of Victoria and Wagga Wagga.

The Spiritual Director of the Governing Board will be a priest of good standing within his Diocese/Archdiocese who strongly and effectively supports the purposes of the Catholic Women's League (listed in clause 2 of the Constitution).

The key elements of this role are pursued in collaboration, support and communication with the General President and members of the Governing Board.

The role includes **giving advice and guidance in matters relating to:**

- Doctrinal or moral issues- ensuring that the Governing Board's deliberations and actions are faithful to the authentic teaching and practice of the Catholic Church.
- Questions of Formation- by providing homilies, readings or prayers which enhance the personal formation of League members.
- Spiritual and Pastoral Matters- in ways that are both sound and sensitive to the mission of the CWL and to its members.
- Cultural or organisational matters which may touch upon the authenticity of the CWL as a Catholic apostolate.

The Spiritual Director/Chaplain:

A) MAY ATTEND AND PARTICIPATE

- in the regular meetings of the Governing Board (either on-line, by phone or in person)
- at Annual Conferences and other events of the CWL

B) WILL PROVIDE THE ANNUAL SPIRITUAL THEME

which forms the basis for the prayers, Gospel reflections and Conferences which the CWL organises each year and which are announced in The Horizon Magazine and through other forms of communication with Branch and General Members

C) MAY LEAD PRAYERS & OFFER THE SACRAMENTS

If attending a Governing Board meeting the Spiritual Director leads the opening and other prayers during the meeting. The Spiritual Director is also welcome to celebrate Mass or offer the Sacraments at Annual Conferences or retreat/reflection days where he is available.

Approved by Governing Board July 2020