


**How to Prepare/Revise Parish Council
Manual of Policy and Procedure**
(A Companion Book to the *Constitution & Bylaws*)



Toronto Diocesan Council
CWL Wednesday
January, 2023

Parish Policy and Procedure Manual Agenda

- ▶ Welcome/Virtual Guidelines/Introductions - Kate O'Quinn, TDC President-Elect/Organization Chair
- ▶ Land Acknowledgement - Kate O'Quinn
- ▶ League Prayer - Iris McNulty, TDC Spiritual Development Chair
- ▶ Prayer Service - Iris and Members of TDC Executive
- ▶ Greetings - Sue Lubowitz, TDC President
- ▶ Why a Policy and Procedure Manual? - Kate
- ▶ Constitution and Bylaws and Revisions - Hilarion Mitchell, TDC Past President/Historian
- ▶ National Policy and Procedure Manual and Revisions-Policy and Procedure Manual - Procedures - Hilarion
- ▶ Policy and Procedure Do's and Don'ts - Hilarion
- ▶ Policy vs Procedure - What is the Difference? - Hilarion
- ▶ Parish Policy and Procedure Manual - Procedures - Kate
- ▶ Contents of a Policy and Procedure Manual - Hilarion
- ▶ Questions - Hilarion and Kate
- ▶ Closing Prayer - Kate
- ▶ Prayer to Our Lady of Good Counsel - Iris

Constitution & Bylaws

SECTION 11: GOVERNANCE OF THE ORGANIZATION (page 151 of P&P)

Why does the League need a Constitution & Bylaws?

- ▶ **Constitution & Bylaws (C&B)** is a set of fundamental laws outlining the agreed basic principles, structure and purposes of an organization and the rights of its members. It also defines the powers of officers, how they are selected and their term of office.
- ▶ **Bylaws** are the basic rules of an organization, adopted by its members to control the affairs of that organization.
- ▶ The C&B is to be used with discretion, common sense and respect for individual members, their rights, privileges and responsibilities.
- ▶ Review and encourage members' awareness of how the organization operates.
- ▶ It is important that each member have a copy of the C&B.

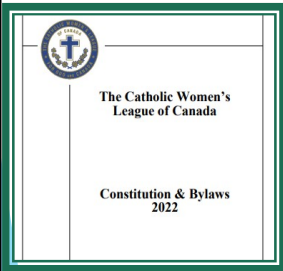
Constitution & Bylaws (cont'd)

Includes

- ▶ Name of the organization
- ▶ Includes the mission and goals
- ▶ Explains why the organization exists
- ▶ Membership details
- ▶ Shows the structure of the directors and positions of the officers
- ▶ Includes meeting details

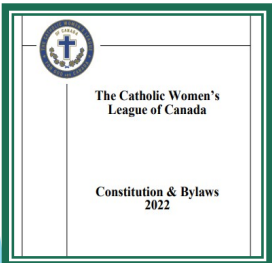
Constitution & Bylaws: 2022 Updates

604 [Constitution and Bylaws \(2022\)](#)



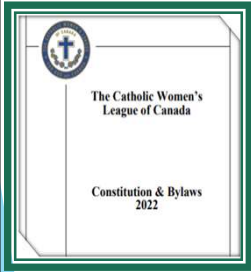
- Amendment of Officers
- Duties of Officers
- Standing Committee
- Meeting and Quorums
- Eligibility Nominations and Elections (Office)
- Eligibility Nominations and elections (officers)

Constitution & Bylaws: 2022 Updates (cont'd)



- PART XI: Officers (sections 1-3)
- PART XII: Duties of Officers
 - Section 1: President
 - Section 2: Vice-President
 - Section 3: Secretary
 - Section 4: Treasurer
 - Section 5: National Secretary-Treasurer
 - Section 6: Past President
- PART XIII: Standing Committees
 - (1) Faith:
 - (2) Service
 - (3) Social Justice

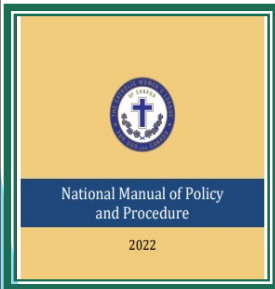
Constitution & Bylaws: 2022 Updates (cont'd)



- PART XIV: Meetings and Quorums
 - Section 2: Parish Council (f)
 - Section 3: Diocesan, Provincial Council (e) and National Councils (e),
- PART XVI: Eligibility, Nominations and Elections
 - Section 1: Eligibility for Office
 - Section 2: Term of Office

National Manual of Policy and Procedure

615 [National Manual of Policy and Procedure \(2022\)](#)



- Overview
- ▶ The National Manual of Policy and Procedure is complementary to the Constitution & Bylaws
 - ▶ Provides more detailed information and helpful examples on how to best implement League policies.
 - ▶ Councils and members are encouraged to forward proposed revisions to this manual.
 - ▶ Updates are posted on the national website in the Spring

National Manual of Policy and Procedure (cont'd)

National Manual of Policy and Procedure on page 155 *“This policy is meant to provide a common standard for councils at all levels to follow when performing the work of the League.”*

Proposed revisions to this manual may not conflict with existing League policy in the C&B.

If the revision being sought does conflict, then an amendment to the C&B must first be requested using the procedure outlined on page 151 (Amendment of Constitution & Bylaws)

Councils at all levels are encouraged to develop and adopt manuals of policy and procedure specifically designed for their own level.

Policy & Procedure: DO'S

- ▶ Review current League resources such as C&B, national, provincial and Toronto P&P, complimentary handbooks (i.e., past president, etc.)
- ▶ Ensure that the council policies do not conflict with existing League policies and the C&B
- ▶ Update for the new League executive structure
- ▶ Ensure the policies state the actual practice(s) within the council
- ▶ Include the duties of the executive
- ▶ officers and standing committee chairs with council specific examples of events and activities participation
- ▶ Organize the manual with proper headings and formatting so it is easy to read and search. Use a template.
- ▶ Review and update every two years

Policy & Procedure: DON'TS

- ▶ Do not change or rewrite League policies into the council policies
- ▶ Do not maintain executive positions that were included in the previous League executive structure.
- ▶ Do not include specific names when designating responsibility within the policy, (use the position titles).
- ▶ Do not write a specific \$\$ value for reimbursing members, donations, etc. but indicate funds permitting.
- ▶ Do not update policies without presenting them to the membership for review and a motion for adoption.
- ▶ Do not make policies and procedures long and complicated (keep simple)

Getting Started on the Council's Policy & Procedure Manual

XYZ Council's Name, Region

Parish Council Procedures

- ▶ President appoints an ad hoc committee. Suggested members:
 - ▶ 3 Past Presidents
 - ▶ The Vice-President should be Chairperson of Committee (if no VP, then member of committee)
- ▶ Minutes of Council meetings from the last 6 years to be made available to the committee.
- ▶ Set a date to complete the manual.
- ▶ Draft manual is presented to Executive for review/approval.
- ▶ Draft is presented to Council Members at a General Meeting where a motion/second and adoption is required
- ▶ Once adopted, manual is no longer a draft, and copies should be made available to members.
- ▶ Past President is responsible for reviewing biannually the council's manual of policy and procedure for any needed additions, deletions and corrections and presenting changes to the membership

Contents of Policy and Procedure Manual

Suggested Headings:

1. **Table of Contents:**
 - ▶ Headings for the policies and procedures main categories (e.g. 1., 2.)
 - ▶ Sub-headings for each section of the procedures manual, listing individual policy and procedure statements and their location (e.g. 1.1, 2.1, 2.2, etc. and the page numbers for each.)
2. **Introduction:**
 - Explain the purpose of your Council P & P Manual
 - History of the Council
 - Reference to other Levels of the League Manuals
 - Core Principles (From National P & P Manual)

Contents (cont'd)

Policies:
As established by Motions or Long-Standing Traditions. To include:

3. **Membership:**
 - Annual fees
 - Membership drives
 - Special Awards (Service Pins, Maple Leaf Pin, Belle Geurin)
 - Membership recognition
 - Welcoming New Members
 - Treasured Members (Complimentary memberships)
 - League Development (\$ assistance for Development Day, Special Workshops...)
 - Mass Intentions
 - Death of a Member, Death of CWL member's immediate family
4. **Executive Positions and Duties:** (copied from C&B and National P&P)
 - Spiritual Advisor
 - Officers (5)
 - Standing Committee Chairs (3)

Contents (cont'd)

- 5. **Meetings and Quorums:** (C&B PART XIV)
 - Executive and General Meetings (Place, Time, Day; Quorum for each)
 - Virtual, In-Person or Hybrid?
 - Mass - when held?
 - Notice of Meeting
 - Pre-Meeting Circulation of Notice (previous minutes, agenda, reports)
 - Meeting Supports (rides to meetings)
 - Room set-up and clean-up
 - Land Acknowledgement
 - Refreshments

Contents (cont'd)

- 6. **Financials:**
 - Signing Officers
 - Banking Institution (General Operating Account, Lottery Account)
 - Preparation and Presentation of Council Budget
 - Audit Arrangement of Council financials
 - Regional Meetings (travel allowance - who is covered?)
 - Conventions (voting/accredited delegates, other members)
 - Funeral Committee and Duties
 - Funeral Luncheons/Funeral Coverage for Members
 - Ongoing Commitments/Funds
 - Honorarium/Gift/Mileage for Guest Speakers
 - Gifts to Pastor/Associate Pastor/Parish Employees
 - Going Away Gift to Pastor
 - Ongoing Special Events Sponsored by Council
 - Solicitation of Gifts from Outside Sources
 - Petty Cash

Contents (cont'd)

- 7. **Organization:**
 - Safekeeping/Storage of Council Historical Records
 - Emails to Council Members
 - Revisions to Council Policy and Procedure Manual
 - Council Responsibilities on parish site
- 8. **Appendix:**
 - Supplementary and includes, for example, charts, forms, etc.
 - Not a must

Summary

- ▶ Encourage all councils to develop a policy and procedure manual
- ▶ Good start to incorporate the new League executive structure and other changes based on 2022 amendments
- ▶ Make a conscious effort to transition to the new League executive structure
- ▶ Use the C&B, National Manual of Policy and Procedure, updated handbooks as a resource to assist with council meetings, events, welcoming new and current members, etc.
- ▶ Encourage councils with manual to share with others.
- ▶ Reach out to me as Diocesan Past President on assistance in developing your council's manual
