

UKRAINIAN CATHOLIC WOMEN'S LEAGUE OF CANADA

REFERENCE MANUAL



Revised – Sept 22, 2024

Table of Contents

SECTION 1

Constitution/Bylaws

SECTION 2

Affiliations & Representation

- I. UCC – Ukrainian Canadian Congress
- II. WFUWO – World Federation of Ukrainian Women’s Organizations
- III. WUCWO – World Union of Catholic Women’s Organizations

SECTION 3

Roles & Responsibilities

- I. National Executive
- II. Eparchial Executive
- III. Branch Executive
- IV. Spiritual Advisor
- V. Constitution & Bylaws Committees
- VI. Standing Committees
- VII. Nominating Committee
- VIII. Resolutions Committee

SECTION 4

Meetings – Conduct and Procedures

- I. Virtual Participation
- II. Regular Branch Meetings
- III. Branch AGM
- IV. Arch/Eparchial Convention
- V. National Plenary Conference
- VI. National Congress
 - a. Rules of Order
 - b. Delegate Voting
- VII. Minutes
- VIII. Motions

SECTION 5

Financial Matters

Budget - Development of Financial Budgets

Charitable Status

- Summary of Branch Charitable Assistance

Emergency Fund

Financial Guidelines

- Membership Collection Data Forms

Travel Policy

SECTION 6

Organizational Matters

Awards & Recognition

Branch Membership

- Establishment of Branches
- Membership Fees
- Membership Cards
- Membership Pins
- Membership Forms
- Inactive Branches
- Dissolution of Branches

Card Policy

Dress Code

Flag Protocols

Funeral Protocols

HLM Selection Process

Honorary President

Icons

- Icons for Past Presidents

Installation Ceremony

Insurance

Inventory

National Rushnyk of Unity

Plaques

Scholarships

UCWLC Day

UCWLC Reaffirmation of Purpose

SECTION 7

Media & Communication

Nasha Doroha

Social Media

Website

SECTION 8

Prayers/Songs

O Spomahaj Nas

Always Protect Us

Prayer Before a UCWLC Meeting

Prayer Before a Meeting

Prayer for the UCWLC

Prayer to the Holy Spirit

Morning Offering Prayer

Prayer for Christian Families

Prayer for Peace

Vocation Prayer

In Memoriam

Convention Prayer

Prayer of Thanksgiving

O Canada

Prayer for Canada

Ще Не Вмерла України

**SECTION
ONE**

**CONSTITUTION &
BYLAWS**

[Printed with the blessing and approval of His Grace, Most Rev. Lawrence Huculak, OSBM, Archbishop of Winnipeg and Metropolitan for Ukrainian Catholics in Canada (Prot H/75/2014)]

FOREWORD
UKRAINIAN CATHOLIC WOMEN'S LEAGUE
OF CANADA

- Was organized nationally June 14, 1944
- Was granted Federal Incorporation June 25, 1980

It was affiliated with:

- Ukrainian Canadian Women's Committee, National Executive as a founding member in 1944

Is affiliated with:

- World Federation of Ukrainian Women's Organizations as a founding member since 1948
- World Union of Catholic Women's Organizations since 1957
- Ukrainian Canadian Congress since 1993

The UCWLC Motto:

FOR GOD AND THE PEOPLE

**UKRAINIAN CATHOLIC WOMEN'S LEAGUE
OF CANADA**

incorporated under the laws of
Canada on the 25th day of
June, 1980

Constitution and Bylaws

Preamble

The **Ukrainian Catholic Women's League of Canada** is the official association of women laity of the Ukrainian Catholic Church in Canada. It is a self-sustaining, non-political, non-profit, charitable organization, which at all levels and through each individual member shall be in all its activities an expression of commitment to Christian life.

Statement of Purpose

The purpose of the Ukrainian Catholic Women's League of Canada is to unite and organize lay women of the Ukrainian Catholic Church of Canada so that they may, through their united efforts and activities, express their commitment to Christian ideals and foster the development and maintenance of an economic and social atmosphere favourable to the Christian family.

**Article I
NAME**

The organization shall be known as
"UKRAINIAN CATHOLIC WOMEN'S LEAGUE OF CANADA"
and is hereinafter referred to as the "UCWLC."

**Article II
PATRONESS**

The Patroness of the UCWLC is the
Most Holy Mother of God.

Article III UCWLC SYMBOLS

Emblem, Seal, Hymn, Flag, Icon, Membership Pin, and Publication

Section 1.

EMBLEM

The UCWLC emblem shall be in the form of a rhombus, enclosing an oval, exhibiting the cross, symbol of Christianity, super-imposed on the centre bar of the Trident, the coat-of-arms of Ukraine, surmounting the maple leaf, symbol of Canada, circumscribed with the inscription: “UKRAINIAN CATHOLIC WOMEN’S LEAGUE OF CANADA.” The sides of the rhombus bear the inscription in Ukrainian “Ліга Українських Католицьких Жінок Канади” and include Ukrainian and English abbreviations, ЛУКЖК , UCWLC.

The colors of the emblem are white, light blue, dark blue and gold.

The four sides of the rhombus symbolize the four fundamental aims of the UCWLC, namely:
Catholic faith
Ukrainian culture
Social Development (Canadian citizenship), and
Charitable activities.

Section 2.

SEAL

The official seal of the UCWLC shall be round, bearing the design of the official emblem and the inscription of the name of the organization in Ukrainian and English. It shall be held at the National Executive office.

Section 3.

HYMN

The official hymn of the UCWLC is “O Spomahaj Nas Divo Mariye” and shall be sung in Ukrainian at all meetings, Eparchial Conventions and National Congresses.

Section 4.

FLAG

The UCWLC Flag, blue in color, is a distinguished identification of the UCWLC and was designed to represent each organizational level, namely: the National and Eparchial Executives and the Branches. The design of the flag includes the UCWLC emblem and the motto, “For God and the People.” Each flag includes the inscription identifying the Executive or the individual Branch. The right side of the flag is written in Ukrainian while the left side is written in English.

Section 5.

ICON

The official icon of the UCWLC is the miraculous Icon of the Mother of God of Pochaiv. This icon shall be presented to the outgoing Presidents at all levels.

Section 6.

THE MEMBERSHIP PIN IS IN THE FORM OF THE UCWLC EMBLEM

Section 7.

PUBLICATION

The official publication of the UCWLC is the “Nasha Doroha” journal.

Article IV

Section 1

HEADQUARTERS AND MAIN ADMINISTRATION

The headquarters and main administration of the-UCWLC shall rotate from Eparchy to Eparchy, every three years, to the official seat of the Eparchial Bishop or to another city within his Eparchy. The order of rotation shall be decided at the National Plenary Conference.

Section 2.

CONGRESS

The National Congress shall be held in the Eparchy in which the National Executive has been located for the previous three years.

Article V

THE SPIRITUAL ADVISER

Section 1.

- (a) (i) **At each level**, the Spiritual Adviser shall act as a spiritual guide.
- (ii) **The Spiritual Adviser**, in each case, shall receive due notice of every Executive, General and Annual Meeting, as well as the Eparchial Conventions, National Plenary Conferences, and National Congresses. The Spiritual Adviser shall be entitled to attend and participate in each and every discussion as a non-voting participant.
- (b) **The National and Eparchial Executives** shall have as their Spiritual Adviser their Eparchial Bishop or his nominee.
- (c) **Each Branch** shall have as its Spiritual Adviser the Parish Priest or his nominee.

Article VI

Section 1.

AIMS

The main aims of the UCWLC shall be as follows:

1. **CATHOLIC FAITH:** to develop and enrich the religious and spiritual life of each member in the context of the Ukrainian Catholic Church, its liturgy, theology, spirituality and its practices and traditions.
2. **UKRAINIAN CULTURE:** to preserve, promote and develop the Ukrainian heritage, language, culture, traditions and arts.
3. **SOCIAL DEVELOPMENT (Canadian citizenship):**
 - (a) to broaden the understanding of Christian moral standards and values in everyday life, and to deepen the sense of civic responsibility among the members;

- (b) to initiate and support social action programs, which exemplify Christian ideals and values of justice and love, particularly those related to the sanctity of human life and the sacredness of the family.
4. **CHARITABLE ACTIVITIES:** to participate in service to persons and society, in works of mercy for the poor and the sick, in works of charity and mutual aid intended to address human needs of every kind, as well as in assistance to groups and communities.

Article VII PROGRAMS

The UCWLC activities shall be occasions for the spiritual, cultural and personal growth of the individual members.

A special and central concern of the UCWLC shall be the support of Christian ideals and the maintenance and development of an economic and social atmosphere favorable to the Christian family.

Section 1.

SPIRITUAL

To achieve its spiritual aims, the UCWLC shall:

- (a) commence all meetings, conventions, and congresses with a prayer;
- (b) encourage frequent partaking of the Holy Sacraments;
- (c) celebrate the Divine Liturgy before Annual Meetings and on all obligatory feast days;
- (d) celebrate the Divine Liturgy during Eparchial Conventions and National Congresses
- (e) encourage members to attend spiritual retreats;
- (f) promote religious publications and religious education.

Section 2.

EDUCATION IN CATHOLIC FAITH

To promote an education in the Catholic faith and the Ukrainian rite, the UCWLC shall:

- (a) establish faith development classes for adults, youth and children;
- (b) organize training for catechism teachers;
- (c) support programs for the purpose of fostering religious vocations;
- (d) support Catholic education and Ukrainian Catholic schools.

Section 3.

CULTURAL AIMS

To accomplish its cultural aims, the UCWLC shall:

- (a) support Ukrainian language, history and cultural education through day, evening and summer schools and encourage children, youth and adults to enroll in these classes;
- (b) provide programs to encourage the youth to appreciate and exemplify their Ukrainian heritage and to identify with the Ukrainian people;
- (c) promote integration of Ukrainian artistic achievements and forms of Ukrainian arts as a valuable and relevant part of the Canadian cultural mosaic;
- (d) support programs by which Ukrainian Canadians, within the context of their Canadian citizenship, can cooperate with Ukrainian groups throughout the world and continue to give support to Ukraine.

Section 4.

LEADERSHIP

While being politically non-partisan, the UCWLC shall:

- (a) develop leadership qualities in its members;
- (b) provide training to enable its members to take an active part in the affairs of the community;
- (c) provide programs to inform members on civic, provincial and national issues.

Section 5.

SOCIAL SERVICE

To provide better social service, the UCWLC shall:

- (a) organize help for the needy;
- (b) organize Pastoral visits to the sick, shut-ins and needy in their homes and hospitals;
- (c) support worthy and approved campaigns in the community;
- (d) advocate for protection of Human Rights.

Section 6.

UCWLC DAY

A "UCWLC DAY" shall be observed annually on the last Sunday of May with special prayers to our Patroness, the Holy Mother of God.

The members shall:

- (a) participate in the Divine Liturgy and are encouraged to receive Holy Communion;
- (b) participate in a special organizational program.

**Article VIII
UCWLC MEMBERSHIP**

The UCWLC has three types of membership, namely:

- Active membership
- Member-at-large
- Honorary life membership

Section 1.

ACTIVE MEMBERSHIP

- (a) Every lay woman who is a practising Catholic of the Ukrainian rite and a member of a Ukrainian Catholic parish and who accepts both the Catholic and the Ukrainian aspects of the aims and programs of the UCWLC may become an active member upon payment of the prescribed membership dues to the Branch of the UCWLC in her parish. Upon acceptance of her application for membership, a copy of the registration form will be forwarded to the Eparchial and National Executives.
- (b) If there is no UCWLC Branch in her parish, a woman who fulfills the requirements under Article VIII, Section 1, (a) may become an active member in a UCWLC Branch in another parish.

Section 2.

MEMBER-AT-LARGE

Every lay woman of the Ukrainian Catholic rite who accepts both the Catholic and the Ukrainian aspects of the aims and programs of the UCWLC but who lives in a locality where there is no Ukrainian Catholic parish or UCWLC Branch, may become a member-at-large upon payment of the prescribed membership fee directly to the Eparchial Executive of the UCWLC of the

Eparchy in which she resides. She may take part as a non-voting guest in UCWLC Eparchial Conventions and in National Congresses.

Section 3.

HONORARY LIFE MEMBERSHIP

At the proposal of the National Executive, Honorary Life membership shall be granted by the National Congress to:

- (a) the outgoing president of the National Executive.
- (b) members of UCWLC who meet the criteria outlined by the National Executive.

Honorary Life Members shall have all the rights granted to and duties imposed upon active members except that Honorary Life Members are not required to pay membership dues.

Honorary Life Members shall have the right to attend and participate in discussion at National Plenary Conferences.

Honorary Life Members shall have the right to attend, participate in, and vote at Eparchial Conventions and National Congresses.

Section 4.

RIGHTS OF ACTIVE MEMBERS

Every active member shall have the right to:

- (a) participate in all General and Annual Meetings of her Branch;
- (b) participate in programs in her Branch;
- (c) vote for election of officers and on all issues before the Branch;
- (d) be elected as a delegate to Eparchial Conventions and National Congresses after having been an active member for a period of one year;
- (e) be elected to Branch office positions after having been an active member for a period of one year;
- (f) be elected to Eparchial and National office after having been an active member for a period of three years.

Section 5.

DUTIES OF ACTIVE MEMBERS:

- (a) attend meetings of her Branch regularly and punctually;
- (b) pay her membership dues no later than March 1st in each year;
- (c) participate in programs of the UCWLC;
- (d) uphold the provisions of the UCWLC Constitution and Bylaws and accept the decisions of the UCWLC at the National, Eparchial and Branch level;
- (e) acknowledge the guidance of the Spiritual Adviser;
- (f) have the solemn duty and responsibility to rear her children in the Catholic faith and the Ukrainian rite.

Section 6.

LOSS OF MEMBERSHIP

- (a) Membership shall be lost by reason of voluntary withdrawal.
- (b) Membership shall be lost by order of expulsion by the National Executive upon the recommendation of the Branch Executive and the approval of the Eparchial Executive. The unjustified neglect by a member of the activities or duties required under the terms of this Constitution or the pursuit by a member of activities detrimental to the UCWLC shall be

grounds for such an order of expulsion. The member shall be given written notice and shall have thirty days to make representation, oral or written, to the National Executive. The declaration of the National Executive shall be final, but may be reviewed upon the expiration of a period of one year after the order or review.

Article IX GOVERNING STRUCTURE

The structure of UCWLC is as follows:

Section 1.

NATIONAL

- (a) National Congress
- (b) National Executive Plenary Conference
- (c) National Executive

Section 2.

EPARCHIAL

- (a) Eparchial Convention
- (b) Eparchial Executive

Section 3.

BRANCH

- (a) Branch Annual Meeting
- (b) Branch Monthly Meeting

Article X NATIONAL CONGRESS

Section 1.

AUTHORITY

The National Congress shall be the ultimate legislative and decision-making authority of the UCWLC.

Section 2.

LOCATION OF CONGRESS

The National Congress shall be held in the Eparchy where the current National Executive is located, and shall elect the National Executive, which shall have its headquarters in the Eparchy hosting the next Congress.

Section 3.

CONGRESS MEMBERS

- (a) **The National Congress** shall be composed of members of the National Executive, members of the National Audit Committee, members of the Eparchial Executives, Branch delegates and Honorary Life Members. Each of these who registers for the Congress shall have a vote on all matters placed before the Congress
- (b) **The National, Eparchial and the Branch Spiritual Advisers and the Eparchial Bishops** of all Ukrainian Catholic Eparchies shall be entitled to attend and participate in discussions as non-voting participants.

Section 4.

QUORUM OF THE CONGRESS

Sixty percent (60%) of those registered, in accordance with Article X, Section 3(a), shall form the quorum, which must be present before a vote can be taken.

Section 5.

VOTES

Eparchial Executive

Each Eparchial Executive shall have one vote for each 50 paid-up members in the Eparchy, but no single Eparchial Executive delegate shall have more than 10 votes.

The Branch

- (a) Each Branch shall have the right to elect one delegate to the National Congress for every 10 paid-up members registered with the Branch for the current calendar year (in accordance with Article XX, Section 8) and one additional delegate for any fractional number of members exceeding a multiple of 10. Where a Branch has fewer than 10 members, it shall be entitled to one delegate.
- (b) In the absence of a full slate of delegates from any Branch, the mandate to vote may be passed, in writing, to another delegate of the same Branch. No delegate may hold more than 3 votes.

Article XI

PREPARATION FOR NATIONAL CONGRESS

Section 1.

The National Plenary Conference shall designate the date and place of the Congress and prepare the agenda.

Section 2.

NOTIFICATION OF CONGRESS

No fewer than 21 days and no more than 60 days prior to the date of the National Congress, the National Executive shall publish in the official UCWLC publication a notice as to the time, place and agenda of the Congress. Information on how members may access the Financial Statement upon request will also be published.

Article XII

AGENDA OF THE NATIONAL CONGRESS

The following items shall be included in the Congress agenda:

Section 1.

Formal opening.

Section 2.

Election of Secretaries:

- (a) Election of two Congress Secretaries, one from the Eparchy of the incoming National Executive and one from the Eparchy of the outgoing Executive; one to report the proceedings in Ukrainian and the other in English;

- (b) Each of the said Secretaries shall submit a complete report of the proceedings of the Congress to the President of the outgoing National Executive and to the Chair of the Verification Committee as well as to each Eparchial President within one year of the date of Congress.

Section 3.

Acceptance of the Agenda.

Section 4.

Announcement of the following Congress Committees:

Verification, Registration, Resolutions and Nominating.

Section 5.

Outline Agenda:

- (a) Report of Registration, Verification of quorum.
- (b) Report and adoption of preceding Congress minutes.
- (c) Reports of the members of the National Executive.
Discussion of reports and their acceptance.
- (d) Presentation of Financial Reports
- (e) Report of Public Accountant and/or Audit Committee
- (f) Discussion and adoption of Financial Reports
- (g) Appointment or Waiver of Public Accountant for the next term
- (h) Ratification of the enactments of the outgoing Executive
- (i) Adoption of Resolutions and Recommendations
- (j) Election and installation of National Executive and Audit Committee
- (k) Adjournment with the singing of the UCWLC hymn "O Spomahaj Nas."

Section 6.

Nominating Committee

The Nominating Committee shall present the incoming slate of Officers and Committee Chairs for the National Executive at the National Congress.

Section 7.

Congress Agenda

The National Executive may add further items to the agenda upon giving one month's notice to each Eparchial President.

Article XIII

THE NATIONAL EXECUTIVE

Section 1.

REPRESENTATION

- (a) The National President represents the UCWLC in World and National Organizations with whom the UCWLC is affiliated.
- (b) The UCWLC representatives to World and National Organizations, with the exception of the President, shall be elected, by the UCWLC National Plenary Conference, for the term of office of the given organization.

Section 2.

MEMBERSHIP IN OTHER GROUPS

The UCWLC shall act and cooperate with other groups in programs designed to promote human dignity and to achieve greater moral and spiritual development, as well as a better material standard of living for all the peoples of the world. In pursuit of such aims, the National Executive may accept membership in such Organizations or Federations as may be authorized by the National Congress.

Section 3.

RESPONSIBILITIES OF THE NATIONAL EXECUTIVE

Responsibilities of the National Executive are to:

- (a) Unify, inform, coordinate and organize programs through the Eparchial Executives, to promote the aims of UCWLC;
- (b) Study, discuss and recommend action on the part of the Eparchial Executives and Branches with regard to programs decided upon and established at the Congresses and the National Plenary Conferences;
- (c) Uphold the provisions of this Constitution and the decisions made at the Congresses and the National Plenary Conferences.

Section 4.

NATIONAL EXECUTIVE RESOURCE PERSONS

1. COMPOSITION:

- (a) Past Presidents of the National Executive, and
- (b) UCWLC Honorary Life Members.

The Resource Persons shall function according to the rules adopted at the National Plenary Conference.

2. RESOURCE COMMITTEE/ADVISORY

- a) To fulfill certain specific tasks, the Congress or the National Executive may call a Special Committee (ad hoc) of professionals, who may or may not be member(s) of UCWLC. For its activities, this Special Committee is accountable to the National Executive. The Chair of the Committee shall be a member of the UCWLC;
- (b) Each Standing Committee Chair, upon the approval of the National Executive, shall have the authority to co-opt such other members to her Committee in an advisory capacity as she sees fit.

Section 5.

NATIONAL EXECUTIVE OFFICERS

The National Executive shall consist of the following:

- (a) Officers:
 - Past President
 - President
 - First Vice-President
 - Vice-Presidents - President of each Eparchial Executive
 - President-elect
 - Recording Secretary
 - Corresponding Secretary
 - Treasurer
- (b) Constitution & Bylaws Committee:
 - Chair, Secretary, and
 - Chair of each Eparchial Constitution & Bylaws Committee.
- (c) Chairpersons of the following Standing Committees:
 - Spiritual
 - Cultural Education
 - Social Development and Charitable
 - Legislation
 - Organizational
 - Media/Communications
 - Archives
- (d) UCWLC Publication.

Such other committees as may be established by the National Congress or National Executive.

Section 6.

QUORUM

One-third of the members shall form the quorum at any meetings of the members of the National Executive.

Section 7.

REMOVAL OF THE CHAIR

If a Committee Chair does not carry out the undertaking in accordance with the adopted plan of action, the National Executive, in agreement with all Eparchial Executives, may replace her with another person, at the National Plenary Conference, or by way of written notification.

Article XIV

NATIONAL AUDIT COMMITTEE:

and,

NATIONAL VERIFICATION COMMITTEE:

Section 1.

ELECTION OF AUDIT COMMITTEE

The National Congress shall elect an Audit Committee for three years, consisting of a Chair, plus two members resident in the Eparchy where the next ensuing Congress is to be held.

Section 2.

OPERATIONS OF AUDIT COMMITTEE

The Audit Committee shall:

- (a) Examine and audit all financial accounts and funds and report thereon annually, at the National Plenary Conferences and before each Congress. A signed copy of the audit shall be submitted to the Congress together with the audit of financial records of the previous National Executive for the period from the report of the prior audit to the handing over of assets to the current Executive, including the previous Congress income and expenses;
- (b) Conduct the audit by at least three members. In the event that elected member(s) are unable to serve or in the event of the resignation of the Audit Committee, the National Executive shall fill the vacancy.

Section 3.

ELECTION OF VERIFICATION COMMITTEE

The National Congress shall elect a Verification Committee of three members, consisting of two members from the Eparchy of the outgoing National Executive and one from the Eparchy of the incoming Executive to verify minutes of the current Congress.

Section 4

OPERATIONS OF VERIFICATION COMMITTEE

- (a) The Verification Committee shall be entitled to receive a copy of the minutes of the National Congress within one year of the Congress.
- (b) The Committee shall review and verify the minutes and present a report thereon together with such recommendations as it sees fit at the next National Congress.

Article XV

SPECIAL MEETINGS OF NATIONAL EXECUTIVE

Section 1.

TRANSITION

Immediately following the National Congress the outgoing National President shall convene a meeting of all outgoing and incoming members of the National Executive and Audit Committee at which meeting each officer shall hand over to her successor all records and materials pertaining to her office, except for the final report of the financial transactions subsequent to the financial report given at the National Congress. Such final financial reports shall be submitted by the Treasurer within four months after the National Congress, at which time all remaining assets shall be transferred to the incoming National Executive. A copy of such final financial reports shall also be forwarded to the Chair of the National Audit Committee.

Section 2.

NATIONAL PLENARY CONFERENCES

For discussion of administrative and program matters, the National President shall convene the National Plenary Conferences of the National Executive and the members of the Audit Committee as follows:

- (a) Once in each of the next two years following the Congress;
- (b) Immediately prior to the next National Congress;
- (c) Such other Conferences as the President deems necessary.

Article XVI

EPARCHIAL CONVENTION

Section 1.

AUTHORITY

Subject to the decisions of the National Congress and the National Executive Plenary Conference, the Eparchial Convention shall be the guiding UCWLC authority in the Eparchy.

Section 2.

QUORUM OF THE CONVENTION

Sixty percent (60%) of those registered for the Eparchial Convention shall form the quorum, which must be present before a vote can be taken.

Section 3.

CONVENTION DELEGATES

- (a) The Eparchial Convention shall be held every two years and shall be composed of members of the Eparchial Executive, Branch delegates, members of the Eparchial Audit Committee and Honorary Life Members.
- (b) Each Branch shall have the right to elect one delegate to the Eparchial Convention for every 10 paid-up members registered with the Branch for the current calendar year, (in accordance with Article XX, Section 8) and one additional delegate for any fractional number of members exceeding a multiple of 10. Where a Branch has fewer than 10 members, it shall be entitled to one delegate.
- (c) In the absence of a full slate of delegates from any Branch, the mandate to vote may be passed, in writing, to another delegate of the same Branch. No delegate may hold more than 3 votes.

Article XVII

AGENDA OF THE EPARCHIAL CONVENTION

The following items shall be included in the Convention agenda:

Section 1.

Formal opening.

Section 2.

Election and Responsibilities of Secretaries:

- (a) Election of two Convention Secretaries: one to record the proceedings in Ukrainian and the other in English;
- (b) Each of the said Secretaries shall submit a complete report of the Convention, within one year of the date thereof, to the President of the Eparchial Executive and to the Chair of the Verification Committee.

Sections 3 to 5.

The Eparchial Convention agenda shall include the items listed for the National Congress, Article XII, Sections 3 to 5, on an Eparchial level.

Section 6.

The Nominating Committee shall present the incoming slate of Officers and Committee Chairs for the Eparchial Executive at the Eparchial Convention.

**Article XVIII
THE EPARCHIAL EXECUTIVE**

Section 1.

RESPONSIBILITIES OF THE EXECUTIVE

Responsibilities of the Executive are to:

- (a) Organize Branches;
- (b) Unify, inform and coordinate programs, through the Branch Executives, to promote the aims of the UCWLC;
- (c) Be responsible to direct the Branch Executives to carry out programs decided upon and established at National Congresses, National Executive Plenary Conferences and Eparchial Conventions;
- (d) Uphold the provisions of this Constitution and the decisions made at the National Congresses, National Executive Plenary Conferences and Eparchial Conventions.

Section 2.

TERM OF EXECUTIVE

The Eparchial Convention shall elect the Eparchial Executive, members of which shall be residents in the Eparchy and shall hold office until the next Eparchial Convention. They shall be eligible for election to the same office for two consecutive terms only.

Section 3.

EPARCHIAL EXECUTIVE OFFICERS

The Eparchial Executive shall consist of the following:

- (a) Officers
 - Past President
 - President
 - First, Second and Third Vice Presidents
 - Recording Secretary
 - Corresponding Secretary
 - Treasurer
- (b) Constitution and Bylaws Chair.
- (c) Chairpersons of the following Standing Committees:
 - Spiritual
 - Social Development and Charitable
 - Cultural Education
 - Legislation
 - Organizational
 - UCWLC Publication
 - Media/Communications
 - Archives.
 - Such other committees as may be established by the Eparchial Executive.

Section 4.

QUORUM

One-third of the members shall form the quorum at any meetings of the members of the Eparchial Executive.

Section 5.

EPARCHIAL RESOURCE COMMITTEE

1. COMPOSITION:

(a) Past Presidents of Eparchial Executive, and

(b) Honorary Life Members in their Eparchy.

The Resource Persons shall function according to the rules adopted at the National Executive Plenary Conference.

2. CALL OF ADVISORY PERSONS

Each Standing Committee Chair, upon the approval of the Eparchial Executive shall have the authority to co-opt such other members to her committee in an advisory capacity as she sees fit.

Article XIX

EPARCHIAL AUDIT COMMITTEE:

and

EPARCHIAL VERIFICATION COMMITTEE:

Section 1.

ELECTION OF AUDIT COMMITTEE:

Eparchial Convention shall elect an Audit Committee of three members: a Chairperson and two active members of different Branches. No member shall be elected for more than two consecutive terms.

Section 2

OPERATIONS OF AUDIT COMMITTEE

The Audit Committee shall:

(a) Examine and audit the financial books and records prior to each Eparchial Convention and shall submit to the Eparchial Convention a written report signed by the Committee members participating in the audit.

(b) Conduct the audit by at least three members. In the event that elected member(s) are unable to serve or in the event of the resignation of the Audit Committee, the Eparchial Executive shall fill the vacancy.

Section 3.

ELECTION OF VERIFICATION COMMITTEE

The Eparchial Convention shall elect a Verification Committee of three members.

Section 4

OPERATIONS OF VERIFICATION COMMITTEE

The Verification Committee shall verify the Convention minutes and report thereon to the ensuing Eparchial Convention.

Article XX

UCWLC BRANCHES

Section 1.

ESTABLISHMENT OF BRANCHES AT THE PARISHES

At the request of no fewer than ten women of a Ukrainian Catholic Parish and with the confirmation of the Parish Priest that the applicants qualify for membership under Article VIII, Section 1, (a), the Eparchial Executive shall establish a Branch of UCWLC at that parish; provided, however, that not more than one Branch shall be established in a Parish, except upon authorization of the National Executive on the recommendation of the Eparchial Executive.

Section 2.

BRANCH ANNUAL MEETING

A General Annual Meeting of the active members of the Branch shall be held annually, and the decisions and resolutions of same shall not be contrary to this Constitution, the decisions and resolutions of National Congresses, National Executive Plenary Conferences and of Eparchial Conventions.

Section 3.

QUORUM

One-third of the members shall form the quorum at any meetings of the members of the Branches.

Section 4.

BRANCH EXECUTIVE OFFICERS

The Branch Executive shall be elected at the Annual Meeting for a one year term and shall consist of:

- (a) Officers
 - Past President
 - President
 - First and Second Vice-Presidents
 - Recording Secretary
 - Corresponding Secretary
 - Treasurer.

- (b) The Chairpersons of the following Standing Committees:
 - Spiritual and Social Development
 - Cultural Educational
 - Charitable
 - Media/Communications
 - Archives.Such other committees as the Annual General Meeting or the Branch Executive shall decide.

Section 5.

QUORUM

One-third of the members shall form the quorum at any meetings of the members of the Branch Executive.

Section 6.

AUDIT COMMITTEE

- (a) The Branch Annual General Meeting shall also elect an Audit Committee consisting of a Chairperson and two members;
- (b) The Audit Committee shall examine and audit the financial books and records, prior to the Annual General Meeting and shall submit a written report signed by the Committee members participating in the audit.

Section 7.

NOMINATING COMMITTEE

The Nominating Committee shall present the incoming slate of Officers and Committee Chairs for the Branch Executive at the Annual Meeting.

Section 8.

TERM OF OFFICE

Each Executive member and the Audit Committee members shall carry out their duties for one year and be eligible for election to that office for two consecutive terms only.

Section 9.

MEMBERSHIP DUES

The membership dues for active members shall be set by the National Congress, providing that each Branch may make such additional levy upon its members as its Annual General Meeting may authorize.

Section 10.

REMITTANCE OF MEMBERSHIP DUES:

- (a) each member shall pay her membership dues to her Branch Treasurer not later than March 1st in each year.
- (b) the membership dues as set by the National Congress shall be forwarded prior to March 31st of each year to the Eparchial Treasurer, who shall in turn remit a specified sum to the National Treasurer by May 1st.

Section 11.

BRANCH EXECUTIVE RESOURCE PERSONS

The Resource Persons of the Branch Executive shall be:

- (a) Past Presidents of the Branch;
- (b) Honorary Life Member(s) in their Branch.

The Resource Persons shall function according to the rules adopted at the National Plenary Conference.

**Article XXI
MISCELLANEOUS**

Section 1.

DECISION-MAKING

Providing a quorum is present, unless otherwise specified herein, decisions shall be made by simple majority vote.

Section 2.

EX-OFFICIO

The President of the Executive, at each level (the National, Eparchial, and the Branch) shall be an ex-officio member of all committees, except the Nominating Committee, the Verifications Committee and the Audit Committee.

Section 3.

DISBURSEMENT OF FUNDS

The National Executive, each Eparchial Executive and each Branch shall use all funds held by it, after payment of administrative and organizational expenses, to promote the aims and programs of the UCWLC at its own level.

**Article XXII
DISSOLUTION**

Section 1.

THE NATIONAL EXECUTIVE

The National Executive may only be dissolved by a decision of the National Congress by a two-thirds (2/3) majority vote of the delegates. Such decision must be approved by all Eparchial Bishops.

A notice of the proposed discussion of dissolution must be given to each Eparchial Bishop and to each Eparchial Executive not less than twelve months prior to the National Congress. Notice must also be published in the official UCWLC publication not less than six months prior to the Congress.

Section 2.

THE EPARCHIAL EXECUTIVE

An Eparchial Executive may be dissolved by a decision made at the Eparchial Convention by a two-thirds (2/3) majority vote of the delegates. Such decision must be approved by the local Eparchial Bishop and ratified at the next ensuing National Congress.

A notice of the proposed discussion of dissolution must be given to the Eparchial Bishop and to each Branch Executive not less than twelve months prior to the Eparchial Convention.

Section 3.

THE BRANCH

A Branch may be dissolved by a decision of the Annual General Meeting of the Branch by a two-thirds (2/3) majority vote. Such decision must be approved by the Branch Spiritual Adviser. Notice of such proposal must be given to each member, parish priest, the Eparchial Bishop and the Eparchial Executive not less than two months prior to the Branch Annual General Meeting.

Section 4.

PROPERTY OF UCWLC ON DISSOLUTION

I. NATIONAL ORGANIZATION

Upon liquidation, dissolution or winding up of the UCWLC at the National Level, all property within the control of the National Executive, after the satisfaction of the debts and liabilities of the National Level of the UCWLC, shall be distributed among the existing Ukrainian Catholic Episcopal Corporations within Canada, proportionally according to the number of members in each Eparchy.

II. EPARCHIAL ORGANIZATION

Upon liquidation, dissolution or winding up of the UCWLC at the Eparchial Level, all property within the control of the Eparchial Executive, after the satisfaction of the debts and liabilities of the Eparchial Level of the UCWLC, shall become the property of the Ukrainian Catholic Episcopal Corporations of that Eparchy.

III. BRANCH

Upon liquidation, dissolution or winding up of a Branch of the Corporation, all property of the Branch, after the satisfaction of the debts and liabilities of the Branch, shall become the property of the Ukrainian Catholic parish with which the Branch is affiliated, provided that, at the time of distribution, such parish is a charitable organization registered with the Charities Directorate of Canada Revenue Agency. In the event that such parish is not so registered, the remaining property of the Branch shall become the property of the Ukrainian Catholic Episcopal Corporations for the Eparchy within such parish is located.

Article XXIII RULES OF ORDER

The rules contained in the “Roberts Rules of Order, Revised Edition” shall apply at all meetings, Conventions, Conferences and Congresses on all questions pertaining to parliamentary procedure not specified in these Bylaws and any special rules the UCWLC may adopt.

Article XXIV AMENDMENT OF CONSTITUTION AND BYLAWS

Section I.

- (a) Proposals for amendments to the Constitution shall be presented to the National Constitution Bylaws Committee for examination and study at least 12 months prior to the Congress.
- (b) The National Constitution Bylaws Committee shall present the final proposal to the Eparchial Constitution Committee and the Eparchial Bishops at least six months prior to the Congress. The approval of each Eparchial Bishop is required before the proposed amendments are put to a vote at the National Congress.
- (c) Each Eparchial Constitution Committee is obliged to circulate the proposed amendments to the Branches in their Eparchy, at least 2 months prior to the Congress, to enable the delegates to come prepared to vote at the Congress without a discussion.
- (d) Amendment of this Constitution may be effected by a vote of two-thirds (2/3) of the registered delegates at the National Congress. Given the procedure for bringing

amendments to the National Congress, the motion to amend the Constitution shall be put to a vote with no discussion being allowed on the motion.

History of UCWLC Constitution and Bylaws, 1944 – 2013

The first Constitution for the Ukrainian Catholic Women (Women's Branches of BUK) with BUK official seal, was first adopted by the Ukrainian Catholic Women of Alberta, in March 1944. The Constitution was prepared by Fr. S. Semczuk, and approved by Neil Savaryn, Auxiliary Bishop to Bishop Ladyka, Winnipeg, dated December 4, 1943. It was printed in the newspaper "Future of the Nation" on January 4, 1944. The constitution was printed in Ukrainian in Yorkton. The Ukrainian Catholic Women's League of Canada adopted this first constitution in June 1944, with some amendments. The revised constitution was printed in 1947 in Winnipeg, under the title of Ukrainian Catholic Women's League of Canada (Women's Branches of BUK) along with the UCWLC official seal.

In 1956, the National Congress of Ukrainian Catholics in Winnipeg, approved a revised Constitution. It was printed in Edmonton, for the first time in both Ukrainian and English. The Constitution cover included the UCWLC emblem for the first time along with the name "The Ukrainian Catholic Women's League of Canada".

In 1974, the National Congress in Saskatoon approved the English section of the revised Constitution. It was printed in Yorkton in 1976. In 1977, the National Congress in Winnipeg adopted amendments to the English section of the 1976 Constitution. In 1979, the revised Constitution was printed in Edmonton, in both Ukrainian and English.

In 2002, the National Plenary Conference resolved to update the Constitution, by incorporating into the 1979 Constitution all the Bylaws which were adopted by the National Congresses in the years 1979 – 2001 inclusive. In 2003, the National Plenary Conference adopted the English text of the updated Constitution with a new format. The Conference approved the printing of a temporary supply of 2003 Constitution and Bylaws in English, which were printed in Edmonton, and were to serve while the text was translated from English to Ukrainian.

In 2007, the 2003 Constitution was translated into Ukrainian, and printed in Toronto with both the Ukrainian and English text parallel to each other.

Lena Sloboda, UCWLC HLM, compiled the above information
March 2007

In 2013, the National Congress in Saskatoon approved the amended Constitution that incorporated the required regulations of the new Canada Not-for-Profit Corporations Act (CNFP). Also, the official name was changed to "Ukrainian Catholic Women's League of Canada".

INDEX

	Article	Page
Aims of UCWLC	VI	6-7
Programs	VII	7-8
Amendment of Constitution & Bylaws	XXIV	22
Audit Committee:		
National	XIV	14-15
Eparchial	XIX	18
Branch	XIX	19-20
Branches:		
Annual Meeting	XX	19
Establishment of Branches	XX	19
Executive Officers & Term of Office ...	XX	19-20
Membership Dues	XX	20
Resource Persons	XX	20
Decision-Making	XXI	20
Dissolution and Property of UCWLC on Dissolution:		
Branches, National & Eparchial Executives	XXII	21-22
Eparchial Convention:		
Convention Agenda	XVI	16
Delegates, Votes	XVI	16
Convention Quorum.....	XVI	16
Eparchial Executive:		
Officers and Term	XVIII	17
Resource Persons	XVIII	18
Responsibilities	XVIII	17
Ex-Officio	XXI	21
Governing Structure:		
National, Eparchial, Branch	IX	10
Headquarters and Main Administration ...	IV	6
History of UCWLC Constitution and Bylaws		23
Membership:		
Active, At-Large, Honorary Life.....	VIII	8-9
Rights & Duties	VIII	9
Loss of Membership	VIII	9-10
Name	1	4
National Congress:		
Authority, Location	X	10
Congress Members, Votes	X	10-11

Congress Agenda	XII	11-12
Congress Quorum.....	X	11
Notification.....	XI	11
National Executive:		
Membership in Other Groups	XIII	13
Officers	XIII	13-14
Plenary Conferences	XV	15
Transition (Main Administration)	XV	15
Representation	XIII	13
Resources: Persons, Committee/Advisory	XIII	13
Responsibilities	XIII	13
Nominating Committee:		
National	XII	12
Eparchial	XVII	16
Branch	XX	20
Patroness	I	4
Quorum:		
National Executive	XIII	14
Eparchial Executive	XVIII	17
Branch Executive	XX	19
Branch	XX	19
Rules of Order	XXIII	22
Spiritual Adviser:		
National, Eparchial, Branch	V	6
Symbols:		
Emblem, Seal, Hymn, Flag, Icon		
Membership Pin, Publication	III	5-6
UCWLC Day	VII	8
Verification of Minutes:		
Congress Minutes (National)	XIV	15
Convention (Eparchial)	XVIII	18

SECTION TWO

AFFILIATIONS & REPRESENTATION

Table of Contents

Affiliations & Representation

- I. UCC – Ukrainian Canadian Congress
- II. WFUWO – World Federation of Ukrainian Women’s Organizations
- III. WUCWO – World Union of Catholic Women’s Organizations

I. UKRAINIAN CANADIAN CONGRESS (UCC) КОНГРЕС УКРАЇНЦІВ КАНАДИ (КУК)

- UCC represents Ukrainian Canadians on the national and international level, addressing issues such as Canada's relations with Ukraine, foreign policy, immigration policy, culture, language, and resettlement.
- UCWLC became a member of the Ukrainian Canadian Congress (previously the Ukrainian Canadian Committee) in 1993.
- The National President is the official representative of the UCWLC at the national level of the UCC.
- UCC Congresses are convened every three years.
- Affiliation Membership Fees: \$350 Canadian - July 1, 2023 - June 30, 2024.

II. WORLD FEDERATION OF UKRAINIAN WOMEN'S ORGANIZATIONS (WFUWO) СВІТОВА ФЕДЕРАЦІЯ УКРАЇНСЬКИХ ЖІНОЧИХ ОРГАНІЗАЦІЙ (СФУЖО)

- WFUWO is an international association of Ukrainian Women's organizations established in 1948.
- UCWLC was a founding member of the WFUWO and has maintained membership since then.
- The National President is the official representative of the UCWLC to WFUWO.
- UCWLC is allowed 9 votes at the WFUWO's AGMS and Congresses. Congresses are convened every three years.
- Affiliation membership fees: \$800.00 US in 2023

WFUWO Board of Directors

1. The UCWLC is entitled to nominate four individuals to sit on WFUWO's Board of Directors. The nominees are then presented and elected at the WFUWO Congress.
2. The National Executive selects the UCWLC member who will be nominated to the WFUWO's Board

III. WORLD UNION OF CATHOLIC WOMEN'S ORGANIZATIONS (WUCWO)

Membership in WUCWO

- WUCWO is an international association of Catholic Women's organizations established in 1910 with its current Secretariat headquartered at Vatican City.
- UCWLC joined WUCWO as a Full Member in 1957 and has maintained status as a full member since then.
- The National President is the official representative of the UCWLC to WUCWO. As such, unless she delegates her vote to another individual in writing, the National President is the UCWLC's voting delegate at the WUCWO General Assembly. General Assemblies are convened every 4 years. UCWLC is entitled to send as many as 3 delegates to a General Assembly. Although all delegates may speak, only the one designated voting delegate may vote.

- In accordance with WUCWO bylaws, before every General Assembly, the National President must submit the following documentation both to the Secretariat and to the Vice-President for North America:
 - i. Current Statutes and Bylaws
 - ii. A statement of the current number of members
 - iii. Update on the activities of the UCWLC
 - iv. Names, postal addresses, updated email addresses of members of the National Executive and the Representative to WUCWO
 - v. Updated letter of recommendation from the competent ecclesiastical authority (Metropolitan).
- Affiliation Membership fee: \$310 Euros for 2023

WUCWO Board of Directors

1. Under WUCWO's statutes and bylaws, Full Members may nominate person to sit on WUCWO's Board of Directors. However, there can only be one nominee from each country. Therefore, if there is more than one member organization with Full Rights in any country, the majority of those member organizations must agree on the nominee for their country. The nominees are then presented and elected at the WUCWO General Assembly.
2. UCWLC has entered into an agreement with CWL that the two organizations would co-operate in nominating the Canadian nominee who would represent both national Catholic women's organizations from Canada on WUCWO's Board of Directors in alternating 4-year terms. Thus, in each alternate 4-year term, UCWLC, with the CWL's consent, nominates a UCWLC member to the WUCWO Board. That person represents both the UCWLC and CWL at the Board level and acts as a liaison to the two organizations.
3. The National Plenary Conference selects the UCWLC member who will be nominated to the WUCWO Board.
4. The UCWLC is required to fund all expenses of the Canadian WUCWO Board member when she is a member of the UCWLC. Correspondingly, the CWL funds expenses of the Canadian WUCWO Board member when one of its members is on the WUCWO Board.

WUCWO Endowment Fund

1. The WUCWO Endowment Fund is a Canadian registered charity which was incorporated in 2000 for the purpose of providing a source of stable funding to WUCWO.
2. The individual who is the Canadian Board member of the WUCWO Board is also the President of the WUCWO Endowment Fund.
3. The individual who is the immediate past Canadian Board member of the WUCWO Board is the Vice-President of the WUCWO Endowment Fund.
4. Since Canadian charities law requires that at least 3 persons on the Board of a Canadian charity must be Canadian residents, the UCWLC and the CWL have entered into an agreement to share the Treasurer's position on the Endowment Fund Board in alternating 4-year terms.

5. The remaining members of the Board of the Endowment Fund are selected from WUCWO's international Board.

General Information:

- The National Executive bears the responsibility of affiliation membership fees.
- The National President and the UCWLC representatives to the affiliated organizations submit their reports of activities at the Congress, and in the interim send their reports to the Eparchies.
- The Plenary Conference will hear only those reports that require discussion and action.
- The UCWLC is a member of Ukrainian World Congress (CKY), through its affiliation with WFUWO and UCC.

SECTION THREE

ROLES & RESPONSIBILITIES

Table of Contents

Roles & Responsibilities

- I. National Executive
- II. Eparchial Executive
- III. Branch Executive
- IV. Spiritual Advisor
- V. Constitution & Bylaws Committees
- VI. Standing Committees
- VII. Nominating Committee
- VIII. Resolutions Committee

1. THE NATIONAL EXECUTIVE

The Duties and Responsibilities of the National Executive

The National Executive shall:

- a) Immediately following the National Congress hold a transition meeting of all outgoing and incoming members of the National Executive and the Audit Committee (Article XV; Section 1)
- b) Update signing authorities on bank accounts to current executive (motion required at meeting to approve new signing authorities). Signing authorities usually are any two of the following: President, 1st Vice-President, Treasurer, Secretary.
- c) Administer the affairs of the National Executive headquarters.
- d) Ensure the work and activities of the UCWLC are in complete harmony with Catholic dogma and moral teachings.
- e) Retain continuous communication ties with the Eparchial Executives; unify, inform, coordinate, and organize programs through the Eparchial Executives to promote the League's aims. (Note: Joint programs for the Eparchies are carried out with the prior consent of Eparchial Executives, particularly on matters which require financial obligations beyond the approved budget). (Article XIII; Section 3).
- f) Send copies to the Eparchial Executives of the National Executive meetings and directive circulars (Newsletters); exchange pertinent material among the Eparchies by distributing to all Eparchies the Eparchial newsletters, circulars, and convention reports.
- g) Retain continuous communication ties with the UCWLC affiliations.
- h) Once in each of the next two years following the Congress and immediately prior to the next National Congress, designate the date and place of the National Plenary Conference (Article XV; Section 2)
- i) Prepare the Plenary Conference agenda and notify all members of the Executive and Auditing Committee two months before the Conference; if, for unavoidable reasons, it is impossible to call an annual Plenary Conference, then matters which would have been the subject of the conference shall be decided by majority votes cast by written ballot.
- j) In the event an urgent matter requires attention between Plenary Conferences and is within the powers of decision of the National Executive, it shall be decided by the majority votes cast by written ballot. (The results of votes shall be made known to all members of the National Executive).
- k) Carry out the decisions, resolutions and enactments approved by the National Congress and the National Executive Plenary Conference. (Article XIII; Section 3)
- l) Resolve administrative matters for the publication of *Nasha Doroha*, consistent with the established policies and procedures for the Journal.

Responsibilities of the Members of the Executive

Past President:

- a) Acts as a resource person to the incoming President and assists her when requested to do so.
- b) Shall be a member of the Organizational Standing Committee

President:

- a) Represent the UCWLC, oversee the whole of the activities and maintains contact with the eparchial executives.
- b) Calls meetings of the Executive and conducts the meetings; if, for unavoidable reasons, the president cannot be at a meeting at which the vice-president also cannot be present, then the president may appoint a member of the Executive to conduct the meeting.
- c) Maintain active contact with standing committee chairs and special committees.
- d) Is familiar with all the correspondence of the Executive and confers with the Executive as to the resolution of all matters.

- e) Co-signs all official administrative documents and important letters with the correspondence secretary.
- f) Is one of the signing authorities for all disbursement orders and cheques within the framework of the approved budget.
- g) Informs the Executive of her activities between meetings and reports at the Congress about the term in office.
- h) The president should not make important decisions without consultation with the Executive, except for urgent matters, and should inform the Executive at the next meeting of the Executive.
- i) Makes visits to each Arch/Eparchial Convention at the invitation of the Arch/Eparchial President. The Arch/Eparchial Executive is responsible for the travel/accommodation expenses of the National President.

1st Vice-president:

Is responsible with helping the president in carrying out duties. The first vice-president shall substitute the president in her absence, and in case of continuous impediments or resignation shall chair the Executive until the end of the term. The president, or the Executive, should assign individual duties to the vice-president for her to oversee and manage.

Recording Secretary:

- a) Records the proceedings of all the meetings of the Executive and annual plenary conferences of the Executive.
- b) Keeps a record of passes and/or defeated.
- c) Responsible for distributing the Minutes. A copy of the minutes are to be sent to all National Executive members and the Eparchial Presidents.
- d) Presents the minutes at meetings, makes all necessary corrections and amendments, then makes the motion for acceptance, asks for a Secunder, followed by a vote from the members.
- e) Maintain the minute book.

Correspondence Secretary:

- a) Handle all correspondence in accordance with the decisions of the Executive; sends out notices about the plenary conference and meetings; sends newsletters and all other documents, which come from the Executive.
- b) Is responsible for the retyping of the Executive reports, prepares the address list of the members of the Executive, Audit Committee, and the address list of the members of the seat of the Executive; sends reports of the Congress and all materials to the newly elected Executive.
- c) Oversees the administrative office of the National Executive, proposes office help in conjunction with the conduct of office business within the framework of the budget.
- d) Co-signs all documents and letters with the president or the vice-president who has been authorized to manage a portion of the correspondence.
- e) Preserves all documents and the archives of the National Executive, if there is no archivist, for this history of the UCWLC.
- f) Maintains an accurate register of members of the eparchial executives.

Treasurer:

- a) Is responsible for the collection and bank deposits of all monies
- b) Is responsible for the accurate maintenance of financial records, retains all receipts and bank transactions in such a form, that is always possible to conduct a financial audit.
- c) Is authorized to make payments to members of the Executive to cover costs for later compensation to the approved limit.
- d) Co-sign with the president all payment authorizations and cheques.
- e) Reports at the meeting of the Executive

- f) Manages the finances of “Nasha Doroha” in accordance with the Handbook of “Nasha Doroha”; reports on activities at meetings of the Executive, annual conferences and at the Congress and submits annual financial reports which have been examined by the Audit Committee (balance, etc.) jointly with the president or with the vice-president, prepares the budget which is approved by the Executive and submits it to the Congress for approval.

Standing Committee Chairs:

Standing Committee Chairs head their respective divisions and are responsible for their activities. At the beginning of the term, and not later than three months into the term, they shall submit a plan of action to the Executive for its approval. The plan may be expanded at the beginning of each administrative year. (For the composition of the various committees, see the Constitution, Article XIII; Section 5).

Committee Chairs report on their activities at the meetings of the Executive, at annual plenary conferences of the Executive and at the Congress and include into their reports the activities of their members.

Ad Hoc Committees:

The National Executive may convene a special committee of professionals for particular tasks. If there are no such capable persons among the members of the UCWLC, then non-members may be invited. The ad hoc committee shall be directly responsible to the National Executive for its activities. The chair of the committee must be a member of the UCWLC. The committee shall be dissolved automatically after the completion of its assigned task.

National President-Elect:

On September 21-23, 1990, the National Plenary Conference held in Winnipeg, adopted the basic provisions of operation with recommendations that Edmonton Eparchy who will hold the next seat of the National Executive, select, and elect the President-elect as least one year prior to the Congress, and that in the future the President-elect be elected at the Congress. Edmonton Eparchy elected Catherine Chichak, who served as first President-elect in 1991 and became the National President at National Congress in 1992. This was followed by Toronto Eparchy who elected Maria Komarnycky, and then Saskatoon Eparchy elected Jayne Paluck and Winnipeg Archeparchy elected Shirley Lisowsky. Each President-elect became the National President.

The National Plenary Conference in Winnipeg on September 21-13, 1990, adopted the basic provision of operation for the role of President-Elect as follows:

The President-Elect shall:

1. Avail herself of opportunities to prepare herself for assuming the office of National President therefore:
 - a. The position of President-elect is to be filled at the Congress or at least one year prior to the forth coming Congress.
 - b. Have the right to attend the National Plenary Conferences and may participate in the discussions as a non-voting member
 - c. Receive copies of pertinent correspondence from the National Executive as well as the minutes of the National Executive general meetings.
2. The cost to attend the Plenary Conferences are to be borne by the Eparchial Executive electing her.

II. ARCH/EPARCHIAL EXECUTIVE

The Duties and Responsibilities of the Eparchial Executive

In addition to responsibilities outlined in Article XVIII Section 1 of the Constitution, Eparchial Executive shall:

- a) **Within two months** following the Eparchial Convention hold a transition meeting of all outgoing and incoming members of the Eparchial Executive and the Audit Committee.
- b) Update signing authorities on bank accounts to current executive (motion required at meeting to approve new signing authorities). Signing authorities usually are any two of the following: President, 1st Vice-President, Treasurer, Secretary
- c) Administer the affairs of the Eparchial Executive headquarters.
- d) Eparchial Executives are required to submit the addresses of newly elected standing committee chairs no later than one month after their eparchial meetings, as well as any changes of personnel or addresses to the National Executive.
- e) Ensure the work and activities of the UCWLC are in complete harmony with Catholic dogma and moral teachings.
- f) Retain continuous communication ties with Branch Executives; (Note: Joint programs for the Branches are carried out with the prior consent of Branch Executives, particularly on matters which require financial obligations beyond the approved budget).
- g) Send copies to the Branch Executives of directive circulars (Newsletters) and exchange pertinent material among the National Executive and the other Eparchial Executives.
- h) Annually send out Branch Contact Forms, Membership Collection Data Forms and Summary of Financial Assistance Forms to Branch Presidents to complete and return.

Responsibilities of the Members of the Executive

Past President:

- a) Assists the President when requested to do so.
- b) Orders the Icon and the Past President's pin, for the presentation to the outgoing President.
- c) Acts as a resource person to the incoming President.

President:

- a) Represent the Eparchial UCWLC, oversee the activities for the Eparchy and maintains contact with the Branch executives.
- b) Calls meetings of the Executive and conducts the meetings; if, for unavoidable reasons, the president cannot be at a meeting at which the vice-president also cannot be present, then the president may appoint a member of the Executive to conduct the meeting.
- c) Maintain active contact with standing committee chairs and special committees.
- d) Is familiar with all the correspondence of the Executive and confers with the Executive as to the resolution of all matters.
- e) **Co-signs all official administrative documents and important letters with the correspondence secretary.**
- f) Is a signing officer for all disbursement orders and cheques within the framework of the approved budget
- g) Informs the Executive of her activities between meetings and reports at the Eparchial Convention about the term in office.
- h) The president should not make important decisions without consultation with the Executive, except for urgent matters, and should inform the Executive at the next meeting of the Executive.
- i) Visit branches at the request of the Branch President. The Branch is responsible for the travel expenses of the Eparchial President.

Vice-presidents:

Are responsible with helping the president in carrying out duties. The first vice-president shall substitute the president in her absence, and in case of continuous impediments or resignation shall chair the Executive until the end of the term. The president, or the Executive, should assign individual duties to the vice-presidents for them to oversee and manage.

Recording Secretary:

Records the proceedings all the meetings of the Executive. Must remain impartial when recording, record all motions, enactments, and results of the discussions; a transcription of the approved minutes shall be maintained in the minute book.

- a) Records the proceedings of General Meetings and any Executive Meetings that are held. Must remain impartial when recording the proceedings.
- b) Keeps a record of all Motions passed and/or defeated.
- c) Responsible for distributing the Minutes.
- d) Presents the Minutes at meetings, makes all necessary corrections and amendments, then makes the motion for acceptance, asks for a Secunder, followed by a vote from the members.
- e) Approved Minutes need to be signed by the Secretary and President to make them the official record of the meeting.

Correspondence Secretary:

- a) Handle all correspondence in accordance with the decisions of the Executive; sends out notices about meetings; sends newsletters and all other documents, which come from the Executive.
- b) Is responsible for the retyping of the Executive reports, prepares the address list of the members of the Executive, Audit Committee, and the address list of the members of the seat of the Executive; sends reports of the Convention and all materials to the newly elected Executive.
- c) Oversees the administrative office of the Eparchial Executive, proposes office help in conjunction with the conduct of office business within the framework of the budget.
- d) Co-signs all documents and letters with the president or the vice-president who has been authorized to manage a portion of the correspondence.
- e) Preserves all documents and the archives of the Eparchial Executive, if there is no archivist, for this history of the UCWLC.
- f) Maintains an accurate register of members of the branch executives.

Treasurer:

- a) Is responsible for the collection and bank deposits of all monies.
- b) Is responsible for the accurate maintenance of financial records, retains all receipts and bank transactions in such a form, that is always possible to conduct a financial audit.
- c) Is authorized to make payments to members of the Executive to cover costs for later compensation to the approved limit.
- d) Is a signing officer for all payment authorizations and cheques.
- e) Reports at the meeting of the Executive and at the Arch/Eparchial Convention and submits annual financial reports which have been examined by the Audit Committee (balance, etc.).
- f) Remits the portion required to the National Treasurer for Membership Dues (completing the Member Collection Data Form), Tag Day funds and any Nasha Doroha Reserve Fund donations collected from the Branches.
- g) Jointly with the president or with the vice-president, prepares the budget which is approved by the Executive.

Standing Committee Chairs:

Standing Committee Chairs head their respective divisions and are responsible for their activities. At the beginning of the term, and not later than three months into the term, they shall submit a plan of action to

the Executive for its approval. (For the composition of the various committees, see the Constitution, Article XVIII; Section 3).

Committee Chairs report on their activities at the meetings of the Executive, and at the Eparchial Convention.

Ad Hoc Committees:

The Eparchial Executive may convene a special committee of professionals for particular tasks. If there are no such capable persons among the members of the UCWLC, then non-members may be invited. The ad hoc committee shall be directly responsible to the Eparchial Executive for its activities. The chair of the committee must be a member of the UCWLC. The committee shall be dissolved automatically after the completion of its assigned task.

III BRANCH EXECUTIVE

The Duties and Responsibilities of the Branch Executive

- a) After the AGM, update signing authorities on bank accounts to current executive (motion required at meeting to approve new signing authorities). Signing authorities usually are any two of the following: President, 1st Vice-President, Treasurer, Secretary.
- b) Administer the affairs of the Branch.
- c) Branch Executives are required to submit the completed Branch Contact Forms and Summary of Financial Assistance Forms annually to the Eparchial Executive.
- d) Ensure the work and activities of the UCWLC are in complete harmony with Catholic dogma and moral teachings.
- e) Retain continuous communication ties with Arch/Eparchial President.
- f) Respond to directive circulars (Newsletters) received from the Arch/Eparchial Executives and share information with Branch members.

Responsibilities of the Members of the Executive

Past President:

- a) Assists the President when requested to do so.
- b) Orders the Icon and the Past President's pin, for the presentation to the outgoing President or a gift of similar value (where the President already possesses the Past President Icon).
- c) Acts as a resource person to the incoming President.

President:

- a) The President serves as the Chairperson for the Executive and General Meetings. If unable to preside over the meeting, she must designate a Vice-President to conduct the meeting.
- b) The President prepares the Meeting Agendas (General, Executive & AGM), considering any new business that may have occurred since the previous meeting.
- c) The President extends an invitation to the Spiritual Advisor and advises him/her of the time and date and any relevant business that may require special attention.
- d) She finalizes business items arising from the Executive meeting at the Branch General meeting, especially all decisions dealing with finances which must be put to a vote by the attending members at the General meeting.
- e) The President reports of her activities between meetings and must prepare a report on the activities of the Branch for the Eparchial Convention Book.
- f) The Incoming President secures all files from the retiring President.
- g) The President sits on all Committees as Ex-Officio except for the Nominating Committee.
- h) The President works closely with the Vice-Presidents, Secretaries and Treasurer and must invite all Executive members and Committee Chairs to all Executive meetings. She is to be aware of all committee business.
- i) The President should read all Motions and Resolutions arising from the National Congress and Eparchial Conventions, assuring that they are filed correctly.
- j) Newsletters from the Eparchial Executive must be reviewed and read at the next General Meeting. Ensure any directives from the Eparchial Executive are acted on.
- k) It is important that the President have a list of the Eparchial Executive, list of their Branch members and a list of the other Branch Presidents in their Eparchy.
- l) The President has the right to contact the Arch/Eparchial President any time a serious problem arises that cannot be resolved within a Branch and ask for guidance or a visit.
- m) The President is the contact for funeral protocol for the families of deceased members if there is no Funeral Committee Chair.

- n) The President calls for all reports, Executive, Committee, or others as deemed necessary for the Annual General Meeting
- o) The President should exhibit a positive attitude and set a good example for the members by her respectful behaviour at all meetings and in the community and never take sides in open discussion but present an impartial overview to help arrive at a good decision.

First Vice-President:

- a) First Vice-President is the “right hand” of the President and attends all the meetings as this is a learning process to Presidency.
- b) She assists in whatever matters the President may request and must be willing to take the place of the President at any time.
- c) It is the hope that the First Vice-President will agree to take the next term of Presidency - but is not a must.

Second Vice-President:

- a) Second Vice-President is there to assist in whatever role the President requests, attends meetings, answering to the needs of the President and the organization; this is also learning process to the First Vice-President role.
- b) Takes place of the First VP when/if necessary

Recording Secretary:

- a) Records the proceedings of the General Meetings and any Executive Meetings that are held.
- b) Keeps a record of all Motions passed and/or defeated.
- c) Must remain impartial when recording proceedings.
- d) Is responsible for distributing the Minutes and keeping good records of all proceedings, making all necessary corrections and amendments as needed.
- e) At meetings, the Secretary presents the Minutes, and makes the Motion for acceptance. Minutes are then Seconded, considered for discussion, and then Accepted by a vote of the general assembly.

Corresponding Secretary:

Reads and records received correspondence (letters, circulars, invitations, thank you cards, etc.). Any necessary Motions arising from correspondence can be handled at this time or be deferred to New Business segment of the meeting Agenda.

Treasurer:

- a) Records all receipts and disbursements by way of General Ledger or Accounting Procedures agreed upon by the Executive.
- b) Presents a Financial up to date report on Income and Disbursements from meeting to meeting.
- c) Complete Member Data Collection form and remit membership dues by March 31st annually to the Arch/Eparchial Treasurer.
- d) Remit 2/3 of the Tag Day funds to the Arch/Eparchial Treasurer.
- e) Remit Nasha Doroha Reserve Fund donation either to the Arch/Eparchial or National Treasurer with cheque payable to UCWLC National.
- f) Keeps records of all financial reports on file for the Audit Committee.
- g) Prepares an Annual Financial Statement of Income and Disbursements for the organization and presents it at the Annual General Meeting.

Membership Committee Chair:

- a) Collects the annual membership dues; issues receipts to the members and presents the money to the treasurer with a list of all paid up members.
- b) Contact those members who have not paid and issue them a reminder.

- c) Completes member forms as necessary and forwards them to the appropriate Eparchial Committee for filing:
- **New Member Application** forms should be filled out and signed by the Parish Priest and is the combined responsibility of the President and Membership Chair
 - **Transfer Forms** - needs to be filled out when a member transfers from one Branch to another Branch as this provides continuity of her years of service.
 - **Deceased Forms** - needs to be filled out and mailed to the Arch/Eparchial President. The member's name is then placed in the Branch "In Memorial Book".
- d) The Membership Committee is responsible for distributing the Nasha Doroha Journal. The name of the member should be written on the journal to ensure the members receive their copy. If a member is not able to attend meetings, the journal could be delivered by a friend or another member, and/or mailed to them. **Do not leave the journals at the back of the church for non-members.** Only extra copies should be left at the back of the church. Non-members should be encouraged to purchase a subscription to the Journal and then they would get it mailed to them.

Standing Committee Chairs:

Standing Committee Chairs head their respective divisions and are responsible for their activities. (For the composition of the various committees, see the Constitution, Article XX; Section 4).

IV SPIRITUAL ADVISOR

Role

- a) The Spiritual Advisor, in cooperation with the Spiritual Development Chair, shall provide advice and guidance for the spiritual program.
- b) The Spiritual Advisor shall receive due notice of all executive and general meetings and conventions and shall attend and participate in all such meetings and conventions, when possible, as a non-voting participant.
- c) At National and Eparchial levels, the Spiritual Advisor should receive due notice of all administrative Committee meetings and may attend and participate when possible.

Appointment

As outlined in Article V, Section 1 of the Constitution.

A Spiritual Advisor may not serve simultaneously on any two levels (Excluding the Branch level).

Term of Office

On levels other than the Branch, a Spiritual Advisor's term of office should not exceed six years. In special circumstances, this term may be extended on the request of the National or Eparchial Executive and with the agreement of the Bishop and the Priest.

Voting Privileges

A Spiritual Advisor acts in an advisory capacity and does not have voting privileges.

Role Guidelines

A Spiritual Adviser is expected to:

- Take an interest in the spiritual life of the members and the Executive by consulting with the President and the Spiritual Development Chair.
- Work closely with the Spiritual Development Chair to give assistance with prayers/reflections at meetings.
- Give a message of support and encouragement at meetings.
- Be familiar with the UCWLC Constitution, Aims and Mission Statement.
- Promote League membership drives and other projects by speaking positively to the Parish about the League.
- Note that catering or kitchen chores, though a traditional League member service in many parishes, is not the sole work or main aim of League members.
- Be familiar with League protocol, (i.e.: installation of new executive, Honour Guard at funeral service for deceased UCWLC member).
- Attend Branch meetings, Regional meetings, Conventions and Congresses whenever possible and participate with the members.
- Not serve as an active member of the Nominating Committee.
- Spiritual Adviser should receive a copy of the Nasha Doroha journal. It is the responsibility of the Branch to cover the cost of the Nasha Doroha journal.

Finances

The Spiritual Advisor:

- Needs to respect the financial autonomy of the League and to remember that fundraising is not the aim goal of the League.
- Provides spiritual support and should not be asked to provide guidance or take leadership in financial matters.
- Can offer his/her opinion on financial matters but the final decision is made by League members.

- Has no signing authority over League bank accounts.
- Acknowledges that financial statements are prepared solely for the information of League members and is aware that Executives are not obliged to provide this information to other individuals or organizations.
- Should be aware that, at Branch level, all financial projects shall be approved by the members at their general meeting or at a meeting called for that specific purpose.

Spiritual Advisor's Pin

The Spiritual Advisor should wear his/her Advisor's pin at all appropriate times, but especially at UCWLC meetings, conventions, and other League activities/events.

At the completion of his/her term, the Spiritual Advisor passes the Advisor's Pin to the newly appointed Advisor.

V. CONSTITUTION AND BYLAWS COMMITTEES

NATIONAL CONSTITUTION AND BYLAWS COMMITTEE

Guidelines

The following guidelines of “The National Executive Constitution and Bylaws Committee” hereinafter referred to as National Executive Constitution Committee are based on resolutions (Bylaws) adopted at the XIV Congress, held in Toronto in 1983, the XVI Congress, held in New Westminster, in 1989, and Standing Rules adopted at the National Executive Plenary Conferences.

Membership

The National Constitution Committee shall be a Standing Committee of the National Executive and shall be composed of:

- Chair and Secretary elected at the Congress
- Chair of each Eparchial Constitution and Bylaws Committee (Article XIII, Section 6(b))
- The National Constitution Chair has the privilege of choosing an advisor(s) if she so desires

Manner of Operations

- Operate according to UCWLC Policy and Procedures
 - The policies and procedures of operation shall be the adopted decisions by the National Executive Plenary Conference. Decisions of the Plenary Conference are Standing Rules which are binding and may be amended only at the National Executive Plenary Conference.
- Frequency of Committee meetings
 - The Constitution Committee shall hold meetings which immediately precede the National executive Plenary Conferences as follows:
 - Once in each of the next two years following the Congress, and immediately prior to the National Congress. The National Executive President attends these meetings in ex-officio capacity.
 - Between Plenary Conferences, communication between Committee members shall be via correspondence, e-mail, or fax.

Rights and Responsibilities of the Committee

- All members of the National Constitution Committee shall be entitled to attend and fully participate in the discussion with the right to vote at the National Executive Plenary Conferences.
- The Constitution Chair calls and convenes the meetings of the Committee.
- The Constitution Chair shall present a report of the Committee’s activities and any proposed plans of action to the National Executive Plenary Conference for discussion and the proper disposition of same depending upon its nature.

The Committee shall:

- a. Study and interpret the Constitution and Bylaws, Robert’s Rules of Order
- b. Review, revise and propose amendments to the Constitution & Bylaws, and National Executive Plenary Standing Rules (Regulations and Policies).
- c. Receive, and put in proper parliamentary form all proposed amendments to the Constitution to be presented for consideration at the Congress. **Note: Amendments to the UCWLC Constitution and Bylaws will be dealt with according to the provisions in Article XXIII, Section 1**
- d. Compile the Decisions of National Executive Plenary Conferences for Nasha Doroha printing

Expenses

- The National Executive Treasurer shall pay the expenses of the National Constitution Committee Chair & Secretary to attend the National Executive Plenary Conferences and the National Congress.
- The expenses of the Chair of the Eparchial Constitution Committee, who is also a member of the National Constitution Committee, to attend the National Executive Plenary Conferences and the Congress shall be borne by the respective Eparchies.

ARCH/EPARCHIAL CONSTITUTION COMMITTEE CHAIR

Duties and Responsibilities

- Work as a committee member of the National Constitution Committee
- Attend and participate in the National Constitution Committee meetings, the National Plenary Conferences and the National Congress
- Bring forth concerns and recommendations from her respective Eparchy for discussion and consideration at National Constitution Committee meetings and the Plenary Conferences
- Following a Plenary Conference, with the Eparchial President present a full report of the Conference to the Eparchial Executive and inform the Branches of Plenary decisions which are applicable to them
- The Committee Chair shall keep a record of National Executive Plenary Conference decisions
- Work as a committee member of the National Congress Resolutions Committee

Amendments to Constitution

If any of the following areas of our constitution is amended, then Articles of Amendment must be filed with CRA:

- Corporation Name
- Location in Canada where registered office is situated
- Statement of purpose
- Activities of our organization (aims)
- Membership classes
- Distribution of property remaining upon liquidation

If there are no amendments/revisions there to the above areas, then the Articles of Amendment are not required to be filed.

The National Treasurer is responsible to include the revised Constitution & Bylaw document when filing the Charity Return.

Included in the next few pages are our Articles of Continuance which was filed in 2013 when we were required to make changes to our constitution to be compliant with the new Canada Not For Profit Corporations Act and the Forms that were submitted at that time.



Certificate of Continuance

Canada Not-for-profit Corporations Act

Certificat de prorogation

*Loi canadienne sur les organisations à but non
lucratif*

UKRAINIAN CATHOLIC WOMEN'S LEAGUE OF CANADA

Corporate name / Dénomination de l'organisation

066329-8

Corporation number / Numéro de
l'organisation

I HEREBY CERTIFY that the above-named
corporation, the articles of continuance of which
are attached, is continued under section 211 of
the *Canada Not-for-profit Corporations Act*.

JE CERTIFIE que l'organisation susmentionnée,
dont les statuts de prorogation sont joints, a été
prorogée en vertu de l'article 211 de la *Loi
canadienne sur les organisations à but non
lucratif*.

Marcie Girouard

Director / Directeur

2014-01-21

Date of Continuance (YYYY-MM-DD)
Date de prorogation (AAAA-MM-JJ)

Canada Not-for-profit Corporations Act (NFP Act)
FORM 4002

INITIAL REGISTERED OFFICE ADDRESS AND FIRST BOARD OF DIRECTORS
(To be filed with articles of incorporation, continuance (transition), amalgamation, or continuance (import))

1 - Corporate name

UKRAINIAN CATHOLIC WOMEN'S LEAGUE OF CANADA

2 - Complete address of the registered office (cannot be a post office box)

Number and street name
19 Martindale Place

City Province or Territory Postal code
Winnipeg Manitoba R2P 0C9

3 - Directors of the corporation (if space available is insufficient, complete attached schedule)

First and last name	Address (cannot be a post office box)
Sophie Manulak	19 Martindale Place Winnipeg MB R2P 0C9
Elsie Marykuca	1623 Hoka St Winnipeg MB R2C 4M8
Adeline Matyna	48 Blundell Bay Winnipeg MB R2V 4M5
Shirley Lisowski	100 Attache Dr Winnipeg MB R2V 3L5
Bertha Stoyko	499 Belmont Ave Winnipeg MB R2V 0Z4

4 - Declaration

I hereby certify that I am an incorporator of the new corporation, or that I am a director or an authorized officer of the corporation continuing into or amalgamating under the NFP Act.

Signature: Sophie Manulak

Print name: Sophie Manulak Phone Number: 204-633-8781

Note: A person who makes, or assists in making, a false or misleading statement is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000 or to imprisonment for a term of not more than six months or to both (subsection 262(2) of the NFP Act).

Canada Not-for-profit Corporations Act (NFP Act)

Form 4031

Articles of Continuance (transition)

To be used only for a continuance from the *Canada Corporations Act*, Part II.

1 Current name of the corporation	
THE UKRAINIAN CATHOLIC WOMEN'S LEAGUE OF CANADA	
2 If a change of name is requested, indicate proposed corporate name	
UKRAINIAN CATHOLIC WOMEN'S LEAGUE OF CANADA	
3 Corporation number	4 The province or territory in Canada where the registered office is situated
6 3 3 2 9 - 8	<i>Alternates every three years. Currently in Manitoba.</i>
5 Minimum and maximum number of directors (for a fixed number, indicate the same number in both boxes)	
Minimum number	Maximum number
5	20
6 Statement of the purpose of the corporation	
The purpose of the Corporation is to unite and organize lay women of the Ukrainian Catholic Church in Canada so that they may, through their united efforts and activities, express their commitment to Christian ideals and foster the development and maintenance of an economic and social atmosphere favourable to the Christian family.	
7 Restrictions on the activities that the corporation may carry on, if any	
The attached Schedule "A" is incorporated into these Articles of Continuance.	

Form 4031
Articles of Continuance (transition)

8	The classes, or regional or other groups, of members that the corporation is authorized to establish
The attached Schedule "B" is incorporated into these Articles of Continuance.	

9	Statement regarding the distribution of property remaining on liquidation
The attached Schedule "C" is incorporated into these Articles of Continuance.	

10	Additional provisions, if any

11	Declaration
I hereby certify that I am a director or an authorized officer of the corporation continuing into the NFP Act.	
Signature _____	
Print name _____	
Phone number () _____ - _____	
<small>Note: A person who makes, or assists in making, a false or misleading statement is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000 or to imprisonment for a term of not more than six months or to both (subsection 262(2) of the NFP Act).</small>	

ARTICLES OF CONTINUANCE
Ukrainian Catholic Women's League of Canada

SCHEDULE "A"

The activities of the Corporation are restricted to activities that are carried on by the Corporation in connection with or as ancillary to the following objects or aims:

1. **CATHOLIC FAITH:** to develop and enrich the religious and spiritual life of each member in the context of the Ukrainian Catholic Church, its liturgy, theology, spirituality and its practices and traditions.
2. **UKRAINIAN CULTURE:** to preserve, promote and develop the Ukrainian heritage, language, culture, traditions and arts.
3. **SOCIAL DEVELOPMENT:**
 - a) to broaden the understanding of Christian moral standards and values in everyday life, and to deepen the sense of civic responsibility among the members;
 - b) to initiate and support social action programs that exemplify Christian ideals and values of justice and love, particularly those related to the sanctity of human life and the sacredness of the family.
4. **CHARITABLE ACTIVITIES:** to participate in service to persons and society, in works of mercy for the poor and the sick, in works of charity and mutual aid intended to address human needs of every kind, as well as in assistance to groups and communities.

ARTICLES OF CONTINUANCE
Ukrainian Catholic Women's League of Canada (herein "UCWLC")

SCHEDULE "B" - MEMBERSHIP

There shall be three classes of membership:

1. **Active Membership**

- a) Every lay woman who is a practising Catholic of the Ukrainian rite and a member of a Ukrainian Catholic parish and who accepts both the Catholic and the Ukrainian aspects of the aims and programs of the UCWLC may become an active member upon payment of the prescribed membership dues to the Branch of the UCWLC in her parish.
- b) If there is no UCWLC branch in her parish, a woman who fulfills the requirements of 1(a), may become an active member in a UCWLC Branch in another parish.
- c) Every active member shall have the right to:
 - i) participate in all General and Annual meetings of her Branch.
 - ii) participate in programs in her Branch.
 - iii) vote for election of officers and on all issues before the Branch.
 - iv) be elected as a delegate to Eparchial Conventions and National Congresses after having been an active member for a period of one year.
 - v) be elected to Branch office positions after having been an active member for a period of one year.
 - vi) be elected to Eparchial and National office after having been an active member for a period of three years.

2. **Member-at-Large**

Every lay woman of the Ukrainian Catholic rite who accepts both the Catholic and the Ukrainian aspects of the aims and programs of the UCWLC but who lives in a locality where there is no Ukrainian Catholic parish or UCWLC Branch, may become a member-at-large upon payment of the prescribed membership fee directly to the Eparchial Executive of the UCWLC of the Eparchy in which she resides. She may

take part as a non-voting guest in UCWLC Eparchial Conventions and in National Congresses.

3. **Honorary Life Membership**

- a) At the proposal of the National Executive, Honorary Life membership shall be granted by the National Congress to:
 - i) the outgoing president of the National Executive;
 - ii) members of the UCWLC who meet the criteria outlined by the National Executive.
- b) Honorary Life Members shall have all the rights granted to and duties imposed upon active members except that Honorary Life Members are not required to pay membership dues.
- c) Honorary Life Members shall have the right to attend and participate in discussions at National Plenary Conferences.
- d) Honorary Life Members shall have the right to attend, participate in, and vote at Eparchial Conventions and National Congresses.

ARTICLES OF CONTINUANCE
Ukrainian Catholic Women's League of Canada (herein "UCWLC")

SCHEDULE "C"
DISTRIBUTION OF PROPERTY ON LIQUIDATION

1. NATIONAL ORGANIZATION

Upon liquidation, dissolution or winding up of the UCWLC at the National Level, all property within the control of the National Executive, after the satisfaction of the debts and liabilities of the National Level of the UCWLC, shall be distributed among the existing Ukrainian Catholic Episcopal Corporations within Canada, proportionally according to the number of members in each Eparchy.

2. EPARCHIAL ORGANIZATION

Upon liquidation, dissolution or winding up of the UCWLC at the Eparchial Level, all property within the control of the Eparchial Executive, after the satisfaction of the debts and liabilities of the Eparchial Level of the UCWLC, shall become the property of the Ukrainian Catholic Episcopal Corporation of that Eparchy.

3. BRANCH

Upon liquidation, dissolution or winding up of a Branch of the UCWLC, all property of the Branch, after the satisfaction of the debts and liabilities of the Branch, shall become the property of the Ukrainian Catholic parish with which the branch is affiliated, provided that, at the time of distribution, such parish is a charitable organization registered with the Charities Directorate of Canada Revenue Agency. In the event that such parish is not so registered, the remaining property of the Branch shall become the property of the Ukrainian Catholic Episcopal Corporation for the Eparchy within which such parish is located.

VI. STANDING COMMITTEES

DEFINITION OF ROLES OF STANDING COMMITTEES

Spiritual

Spiritual Development is the very heart of our organization and the essence of our existence. The UCWLC, by its very mandate, is God-centered and Church affiliated at all levels, and this implies that we must strive to make Christ relevant in the lives of our membership. Our commitment to the work of the League must be a faith commitment.

- The Spiritual Committee works with the guidance and under the direction of the Spiritual Advisor.
- The Spiritual Committees works towards fulfilling the fundamental aim of the UCWLC regarding CATHOLIC FAITH as addressed in the UCWLC Constitution & Bylaws - Article VI, Section 1
- The objectives of this committee are:
 - Education of members in the Catholic Faith and Ukrainian Catholic Rite
 - Evangelization- reaching out to all members, non-members, and community.
 - Ecumenism - involvement with all denominations.
 - Vocations - promotes better understanding of the need for vocations to the religious life.

Examples of programs:

Ukrainian Greek Catholic Faith:

- Commence meetings, gathering with a prayer, sing the official hymn “O Spomahaj Nas Divo Mariye”.
- Include a spiritual presentation (10-15 minutes) by the Spiritual Advisor or Spiritual Committee.
- Arrange for a Moleben or Liturgy before meetings, whenever possible.
- Arrange for speakers, films, and presentations on topics pertaining to religious traditions, customs, icons, understanding the Divine Liturgy and the Byzantine Rite of worship, power of
- Promote Prayer Partners
- Provide information on Icon Corners
- Promote and read good religious publications. Book reviews and discussions on interesting publications.

Evangelization:

- Our mission is to share not only material goods, but more important, our gifts of faith. Organize activities such as Bible Studies, Retreats and adult & children catechism classes.

Ecumenism

- Participate in World Day of Prayer
- WUCWO (World Union of Catholic Women’s Organizations) Day

Vocation:

- Pray for vocations and Beatifications as per Resolutions at each meeting

Special Intentions

- We should seek God’s help to guide and direct those who make social and economic decisions for us.
- Our bishops and priests need our prayers so that they may be guided by the Holy Spirit in their mission to bring people to God.
- The Officers and the Executive of the League also need your prayerful support.

This should be our constant motivation. All members who cannot make physical contribution to the League because of illness or social circumstances can render a very special contribution to the

work of the league through prayer. It is in this special way that they can share fully in the work of their sister members.

Cultural Education

- The Cultural Education Committee work towards fulfilling the fundamental aim regarding UKRAINIAN CULTURE as addressed in the UCWLC Constitution & Bylaws - Article VI, Section 2
- The objectives of this committee are:
 - Education of our Ukrainian Cultural Heritage by way of identifying “its roots”
 - Education about our Ukrainian Heritage: language, customs and traditions - both religious and non-religious
 - Social Functions - Christmas/Easter Teas, Bake Sales, Epiphany Supper, etc.

Example of programs:

- Organize presentations of Song, Dance, Theatre, Arts and Crafts, Poetry, Folklore, Literature and Culinary Arts
- Invite speakers on topics relating to Ukraine - the people, past and present
- Organize visits to Museums and Historic Churches in the neighbourhood and vicinity.
- Share family stories of Ukrainian pioneers and their contributions to Canada as a nation.
- Arrange for craft courses in embroidery, weaving, Easter egg (pysanky) writing, etc.
- Provide information on seasonal celebrations, Weddings and other Rituals.
- Arrange for demonstrations of Traditional Baking and Festive dishes
- Open all programs to parishioners and visitors whenever possible - this is good marketing for the organization.

Social Development and Charitable

Social Development consists of faith in action through social workings, works of mercy and social justice. The work to be carried out by the Social Development Committee is essential within Christian life and spirituality. Often Spiritual and Social Development are listed as one committee and it is because social action springs from our spiritual foundation.

The Social Development & Charitable Committee works towards fulfilling two of the fundamental aims of the UCWLC: SOCIAL DEVELOPMENT and CHARITABLE ACTIVITIES as addressed in the UCWLC Constitution & Bylaws - Article VI, Section 3

They refer to Resolutions accepted at the National Congress and use them to formulate plans for programs for this committee.

The realms of the Social Development Committee are to:

- Broaden the formation of social conscience according to Christian values in accord with Church’s social teachings and to deepen a sense of civic (political) responsibility among the members in pursuit of justice and the practice of charity.
- Hear and follow the Church’s teachings to initiate and support programs of social action which exemplify Christian ideals and values of justice and love, particularly those related to:
 - Sanctity of human life and the dignity of people
 - Sacredness of the family
- Initiate and support charitable activities and justice:

- Participate in political sector seeking social justice with the spirit of service. But the most important activity is our call to family. The family needs protection against the attacks that threaten it,
 - Organize help for the needy, visit the sick and shut-ins in their homes and hospitals.
- The objectives of this committee are:
 - Christian Moral Standards - to uphold and defend moral and Christian values
 - Sanctity of Life (Human Rights) - promote respect and dignity for all human life and support programs in the protection and defense of life and against human trafficking, abuse and pornography
 - Initiate and support charitable activities and justice

Example of programs:

- Advise members of social justice issues that may need attention: petitions, letters, rallies, etc.
- Organize attendance of members at rallies in support of faith, morality and protection of life or Christian family issues
- Organize programs that speak to Congress Resolutions
- Support events organized by Legislation Committee
- Organize visits members and parishioners who are ill or live alone
- Prepare food hampers for the needy and poor

Legislation

The Legislation Committee (Plenary - Sept 1990)

- To put into place an educational process to help the members respond to the responsibility to activate social action in all sectors of life. The League needs to educate the members to be aware of the legislation that is enacted at every level of government and the effects of legislation on society – on all of us at some time or other in our lives.
- To work towards creating Legislation Committees, on all levels, in order to monitor legislation as it is being proposed, debated and passed and to be able to react immediately.

Organizational

The aims and objectives of the Organizational Committee are:

League Development

- Membership - responsible for membership growth
- Image of the League - have policies & procedures in place to ensure the league is regarded as a credible, professional organization and working together in a unified manner.
- Operate on a System of Standing Committees - The fundamental aim of the Organizational committee is to provide the members with the necessary training on how to operate successfully on a system of Standing Committees and to make the fullest possible use of these committees through the involvement of ALL members

Leadership Training

Leadership reflects such qualities as self-discipline, understanding of human relationships, poise, and confidence. To be a leader in an organization also requires the ability to conduct an effective

meeting, to serve as chair of a committee, knowledge of the structure and aims of the organization and some familiarity with parliamentary procedure.

One of the aims of the UCWLC is to develop leadership qualities in its members. There is a great need for new members to assume executive and committee positions at all levels of the organization. It is essential that educational and training sessions, seminars, and workshops are arranged at meetings, conventions and congresses which will assist members to achieve a greater degree of capability.

Suggestions for Leadership Training

- Officer Training: duties, privileges, and qualifications: President, Vice-President, Secretary, Treasurer, Committee Chairs, Audit Review
- Committees: types of committees (Standing & Special), terms of reference, committee problems and solutions, form and content of committee reports
- Conducting a meeting: agenda, acceptance of minutes, treasurer's report, committee reports, basic parliamentary procedure - motions & amendments, technique on chair's role - dealing with subject & dealing with people, program
- Aims and structure (National, Eparchial, Branch) of the organization
- Communication: Speech situations - welcome, greetings, reports for convention & congress, press & publicity, correspondence, inter-relationships between Branches, Eparchies and National
- Organizational matters - policies and procedures
- Constitution and Bylaws

Audit Review Committee

The Audit Review Committee are the controllers of the financial decisions made by our organization.

National Executive:

The financial records of the National UCWLC are audited by an external auditor and an audited financial statement and report is presented to the National Executive.

The role of the National Audit Review committee is to review External Auditor report for discrepancies and rectify with the Treasurer on an annual basis. Check the validity of payments made if they were authorized by budget/motion, ensure all motions passed were acted upon. Present written Audit Review Committee Report for Plenary Conferences and National Congresses.

Eparchial & Branch

There are 4 Rs of the Audit Review Committee's role:

- Record
- Retain
- Report
- Reconcile

The audit review committee must determine that all transactions are RECORDED. They must determine that all vouchers and records have been RETAINED for verification. They must REPORT on their findings and verify the Treasurer's balance statement - but mostly RECONCILE all transactions with the Secretary's record in the minutes. Most financial decisions are made at the general meetings, keep their own record of financial decisions, and see that they were carried out as decided.

There are three methods of record keeping being used by our organizations:

- Running Balance: the oldest and most reliable method - income added and expenses subtracted. The most difficult to get a statement from.
- Double Book Entry: one record for income and one record for expenses - slightly easier statement wise, but not reliable and difficult to reconcile
- Double Entry: The best method of all. This method always keeps you in balance and is the easiest to audit and safest for the Treasurer. It also provides the easiest way of preparing your financial statement.

The ideal situation would be for all new Treasurers and Auditors to have a quick course or learning session before taking on this position. Many more members would take on the position of Treasurer or Auditor if they knew they would be given help and guidelines in good record keeping. You don't have to be a trained bookkeeper or accountant to do a good job. We should have a program in place to give guidance to those in new positions.

It is a grave injustice to any individual or organization to expect an audited set of books when the audited review committee receives the books (books they have never seen before) and expect an "audited" statement in one afternoon. This gives the members a sense of false security.

Objective: To evaluate the work of the Treasurer on an annual basis.

Supplies:

- Roberts Rules of Order
- The cheque books
- Bank statements
- Treasurer's monthly statements
- Cash receipts and disbursement records
- Copy of budget
- Secretary's minutes or Secretary's record book of motions passes
- Some lined paper

Procedure:

- Prepare a Year-end Financial Report
 - This is a summary of all receipts and disbursements, itemized by classification/category:
 - Dues received
 - Dues paid out
 - Tea income
 - Tea expenditures, etc.
 - Take balance at the beginning of the year, add receipts, subtract disbursements, and you have a balance on hand for year-end. This should agree with the Treasurer's reports.
- Verify that monies received were deposited in the bank.
- Verify receipts issued to deposits made.
- Compare bank statements to the balance on hand as shown by the cheque book, plus any cash on hand.
- Check validity of payments made:
 - Were they authorized by budget/motion?
 - Were they supported by bills and receipts?

Audit Review Committee Report is to be completed by the Chair of the Committee and should include:

- "Audited and Found Correct" and signatures
- If applicable - make recommendations to improve the handling or records in the future.

VII. NOMINATING COMMITTEES

The Nominating Committee is a special committee appointed/elected to perform the very important and responsible task of submitting nominations for the various offices for which elections are to be held at the Annual Meeting, Arch/Eparchial Convention or National Congress.

- The Nominating Committee is usually comprised of an odd number of members - 3 or 5.
- The members of this committee should possess a good knowledge of the UCWLC Constitution and Bylaws, should be well acquainted with the members of the Branch, be aware of specific talents and areas of expertise of potential candidates, demonstrate good public relations, be tactful, discreet and impartial, maintaining a positive attitude.
- The Committee chooses a Chairperson from among their members to chair all the meetings.
- The Committee members should be impartial in their nomination of candidates and must seek carefully the most suitable candidates for each Executive position.
- The Committee is not an electing body - they propose members for a particular office, they do not guarantee the election of the nominee.
- The Committee is not obliged to ask current executive or committee members to accept the same position for another term.
- Two important factors to consider before selecting a nominee is her experience and ability to work with others.
- The Committee must obtain a definite consent from each of the nominees before placing their names on the slate.
- Once the Committee presents the proposed slate of officers for election at the National Congress, Arch/Eparchial Convention or Branch AGM, their work is completed and it ceases to exist.

National Executive

At least one year prior to Congress, a nominating committee will be formed by the Arch/Eparchy where the main administration of the next National Executive will be located.

The committee will seek out suitable candidates for executive and committee chair positions for the National Executive, except for the President, as the President-Elect would have already been chosen by the Arch/Eparchial Executive.

The Nominating Committee Chair presents the slate at the Congress and makes a motion to accept as presented and asks for someone to second the motion. Chair will ask for further nominations from the floor. Chair will then ask for a vote.

Arch/Eparchial Executive

At least one year prior to the Convention, a nominating committee is elected at an Arch/Eparchial Executive meeting. The committee will seek out suitable candidates for executive and committee chair positions for the Arch/Eparchial Executive.

The Nominating Committee Chair presents the slate at the Convention and makes a motion to accept as presented and asks for someone to second the motion. Chair will ask for further nominations from the floor. Chair will then ask for a vote.

Branch Executive

The Branch President does not appoint this committee nor does she sit on it ex-officio. It is made up of members elected at a general meeting some time prior to the Annual Meeting.

The Nominating Committee Chair presents the slate at The AGM of the Branch when called upon to do so by the presiding Chair and makes a motion to accept. Another member of the Nominating Committee seconds the motion and the job of the Nominating Committee is finished.

The Pro-tem Chair then calls for further nominations from the floor, directs the vote, gives the results and concludes that portion of the meeting.

Once the voting is completed, officers-elect take possession of their office immediately, unless otherwise specified.

VIII. RESOLUTION COMMITTEE

The National Congress Resolution Committee comes into existence, one year prior to the Congress and its mandate continues only to the conclusion of the Congress.

- a) The Committee is comprised of:
 - i) Chair of the Committee, elected at the Plenary Conference
 - ii) Chair of the National Constitution & Bylaws Committee
 - iii) The Chairs of the Arch/Eparchial Constitution Committees
 - iv) National Executive, President is an ex-officio member.

Duties and Responsibilities

The Congress Resolution Committee begins its duties immediately following its formation. The whole committee works together. The Chair of the committee consults with the other members of the committee by correspondence and the committee meets at the Pre-Congress Plenary meeting.

- a) The Resolution Committee may originate resolutions.
- b) The duties of the Committee will be to receive, consider and evaluate all resolutions referred to them.
 - i) The Committee will have the power to put resolutions referred to them in their proper form, to eliminate duplication and to alter a resolution with the sponsor's consent.
 - ii) The Committee may recommend to the National Plenary Conference that the referred resolutions be amended, rejected, or to be presented for adoption at the Congress.
 - iii) The Committee may request that a proposed resolution be referred to a committee or Executive for further study and/or development of strategies for implementation of the proposed resolution.
 - iv) Subsequently, the full text of resolutions referred to the Committee and the report of the Committee will be presented for further discussion at the Pre-Congress Plenary Meeting.
- c) Copies of proposed major resolutions shall be sent to the Arch/Eparchial Executives for circulation to the Branches, if possible, at least two months prior to the Congress.
- d) All proposed major resolutions will be distributed to all voting delegates upon registering at the Congress.

Procedure for preparation and presentation of Resolutions to the National Congress

- a) The resolutions should be written in clear, simple language.
- b) The resolution should be accompanied by reasons for submission of the resolution plus any recommendations for methods of implementing suggested action.
- c) If more than one action is recommended, it is suggested that a separate resolution be formatted.
- d) When the proposed resolution is presented to the Congress, the Arch/Eparchial and/or National Executive must be prepared to have one member speak to the resolution submitted.
- e) The National President may permit any member of the National Congress Resolutions Committee to speak at the general session of the Congress to clarify actions of the said Committee.
- f) If the proposed resolution seeks Federal Government's action, the subject should be national in character, and it is necessary to follow the succeeding procedure:

- i) the resolution should be written first accompanied by reasons for submission of the resolution.
- ii) The subject should be fully researched and should include a short brief of relevant facts and statistics indicating the source of information and some information that led to the formation of the resolution. (Newspaper clippings may be included, but newspaper clippings alone is not sufficient and may result in rejection of the resolution).
- g) Resolutions on an important topic of concern may also be submitted to the Congress from the floor provided that:
 - i) the resolutions may not deal with financial allocations: and
 - ii) the resolutions must be in writing: and
 - iii) the resolutions must be proposed on behalf of an Eparchial executive and must be seconded by the members of the Eparchial executives of 2 other Eparchies
- h) Voting on resolutions will be conducted according to the Constitution and By-Laws Article X, Sections 3, 4 and 5.

Reasons for Rejection of Submitted Resolutions

1. A full explanation for rejection of resolution shall be given to the National Plenary Conference and to the proponents of submitted resolutions.
2. Resolutions will only be rejected by the Committee on the basis of:
 - i) Insufficient study, and/or supportive material.
 - ii) New information or legislation after the submission of the resolution.
 - iii) Not being in accordance with the policies of the League.

Submission of Resolutions and Deadlines

- a) Each Eparchy can submit no more than 2 resolutions for consideration by the Resolutions Committee. That Committee decides which resolutions are to be presented to the Congress.
- b) All resolutions from the Arch/Eparchies of general nature shall be submitted to the Congress Resolutions Committee not less than five months prior to the Congress.
- c) Resolutions adopted at the Arch/Eparchial Conventions, or from Regional Conferences, or from Arch/Eparchial Standing Committee, which may also be acceptable to other Eparchies or may require action on the national level, may also be submitted for consideration.
- d) Resolutions on an important topic of immediate concern may be submitted to the Resolutions Committee by the National, and/or Arch/Eparchial Executives and by delegates with voting rights at any time during the Congress. Such resolutions must be submitted in writing and be accompanied by as much supporting material as possible. Such resolutions may be discussed only if seconded by members of two other Arch/Eparchial Executives.
- e) Courtesy resolutions and those of a more general nature are presented by the Resolutions Committee at any time the President deems appropriate during the sessions of the Congress.
- f) If, during the Congress sessions, a subject arises, from presentations, demanding actions, the Congress Resolutions Committee will assist the proponent of the resolution to prepare the wording of the resolution and present it for consideration.

Follow-up

The work of the National Congress Resolution Committee Chair is completed only after the following follow-up directives are fulfilled:

- a) Resolutions which are adopted at the Congress appear in the following issue of Nasha Doroha.
- b) A copy of the resolutions are sent to each Arch/Eparchial Constitution Chair, Arch/Eparchial President, National Executive and National Constitution Chair.

- c) The Committee Chair prepares a brief outlining and explains the resolutions directed to the Federal Government. Copies of replies to submitted resolutions to the Government are forwarded to the proponents of the resolution who are urged to continue their study of the subject and to develop further avenues of research, monitoring and follow-up.
- d) The after-Congress correspondence pertaining to resolutions bears the signatures of the National outgoing President, the incoming (newly elected) President, the Resolutions Committee Chair.

SECTION FOUR

MEETINGS

CONDUCT & PROCEDURES

Meetings – Conduct and Procedures

- I. Virtual Participation
- II. Regular Branch Meetings
- III. Branch AGM
- IV. Arch/Eparchial Convention
- V. National Plenary Conference
- VI. National Congress
 - a. Rules of Order
 - b. Delegate Voting
- VII. Minutes
- VIII. Motions

I. **VIRTUAL PARTICIPATION** - (Applies to meetings but not to Congress or Convention)

Any meeting may be held by any electronic means that permits all persons participating in the meeting to hear each other.

Where a meeting is convened for in-person attendance, any person entitled to attend the meeting may participate by means of such communication facilities as may permit all persons participating in the meeting to hear each other, and a person participating by such means shall be deemed to be present at the meeting.

II. BRANCH REGULAR MEETING

Agenda - Guidelines

1. President calls meeting to order followed by a Prayer
(Prayer for vocations and beatifications may be included here)
2. Welcome and verification of Quorum
(President warmly greets and welcomes members to the meeting, acknowledges any special guests and checks for quorum as per Constitution: Article XX, Section 3.)
3. Review and Acceptance of Agenda
(President asks for the agenda to be reviewed, calls for any additions to the agenda and moves for acceptance.)
4. Greeting by Spiritual Advisor
(The Spiritual Advisor may be asked to speak on a specific subject or on one of his/her choice. The Spiritual Advisor does not take part in any vote.)
5. Presentation by Spiritual Committee
(The Spiritual Committee is invited to make a 5 - 10-minute presentation. This also helps to set the atmosphere for the meeting.)
6. Review and Acceptance of Minutes from the previous meeting.
(Once the meeting Minutes have been reviewed, the Recording Secretary asks if there are any omissions or corrections, then makes the Motion to accept. The President then asks for the Motion to be seconded and accepted by a vote of majority.)
7. Business arising from Minutes
(Any further discussion or Motions arising from the Minutes can be dealt with at this time or deferred to Old Business in the agenda.)
8. Review of Correspondence
(All correspondence is read in full or condensed form to save time by the President if there is no Corresponding Secretary. Any Motions arising from the correspondence may be dealt with at this time or deferred to the New Business in the agenda).
9. President's Report
(President will usually report on her activities since the last Branch Meeting)
10. Treasurer's Report
(Treasurer presents a report of Income and Disbursements since the last meeting. It is not necessary to ask for a motion for acceptance, as the books are reviewed annually by the Audit Review Committee.)
11. Reports of Standing and Special Committees
(Standing Committee Chairs present a written and oral report, it is not necessary to move the report to be accepted. If the report is for the information of the members, it is not necessary to take any action on it. If the committee has recommendations, a Motion is presented to adopt the recommendation; no second is required unless it is a committee of one. A vote is taken as usual.)
12. Unfinished Business
13. New Business
14. Announcements
15. Date of next meeting, call for adjournment and prayer
(A date is set for the next meeting, the President calls for a Motion to adjourn followed by "O Spomahaj Nas" or if the agenda items have been conducted, the Chair may adjourn the meeting, no seconder is required.)

The business portion of the meeting is finished and a program that may have been arranged by one of the Standing Committees: i.e.: guest speaker, visual presentation, entertainment, games,

fellowship, etc. can follow at this time. However, in some cases, a guest speaker may request to speak prior to the business portion of the meeting.

Notification of Branch Meeting

Each Branch should have procedures/policy in place as to how members will be notified of upcoming meetings, i.e.: announcements in the Church Bulletin, phone calls, emails.

Branch Delegates attending Arch/Eparchial Conventions and National Congresses

Delegates attending Arch/Eparchial Conventions and Congresses should provide the Branch members with a report about the Convention/Congress at the next regular Branch meeting. The delegates can share this duty by dividing the days to be covered. The report should include the date, location, and number of attendees.

- Divide reports into appropriate days, giving highlights.
- Mention your impressions, the theme, speakers and other notable interesting occurrences.
- Conclude with a brief thank you for the opportunity of attending.

(Branch President's Handbook pages 21 - 22)

III. **BRANCH ANNUAL GENERAL MEETING**

Agenda - Guidelines

1. The President calls the meeting to Order.
2. The President invites the Spiritual Advisor for an Opening Prayer (Prayers for vocations, beatifications and for deceased members).
3. Welcome and verification of Quorum (The President welcomes everyone and checks for quorum as per Constitution, Article XX, Section 5)
4. The President calls the Pro-Tem Chair and Secretary to the Presidium (The Pro-tem Chair will conduct the meeting and the Secretary will record the Minutes. They may be chosen from the floor or arranged at the previous General meeting.)
5. Review and acceptance of the Agenda (The Chair reviews the agenda, asks for any additions, and asks for a Motion and a Secunder to accept the agenda. The agenda is then accepted by a majority vote.)
6. Review and Acceptance of Minutes (Minutes of the previous AGM are presented, moved with or without corrections, seconded and accepted by a majority vote.)
7. Reports of the Executive: President, Vice-President, Secretary, Treasurer (Recaps of written reports are presented with a copy for the secretary.)
8. Committee Reports and discussions (Recaps of written reports for all Standing Committees and Ad Hoc Committees-if applicable, are presented with a copy for the secretary.)
9. Audit Review Committee Report (The Chair of the Audit Review Committee presents the written report on the audited Treasurer's financial records with a copy for the secretary.)
10. Nominating Committee Report (Chair of the Committee presents the proposed slate of officers - See Section 3 of the Reference Manual regarding Roles and Responsibilities of the Nominating Committee.)
11. Address of the newly elected President
12. New Business
13. Presentation to out-going President (The immediate Past President presents the Past President's Icon and Past President's pin to the out-going President with thanks for service and dedication. Mnohaya Lita may be sung following the presentation.)
14. Message from the Spiritual Advisor
15. Adjournment with prayer and League Hymn, O Spomahaj Nas.
16. Fellowship (optional)

Notification of AGM Meeting

- Each Branch should have procedures/policy in place as to how members will be notified of the upcoming AGM.
- Branch President should remind Audit Review Committee to review financial records and prepare report.
- Branch President should request written reports from Treasurer and Standing Committee Chairs.

IV. ARCH/EPARCHIAL CONVENTION

Agenda for Arch/Eparchial Conventions are currently documented in the Constitution and Bylaws - Article XVIII. It is suggested that this section be moved to the Reference Manual once the Constitution is revised.

Agenda - Suggested Format

1. Formal opening could include:
 - a. Procession of Flags
 - b. Singing of National Anthems (Canada/Ukraine)
 - c. Greetings (i.e.: National UCWLC President, Arch/Eparchial President, other representatives: UCBC, UCY, CWL, Bishop, Spiritual Advisor)
 - d. Remembrance Ceremony for Deceased UCWLC Members (Panakhyda)

2. Business portion of Agenda should include:
 - a. Election/Appointment of Secretaries
 - a. Election of two Convention Secretaries: one to record the proceedings in Ukrainian (if applicable to the Eparchy) and the other in English. (Some Eparchies will elect two secretaries to record the minutes in English).
 - b. They are required to submit a complete report of the Convention, within one year of the date thereof, to the President of the Eparchial Executive and to the Chair of the Verification Committee.
 - b. Adoption of Agenda
 - c. Announcement of the Convention Committees (Verification, Registration, Resolution, Nominating)
 - d. Report of Registration, verification of quorum
 - e. Report of the Verification Committee and adoption of preceding Convention minutes
 - f. Reports of the members of the National Executive and Standing Committees. Discussion of reports and their acceptance.
 - g. Presentation of Financial Reports
 - h. Audit Review Committee Report
 - i. Discussion and adoption of Financial Reports
 - j. Appointment or Waiver of Public Accountant for the next term
 - k. Ratification of the enactments of the outgoing Executive
 - l. Report of the Resolution Committee and adoptions of Resolutions and Recommendations
 - m. Verification Committee - election/appointment
 - n. Nominating Committee Report - presentation of slate of Officers and Committee Chair for the new term of the Eparchial Executive
 - o. Election of Eparchial Executive and Audit Review Committee
 - p. Presentation of Past-President icon and pin to Outgoing President
 - q. Acceptance speech from the newly elected Arch/Eparchial President
 - r. Adjournment with the singing of the UCWLC hymn "O Spomahaj Nas".

The Arch/Eparchial Executive may add further items to the agenda, as required, as well as presentation on Convention Theme, guest speakers, etc.

Planning and Notifications Convention:

- Convention Planning Committee should be created one year prior to the Convention: date, location and theme should be determined.
- Branch Presidents should be notified of the date and location of the upcoming Convention at least 8 months prior to the Convention.
- Request Branch Presidents to submit Branch Report for Convention Book with the expected timeline for their report.
- Registration information (location of convention, accommodation options and registration fees) should be sent to Branch Presidents at least 3 months prior to the Convention.
- Proposed Resolutions should be sent to the Branch Presidents at least 3 months prior to the Convention.
- Proposed Arch/Eparchial Convention Agenda should be sent to all Branch Presidents at least one month prior to the Convention.

V. NATIONAL PLENARY CONFERENCE

The 14th Congress of the Ukrainian Catholic Women's League of Canada, held in Toronto on June 30th, July 1st - 3rd, 1983, decreed that the decisions of the National Executive Plenary Conferences are as equally binding as the Congress resolutions. The Plenary decisions are adopted as "Standing Rules" and such rules remain in effect until rescinded or amended.

The National Executive Plenary Conference shall have and may exercise all the powers of the National Executive.

The Plenary Conference are to be scheduled annually after the National Congress. and the final conference being held prior to the next Congress (Pre-Congress).

Agenda Guidelines - Suggested Format

1. WELCOME/OPENING/GREETINGS
2. Appointment of Plenary Secretary
3. Verification of quorum
4. Adoption of Agenda
5. Adoption of Minutes from previous Plenary Conference
6. Reports
 - 6.1 National President's Report
 - 6.2 Eparchial Presidents Report on their work, focusing specifically on implementation of Resolutions from last Congress and current activity
 - 6.3 Standing Committees (Committee Chairs' report on their work to date & what they are working on)
7. Financial Matters
 - 6.1 Presentation of Financial Statements
 - 6.2 Adopt Budget
 - 6.3 Report of Public Accountant and/or Audit Committee
 - 6.4 Discussion and adoption of Financial Reports
 - 6.5 Appointment or Waiver of Public Accountant for the next term
8. Communications with Affiliates: UCC, WFUWO, WUCWO
9. Congress Planning (one year in advance)
 - 9.1 Date
 - 9.2 Theme
 - 9.3 Committee
10. Constitution/Policy & Procedures
 - 10.1 Organizational Matters - Policy & Procedures - recommendations/approvals
 - 10.2 Constitution & Bylaws - recommendations/approvals
 - 10.3 Selection of Chair for Resolution Committee (one year prior to Congress)
 - 10.4 Selection of Participants of HLM Committee (one year prior to Congress)
11. Nasha Doroha
12. Pre-Congress Plenary - discuss and approve proposed resolutions and recommendations for presentation at Congress
13. Items for further Consideration
14. Date of Next Plenary
15. Closing

The National Executive may add further items to the agenda, as required, as well as liturgical/religious services, memorial commemorations, tributes, special presentations, guest speakers, etc.

Manner of Voting:

Decisions made at the National Executive Plenary Conference with respect to joint programs for the Eparchies shall require a majority vote with voting limited to the Eparchial Presidents and members of the Constitution Committee.

Decisions on all other resolutions at the Plenary also require a majority vote, but voting is the right of all members of the National Executive.

VI. NATIONAL CONGRESS

Agenda for the National Congress is currently documented in the Constitution and Bylaws - Article XII. It is suggested that this section be moved to the Reference Manual once the Constitution is revised.

Agenda - Guidelines

1. Formal opening could include:
 - a. Procession of Past National Presidents, Honorary Life Members and UCWLC Flags
 - b. Singing of National Anthems (Canada/Ukraine)
 - c. Greetings (i.e.: National UCWLC President, Bishop, Spiritual Advisor, representatives from WUCWO, WFUWO, UCC, CWL)
 - d. Remembrance Ceremony for Deceased UCWLC Members (Panakhyda)

2. Business portion of Agenda should include:
 - a. Election/Appointment of Secretaries
 - i. Election of two Convention Secretaries: one from the Eparchy of the incoming National Executive and one from the Eparchy of the outgoing Executive: one to record the proceedings in Ukrainian and the other in English. (Process in recent years was to have two secretaries record in English, then the Minutes are translated to Ukrainian).
 - ii. They are required to submit a complete report of the Congress, within one year of the date thereof, to the President of the outgoing National Executive and to the Chair of the Verification Committee, as well as the President of the National Executive and each Arch/Eparchial President.
 - b. Report of Registration, verification of quorum
 - c. Adoption of Agenda
 - d. Adoption of Rules of Order
 - e. Announcement of the Congress Committees (Verification, Registration, Resolution, Nominating)
 - f. Report of the Verification Committee and adoption of preceding Congress minutes
 - g. Reports of the members of the National Executive and Standing Committees.
 - h. Discussion of reports and their acceptance.
 - i. Reports from the Arch/Eparchial Presidents
 - j. Report from the Nasha Doroha Advisory Board
 - k. Presentation of Financial Reports
 - l. Audit Review Committee Report
 - m. Discussion and adoption of Financial Reports
 - n. Appointment or Waiver of Public Accountant for the next term
 - o. Presentation of Trophy for Membership Growth
 - p. Report of the Resolution Committee - presentation and adoptions of Resolutions and Recommendations
 - q. Verification Committee - election/appointment
 - r. Nominating Committee Report - presentation of slate of Officers and Committee Chair for the new term of the Eparchial Executive
 - s. Election of National Executive and Audit Review Committee
 - t. Acclamation of outgoing National Executive
 - u. Presentation of Past-President Icon, Pin & HLM plaque & pin to outgoing President
 - v. Acceptance speech by the newly elected President
 - w. Adjournment with the singing of the UCWLC hymn “O Spomahaj Nas”.

The National Executive may add further items to the agenda, as required, as well as liturgical services, special presentations, guest speakers, etc.

HLM award presentations can be awarded during the Congress program or at a Banquet program.

Registration information (location of congress, accommodation options and registration fees) should be sent to Arch/Eparchial Presidents at least 4 months prior to the Congress. Arch/Eparchial Presidents will forward this information to the Branch Presidents and encourage them to attend.

National Congress Agenda should be sent to all Arch/Eparchial Presidents at least one month prior to the Convention.

Planning and Notifications Congress:

- Congress Planning Committee should be created one year prior to the Congress: date, location and theme should be determined.
- Arch/Eparchial Presidents should notify their Branch Presidents of the date and location of the upcoming Convention at least 8 months prior to the Congress.
- Request Arch/Eparchial Presidents to submit Arch/Eparchial Report for Congress Book with the expected timeline for their report.
- Registration information (location of congress, accommodation options and registration fees & process for registering) should be sent to Arch/Eparchial Presidents at least 3 months prior to the Congress.
- Proposed Resolutions should be sent to the Arch/Eparchial Presidents at least 3 months prior to the Congress.
- Proposed Congress Agenda should be sent to all Arch/Eparchial Presidents at least one month prior to the Congress. (If Registration process is online - then Proposed Agenda can be emailed to all delegates)

Rules of Order for Congress

The Rules of Order for Congress are reviewed by the Constitution and Bylaw Committee and make any required amendments. The Rules of Order are presented and voted on at Congress. These were the Rules of Order at the 27th National Congress in Edmonton in 2022.

Congress Opening

1. Calling of the Congress Presidium, which shall be Honorary and Functionary. The Honorary Presidium is composed of: Spiritual Advisor of the National Executive, Past President of the National Executive and invited guests. Honorary Life Members are introduced and seated at a reserved table. The Functionary Presidium shall consist of members who conduct the business of the Congress and the Spiritual Advisor of the National Executive.
2. The Registration & Credentials Committee shall report the number of delegates and guests before the start of the first business meeting, with the intent of establishing a Quorum. Sixty (60%) percent of the registered delegates present at a session constitute a quorum. Such a report is made at the beginning of each day that business continues.
3. Reading of the Congress Rules and motion for acceptance.
4. Presentation of Congress Agenda, Amendments, and motion for acceptance.
5. Announcement of Congress Committee: Registration and credentials Verification, Resolutions and Nominations.
6. Report of Verification Committee and motion for acceptance of minutes of the 26th Congress of the UCWLC.

The Right to Vote

1. The following have a right to vote at Congress: members of the National Executive, members of the Eparchial Executive, Branch delegates and Honorary Life Members (Constitution Article X, Sec. 3).
2. Every Branch delegate has one vote, which represents 10 paid up Branch members. Members of the Eparchial Executive have one personal vote and one vote for each 50 paid up members of the Eparchy not represented by Branch delegates. However, no single Eparchial delegate may hold more than 10 votes in addition to her once personal vote.
3. A Branch delegate unable to be present at a session for a serious reason may give her mandate in writing to another delegate from the same Branch, but no delegate may hold more than three (3) votes.
4. Participants at the Congress who are registered as guests may take part in discussion only, without the right to vote.

Motions and Debates

1. The Chair repeats all motions before they are opened for debate.
2. The speaker must identify herself, stating her full name and the name of the Eparchy she represents.
3. The debate is limited to agenda topic and must be to the point. The speaker may speak to the motion once. However, the person making the motion may speak twice, once at the beginning to explain the reason for the motion, and then at the end of the discussion.
4. Motions to limit the debate require a seconder. It is not debatable, cannot be amended and requires a 2/3 vote. Once passed, no further debate may take place.
5. Point of Order is a motion made when there is a breach of Congress Rules. It takes precedence over other motions, does not require a seconder and is not debatable. The Chair must rule immediately on this motion, and if in doubt, refers to the Assembly for a decision.

Resolutions and Amendments

1. Each Eparchy can submit no more than 2 resolutions for consideration by the Resolution Committee. That Committee decides which resolutions are to be presented to the Congress.
2. The Resolutions Committee will be in session throughout the duration of the Congress. Resolutions may be submitted by members of the Committee or by Eparchial delegates. The Resolution Committee decides which resolutions are to be presented to the Congress.
3. Resolutions on an important topic of concern may also be submitted to the Congress from the floor provided that:
 - i. The resolution may not deal with financial allocations,
 - ii. The resolution must be in writing
 - iii. The resolution must be proposed on behalf of an Eparchial executive and must be seconded by the members of the Eparchial executive of 2 Eparchies.
4. Resolutions require a majority vote to pass.
5. Amendments to the Constitution are read and voting proceeds without discussion. Amendments require 2/3 majority of votes.

Congress Rules of Order are passed with 2/3 majority of votes.
Robert's Rules of Order, Revised Edition, shall govern the Congress when necessary.

Sample of Voting Calculation for Congress

DELEGATE VOTING
24TH CONGRESS OF THE UCWLC

Eparchy	Paid	Branch Delegates with 1 vote	Members not represented	Remaining votes	Eparchial Delegates	Total votes	Total Delegate
Toronto	900	15 delegates representing 150 members	750	$750/50 = 15$	6 delegates with one vote each and 15 votes to share	36	21
Winnipeg	901	31 delegates representing 310 members	591	$591/50 = 11$	2 delegates with one vote each and 11 votes to share.	44	33
Saskatoon	897	40 delegates representing 400 members	497	$497/50 = 9$	7 delegates with one vote each and 9 votes to share.	56	47
Edmonton	847	27 delegates representing 270 members	577	$577/50 = 11$	9 delegates with one vote each and 11 votes to share.	47	36
New Westminster	169	3 delegates representing 30 members	139	$139/50 = 2$	2 delegates with one vote each and 2 votes to share.	8	6
National						14	14

205 157

Total Branch Delegates - 117
Total Eparchai Delegates - 26
National Delegates - 14

Total Registered Guests - 8

DELEGATE VOTING
24TH CONGRESS OF THE UCWLC

Eparchy	Delegates	Guests	Total Delgates	Total Votes
New Westminster	6		6	8
Edmonton	36	2	38	47
Saskatoon	47	6	53	56
Winnipeg	33		33	44
Toronto	21		21	36
National	14		14	14
	157	8	165	205

VII. MINUTES

Reason for good Minutes

Minutes provide the only record of the Organization's business. Minutes are used for constant referral by the President and Executive. Minutes are essential information for succeeding Executive. Minutes provide the history of the Branch

Recording the Minutes

1. Record what is done, not what is said.
2. Record ideas. Listen to comments, put down main points. Summarize. Make records brief but as complete as possible.
3. Should clearly indicate
 - a. Major problems
 - b. Suggestions proposed
 - c. Conflicting points of view for clarification of action
4. All main motions:
 - a. Record each motion in a separate paragraph clearly with the names of persons making and seconding the motion. Amendments are voted on first. If the motion is rejected, write a brief account of the discussion
 - b. State whether the motion was passed, defeated, or tabled.
 - c. Number the motion (keep a record of all motions and recommendations separate from the minutes, so that it is easier to locate in the future)
5. After the minutes have been approved, the Secretary and the President should sign the last page of the minutes. Only then do the minutes become the official record of the last meeting.
6. Minutes should be either typed or legibly written in permanent ink in a well bound book which will bear much handling. If the minutes are recorded on loose leaf book, each page should be signed or initialled by the Secretary and President to prevent substitution of pages.
7. If a lengthy report is given, obtain a copy and summarize the report for the minutes.
8. Minutes should be clear and concise. When applicable, use a capitalized, underlined leading to introduce a subject: i.e.: WELFARE, SPIRITUAL DEVELOPMENT, etc.
9. Minutes presented at a meeting should be in their final form. Once minutes are signed by the Secretary and President, they cannot be revised or changed.
10. When writing up minutes of the Executive meeting, remember that nothing is decided by this group. Business is discussed there, and all relative information is assembled to be brought to the General meeting for finalizing and approval. Only urgent business which cannot wait for the next general meeting can be acted upon by the Executive officers, and it must be explained and ratified at the next general meeting.

Dealing with Corrections

1. Corrections should be corrected in red ink.
2. Errors or omissions are duly noted and recorded immediately after the reading of the minutes. The minutes must be noted that "Minutes were approved or adopted with corrections".
3. Errors or omissions may be noted after the signing of the minutes. The changes are then recorded at the beginning of the minutes of the following meeting.

VIII. MOTIONS

Basic rules for processing a Motion

1. Member makes a motion
2. Another member seconds the motion (If no seconder, the motion does not proceed)
3. President/Presiding Chair repeats the motion
4. Discussion
 - President/Chair opens the floor for discussion. Chair does not offer her opinion to the discussion.
 - The president shall decide the length of time for the discussion or a question or motion and the length of time for each speaker.
 - No member shall speak more than once to the same question or motion without the consent of the President, but the mover may reply before the vote is taken.
 - The mover shall have the privilege of speaking first to a motion and the seconder next.
 - No member shall speak to a question or motion after the President has asked for a vote.
5. The President/Chair puts the question (motion) to vote. Voting can be by show of hands or secret ballot if issue is controversial. The Chair may vote to break a tie.
6. Motion is either passed, defeated or tabled.

To Table a Motion

If a motion comes up which the meeting does not feel ready to decide upon at that moment, a motion to “table it” postpones its discussion until later in the meeting or at a future meeting when it can be moved to “take it from the table”. Both motions should be seconded. If this is not done; the motion is lost.

Withdraw/Amend a Motion

When a motion has been withdrawn, the effect is the same as if it had never been made. Until the motion has been stated by the Chair, the mover may withdraw it without asking consent from anyone. After the motion has been stated by the Chair it is in the possession of the assembly and the maker can neither withdraw nor amend it without consent of the assembly.

Amending a Motion

An amendment to a motion can be made prior to a vote being taken. The amendment is then discussed and voted on.

**SECTION
FIVE**

FINANCIAL MATTERS

Financial Matters

Budget - Development of Financial Budgets

Charitable Status

- Summary of Branch Charitable Assistance

Emergency Fund

Financial Guidelines

- Membership Collection Data Forms

Travel Policy

BUDGET

Development of Financial Budget – Budgets to reflect the League’s commitment

- a) All Executive levels are urged to draw up financial guidelines and prepare annual budgets.
- b) Require development of comprehensive policies and guidelines of financial responsibilities which are allocated to or shared by the National, Eparchial and/or Branch levels, (i.e.: expenses UCWLC Representative/Delegate to UCWLC Arch/Eparchial Conventions/Congresses/and similar gatherings of affiliated organizations, expenses of the National/Eparchial Presentations and other expenses incurred in the ordinary operations of the UCWLC)
- c) The budget should reflect priority for the fulfillment of the objectives for which the UCWLC was created.
- d) Because the National or Eparchial Executives are not fundraising entities, they should not feel obligated to respond to general requests for funding and donations; however, they should provide direction to the Branches and carefully choose vital causes or projects and solicit support from the Branches. The National and Eparchial Executives shall exercise restraint and limit the number of requests for general funding and for charities to avoid financially overburdening the Branches.

CHARITABLE STATUS

CHARITABLE DONATIONS AND OFFICIAL RECEIPTS

The UCWLC was granted Federal Incorporation in 1980. It has been registered with the CRA as a charity that can issue official income tax receipts. Income tax receipts bearing the UCWLC registration number will be issued for donations of \$10 and over. Donations made by individuals or corporate entities to charities located in Canada are deductible for income tax purposes. Canadian Charities may fund charity work outside of Canada provided certain government requirements are met. Payments made directly to charities outside of Canada are not tax deductible.

The National UCWLC has chosen to support the First Female Veterans Space ReHub which specializes in treating female-specific medical issues and provides counselling & support for female members of the Ukrainian military. Anyone wishing to support the ReHub may send their donation to the UCWLC-National, marking their cheque accordingly. Donations should be mailed to: UCWLC National Treasurer, 426 Nicklaus Drive, Warman, SK S0K 4S1. Tax receipts for the donations will be mailed out early in the new year.

If any Branch or Eparchy wished to obtain charity receipts from the National Executive for donations from any of its members or supporters, the Branch or Eparchy must submit a complete detailed list of donors, mailing addresses, and itemized amounts to the National Treasurer. In addition, the Branch or Eparchy must send a cheque to the UCWLC- National for the combined amount of the donations for which charity receipts are sought. Unless the funds are intended for a National level project (i.e.: Emergency Relief Fund, Mary Dyma Scholarship...) the monies will be sent back to the Branch/Eparchy with a request for a written accounting of how the funds have been used to ensure that the monies were applied for a charitable purpose.

Some Eparchial Executives of the UCWLC have their own charity registration numbers from CRA and can issue charitable receipts for donations from individuals and corporate supporters. Eparchial Executives should NOT issue receipts for donations that are made to the Branches unless the funds actually flow through the Eparchial Executive's bank accounts. Merely getting a list of the donors and amounts from the Branch is not adequate.

CHARITABLE CONTRIBUTIONS BY THE BRANCHES/EPARCHIES

Branches are to report their financial contributions to registered charities and to other charitable organizations/endeavors to their Arch/Eparchial Executives. For reporting purposes, the fiscal period must match the fiscal year of the National Executive which runs from July 1st to June 30th. **Currently this is not the case as most Branches have a fiscal year running from January 1st to December 31st. Therefore, reporting does not match the National reporting requirements.**

The Toronto Eparchy developed "The Summary of Branch Charitable Assistance" form in English and Ukrainian. (*Form on the next page.*) This form has been modified to reflect the current CRA filing requirements.

If we are to match the National's fiscal year reporting requirement then:

- Branches are to have this form submitted to their Arch/Eparchial Treasurer by the end of September for the previous fiscal year.
- The Arch/Eparchial Treasurer will gather and compile the forms from the Branches and submit them to the National Treasurer along with a summary of the charitable contributions made directly by the Arch/Eparchial Executive (if any).
- Only contributions which actually pass through the National Executive's bank accounts will be reflected in the T3010 Charity Return filed with the CRA.

**Ukrainian Catholic Women's League of Canada
Summary of Branch Charitable Assistance**

Eparchy:

Branch:

Year: July 1 _____ to June 30 _____

Charitable Donations/Assistance Благодійні пожертви/Допомога	\$ Amount	Name of Charity/ Organization	CRA Reg # (if Applicable)	Country Benefited (if outside Canada)
Parish Needs/Programs/ Парафіяльні потреби/програми				
Scholarships/Стипендії				
Needy/Потребуючим				
Healthcare Assistance/ Допомога охорони здоров'я				
Refugees/Біженці				
Religious Orders/Духовні потреби				
Education/Освіта				
Cultural Activities/ Культурна діяльність				
Youth/Молодь				
Other/Інше				
Other/Інше				
TOTAL		TOTAL		

PLEASE COMPLETE AND RETURN TO: Arch/Eparchial Treasurer

BRANCHES RETURN DEADLINE: September 30th

ARCH/EPARCHIAL RETURN DEADLINE: October 31st

EMERGENCY RELIEF FUND

Overview:

At the National Plenary Conference in 2000, the National UCWLC established an Emergency Relief Fund with an initial amount of \$5,000. This Fund was established to provide prompt aid to disaster areas in Ukrainian communities worldwide. Contributions to this fund were made by UCWLC Branches.

At the 2007 Post Congress Plenary, it was agreed to use \$5000 from the Emergency Relief Fund to help pay for the remaining balance needed for the “Good Deed Project” (purchase of a mammography machine for Ukraine).

In July 2020 when Western Ukraine was devastated with flooding, the National UCWLC Executive passed a motion to donate \$5,000 to assist in the flood relief efforts. This donation was sent through CNEWA Canada.

Plenary 2023

In order to provide clarity regarding the Emergency Relief Fund, the following Policy and Procedure is proposed:

POLICY:

Criteria:

- Funds will to be used to provide aid in the event of a natural disaster (i.e.: floods, fires, earthquakes, tornados, etc.) in Canada and Ukraine.

Cap:

- \$10,000

Replenishing and utilization of the Emergency Relief Fund:

- The UCWLC National Executive has the authorization to spend the funds in the Emergency Relief Fund at the time of a major natural disaster or when a request is made to provide aid.
- Contributions to replenish the Emergency Relief fund will be made from the Arch/Eparchial UCWLC, UCWLC Branches and individual donations.

PROCEDURE:

National Executive:

National President’s responsibility:

- 1) Provide the Eparchial Presidents annually with information regarding the Emergency Relief Fund and ask that they share this information with their Branches, requesting them to consider contributing towards replenishing this fund until the cap amount is reached.

National Treasurer responsibility:

- 1) Issue official income tax receipts for donations received from individuals or corporations.

Arch/Eparchial Executive:

Arch/Eparchial President’s responsibility:

- 1) Provide the Branch Presidents with the information received from the UCWLC National Executive regarding the Emergency Relief Fund and request Branches to consider contributing towards replenishing this Fund and/or solicit for donations from their members, which would be eligible for an income tax receipt.

Branch:

Branch President's responsibility:

- 1) Provide members with the information received from the Arch/Eparchial President regarding the Emergency Relief Fund at a Regular Branch Meeting.
 - a. consideration for contribution to be determined by the members
 - b. offer opportunity for members to personally donate
- 2) Cheques are to be made payable to UCWLC - National with the memo indicating designation as the Emergency Relief Fund and forwarded to the National Treasurer along with a detailed list of donors, mailing addresses, and donation amounts.

Needs to be reviewed and presented for approval

FINANCIAL GUIDELINES

A. Membership Dues:

Membership Dues are \$20 per member

Breakdown of dues is as follows:

Operation Fees: \$4.00

Insurance: \$2.00

Nasha Doroha: \$9.00

Eparchial: \$5.00

Branches submit the full \$20 to their Arch/Eparchial Treasurer with the completed Branch Membership Collection Data Form. **Note:** The number of Nasha Doroha issues that the Branch receives will be adjusted to the number of paid memberships. Branches are encouraged to order an extra Nasha Doroha for their Spiritual Advisor. Branches can also order extra issues to have on hand if they so wish. These can be ordered when completing the Membership Collection Data Form.

The Arch/Eparchial Treasurer will submit \$15/member (Operations, Insurance & Nasha Doroha) and any payment for extra Nasha Doroha issues, along with the completed Branch Membership Summary Form and the Arch/Eparchial Membership Summary Form to the UCWLC National Treasurer:

**Marusia Kobrynsky, Treasurer
426 Nicklaus Drive
Warman, SK S0K 4S1**

Cheques should be made payable to:

**Ukrainian Catholic Women's League of Canada - National OR
UCWLC - National**

Ensure to indicate on the memo line what the funds are intended for.

The UCWLC National Treasurer will allocate the funds between the National Executive General Account and Nasha Doroha Account.

B. Tag Day:

- Branches submit 2/3 of their tag day proceeds to their Arch/Eparchial Treasurer
- The Arch/Eparchial Treasurer will forward 1/2 of the tag day proceeds they receive from the Branches to the National Treasurer.

C. Nasha Doroha Reserve Fund

- Branches can submit their donations for the Nasha Doroha Reserve Fund to their Arch/Eparchial Treasurer, who in turn will submit this to the National Treasurer
OR
- Branches can submit their donation for the Nasha Doroha Reserve Fund directly to the National Treasurer.

Cheques for the Nasha Doroha Reserve Fund should be made payable to UCWLC-National and mailed to the National Treasurer.

D. Nasha Doroha Operations

Payments for:

- Obituaries
- Articles to which a publication cost attaches
- ND Subscriptions

Should be sent to:

**Elizabeth Zahayko
387 Betts Avenue
Yorkton, SK S3N 1N3**

**Cheques should be made payable to UCWLC-National
Ensure to indicate on the memo line what the funds are intended for.**

SAMPLES of Membership Collection Data Forms and illustration on how to complete:

UCWLC - BRANCH MEMBERSHIP DATA							
<i>(To be submitted by Branch Treasurer to Eparchial Treasurer with each Payment)</i>							
Date Submitted:	25-Apr-25						
Calendar Year:	2025			Remittance No.	1		
Branch / Parish	St. Georges's						
Arch/Eparchy	Saskatoon						
# Paid Members	# HLM's (no charge)	Total Members	Remittance for members \$20	Number of Extra ND	Payment for extra ND \$25/ 4 issues	Total ND Required	Total
60	1	61	1,200.00		0.00	61	1,200.00
Remittance to Eparchial Treasurer re Memp & ND				1,200.00			
Contribution to ND Reserve Fund				75			
Contribution to Mary Dyma Scholarship (N/A)							
Contribution to Vera Buchynsky Scholarship							
Contribution to Emergency Relief Fund							
TOTAL REMITTANCE				1,275.00			
Address for ND Delivery:							
Joni Orenchuk - President							
123 Main Street, Saskatoon, SK S7M 2K9							

UCWLC - BRANCH MEMBERSHIP DATA

(To be submitted by Branch Treasurer to Eparchial Treasurer with each Payment)

Date Submitted:	15-Jun-25			
Calendar Year:	2025	Remittance No.		2
Branch / Parish	St. Georges's			

Arch/Eparchy	Saskatoon
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# Paid Members	# HLM's (no charge)	Total Members	Remittance for members \$20	Number of Extra ND	Payment for extra ND \$25/ 4 issues	Total ND Required	Total
3		3	60.00		0.00	3	60.00

Remittance to Eparchial Treasurer re Memp & ND 60.00
 Contribution to ND Reserve Fund
 Contribution to Mary Dyma Scholarship (N/A)
 Contribution to Vera Buchynsky Scholarship
 Contribution to Emergency Relief Fund

TOTAL REMITTANCE 60.00

Address for ND Delivery:
 Joni Orenchuk - President
 123 Main Street, Saskatoon, SK S7M 2K9

TRAVEL POLICY

National Executive for 2022 – 2025

OVERVIEW

This Travel Policy provides specific guidelines for members of the National Executive who are required to attend Executive meetings, Conventions, National Plenary Conferences, National Congresses and/or represent the Organization at events.

A. REGISTRATION FEES

- Registration Fees shall be considered a necessary expense.

B. TRAVEL – IN PROVINCE

- Attendance for National Executive Members is required for quarterly National Executive meetings and National Plenary Conferences. These meetings and National Plenary Conferences will be held on Zoom, therefore no travel or accommodation expenses are currently reimbursed.
- Travel Allowance for vehicle travel shall be calculated at \$0.42 per kilometer for a return trip. One vehicle from Regina, one vehicle from Prince Albert. If more than one vehicle is coming from the same location, then the mileage is pro-rated.
- If a member is required to travel alone due to extenuating circumstances, the travel allowance shall be at \$0.42 per kilometer for a return trip.

C. TRAVEL – OUT-OF-PROVINCE

- Attendance for National Executive Members is required for quarterly meetings and Plenary Conferences. These meetings and National Plenary Conferences will be held on Zoom, therefore no travel or accommodation expenses are currently reimbursed.
- For out-of-province travel by vehicle, the travel allowance shall be the price of a return bus or plane fare for one person. It is expected that if 2 or more members are travelling they will share a vehicle.
- When bus or air travel is required, travel allowance shall be the cost of the return ticket.
 - Also entitled are ground transportation to/from the destination. Receipts will be required for reimbursement.
- Approval is required at a National Meeting or by the National Plenary Conference for the National President, or her designate, to attend Congresses of affiliate organizations (UCC, WUCWO, WFUWO).
- Approval is required at a National Executive meeting or by the National Plenary Conference if a National Executive member is required to attend a function representing the National UCWLC.
- The Arch/Eparchies will cover all travel and accommodation expenses whenever they extend an invitation to the National President, or her designate to visit their Arch/Eparchy.

D. HOTEL ROOM ACCOMMODATION

- Cost of accommodation will be considered a necessary expense.
- A minimum of 2 members shall share a hotel room. Should members prefer private accommodation, the allowance will be pro-rated.

E. MEALS

- Meals are included in the cost of Registration.
- Meals over and above will need prior approval at a National Meeting or by the National Plenary Conference.

F. NATIONAL CONGRESS

- Registration fees for National Executive delegates are absorbed by the National Executive which includes meals and congress package.
- Travel expenses for National Executive delegates will be reimbursed as per section B (in-province) or C (out-of-province)
- Accommodation expenses will be reimbursed as per Section D.

Approved by the National Plenary Conference – September 21, 2024

NOTE: Each Arch/Eparchy Executive and Each Branch would have their own policy for Travel.

**SECTION
SIX**

**ORGANIZATIONAL
MATTERS**

Organizational Matters

Awards & Recognition

Branch Membership

- Establishment of Branches
- Membership Fees
- Membership Cards
- Membership Pins
- Membership Forms/Records
- Inactive Branch
- Dissolution of Branch

Card Policy

Dress Code

Flag Protocols

Funeral Protocols

HLM Selection Process

Honorary President

Icons

- Icons for Past Presidents

Installation Ceremony

Insurance

Inventory

National Rushnyk of Unity

Plaques

Scholarships

UCWLC Day

UCWLC Reaffirmation of Purpose

AWARDS & RECOGNITION

I. MOST IMPROVED MEMBERSHIP (initiated in 2001)

- Trophy is awarded at the National UCWLC Congress to the Eparchy recording the greatest number of new members registered during the preceding three-year term.
- Each Branch must complete and submit the Application for Membership forms and required dues by the required date.
- New member does not include a member transferring from another Branch.
- New member does not include a member who renews her membership after a lapsed period.

II. UCWLC HONORARY LIFE MEMBERSHIP AWARD

- UCWLC Constitution & Bylaws – Article VIII; Section 3
- Honorary Life Membership is the highest award of the UCWLC granted to its members.
- It is awarded at the National UCWLC Congress to UCWLC members proposed by Eparchial Executives, who meet the criteria as outlined in the “*Honorary Life Membership - HLM Selection Process*” section in the Reference Manual.
- New HLMs candidates receive a plaque and an HLM Pin.
- Honorary Life Members’ dues are covered by the National Executive
- Since the Honorary Life Membership is a mark of recognition and is the highest honour bestowed by the UCWLC, the Honorary members should receive special courtesies whenever the opportunity arises, such as: her title, “Honorary Life Member” (HLM), could be included in formal public introductions, also being the list of Branch memberships with the name(s) of Honorary Life Member(s) who is a member of the respective Branch.

III. UCWLC LONG TERM SERVICE AWARD PIN

- Service award pins are available for 10, 15, 20, 25, 30, 40, 50, 60, 65, & 70 years of membership
- To qualify, a member needs to have paid up-to-date membership for the required number of years.
- Service award pins are available from the Eparchial Inventory Chair/National Inventory Chair

IV. UCWLC CERTIFICATES OF MERIT

- The National Executive Initiated Service Certificates to worthy organization members who have achieved 25 years of service.
- The certificate is usually presented at a festive occasion to members in appreciation for their service to the organization.
- Certificates of Merit are available from the National Inventory Chair.

BRANCH MEMBERSHIP

I. ESTABLISHMENT OF BRANCHES

- UCWLC Constitution & Bylaws – Article XX, Section 1

II. MEMBERSHIP FEES

Membership fees increased from \$15 to \$20 by a motion at the July 2010 National Congress in Edmonton.

Membership Dues are \$20 per member

Breakdown of dues is as follows:

Operation Fees: \$4.00

Insurance: \$2.00

Nasha Doroha: \$9.00

Eparchial: \$5.00

III. MEMBERSHIP CARDS

Printing of Membership Cards has discontinued. Although at the Pre-Congress Plenary on June 30, 2016, in Winnipeg, in the Decisions of the Plenary it states that Membership cards for the new term (2016-2019) will continue. The option for Membership Card templates was discussed, so that Branches could order them if they choose to. No template has been formally created to date.

IV. MEMBERSHIP PINS

Membership Pins are available from the Inventory Chair (See Inventory Section). New members should be given a Membership Pin when they join the League. Members should wear their membership pins when attending events representing the League, at deceased member's funerals, Arch/Eparchial Conventions and National Congresses.

V. MEMBERSHIP FORMS/FORMS

New Member Forms (available in English & Ukrainian - See Inventory Section)

- Used to register new members. Two copies are to be sent to the Arch/Eparchial Archives (they will forward one to the National Archives) and one to be filed in the Branch.
- At each National Congress an award is presented to the Eparchy with the most new members registered from the previous National term.

Transfer Forms (available in English & Ukrainian - See Inventory Section)

- Used to keep track of members that may move from one Branch to another throughout Canada.
- Send two copies to the Arch/Eparchy; they will forward a copy to the National Archives
- Assists in keeping track of memberships for the purpose of pin presentations and other awards.

Deceased Member Forms

- Since the year 2001 all deceased members have been recorded at the National Archives
- Use this form, always forward a copy for the Arch/Eparchy and keep one on file at the Branch.

VI. INACTIVE BRANCH

- A Branch, whose membership fees have not been paid but has not been formally dissolved, be referred to as an “Inactive Branch”.
- The length of time that a Branch can be in transition or inactive shall be no longer than two years and subject to review by the Eparchial Executive after one year.

VII. DISSOLUTION OF A BRANCH

- See Constitution Article XXII.
- Upon the dissolution of a Branch, the Eparchial Executive collects the Branch flag, minute books, photo albums and any other material articles belonging to the UCWLC.

GREETING CARD POLICY

National Executive

- Greetings to Metropolitan, Archbishops, Bishops, and clergy will be sent only for major anniversaries and not every five years.
- Christmas Cards and Easter Cards to be sent to all Bishops & Metropolitan, as well as all HLMs.
- Cards of Congratulations to newly elected Presidents of affiliates (UCC, WUCWO, WFUWO) as well as CWL National President.
- **Sympathy Card**
- That the Eparchy of Saskatoon takes on the project of producing a sympathy card. Plenary 2003. This was never done. Do want to undertake this?
-

Arch/Eparchial Executive

- To be set by each Arch/Eparchial Executive

Branch Executive

- To be set by each Branch

DRESS CODE

I. NATIONAL UCWLC CONGRESS

- For the group picture taken during the National UCWLC Congress, dress code will be a dark skirt with an embroidered or white blouse.

II ARCH/EPARCHY

- Each Eparchy will set the dress code for their Arch/Eparchial Convention.
- Eparchies, who wish to follow a dress code, may do so. This shall be navy or black skirt with an embroidered or white blouse.

III HONOUR GUARD

- Honour Guard wears dark clothes: navy or black suits or skirts, embroidered or white blouses, and white gloves.

FLAG PROTOCOL

HISTORY:

In 1961, the UCWLC Congress, held in Saskatoon, resolved to have a National flag for the UCWLC. Subsequently, the project expanded to also have a flag for each of the four Eparchial Executives, which were Archeparchy of Winnipeg, Eparchy of Edmonton, Toronto, and Saskatoon. All flags displayed the official League emblem with the extended four arms dispersing from the emblem to the four corners, representing the four Eparchial Executives. The Eparchy of New Westminster was established in 1974 and then the flag was modified to include five Eparchial Executives. Each flag had inscribed on it, the League motto: "For God and People," and the name, Ukrainian Catholic Women's League of Canada. Inscriptions were in Ukrainian.

THE ORIGINAL UCWLC FLAG



The 1979 National Plenary Conference in Edmonton resolved to create a flag for the branches and develop separate designs for the National and the Eparchial flags. The inscriptions on all flags were to be bilingual and were designed to include the following:

UCWLC Branch Flag:

- a) Size: 32" x 60"
- b) UCWLC Emblem
- c) Motto: "For God and People"
- d) Name of the Branch
- e) Flagpole is 6 feet, measured from the floor, excluding the trident

UCWLC Eparchial Flag:

- a) Size: 34" x 65"
- b) UCWLC Emblem
- c) Motto: "For God and People"
- d) Name of Eparchy and design to symbolize the Branches
- e) Flagpole is 6 feet 6 inches, measured from the floor, excluding the trident

UCWLC National Flag:

- a) Size: 36" x 72"
- b) UCWLC Emblem
- c) Motto: "For God and People"
"National Executive"
"Ukrainian Catholic Women's League of Canada"
- d) Symbolic design representing the five Eparchial Executives
- e) Flagpole is 7 feet, measured from the floor, excluding the trident

All UCWLC flags are to be crowned with the St. Vladimir Trident and the Cross.



THE UCWLC FLAG

While the use of the flag goes back to the earliest days of human civilization, yet according to historical data there is a lack of uniformity in flag terms. The word “banner” has many meanings.

To avoid confusion and maintain uniformity in the use of the term, the National Plenary Conference in Edmonton in 1978, resolved to use the term “flag” in English and the work “прапор” in Ukrainian.

Upon checking with the Provincial Protocol Department and the Federal Secretary of State, the National Executive was informed that the intention to use the word “flag” instead of “banner” was proper since our organization, the Ukrainian Catholic Women’s League of Canada compares favourably with other national organizations who now use the word “flag.”

THE UCWLC FLAG - SYMBOLIC MEANING

The flag identifies the Ukrainian Catholic Women’s League of Canada. It speaks for the members of the organization.

It is the embodiment of what the organization stands for: the UCWLC emblem and the motto: “For God and the People” represent the aims and ideals of our organization.

It is a mark of status and authority. The flags are designed to represent each level of the organization, as follows: the National flag represents the five Eparchies, each Eparchial flag represents the Branches of that Eparchy, and each Branch flag represents the members of that Branch.

It is the symbol of the spirit of the League: its hopes, its aspirations, and beliefs, its will to live and play its role in history. It inspires self-sacrifice, loyalty and devotion to the organization.

The flag is a universally accepted symbol.

GENERAL USES OF THE FLAG

- ⇒ To commemorate special occasions and events: Congresses, Organizational anniversaries, special meetings, and Conferences, UCWLC Day celebrations, historical events, festive and religious occasions, and other appropriate events.
- ⇒ To honour those who have given service to the organization, as for example, the flag is employed to honour the deceased UCWLC member. (See section on Funerals for Deceased UCWLC members)

ETIQUETTE AND PROTOCOL FOR USING FLAGS

It is proper for the UCWLC flag to be flown or displayed by all levels of our organization. The flag should be treated with dignity, respect and displayed properly.

1. When the UCWLC flag is used alone at UCWLC meeting or for private ceremonies, the flag should stand to the left of the speaker.
2. When the UCWLC flag is used with the Canadian flag, the UCWLC flag is to be left of the speaker and the Canadian flag is to the right.

3. Flags flown together should be approximately the same size and flown from separate staffs at the correct height.
4. When three flags are flown together, the Canadian flag should occupy the central position with the next ranking flag to the right and the third ranking flag to the left of the speaker. The Canadian flag may be of different size/or height.
5. When more than one flag is flown and it is impossible to hoist or lower them at the same time, the Canadian flag should be hoisted first and lowered last. In special circumstances it is proper for the Canadian flag to leave the room first.
6. The flag should not be used to cover a speaker's table or be draped in front of the platform, nor should it be allowed to touch the floor at any time. If displayed flat against the wall at the back of the platform, the flag should be above and behind the speaker.
7. The flag should not be used for commercial advertising. It is quite appropriate to display it to identify exhibits at fairs. Its use in such cases, and in all cases, should reflect respect for the flag.
8. When the flag is used in a parade or procession where several flags are carried, the Canadian flag should be in the position of honour at the marching right or at the center front.

CEREMONIES

Installation and Blessing of a New Flag

1. A new UCWLC flag is not to be used before it is blessed.
2. An Honour Guard procession brings in the flag as follows:
 - A flag bearer (President) carries the flag, which is already attached to the pole. Four to six sponsors follow. The flag bearer wears the required white gloves. All members of the Honour Guard party should be suitably attired in a Ukrainian blouse and black skirt or in navy and white.
3. At the top of the pole, immediately below the trident, blue and yellow ribbons are attached. The ribbons should be narrow, no wider than half an inch. Each strand should be long enough (usually 4 - 5 meters) to be held comfortably by the sponsors as they process.
4. The procession stops when it reaches the Tetrapod. Each sponsor holds one end of a ribbon during the procession, blessing and the pledge.
5. Sponsors are usually Honorary Life Members, former Presidents, members who have contributed financially to the acquisition of the flag, senior members, or members of the Executive.
6. The Priest/Spiritual Advisor blesses the flag. The members recite the Pledge on acceptance of the flag.
7. After the installation and blessing, the flag is carried out in the same manner of procession as it was brought in.
8. The ribbons are then removed, and everyone receives a snippet as a remembrance of the occasion.
9. The flag is then ready to be used by the Branch, the Eparchy, or the National Executive.
10. This would be an opportune time for members to review the accepted protocol for using the flag.
11. A flag that has been replaced, should be forwarded to the Eparchial Executive for disposal.

FLAG PLEDGE

We, the members of the Executive of the Ukrainian Catholic Women's League of Canada, _____ Branch, accept this flag from your hands, Father ___ (name) _____. We accept this newly blessed flag in the name of all the members of our Branch.

We promise that with the help of our Heavenly Patroness, our Blessed Mother Mary, and with your blessing, we will sincerely strive to work:

- For the good of Christ's Church
- For the good of the Ukrainian Catholic Church
- For the welfare of our Ukrainian people
- And for the welfare of our parish, Eparchy and Organization.

We promise to always respect our flag and what it symbolizes, and to never by our actions, cause it to be defiled.

We promise to always remain faithful to the obligations made by our baptism.

Father _____, we ask your blessing on all the members of the Ukrainian Catholic Women's League of Canada and bless their families, so that we may always remain under the guardianship of our Heavenly Protectress, our Blessed Virgin Mary.

Policy & Procedure for Ordering a UCWLC Flag

Organizational Committee currently working on updating Policy & Procedures.

1. The branch requesting the flag contacts Dominion Regalia located in Toronto:

Frank Saunders 416 752 9987 Ext. 246

frank@dominionregalia.com

2. Upon confirmation that the company will be able to make the flag, the request form is sent via email to Frank Saunders and a copy of the form and an \$800 deposit is mailed to:

Dominion Regalia

Attn: Frank Saunders

270 Esna Park Dr.

Suite 12

Markham, ON

LBR 1H3

3. Confirmation of the order and a receipt for the deposit should be received within a week of submission, as well as a likely date of completion.

4. Dominion Regalia will send a proof of the flag via email to the branch president for final approval.

5. The branch checks everything very carefully and responds to Dominion Regalia.

6. The flag will be completed as per the contract. Should Dominion Regalia request extra time, an extension will be granted once. After that, should the flag not be received by the agreed time, 10% will be taken off the total price for every month the flag is delayed.

7. If there is a major problem with the completion of the flag, a Toronto contact will check personally.

8. A picture of both sides of the completed flag will be sent to the branch president. Upon approval, the branch sends the balance of payment. Upon receipt of payment, Dominion Regalia will send the flag to the address on the order form.

DOMINION REGALIA LTD

• 270 ESNA PARK DR - UNIT 12 • MARKHAM ON • L3R 1H3 • 416-752-9987 •

UCWLC FLAG ORDER FORM

PLEASE INDICATE YOUR ORDER

___	UCWLC Flag (Embroidered, Doubled Sided) \$1695.00	
___	8' X 1" Oak Pole	\$85.00
___	Brass Plated Folding Stand	\$42.00
___	Ukrainian Trident Brass Pole Top	\$95.00
___	Econo Vinyl Black Case	\$35.95

RIGHT SIDE OF THE FLAG MUST BE IN UKRAINIAN
DO YOU WISH THE LEFT SIDE IN ENGLISH? (Please circle)

Yes or No

PLEASE TYPE IN CAPITAL LETTERS - YOUR BRANCH NAME
(the name of your parish and your city or name)

TYPE IN UKRAINIAN:

TYPE IN ENGLISH:

PLEASE MAKE YOUR DEPOSIT CHEQUE OF \$800.00 PAYABLE TO:

DOMINION REGALIA LTD

PLEASE MAIL CHEQUE AND ORDER FORM TO:

DOMINION REGALIA LTD
270 ESNA PARK DR
UNIT 12
MARKHAM ON
L3R 1H3

PLEASE GIVE THE NAME AND ADDRESS OF THE PERSON TO WHOM THE FLAG SHOULD
BE SENT TO:

NAME:

FUNERAL PROTOCOL

Guidelines for Funerals of UCWLC Members

General - Remembering our Deceased Members

A funeral is a time when members of the UCWLC pray for the deceased member and comfort the family and friends of the deceased. We remember our deceased members by taking part in the funeral church services. We honor and pay respects to our deceased members with an Honour Guard and a procession in the church with the UCWLC flag. In the church service procession, the UCWLC flag honours the member who has given service to the organization.

It is the responsibility of the Branch President to immediately notify the Eparchial President of a death of a member, who in turn would notify the other Branches.

Standard Policy:

At the time of announcement of the death of a UCWLC member, the President or designate should contact the bereaved family to express condolences on behalf of the UCWLC. The President informs the family of the UCWLC policy to honour the deceased member with an Honour Guard and the UCWLC flag during the funeral services. It is important to respect the wishes of the family.

In the event a member dropped her membership for some time prior to her death but has been an active member for at least 15 years, the deceased is entitled to the usual Honour Guard and the UCWLC flag.

Upon agreement with the family, the arrangements for an Honour Guard are looked after by the President or designate(s). Details are discussed with the parish priest and the Funeral Director regarding the procedure.

The Honour Guard may serve at the funeral prayers and/or the funeral Divine Liturgy. This is also the case where the deceased member was cremated.

The Honour Guard is composed of a minimum of three members:

- For a deceased Branch member or current/former Branch President - flag bearer is the Branch President or designate
- For a deceased current/former Eparchial President - flag bearer is the Eparchial President or her Vice-President
- For a deceased current/former National President - flag bearer is the National President or designate. The other members of the Honour Guard are a choice from the following: former National Presidents, Honorary Life Members, and/or members of the National Executive.

Dress code is as follows:

- Navy suit with white blouse or embroidered blouse with black skirt
- White gloves
- Encouraged to wear the UCWLC pin that signifies the highest level of involvement in the organization.

Standard Procedures:

- Procession Order: Cross Bearer, Flag Bearer, Honour Guard, Altar Servers, Priest, Pall Bearers, Coffin, Family.
- The Honour Guard remain standing until everyone is seated and they may remain standing until time of the homily, or the flag is placed in its stand, and they go directly to the designated pews.
- The Honour Guard resumes their positions during the Panakhyda and remains standing.
- During the singing of the Everlasting Memory (Vichnaya Pamiat), the flag is dipped to a 45-degree angle and remains in that position until the hymn is concluded.
 - **Note:** During the Easter season (Easter Sunday to the Ascension), Christ is Risen is sung instead of Everlasting Memory - therefore the flag is not dipped and remains upright throughout the whole funeral service.
- The Honour Guard pays their last respects during the Last Farewell when prompted by the Funeral Director then position themselves for the procession out. (Usually it's the people, Honour Guard, family).
- At the completion of the service, the procession, the Honour Guard led by the Cross Bearer, precedes the coffin into the vestibule and remains standing until the coffin leaves the church.
- The Honour Guard may attend the burial with the permission of the family.

Candle Guard of Members - option

The National, Eparchial or Branch Executive may choose to honor the deceased member with a Candle Guard of Members in addition to having the Honour Guard. The option is left to the discretion of the National, Eparchial and the Branch Executives and in accordance with the wishes of the parish priest.

Members come earlier and secure seats along or inside the pew aisles of the church to meet the incoming funeral procession. The candles are relit for the final procession.

Draping the coffin with a UCWLC flag is optional and applicable only to current/former National and Eparchial Presidents.

This is a choice to be made by the National and/or Eparchial Executives, however, the ultimate wish of the deceased member and/or family must be respected. The procedure would need to be discussed with the priest.

If the coffin is draped with the appropriate flag, National or Eparchial, then the Branch flag would be used for dipping during the singing of "Everlasting Memory."

Suggested procedure:

- The Honour Guard shall consist of four members who shall drape the coffin before the procession. The coffin may be closed or opened during the service, depending on the wish of the family.
- The Honour Guard will undrape the coffin for the last farewell.
- The coffin is draped again for the procession out of the church.
- The Branch flag is not part of the procession and should be placed in its stand to the left of the coffin prior to the service and to be used for dipping during the singing of "Everlasting Memory".

Other Procedures:

- Rosary led by UCWLC members prior to the Funeral Service

FUNERAL PRAYER FOR A DECEASED UCWLC MEMBER

The use of this directive and Prayer is subject to the agreement of the Celebrant and the deceased family.

When the Panakhyda has been completed, the UCWLC members will together recite the Funeral Prayer for a Deceased UCWLC Member, led by a member with a loud and clear voice:

*UCWLC
Funeral Prayer*

*As we,
the members of the Ukrainian Catholic Women's League of Canada,
bid farewell to our departed sister in Christ*

*-----,
name
we thank and praise God for the gift of her life
and for the gift of her dedicated service
in our organization for "God and People".*

*We commend to You, O merciful and loving God,
the soul of Your faithful servant*

*-----
name
and we trust that You will welcome her into Your Heavenly Glory.*

*O Most Holy Virgin and Mother of God, our Patroness,
Through your maternal intercession,
Take her in the embrace of your eternal peace and joy.
We ask this through our Lord Jesus Christ, your Son.
Amen.*

HONORARY LIFE MEMBERSHIP (HLM) HLM SELECTION PROCESS

Overview:

At the National Plenary Conferences in 1978 and 1979, the National Executive were to develop complete criteria for the Honorary Life Membership award. The main criteria would be to limit the award to only those who excelled in a particular field in the organization, not only work in the Branch, and who have been members for at least 20 years.

Each Eparchial Executive were allowed to submit two candidates. This was amended at the National Plenary Conferences in 1984 & 1985, where only one candidate for Honorary Life Membership could be submitted by each Eparchial Executive.

At the National Plenary Conference in 2006, it was established that the Honorary Life Membership Committee be composed of: one Honorary Life Member from the seat of the National Executive, Chair of the National Constitution and Bylaws Committee, and the Arch/Eparchial Presidents.

Fee for HLM applications was \$75. At the National Plenary Conference in 2000, it was decided that if the HLM application is declined, \$65 would be returned to the applicant's Eparchy and \$10 would be retained by the National Executive to cover the cost of processing the application. The fee for HLM applications was increased to \$85 at the National Plenary Conference in 2011

PLENARY – September 21, 2024

The National Organizational Committee wishes to clarify the criteria, policy and procedure that relates to the HLM Selection Process. In this regard, the Committee submits the following proposal:

POLICY:

Each Arch/Eparchial Executive may submit one candidate for Honorary Life membership who meets the criteria.

Application Fee:

- Application fee of \$100 payable to UCWLC - National
 - If HLM application is declined - \$90 will be reimbursed to the applicant's Eparchy and the remaining \$10 will be retained by the National Executive to cover the cost of processing the application.

Criteria:

- The candidate must have contributed outstanding service in the organization which has added to the growth and development of the UCWLC, its goals and aims.
- The candidate has been a member in good standing for 25 years
 - *On rare occasion, the National Executive may consider a nominee who was not a League member for 25 years but has rendered notable service towards the growth and development of the League.*
- The candidate has served at the Branch, Eparchial and/or National levels

PROCEDURE:

NATIONAL EXECUTIVE

HLM Selection Committee:

- One year prior to Congress, the National Plenary Conference shall create and approve an Honorary Life Membership Award Selection Committee. The National HLM Selection Committee shall be composed of the National Organizational Chair, one Honorary Life Member from the seat of the National Executive, and the Arch/Eparchial Presidents.

“Call for Honorary Life Membership Nomination” Package

- Letter from National HLM Selection Committee inviting nominations from Arch/Eparchial Executives
- Guidelines for Nominee Applications for HLM Awards
- Summary Sheet for evaluations
- Sample – Biography Summary
- Sample of Letter from Arch/Eparchial Presidents inviting nominations from Branches

Selection Process:

- The National Organizational Chair prepares the “**Call for Honorary Life Membership Nominations**” package for distribution to each Arch/Eparchial President following the National Plenary Conference held one year prior to the National Congress.
- The Arch/Eparchial nominations must be received by the HLM Selection Committee Chair at least six months prior to the National Congress.
- Upon receiving the Arch/Eparchial nominations, the Committee Chair shall forward copies of the applications to the members of the Selection Committee and to the President of the National Executive for further verification to ensure candidates meet criteria and for final approval.
- The Chair of the HLM Selection Committee will communicate the decisions of the Committee.

National Congress Awards Presentation:

- The National Organizational Chair orders the HLM plaques and pins for presentation at the National Congress. Note National President HLM pin has a special bar.
- HLM awards are presented during the National Congress banquet.
 - The candidates and their Arch/Eparchial Presidents are seated together at a reserved table
 - Each Eparchial President introduces their candidate with a short summary of their outstanding service in the UCWLC.
- Following the National Congress, the HLM Selection Committee Chair is responsible to submit biographical summary and photo of each new HLM to Nasha Doroha.

HLM Pins:

- HLM pins for Eparchial recipients are ordered from the UCWLC National Inventory Chair in Winnipeg.
- HLM Past President pin is different. The National “bar” is added to the UCWLC member pin along with the appropriate bar/pin as applicable to the executive positions of the Past President, i.e.: National President, Past Eparchial President, Past Branch President. This pin is also ordered from the UCWLC National Inventory Chair in Winnipeg.

HLM Plaques:

- Specifications of the plaque are:
 - Wood plaque – 9” wide X 12” high – beveled edge

Metal plate for engraving – 7 1/8” wide X 10 1/8” high
Blue metal border – 1/8” around metal engraved plate or 7 3/8” wide X 10 3/8” long
UCWLC pin – 1.5” high

- Obtain a local quote for complete production of the plaque using the above specifications. Most companies that specialize in award/trophy production can produce the entire plaque.
- Complete the template provided in the UCWLC Reference Manual for HLM Eparchial recipients and for the Past National President.
 - *Confirm the name and spelling the recipient wishes to use on the plaque*
- A UCWLC pin (with the pin cut off) will be placed in the space between the Ukrainian English text.

Past National President Icon:

- Order Past National UCWLC President Icon from the UCWLC National Inventory Chair in Winnipeg.
- Have the Past National President Icon framed to her preference.
- Icon and flowers are presented to the outgoing President following election of incoming President.

ARCH/EPARCHIAL EXECUTIVE

Arch/Eparchial HLM Selection Committee:

- The Arch/Eparchial HLM Selection Committee shall be composed of the Arch/Eparchial Presidents and the HLMs from within that Arch/Eparchy.
- Once the “**Call for HLM Nominations**” package is received from the National HLM Selection Committee Chair, the Arch/Eparchial President will provide the Branch Presidents the following:
 - Letter from Arch/Eparchial President inviting nominations from Branch Executive
 - Guidelines for Nominee Applications for HLM Awards
 - Sample – Biography Summary
- Upon receipt of all nominations for HLM, study the criteria governing the award. Review, evaluate and select your Arch/Eparchial nominee using the Summary Sheet as a guideline.
- Advise the selected candidate of her successful nomination.
- Submit the following to the National HLM Selection Committee Chair:
 - name of candidate in English and Ukrainian,
 - biography and photo of the candidate
 - current application fee prescribed by the National Executive, (cheques are to made payable to UCWLC National with the memo indicating HLM application fee.)

BRANCH EXECUTIVE

- Study and review the criteria governing the HLM award with Branch members
- Submit application(s) for eligible candidates from their Branch to their Arch/Eparchial Selection Committee for consideration.
- Applications for nominations must be submitted as per guidelines.

**Guidelines for Nominee applications for Honorary Life Member Awards:
*For use by Branch/Eparchial Executives***

The guidelines provided by the National Executive of the UCWLC state:

- The candidate has been a member of the Ukrainian Catholic Women's League of Canada for 25 years. She has served at the Branch, Eparchial and/or National levels and in these capacities has contributed outstanding service in the organization and accomplishments for development of the UCWLC and in her promotion of the League's goals and aims.
- Each Arch/Eparchy is allowed to nominate one candidate for the HLM award. This distinguished award is granted by the National Executive during the National UCWLC Congress.

The Eparchial/Branch Executives should study the criteria governing the award. The HLM award is not intended to be a reward for the number of years of dedicated service. Members with such dedicated service should be given recognition in some form by the Arch/Eparchy and/or Branch.

The application for nominations for HLM must include a concise biography of the nominee with the focus being on her involvement and accomplishments with the League rather than on her personal life. The biography must clearly highlight the nominee's outstanding service/accomplishments which contributed to the growth and development of the League, making the applicant worthy of the HLM honor.

The nominator must submit a cover letter stating the rationale for the nomination along with the biography of the candidate to the Arch/Eparchial President.

Member Application for Nomination

- Full name of nominee.
- How many years has the nominee been a UCWLC member?
- General information, such as:
 - Place of birth
 - Husband, children, grandchildren, great-grandchildren names (if applicable)
 - Occupation (if applicable)

Attach a detailed list of involvement in each level of the organization (include dates, if possible):

Branch Level:

- Positions held and contributions made as an Executive Officer
- Positions held and contributions made as a Committee Chair
- Other

Eparchial Level:

- Positions held and contributions made as an Executive Officer
- Positions held and contributions made as a Committee Chair
- Other

National Level:

- Positions held and contributions made as an Executive Officer
- Positions held and contributions made as a Committee Chair
- Other

Other Organizations:

- Contributions/experience and/or involvement in the life of the Parish
- Contributions/experience and/or involvement in the Ukrainian community (locally, provincially, nationally and internationally)
- Contributions/experience and/or involvement in other community organizations (locally, provincially, nationally and internationally)
- Recognitions received: medals, certificates, awards, etc.

Additional gifts or skills the nominee demonstrated which would be of benefit to the future of the League as an HLM Resource Person

SUMMARY SHEET

Evaluate each candidate as according to the following categories:

Candidate #1: **NAME** _____

Branch Category: Maximum points to be awarded: 15 Awarded _____

Eparchial Category: Maximum points to be awarded: 15 Awarded _____

National Category: Maximum points to be awarded: 15 Awarded _____

Other Organization Category: Maximum points to be awarded: 15 Awarded _____

Additional gifts/skills Category: Maximum points to be awarded 15 Awarded _____

Total Points score _____

Comments:

Candidate #2: **NAME** _____

Branch Category: Maximum points to be awarded: 15 Awarded _____

Eparchial Category: Maximum points to be awarded: 15 Awarded _____

National Category: Maximum points to be awarded: 15 Awarded _____

Other Category: Maximum points to be awarded: 15 Awarded _____

Additional gifts/skills Category: Maximum points to be awarded 15 Awarded _____

Total Points score _____

Comments:

Candidate #3: **NAME** _____

Branch Category: Maximum points to be awarded: 15 Awarded _____

Eparchial Category: Maximum points to be awarded: 15 Awarded _____

National Category: Maximum points to be awarded: 15 Awarded _____

Other Category: Maximum points to be awarded: 15 Awarded _____

Additional gifts/skills Category: Maximum points to be awarded 15 Awarded _____

Total Points score _____

Comments:

SAMPLE COVER LETTER



ЛІГА УКРАЇНСЬКИХ КАТОЛИЦЬКИХ ЖІНОК КАНАДИ
Крайова Управа

UKRAINIAN CATHOLIC WOMEN'S LEAGUE of CANADA
National Executive

Dear National HLM Selection Committee Members:

Thank you for taking on the HLM Selection Committee for the next Congress. It is one of the nicer tasks.

The National Honorary Life Membership Selection Committee consists of:

- Chair: Josie Vantour, Chair National Organizational Committee
- _____, HLM Saskatoon Eparchy
- 5 Arch/Eparchial Presidents

Attached are the information pages for the HLM Selection process.

1. HLM Selection Process
2. Guidelines for Nominee Applications
3. Summary Sheet
4. Sample Cover Letter for HLM Nominations to Arch/Eparchial Presidents
5. Sample Cover Letter for HLM Nominations for Arch/Eparchial Presidents to send to Branch Presidents
6. Sample Biographical Summary
7. Template Plaque for Arch/Eparchial Recipient
8. Template Plaque for Past National President Recipient
9. Copy of Plaque

These are the timelines I am anticipating:

November 1, 2024 package to National HLM Committee

November 15, 2024 package from National to Arch/Eparchial Presidents

November 30, 2024 package from Arch/Eparchial to Branch Presidents

Arch/Eparchies should establish their Selection Committees before February 1, 2025.

February 1, 2025 submissions from Branches to Arch/Eparchial Selection Committee

April 1, 2025 submissions from Arch/Eparchial Selection Committee to National
HLM Selection Committee

April 15, 2025 selections to Arch/Eparchial Selection Committee for
feedback/confirmation

May 15, 2025 feedback from Arch/Eparchial Selection Committee to National
Selection Committee

June 2025 order pins, plaques, icon, etc.

I know this is a tight turnaround; however, we do have to have time to do a good evaluation of the nominees in each eparchy.

If you are wanting to have an online meeting or work bee, I will happily arrange something. Also, if you have better bio samples for future reference, it can be entered into the manual for future reference.

Thanks for your work in your Eparchy and at the National level. It is greatly appreciated.

Z Богом,
Josie Vantour, HLM Selection Committee



ЛІГА УКРАЇНСЬКИХ КАТОЛИЦЬКИХ ЖІНОК КАНАДИ
Крайова Управа

UKRAINIAN CATHOLIC WOMEN'S LEAGUE of CANADA
National Executive

CALL FOR HONORARY LIFE MEMBER NOMINATIONS (National HLM Selection Committee use)

Eparchial Executives of the UCWLC are invited to submit nomination applications for an Honorary Life Member from their membership. This designation is given to long-time members who have contributed outstanding service in the organization and accomplishments for development of the UCWLC and in their promotion of the League's goals.

Applications for nominations are due no later than _____ (6 months before Congress)

Submit your nomination application to:
_____ Chair, National HLM Selection Committee

Address:

Email:

Phone:

Include in your submission the following:

- Cover letter detailing the contact information of the Arch/Eparchial President, name of nominee in English and Ukrainian, contact information of the nominee and the rationale for the nomination.
- Biography and photo of the nominee

Application fee of \$100 (cheques are to be made payable to UCWLC National with the memo indicating HLM application fee).

If you have any further questions, please do not hesitate to contact me by phone or email as listed above.

We look forward to your submission.

_____ Chair,
National HLM Selection Committee

Attachments: Guidelines for Nominee Applications for HLM Awards
Summary Sheet for evaluations
Sample – Biography Summary
Sample of Letter from Arch/Eparchial Presidents inviting nominations from Branches

(Eparchial Letterhead)

**CALL FOR HONORARY LIFE MEMBER NOMINATIONS
(Eparchial HLM Selection Committee use)**

Branch Executives of the UCWLC are invited to submit nomination applications for an Honorary Life Member from their Branch membership. This designation is given to long-time members who have contributed outstanding service in the organization and accomplishments for development of the UCWLC and in their promotion of the League's goals.

Applications for nominations are due no later than _____ (8 months before Congress)

Submit your nomination application to:
_____ President, Arch/Eparchial Executive

Address:

Email:

Phone:

Include in your submission the following:

- Cover letter detailing the contact information of the Branch President, name of nominee, contact information of the nominee and the rationale for the nomination.
- Biography as outlined in the Guidelines (see attached sample)

If you have any further questions, please do not hesitate to contact me by phone or email as listed above.

Thank you. We look forward to your submission.

_____, President
Eparchial Executive

Attachments: Guidelines for Nominee applications for Honorary Life Member Awards
Sample Biography Summary

SAMPLE – BIOGRAPHY SUMMARY

Full Name of Nominee

UCWLC Member in good standing

1986 – Present

Member at _____Branch, City, Province

Positions, involvement and contributions made as a UCWLC Member at:

Branch

- Past President January 2021 – January 2022
- President January 2015 – January 2021
- Vice-President January 2012 - January 2015
- Secretary January 2009 – January 2012
- Membership, Chair March 1990 – March 1991
- Audit Review Committee, Chair March 1988 – March 1990

List the contributions and achievement made by the nominee that demonstrated outstanding service in the promotion in the league goals at the Branch Level.

Eparchial

- Constitution Committee Chair (AB) January 2012 – December 2014
- Audit Committee Member (AB) January 2009 – December 2011
- Eparchial President (AB) November 1999 – February 2001

List the contributions and achievement made by the nominee that demonstrated outstanding service in the promotion in the league goals at the Eparchial Level.

National:

- Organizational Committee Chair October 2022 – October 2025
- Organizational Committee Chair July 2010 – July 2013
- Vice - President (Eparchial President) November 1999 -February 2001

List the contributions and achievement made by the nominee that demonstrated outstanding service in the promotion in the league goals at the National Level.

Contributions and Involvement in Parish Life

List the positions held and involvement in the Parish and any contributions and achievements..

Contributions and Involvement in Ukrainian Community (local, provincial, national and international)

List the organizations in the Ukrainian community that the nominee was involved in and their contribution and achievements.

Contribution and involvement in other community organizations:

List any other community organizations the nominee was involved in and their contributions and achievements.

Recognitions/Awards Received

List other recognitions/awards received by the nominee.

Additional gifts or skills the nominee has demonstrated which would be of benefit to the future of the League as an HLM Resource Person.

List the personal attributes of the nominee which could be used in the capacity as a Resource Person for the UCWCL. (i.e.: communication skills, knowledge of the organization, leadership, visionary, financial expertise).

Personal Background (as applicable):

Place of Birth

Education/Training:

Date Married:

Church:

Husband's Name:

Children:

Grandchildren:

Hobbies & Interests

Honorary Life Member Plaque (Eparchial Recipient)

ДВАДЦЯТЬ СЬОМИЙ КРАЙОВИЙ КОНГРЕС
ЛІГИ УКРАЇНСЬКИХ КАТОЛИЦЬКИХ ЖІНОК КАНАДИ

НАДАЄ ЗВАННЯ

ПОЧЕСНОЇ ДОВІЧНОЇ ЧЛЕНКИНИ
ЛУКЖК

(ІМ'Я)

ЗА
ВИДАТНИЙ ВНЕСОК У РОЗВИТОК ОРГАНІЗАЦІЇ

(ЕДМОНТОН, АЛЬБЕРТА – 2022)



(TWENTY-SEVENTH) NATIONAL CONGRESS
UKRAINIAN CATHOLIC WOMEN'S LEAGUE OF CANADA

AWARDS THE TITLE OF

HONORARY LIFE MEMBER OF UCWLC
TO

(NAME)

IN GRATEFUL RECOGNITION OF
HER OUTSTANDING CONTRIBUTION
TO THE DEVELOPMENT OF THE ORGANIZATION

(EDMONTON, ALBERTA – 2022)

Honorary Life Member Plaque (Past National President)

(ДВАДЦЯТЬ СЬОМИЙ) КРАЙОВИЙ КОНГРЕС
ЛІГИ УКРАЇНСЬКИХ КАТОЛИЦЬКИХ ЖІНОК КАНАДИ

НАДАЄ ЗВАННЯ

КОЛИШНІЙ НАЦІОНАЛЬНИЙ ПРЕЗИДЕНТ
ЛУКЖК

(ІМ'Я)

ЗА
ВИДАТНИЙ ВНЕСОК У РОЗВИТОК ОРГАНІЗАЦІЇ ЯК
НАЦІОНАЛЬНОГО ПРЕЗИДЕНТА ЛУКЖК

(ЕДМОНТОН, АЛЬБЕРТА – 2019 - 2022)



(TWENTY-SEVENTH) NATIONAL CONGRESS
UKRAINIAN CATHOLIC WOMEN'S LEAGUE OF CANADA

AWARDS THE TITLE OF

PAST NATIONAL PRESIDENT HLM TO

(NAME)

IN GRATEFUL RECOGNITION OF
HER OUTSTANDING CONTRIBUTION
TO THE DEVELOPMENT OF THE ORGANIZATION AS
UCWLC NATIONAL PRESIDENT

(EDMONTON, ALBERTA – 2019 - 2022)



APPROVED

HONORARY PRESIDENT

Honorary President

That the title of Honorary President, presently held by our first National Executive President, Mary Dyma, to be a one-time award, and shall not be awarded again. - *Plenary Conference September 21 – 23, 1990, Winnipeg*

Note: *Decision of Plenary Conference in Toronto (1981-82-83) was: that the title of honorary president or member may be conferred by the Congress of the UCWLC at the proposal of National Executive. The title of Honorary President may not be conferred by the Congress to another president of the National Executive if the former is still living.*

ICONS

OFFICIAL ICON: The Mother of God of Pochaiv

In 1979, the UCWLC National Plenary officially adopted the icon of “Our Lady of Pochaiv” for the Organization

THE MIRACULOUS ICON OF POCHAIV

Many icons have become miraculous through the intercession of the persons they represent when people experience the healing power of Jesus, or the supernatural intervention in times of danger. Such an icon is The Mother of God of Pochaiv.

The city of Pochaiv (Ukraine) has long been famous for the Pochaivska Bohorodytsia (the Pochaiv Mother of God) and again in the 16th century the fame of Pochaiv was renewed when the first miracle associated with the icon occurred in 1597. This is what happened.

It is recorded that a wealthy woman, Anna Hoyska, brought for herself an icon from Constantinople. This icon remained in her home for 38 years, when it was brought to her attention that the icon gave off an unusual brightness. She immediately thought that the icon must be miraculous. She advised her nephew Philip Kozynsky, who had been born blind to pray before the icon for sight. And sight was given to him. Anna Hoyska then understood that she could not keep the icon in her home and in 1597 she gave the icon to the Basilian monks at the Pochaiv monastery. However, after her death (she had no children of her own) a Lutheran heir Andriy Firley who did not acknowledge her will, attached the monastery, removed the icon along with other treasures. After 20 years, the superior of the monastery, by court procedure won back the custody of the icon. It was then returned to the Church of the Assumption of the Blessed Virgin Mary, the church of the monastery.

The icon became known and people came from far and near to pray and glorify the Holy Mother of God – beseeching Her graces which she gave out benevolently. By 1661 they started to record the many miracles. The most famous miraculous intervention was the saving of the monastery from an onslaught of the Tartars (Turks). The monastery of Pochaiv was built on a hill and served as a fortress. People took refuge in times of eminent danger of an enemy attack. It appeared now that the end was near to all those who were housed in the monastery. The monks together with all others who were there began their fervent prayers to the Holy Mother of God. As they were singing a hymn in Her honour the heaven opened up and there appeared the Mother of God. She stood above the church and spread out her omophorion, or cape in protection. Seeing the miraculous vision, the attackers retreated from the monastery. This event was immortalized in a popular folk ballad.

Since 1674 it was generally known that tears flowed from the icon of Pochaiv Mother of God. In June 1770m Bishop Sylvester Rudnycky-Lubienychky conducted an official investigation of the miracles that has occurred at Pochaiv and declared them valid. In 10 years, there were 593 recorded miracles. Based on these findings, on May 1, 1773, the Apostolic See issued a decree granting permission to crown the Pochaiv icon. The coronation was magnificent. Over 100,000 people and over 1,000 catholic priests participated in the coronation.

Then came a time of tragedy and sadness. Ukraine who at this time was under the Polish rule, was invaded by the Muscovites. A Process of destroying Ukrainian Catholic churches began. At that time in three provinces, 145 Basilian monasteries were liquidated, and monks fled before the Russians, they took with them the Pochaiv icon. Whether they took the original and left an exact copy or took a copy and left

the original is difficult to confirm. However, we can be sure of one thing they took with them affection and devotion to the Pochaiv Mother of God.

A reproduction of “Our Lady of Pochaiv” by artist DeFillippi is housed at SS Peter & Paul Ukrainian Catholic Church administered by the Basilian Fathers (Mundare, Alberta, Canada)

UCWLC Icon for Past Presidents

Overview:

National Plenary Conference, in Edmonton, September 1979 resolved to commemorate the 35th Anniversary of UCWLC (1944-1979) as a national organization. To do this, it chose to increase the devotion and veneration of the Mother of God by adopting a Standing Rule to present the out-going UCWLC presidents with a copy of the Mundare Icon of the Mother of Pochaiv.

Beginning in 1979, the outgoing UCWLC presidents, at all levels (Branch, Eparchial, National) shall be awarded with the Holy Mother of God of Pochaiv icon. To differentiate the UCWLC levels, the icons would be of three different sizes, with the largest icon for the out-going president of the National Executive, the medium sized for the Arch/Eparchial President and the smallest for the Branch President.

The icon of Pochaiv was chosen because at one time Pochaiv was the centre of Ukrainian Catholic life. Pochaiv is the light for all Ukraine – it is in the history and in songs. The icon of Holy Mother of God of Pochaiv is venerated by both, Ukrainian Catholics and the Orthodox.

President Lena Sloboda requested permission from the Basilian Fathers in Mundare to make photo reproduction of the original. Father superior Damien Weleschuk, OSBM, granted permission with the understanding that these icon prints would be for the membership of the UCWLC and not for sale. Walter Pulyk of Edmonton was commissioned to photograph the Icon, producing a remarkable print of the high-grade quality with vivid colours. The National Executive of the UCWLC retains the negative and continues to make prints for out-going UCWLC presidents.

Policy

The outgoing UCWLC presidents, at all levels (Branch, Eparchial, National) shall be awarded with the Holy Mother of God of Pochaiv icon. To differentiate the UCWLC levels, the icons would be of three different sizes, with the largest icon for the out-going president of the National Executive, the medium sized for the Arch/Eparchial President and the smallest for the Branch President

Procedure:

The icons are available from the Inventory Chair (see Inventory Section). They should be framed for presenting to the out-going President. The immediate Past President makes the presentation at the AGM, Convention or Congress.

Newly Elected National President

At present the National Executive and some Eparchial Executives have an ambulant icon of the Holy Mother of God. This icon is presented to the newly elected president and remains in her home for the duration of her tenure as president and on election day it is again presented to the newly elected president.

INSTALLATION OF NEWLY ELECTED EXECUTIVE CEREMONY

At the National Plenary Conference in 1999 were to develop an installation service ceremony and at the National Plenary Conference in 2001, the book with the newly written ceremony was introduced but needed to be officially accepted by the National Executive.

This Blessing can be done following the Branch AGM, Arch/Eparchial Convention and National Congress. Or it can be done at a special Divine Liturgy organized at a later date and dedicated to the members and the organization.

OPTION 1

Spiritual Advisor:

We have assembled here to install the Executive Officers and Committees of the Ukrainian Catholic Women's League of Canada (name of Branch in the Arch/Eparchy of _____).

Each of you has accepted your duties, responsibilities, and privileges of your offices. Let us now ask the Heavenly Father to help you carry out the work of the Ukrainian Catholic Women's League of Canada. In so doing, may your hearts always retain the bright light of your ideals - the most important of which are the love of God, our Church and our People.

In the presence of your sister members, you are being asked to indicate your willingness to accept the demands of these positions. By displaying a sincere love of God, your church and your people you will further the ideals of the organization.

Do you pledge yourselves to accept these offices?

Executive and Committee Members (in unison):

I accept my designated office and I solemnly pledge to fulfill the duties of this office to the best of my ability.

Everyone Prays (in unison):

Eternal Father, help us to understand one another, so that we may harmoniously work together for the benefit of our Country, Church and People. Help us also, O Lord, to remain grateful for the many blessings we have received and to remember that from those who received more, more is expected.

Most Holy, Most Pure Mother Mary, we humbly beseech you to take care of our organization which we have placed under your special patronage, with the same tender love you showered upon your Son, our Lord Jesus Christ.

Spiritual Advisor:

Bless this Executive and Committee members who have just pledged their loyalty and service to your Son through the Ukrainian Catholic Women's League of Canada, bless them with zeal, prudence, and love for all. We also pray that you will reward the retiring Executive and Committees for their hard work and

their many sacrifices. You watched over them during their term of office and now Heavenly Mother reward them and gently guide their future efforts.

Bless each and every member of the UCWLC. May each one of them always be ready to help and to do her share in all undertakings of this organization. May the UCWLC grow and flourish and become a shining example for all. We also pray that you, our Blessed Theotokos, will sow the seed of your Son's love in each of their generous hearts. Through these graces, we are confident that all responsibilities will be fulfilled, and goals accomplished.

Everyone: Amen "O Spomahay Nas"

OPTION 2

Spiritual Advisor: We have assembled here to install the officers of the Ukrainian Catholic Women's League of Canada, in the _____

Announcer: For the position of President, we present _____

Spiritual Advisor: _____, your sister members of the Ukrainian Catholic Women's League have conferred upon you a great and unique honour by choosing you as their President for the _____ term.

The members have chosen you as their leader because they believe in your integrity of your character, in your loyalty to the ideals of our sisterhood and in your ability to lead them.

The ideals of the organization are beautiful and the reason for its formation and existence are many. The UCWLC requires that we develop:

- Women whose hearts will be pure and clean.
- Women whose aspirations will be high.
- Women who will master themselves before they seek to master others.
- Women who will learn to laugh yet never forget how to weep.
- Women who will reach into the future, yet never forget the past.

In the Ukrainian Catholic Women's League, we learn to stand up to the storm of life while at the same time showing compassion for those who have fallen under these storms and pressures.

The Ukrainian Catholic Women's League, through its programs, aims and objectives, strive to instill in each member a deep love and respect for our church, our God, and our People. When we stand together in service and prayer, we accept Christ's invitation to "Come Follow Me".

As President, _____, all other officers and committees will turn to you for guidance and assistance. With every privilege, there is a responsibility and yours is leading the destinies of the Ukrainian Catholic Women of Canada.

In accepting the office of President, do you pledge yourself to those obligations?

President: I accept the office of President and solemnly pledge to fulfill the duties of this office to the best of my ability.

Retiring President:

Comes forward to present Icon & gavel and says: On behalf of the Ukrainian Catholic Women's League of Canada, I present you with this gavel. It is a symbol of authority. It is a token of the trust that we hold in you.

(Incoming President accepts gavel and says, "Thank you" and both return to their places)

Announcer: For the position of Vice-Presidents, we present _____, _____ & _____.

Spiritual Advisor: _____, _____, _____ you have been elected Vice-Presidents of the Ukrainian Catholic Women's League, Eparchy of Canada. This also is a

high honour which is being conferred upon you. Your duties will be to assist the President, and to take over her duties in her absence. In addition, your special duty will be to attract and invite other women to become members of your organization. You must also always foster and promote unity among the members. In accepting this office of Vice-President, will you pledge yourself to assume these duties and accept these obligations?

Vice-Presidents in unison: I accept the office of Vice-President and solemnly pledge to fulfill the duties of this office to the best of my ability.

Retiring Vice-President:

Comes forward and presents a copy of the Constitution to the incoming Vice-Presidents and says: On behalf of the Ukrainian Catholic Women's League of Canada, I present to you this Constitution as a symbol of your duties in the guidance of our members and a reminder of the traditions and courtesies of our organization.

(Vice-Presidents accept the copies of the Constitution and say "Thank you", then all return to their places.)

Announcer: For the position of Secretary, we present: _____ and _____

Spiritual Advisor: _____ and _____, having been elected as Secretaries of the Ukrainian Catholic Women's League of Canada, your duties will be to accurately record all activities of your organization. You shall record these activities in the minutes which relate to each meeting, and you shall also ensure that all required correspondence is attended to accurately and promptly. Do you pledge yourself to carry out this responsibility?

Incoming Secretaries in unison: I accept the office of Secretary and solemnly pledge to fulfill the duties of this office to the best of my ability.

Retiring Secretary:

Comes forward to present the minute books, letterhead and correspondence protocol policies and says: I present you these items where you will record a full and accurate report of our meetings and activities. They are the historical records of our League and the tools by which we correspond with our members and other members of our community.

(Secretaries accept items, say "Thank you" and return to their places")

Announcer: For the position of Treasurer, we present _____.

Spiritual Advisor: _____, as Treasurer of the Ukrainian Catholic Women's League, you must look after the Finances of this organization. You are required to keep an accurate account book of money received and of expenditures made. It is your responsibility to oversee all financial transactions and to give prompt attention to all our financial obligations. Will you pledge yourself to that conscientious fulfillment of these duties?

Incoming Treasurer: I accept the office of Treasurer and solemnly pledge to fulfill the duties of this office to the best of my ability.

Retiring Treasurer:

Comes forward to present account book and says: On Behalf of the Ukrainian Catholic Women’s League of Canada, I present to you our financial records. This book has been audited and balanced and is now entrusted to your care with full confidence in your integrity.

(Treasurer accepts financial records, says Thank you and both return to their places).

Spiritual Advisor: Each of you has accepted your duties, responsibilities and privileges of your offices. Let us now ask our Heavenly Father to help you carry out the work of the Ukrainian Catholic Women’s League. In doing so, may your hearts always retain the bright light of your ideals – the most important of which are the love of God, our Church and our People.

(Past President passes the white candle to the newly installed President)

Spiritual Advisor: When white light passes through a crystal it comes out on the other side in the colors of the rainbow – red, orange, yellow, green, blue and violet. The first Ukrainian woman to light a candle before God for the Ukrainians was Saint Olga and that light has shone forth throughout the ages without a flicker. The key to maintaining this light and enhancing our religious life is in the hands of the Ukrainian women, who must look to and imitate the Blessed Mother as a model of spirit and strength.

The red candle is lit from the white candle.

Spiritual Advisor: The red ray of the white light passing through the prism signifies courage – that courage before which all difficulties disappear, and obstacles vanish.

The orange candle is lit from the red candle.

Spiritual Advisor: The orange ray of white flame is loyalty – that which keeps us true and steadfast to an obligation.

The yellow candle from the orange candle.

Spiritual Advisor: The yellow of the white flame passing through the prism signifies a pure heart – that which is necessary for spiritual life.

The green candle is lit from the yellow candle.

Spiritual Advisor: The green light represents the true wisdom and strength which resides in God and is revealed to us through the Gospels.

The blue candle is lit from the green candle.

Spiritual Advisor: The blue light signifies meekness, simplicity and humility – the precepts through which we shall inherit the earth.

The violet candle is lit from the blue candle.

Spiritual Advisor: The violet of the white flame shall be faith, spirituality and holiness which guide and sustain us in our earthly journey. As St. John of the Cross said “Faith is the Marriage of God and the Soul. The dark night of the soul comes when you lose faith and your friends in Gethsemane have fallen

asleep and all others are seeking your downfall. Pray that this will never happen to the members of the Ukrainian Catholic Women's League.

(Pause so that the Members may raise their candles)

Spiritual Advisor: You now behold in all these colors the rainbow of your virtues. The red of courage, the orange of your loyalty, the yellow of your purity, the green representing wisdom and strength, the blue representing simplicity and humility and the violet representing your faith and spirituality. These 6 flames which you now bear within your hearts shall be visible to the world only as the white light of love, which shall shine around and through your lives and in your purpose and ideals.

Presentation of Committee Members by New President

Spiritual Advisor: In the presence of your Executive and sister members, you are being asked to indicate your willingness to accept the demands of these positions and in so doing, carry on the work of the Ukrainian Catholic Women's League. By displaying a sincere love of God, your Church, and your People, you will further the ideals of this organization. Do you pledge yourselves to accept these offices?

ALL COMMITTEE MEMBERS: I accept my designated office and I solemnly pledge to fulfill the duties of this office to the best of my ability.

Everyone prays in unison: Eternal Father, help us to understand one another, so that we may harmoniously work together for the benefit of our Country, Church and People. Help us also, O Lord, to remain grateful for the many blessings we have received and to remember that from those who have received more – more is expected.

Most Holy, Most Pure Mother Mary: We humbly beseech you to take care of our Organization which we have placed under your special patronage, with the same tender love that you showered upon your son, our Lord and Saviour, Jesus Christ.

Spiritual Advisor: Bless this new Executive who has just pledged their loyalty and service to your Son through the Ukrainian Catholic Women's League. Bless them with zeal, prudence and love for all. We also pray that you will reward those retiring from the Executive for their hard work and their many sacrifices. You watched over them during their term of office, and now Heavenly Mother, reward them and gently guide their future efforts.

Bless each member of the UCWLC. May each one of them always be ready to help and do her share in all undertakings of this organization. May the UCWLC grow and flourish and become a shining example for all other organizations in our Eparchy. We also pray, Dear Mother, that you will sow the seed of thy Son's love in each of their generous hearts. Through these graces, we are confident that their responsibilities will be fulfilled, and their goals accomplished. Amen.

O Spomahay Nas

INSURANCE

Insurance Coverage is provided by:
Aviva Insurance Company of Canada
One London Place, Suite 1500
255 Queens Ave.
London ON N6A 5R8

Broker:
Westland Insurance Group Ltd. (formerly Vachon Insurance)
200 - 5468 Dundas St. W.
Etobicoke ON M9B 6E3
Phone: 416-239-3373
Email: etobicoke@westlandinsurance.ca

Policy Number 811762602
Current coverage: February 17, 2023 - February 17, 2024
Coverage: Third Party Liability & Cyber Suite Insurance

Procedure: When the Renewal Notice is received, the National President will review the information to ensure it is correct, make any necessary changes and forward the invoice to the National Treasurer to make the payment.

UCWLC's Policy

UCWLC branch and members have third party liability coverage under UCWLC's policy with Aviva Insurance Company of Canada. This means that if, in the course of your operations, someone is hurt or injured because of any negligence or other fault on the part of a UCWLC member, the insurance coverage would pay that someone compensation for the injury.

For example, if one of your members spills tea on a patron at your bake sale, insurance would compensate that person for "pain and suffering" and for loss of income if he/she had to take some days off work. Similarly, the insurance will provide compensation if someone gets food poisoning from food prepared by the UCWLC or falls and breaks a hip at a UCWLC event because the floor is oily/greasy.

This liability coverage would apply to all types of undertakings in the course of normal UCWLC operations (which would include food preparation and sales). There is no insurance coverage if there is non-compliance with any law, rule, regulation, or guidance, applicable in the jurisdiction where they operate. For example, if they are preparing and serving food, but do not have the appropriate license, the insurance would not provide coverage

No First Party Injury Coverage

It is important to understand that the insurance coverage is only extended to someone who has a claim at law against the UCWLC or one of its members for an injury to person or property caused by a negligent act or fault on the part of a UCWLC member. It is not like Worker's Compensation which provides coverage if you are "injured on the job". Therefore, if someone hurts her back while removing holubtsi from the oven, there is no coverage for that injury.

INVENTORY

National Inventory List and Prices:

UKRAINIAN CATHOLIC WOMEN'S LEAGUE OF CANADA INVENTORY – July, 2024

<u>AWARDS & PINS</u>	<u>PRICE</u>	<u>INVENTORY</u>
Ment Certificates 25 Years – English & Ukrainian	\$ 2.50	14 Eng. 26 Ukr.
Years of Service Pins	\$ 8.00	
10 years	"	128
15 years	"	187
20 years	"	159
25 years	"	739
30 years	"	243
40 years	"	447
50 years	"	246
60 years	"	42
65 years	"	114
70 years	\$20.00	29
<u>The following 4 items need to be assembled—we have the bars and logos with loops in stock</u>		
Archeparchial Past Pres. Pin (one bar) was also a Branch Pres.	\$37.50	3
Eparchial Past Pres. (one bar) was also a Branch Pres.	\$37.50	20
Past Nat. Pres. Who was also an Arch Eparch. Pres. (two bars)	\$40.00 assembled as needed	
Past Nat. Pres. But was not an Arch/ Eparch. Pres. (one bar)	\$37.50 Assembled as needed	
Branch President Pin (Badge)	\$20.00	17
Past Branch President Pin	\$ 7.00	268
Membership Pin	\$ 6.50	329
HLM Pin	\$15.00	16
Spiritual Advisor's Pin	\$ 5.00	73
<u>CARDS & ENVELOPES</u>		
Mother of God of Pochaiv All Occasion Blank cards(50 or more \$0.30 ea. Or \$0.75 ea.		402
Mother of God of Pochaiv Get Well Cards	\$1.00	222
Odibitria All Occasion blank cards (50 or more \$0.30 ea.)	\$ 0.60	1270
Oranta Get Well cards	\$0.50	98
UCWLC Emblem All Occasion blank cards (50 or more \$0.30 ea.)	\$ 0.50	132
<u>ICON PRINTS</u>		
Mother of God of Odibitria 8 x 10	\$20.95	9
Mother of God of Pochaiv 8 x 10 (for outgoing Branch Presidents only)	\$10.00	47
Mother of God of Pochaiv 11 x 14 (for outgoing Arch/ Eparch. Pres. only)	\$51.95	21
Mother of God of Pochaiv 16 x 20 (for outgoing Nat. Presidents only)	\$82.50	5
Mother of God of Vyshorod 8 x 10	\$20.95	14
Stickers are available for the back of the "Mother of God of Pochaiv" icons	N/C	60
<u>NOTE: These costs are for the Icon print only, framing costs are extra and are done by the Arch/eparchy</u>		
<u>OTHER</u>		
"Growing Together in Faith:--Spiritual Development (2004)	\$4.00	80
" The Ukr. Catholic Church"-- a brief overview of origins & practices	\$5.00	34
" Icon Corners" Pamphlets-- English & Ukrainian	N/C	1800 Eng. 600 Ukr.
Rosaries	\$15.00	138

UCWLC (2006) Brochures (orange/ brown-- bilingual)	N/C		237
UCWLC -Branch Executive Handbook (2010-- outdated)	N/C	Eng. 4	Ukr. 19
UCWLC League Day Tag Day stickers --250 per roll	N/C		33
UCWLC Constitution & Bylaws (outdated) --2003	N/C		36
UCWLC Constitution & Bylaws (outdated) -- 2003- 2007	N/C		454
UCWLC Brochures (English only blue/white (old ones)	N/C		4200
UCWLC Bookmarks	N/C		100

FORMS

Form for recording a Deceased UCWLC member-- English	N/C		113
Application for Membership form-- English	N/C		87
Application for Membership form-- Ukrainian	N/C		125
Membership Transfer form -- English	N/C		73
Membership Transfer form-- Ukrainian	N/C		150

These forms are reordered as needed from *The Standard Press* in Winnipeg.

The prices listed are what is paid to the National Treasurer by the Archeparchial/ Eparchial Treasurer when Branches make their purchases through their Inventory chairs from the Inventory office in Winnipeg.

Process for Ordering from the National Inventory

The Arch/Eparchial Inventory Chair will request items from the National Inventory Chair. The National Inventory Chair will mail items to the Arch/Eparchy with the invoice. The National Inventory Chair will also send a duplicate of the invoice to the National Treasurer for their records and to follow up for payment from the Arch/Eparchy.

The Arch/Eparchial Treasurer will send payment for the invoice to the National Treasurer.

Process for Ordering from the Arch/Eparchial Inventory

Each Arch/Eparchial Executive will have their own list of Inventory and Prices.

The Branches will request items from the Arch/Eparchial Inventory Chair. The Arch/Eparchial Chair will mail items to the Branches with the invoice. The Arch/Eparchial Inventory Chair will also send a duplicate of the invoice to the Arch/Eparchial Treasurer for their records and to follow up for payment from the Branch.

The Branch Treasurer will send payment for the invoice to the Arch/Eparchial Treasurer.

NATIONAL RUSHNYK OF UNITY

Plenary Meeting, April 2008, Edmonton

65th Anniversary of the UCWLC - April 2008, Edmonton

To commemorate the 65th Anniversary of UCWLC

- A Ukrainian/Canadian Iconographer be commissioned to write an Icon modeled on the Zuravitsi Icon.
- That the Cultural Committee of the National UCWLC, with proper research, start the project to construct and embroider a special “Rushnyk” to serve as a Banner, reflecting all Branches. Choice of design will be left to the Cultural Committee.

Pre-Congress Plenary Meeting, July 2010, Edmonton

National Rushnyk of Unity

Elsie Kawulych, Cultural Committee Chair, presented an in-depth review of the Rushnyk. The Metropolitan will bless the Rushnyk at the Congress and all Presidents are invited to come to the front for the Blessing. This Rushnyk will serve as a symbol to strengthen our Unity as an organization coast to coast.

Plenary Meeting, June 2011, Saskatoon

Rushnyk of Unity

The National Executive of the UCWLC and Eparchial Presidents or their delegates have the responsibility of exhibiting the Rushnyk at public functions to ensure its safe keeping yet expose its educational value to a maximum audience and at the same time underscore the values embodied in the League’s Mission Statement.

PLAQUES

OVERVIEW

Plenary Decision 2014

- The National Executive will continue to offer a plaque to UCWLC Branches on the Branch's significant anniversary beginning with the 25th anniversary and in increments of five years, upon the request of the Branch. National and Arch/Eparchial Executives will share the cost equally. The National Executive will pay for the Arch/Eparchial plaque upon the request of the Arch/Eparchy.

Plenary 2020

- There are several versions of the special anniversary/occasion plaques floating around. National Organization Chairperson is to standardize these plaques and procedures to produce a plaque reflective of the professional image of the UCWLC.
- The National Executive special anniversary/occasion plaques were initiated to commemorate milestone occasions of our UCWLC Branches. Those Branches celebrating such special occasions are encouraged to make a request to their Eparchial UCWLC Organizational Chairperson to receive a commemorating plaque. The cost of the plaques will be shared equally by the National and Eparchial Executive committees.

PLENARY – September 21, 2024

The National Organizational Committee wishes to clarify and amend the policy regarding special anniversary plaques. In this regard, the Committee submits the following proposal:

POLICY:

- The National Executive will continue to offer a plaque to UCWLC Branches on their significant anniversary beginning with the 25th and in increments of 25 years, upon the request of the Branch. National and Arch/Eparchial Executives will share this cost.
- The National Executive will continue to offer a plaque to the Arch/Eparchies on their significant anniversary beginning with the 25th and in increments of 25 years, upon the request of the Arch/Eparchial Executive. National Executive will cover this cost.

PROCEDURE:

Branch:

Provide the Arch/Eparchial Organizational Chairperson with the following at least 3 months in advance:

- 1) The name of the Branch/Church in English and in Ukrainian. Use the legal name, (sometimes we call the Church St. Mary, but the correct name might be Dormition of the Mother of God).
- 2) The location of the Branch (city or town)
- 3) Indicate what anniversary year is being recognized

Arch/Eparchial Executive:

Arch/Eparchial Organizational Chairperson will:

- 1) Complete the template as provided in the UCWLC Reference Manual

****Ensure the spelling of the Branch/Church is the correct legal name, English & Ukrainian.**

****Confirm the name and spelling that the National and Arch/Eparchial Presidents wish to have on the plaque.**

- 2) There will be a space between the Ukrainian text and the English text. Arch/Eparchial Organizational Chairs to provide a UCWLC pin (with the pin cut off) to be placed in the space in the centre of the plaque.
- 3) Specifications of the plaque are:
 - Wood plaque – 9” wide X 12” high – beveled edge
 - Metal plate for engraving – 7 1/8” wide X 10 1/8” high
 - Blue metal border – 1/8” around metal engraved plate or 7 3/8” wide X 10 3/8” long
- 2) Obtain a local quote for complete production of the plaque using the above specifications. Most companies that specialize in award/trophy production can produce the entire plaque.
- 3) Send the quote along with the plaque template to the National Organizational Chairperson for their review and approval.
- 4) Upon receiving National Executive approval, place your order to have the plaque produced.

National Executive:

National Organizational Chairperson will:

- 1) Review the template provided by the Eparchial Organizational Chairperson for spelling of names, positions, and dates.
- 2) Review quote for reasonability
- 3) If all is correct, provide the National Executive approval along with invoicing procedures to the Arch/Eparchial Organizational Chairperson

Upon completion of the plaques the Eparchial Treasurer is to send a request for reimbursement, along with a copy of the invoice, to the National Treasurer for ½ of the cost.

КРАЙОВА УПРАВА
ЛІГИ УКРАЇНСЬКИХ КАТОЛИЦЬКИХ ЖІНОК КАНАДИ
СЕРДЕЧНО ВІТАЄ ЧЛЕНКИНЬ ВІДДІЛУ ЛУКЖК

(Insert proper name of Branch Only)
(location of Church)

З НАГОДИ ()-ЛІТНЬОГО ЮВІЛЕЮ ВАШОГО ВІДДІЛУ

СКЛАДАЄМО ВАМ ПРИЗНАННЯ І ПОДЯКУ ЗА ВАШУ ЖЕРТВЕННУ
ПРАЦЮ ДЛЯ ДОБРА НАШОЇ ЦЕРКВИ ТА
ОРГАНІЗАЦІЇ ЛІГИ УКРАЇНСЬКИХ КАТОЛИЦЬКИХ ЖІНОК КАНАДИ

“ДЛЯ БОГА І НАРОДУ”

ХАЙ БОГ БЛАГОСЛОВИТЬ ВАС НА МНОГІ ЛІТА!

(*year*) *Insert UCWLC Pin* (*year*)

THE UKRAINIAN CATHOLIC WOMEN’S LEAGUE OF CANADA
IS HONOURED TO GREET MEMBERS OF THE

(Insert name of Branch)
(Location of Church)

ON THE OCCASION OF THEIR () ANNIVERSARY

WE RECOGNIZE AND EXTEND OUR GRATITUDE FOR YOUR
DEDICATED SERVICE TO OUR UKRAINIAN CATHOLIC CHURCH AND THE
UKRAINIAN CATHOLIC WOMEN’S LEAGUE OF CANADA

“FOR GOD AND THE PEOPLE”

MAY GOD BLESS YOU WITH MANY HAPPY YEARS!

NATIONAL PRESIDENT

EPARCHIAL PRESIDENT

Completed sample for National Organizational
КРАЙОВА УПРАВА
ЛІГИ УКРАЇНСЬКИХ КАТОЛИЦЬКИХ ЖІНОК КАНАДИ
СЕРДЕЧНО ВІТАЄ ЧЛЕНКИНЬ ВІДДІЛУ ЛУКЖК

СВ. ПЕТРА Й ПАВЛА
МОНДЕР, АЛЬБЕРТА

З НАГОДИ 75-ЛІТНЬОГО ЮВІЛЕЮ ВАШОГО ВІДДІЛУ

СКЛАДАЄМО ВАМ ПРИЗНАННЯ І ПОДЯКУ ЗА ВАШУ ЖЕРТВЕННУ
ПРАЦЮ ДЛЯ ДОБРА НАШОЇ ЦЕРКВИ ТА
ОРГАНІЗАЦІЇ ЛІГИ УКРАЇНСЬКИХ КАТОЛИЦЬКИХ ЖІНОК КАНАДИ

“ДЛЯ БОГА І НАРОДУ”

ХАЙ БОГ БЛАГОСЛОВИТЬ ВАС НА МНОГІ ЛІТА!

1945 *Insert UCWLC Pin* 2020

THE UKRAINIAN CATHOLIC WOMEN’S LEAGUE OF CANADA
IS HONOURED TO GREET MEMBERS OF THE

STS. PETER AND PAUL UCWLC
MUNDARE, ALBERTA

ON THE OCCASION OF THEIR 75th ANNIVERSARY

WE RECOGNIZE AND EXTEND OUR GRATITUDE FOR YOUR
DEDICATED SERVICE TO OUR UKRAINIAN CATHOLIC CHURCH AND THE
UKRAINIAN CATHOLIC WOMEN’S LEAGUE OF CANADA

“FOR GOD AND THE PEOPLE”

MAY GOD BLESS YOU WITH MANY HAPPY YEARS!

Barbara Hlus
NATIONAL PRESIDENT

Mary Ann Phillips
EPARCHIAL PRESIDENT

SCHOLARSHIPS

MARY DYMA RELIGIOUS STUDIES SCHOLARSHIP FUND

Overview:

At the National Plenary Conference in 2000, the National UCWLC established the Mary Dyma Scholarship Fund. The scholarship in the amount of \$350 was to be awarded annually from the interest accrued in the Mary Dyma Fund to a female applicant enrolled in a religious studies course offered through an accredited program. The Mary Dyma Scholarship Awards Committee was established comprised of the Past National President, one member from the Archeparchy of Winnipeg and one member from the Eparchy of Saskatoon.

The value of the scholarship was increased to \$500 in 2003 and then to \$1000 in 2006.

At the 2014 National Plenary Conference, it was affirmed that the UCWLC National Scholarship Selection Committee was comprised of the Chair (*from the National Executive*) and one member from each Arch/Eparchy.

Advertisement formulations in recent years:

The Mary Dyma Religious Studies Scholarship is offered to a lay woman of Ukrainian Catholic descent who is enrolled in religious studies at the graduate level.

The National UCWLC is offering one scholarship of \$1000 to a lay woman of Ukrainian Catholic descent who is planning to enroll in Religious Studies at the graduate level. (ND vol. 77)

The Mary Dyma Religious Studies Scholarship is offered to a lay woman of Ukrainian Catholic descent who is enrolled in religious studies at the post-secondary level. (ND vol. 79-82)

The Mary Dyma Religious Studies Scholarship is offered to a lay woman who is a member of a Ukrainian Catholic Church in Canada who is enrolled in Religious Studies at the graduate level. (ND vol. 84)

PLENARY – September 21, 2024

The National Scholarship Selection Committee wishes to clarify the criteria for this scholarship and policies that relate to it. In this regard, the Committee submits the following proposal:

POLICY:

Eligibility Criteria & Requirements

- The applicant must be a **lay** woman who is a member of a Ukrainian Catholic Parish in Canada.
- The applicant must be enrolled in a course or courses of Catholic or Eastern Christian studies offered through an accredited program in a post-secondary educational institution.
- The same individual may apply more than once and in succeeding years.
- An individual may be awarded the scholarship more than once.
- The applicant must use the application form available on the UCWLC website.
- The application must be accompanied by three letters of reference: one from an educator, one from a church representative who is familiar with the applicant, and one from the parish priest.
- The applicant must provide an official confirmation of enrollment from the post-secondary institution.

- The applicant must provide an official transcript from the immediately preceding academic year.
- The deadline for applications is May 31st of each calendar year.
- Applications must be submitted by electronic mail and must be received on or before the deadline date.

Amount

- The value of the scholarship to be awarded annually is \$1,000.00.
- The National Scholarship Selection Committee may, at its discretion, increase the amount of the scholarship or offer two scholarships in any particular year if the income from the scholarship fund justifies such action.

Process / Selection

- The scholarship will be awarded by August 31st.
- The scholarship is awarded at the discretion of the National Scholarship Selection Committee.
- Factors that will be considered: academic achievement, parish/community involvement
- The National Scholarship Selection Committee is not obliged to award the scholarship if there are no applicants who meet the eligibility criteria.
- The decision of the National Scholarship Selection Committee is final.

REPLENISHING / GROWING THE FUND

Branches may submit contributions to replenish or increase the Fund, as the case may be, if they wish to do so. The amount of the contributions is at the discretion of the Branch members.

Note: Since there are currently adequate funds in the Mary Dyma Religious Studies Scholarship Fund, contributions from the Branches to this fund have been suspended until further notice from the National Executive.

PROCEDURE:

Responsibilities of the National Scholarship Chair:

- 1) Call a meeting of the committee to review policy and procedure.
- 2) Ensure website information regarding the Scholarship is correct.
- 3) Submit scholarship ads to the Nasha Doroha editor to be published in the Nasha Doroha Journal.
- 4) Request the National Media/Communication Chair to assist with communicating the scholarship advertisements.
- 5) Collect applications and forward them to the committee members.
- 6) Schedule a meeting to discuss and evaluate the applications received and select the successful candidate. The committee has the authority to award two scholarships of \$1000 each, if two candidates of equal qualification apply and the income from the funds is sufficient.
- 7) Notify the successful candidate and all other applicants. (See attached sample letter)
- 8) Notify the National Executive Treasurer to issue the scholarship cheque along with a letter to the recipient, which asks the recipient to submit a picture and a short write up to be published in the Nasha Doroha Journal.
- 9) Prepare a written report for National Executive meetings, Plenary Conferences and National Congresses.

Responsibilities of the Arch/Eparchial Representative on the Committee:

- 1) Attend meetings of the Scholarship Committee
- 2) Submit advertisements regarding the scholarships in their respective Arch/Eparchies and keep a record of where advertisements were placed.

- 3) Contact Branch Presidents with scholarship information for advertising and donating purposes.
- 4) Evaluate applications received and participate in the selection process.

Branch Executive:

- 1) Provide Branch members with the information received from the Arch/ Eparchial Scholarship Representative regarding the Mary Dyma Religious Studies Scholarship Fund at their General Meeting.
 - a) Consider contributing to the scholarship fund as per suggested guidelines or as members determine.
 - b) Encourage individuals from the parish who meet the criteria to apply for the scholarship
- 2) Donations to be made payable to the UCWLC - National and forwarded to the National Treasurer with a notation on the cheque stating, "Mary Dyma Religious Studies Scholarship Fund."

VERA BUCZYNSKY UKRAINIAN LANGUAGE SCHOLARSHIP FUND

Overview:

At the 2004 National Plenary Conference, the National UCWLC established the Vera Buczynsky Language Scholarship Fund and opened the fund with a contribution of \$5,000. The Vera Buczynsky Language Scholarship in the amount of \$500 was to be awarded annually. It is unclear when and how the scholarship came to be known as the Vera Buczynsky Ukrainian Studies Scholarship.

At the 2014 National Plenary Conference, the name of the scholarship was changed back to the Vera Buczynsky Ukrainian Language Scholarship. The amount of the scholarship was increased from \$500 to \$1,000. The scholarship was to be offered to a person or persons in the Ukrainian Catholic community who is/are enrolled in a Ukrainian language class at the post-secondary level. (*Presumably it was restricted to females prior to that date.*)

At the 2014 National Plenary Conference, it was affirmed that the UCWLC National Scholarship Selection Committee is comprised of the Chair (*from the National Executive*) and one member from each Arch/Eparchy.

Advertisement formulations in recent years:

Advertisement formulations in recent years:

The National UCWLC is offering one scholarship of \$1000 to a person of Ukrainian Catholic descent who is planning to enroll in Ukrainian Studies at the post-secondary level. (ND vol. 77)

The VB Ukrainian Language Studies Scholarship is offered to a person of Ukrainian Catholic descent who is enrolled in Ukrainian Language Studies at the post-secondary level. (ND vol. 79- 82)

The VB Ukrainian Language Studies Scholarship is offered to a person who is a member of a Ukrainian Catholic Church in Canada who is enrolled in Ukrainian Language Studies at the post-secondary level. (ND vol. 84)

PLENARY – September 21, 2024

The National Scholarship Selection Committee wishes to clarify the criteria for this scholarship and policies that relate to it. In this regard, the Committee submits the following proposal:

POLICY:

Eligibility Criteria & Requirements

- The applicant must be a lay person who is a member of a Ukrainian Catholic Parish in Canada.
- The applicant must be enrolled in one or more Ukrainian language courses offered through an accredited post-secondary educational institution.
- The same individual may apply more than once and in succeeding years.
- An individual may be awarded the scholarship more than once.
- The applicant must use the application form available on the UCWLC website.

- The application must be accompanied by 3 letters of reference: one from an educator, one from a church representative who is familiar with the applicant, and one from a parish priest.
- The applicant must provide an official confirmation of enrollment from the post-secondary institution.
- The applicant must provide an official transcript from the immediately preceding academic year.
- The deadline for applications is May 31 of each calendar year.
- Applications must be submitted by electronic mail and must be received on or before the deadline date.

Amount

- The amount of the scholarship will remain at \$1,000 for per year.
- The National Scholarship Selection Committee may, at its discretion, increase the amount of the scholarship or offer two scholarships in any particular year if the income from the scholarship fund justifies such action.

Process/Selection

- The scholarship will be awarded by August 31st.
- The scholarship is awarded at the discretion of the National Scholarship Selection Committee.
- Factors that will be considered: academic achievement, parish /community involvement
- The National Scholarship Selection Committee is not obliged to award the scholarship if there are no applicants who meet the eligibility criteria.
- The decision of the National Scholarship Selection Committee is final.

REPLENISHING / GROWING THE FUND

Given the current status of the fund, it is recommended that requests for contributions to the Vera Buczynsky Ukrainian Language Scholarship Fund from the branches be reinstated immediately. Branches are encouraged to make contributions to replenish or increase the Fund based on the following guidelines:

- Up to 15 members - \$25
- 16 – 25 members - \$40
- 26 – 40 members - \$75
- 40 or more - \$100

PROCEDURE:

Responsibilities of the National Scholarship Chair:

- 1) Call a meeting of the committee to review policy and procedure.
- 2) Ensure website information regarding the Scholarship is correct.
- 3) Submit scholarship ads to the Nasha Doroha editor to be published in the Nasha Doroha Journal.
- 4) Request the National Media/Communication Chair to assist with communicating the scholarship advertisements.
- 5) Collect applications and forward them to the committee members.
- 6) Schedule a meeting to discuss and evaluate the applications received and select the successful candidate. The committee has the authority to award two scholarships of \$1000 each if two candidates of equal qualification apply and the income from the fund is sufficient.
- 7) Notify the successful candidate and all other applicants. (See attached sample letter)

- 8) Notify the National Executive Treasurer to issue the scholarship cheque along with a letter to the recipient, which asks the recipient to submit a picture and a short write up to be published in the Nasha Doroha Journal.
- 9) Prepare a written report for National Executive meetings, Plenary Conferences and National Congresses.

Responsibilities of the Arch/Eparchial Representative on the Committee:

- 1) Attend meetings of the Scholarship Committee
- 2) Submit advertisements regarding the scholarships in their respective Arch/Eparchies beginning in March and keep a record of where advertisements were placed.
- 3) Contact Branch Presidents with scholarship information for advertising and donating purposes.
- 4) Evaluate applications received and participate in the selection process.

Branch Executive:

- 1) Provide Branch members with the information received from the Arch/ Eparchial Scholarship Representative regarding the Vera Buczynsky Ukrainian Language Scholarship Fund at their General Meeting.
 - a) Consider contributing to the scholarship fund as per suggested guidelines or as members determine.
 - b) Encourage individuals from the parish who meet the criteria to apply for the scholarship
- 3) Donations to be made payable to the UCWLC – National and forwarded to the National Treasurer with a notation on the cheque stating, “Vera Buczynsky Ukrainian Language Scholarship Fund”.

UCWLC DAY

The Annual UCWLC Day should be observed on the last Sunday of May (amended July 3, 1977, 12th National Congress) with special prayers to our Patroness, the Most Holy Mother of God. The month of May was chosen from traditions of earlier centuries of our Ukrainian Catholic Church dedicating the month of May to honour the Most Holy Mother of God.

UCWLC members across Canada are united by a common bond with the same faith, objectives, and intentions. This is a day of spiritual renewal. In our prayers we thank the Most Holy Mother of God, for her love, her guidance and her protection and we humbly beseech her for her continued blessings and intercessions on our behalf.

To share in the celebration of UCWLC Day with the faithful in the Parish, the Branches throughout Canada greet their parishioners and distribute special UCWLC tags portraying the League emblem. The proceeds of voluntary contributions are divided among the three levels: the National, Arch/Eparchial and the Branch (1/3 stays in the Branch and 2/3 are forwarded to the Arch/Eparchy - see Financial Guidelines in the Financial Matters section).

Suggested activities:

- Branch members may process with the flag into the church prior to the start of the Divine Liturgy (with the approval of the Pastor) or have the flag visibly displayed in the Church.
- Members sit together at the Divine Liturgy
- Arrange a Brunch and invite a speaker
- Invite non-members of the parish as guests for the celebration
- Make this a membership drive opportunity
- Honour and recognize members with awards for special achievements or contributions to the organization
- Plan a pilgrimage

UCWLC REAFIRMATION OF PURPOSE

Reader:

The model of all women is the Blessed Mother of God whose spirit sustained the Apostles and who was among the first to see Christ after His crucifixion. The key to the soul of all our generations, and their religious life is in the hands of these women who are ready to imitate her.

The first Ukrainian woman to light a candle before God for her people, was Saint Olga Queen of Ukraine. That candle shines eternally; and when its white light passes through a crystal prism it comes out on the other side in the colours of the rainbow...red...orange...yellow...green...blue...and violet. (*The red candle is lit from the white*).

Response:

O Mary Mother of God, our Mother and Model, strengthen us so that we may always stand firm in defence of our faith through your Son Jesus Christ our Lord and Saviour.

Reader:

The red ray of the white light passing through the prism signifies courage - that courage before which all difficulties disappear, and obstacles vanish (*The orange candle is lit from the red*).

Response:

Grant us the courage, O Lord, to steadfastly and gracefully overcome all the stumbling blocks that may present themselves as we work towards Your greater glory in our Church, Country and lives.

Reader:

The orange of our white flame is loyalty - that which keeps us true and steadfast to an obligation. (*The yellow candle is lit from the orange*).

Response:

Help us to be loyal, O Lord, without compromise, to the precepts of our Organization and Church.

Reader:

The yellow of the white flame passing through the prism signifies a pure heart. Just as the smallest speck of dirt on a clean tablecloth can annoy the eye, a moment of self-indulgence may lead to spiritual death. (*The green candle is lit from the yellow*.)

Response:

Instill in us, O Lord, pure hearts which are filled with love for You and goodness for each other.

Reader:

The green flame represents true wisdom and true strength. We must remember that God is our strength, and that wisdom resides in him and the Gospels. (*The blue candle is lit from the green*).

Response:

Grant us the wisdom to accept Your teachings, O Lord, and the strength to carry them out in our daily lives.

Reader:

The blue flame signifies meekness, simplicity, and humility - the meekness that shall inherit the earth. To be humble is not to make comparisons. Humility is absolute self-effacement. (*The violet candle is lit from the blue*).

Response:

Instill in us, O Lord, the ability to be meek and humble in all we do and say for it is to You that all glory and honour are due.

Reader:

The violet of that white flame shall be faith, spirituality, and holiness. Your lives will be guided and sustained by God. Except in faith, nobody is humble, except in faith, nobody is proud. If, in faith you are both humble and proud, you will realize that without God you are nothing and with God in you - YOU Possess everything.

Below even the sunniest and most secure and intimate human relationships there will be an abyss if you lack holiness, faith and spirituality.

Response:

Grant us an unfaltering faith, O Lord, through which we may grow closer to You and thus attain the holiness of heart and soul which is pleasing and acceptable to You, Our God, for ever and ever.

SECTION SEVEN

MEDIA & COMMUNICATION

NASHA DOROHA - POLICY PAPER

- I. *Nasha Doroha* is the official publication of the Ukrainian Catholic Women's League of Canada. It is a bilingual quarterly magazine published in Ukrainian and English.
- II. **PURPOSE**
 1. To reflect the mission of the UCWLC and promote its fundamental aims
 2. To reflect the doctrine of the Ukrainian Greek Catholic faith
 3. To inform members of activities at the Eparchial and Branch levels
 4. To inform members of UCWLC work Nationally and Internationally
 5. To help develop members into good Christian citizens - into women who live their Christian faith and their Ukrainian Heritage.
- III. **CONTENT**
 1. The magazine is to promote the aims of the UCWLC in accordance with its Constitution
 2. To fulfill its purpose, it should consist of the following breakdown of material:
 - 25% - articles of spiritual enrichment and Christian morality
 - 25% - activities of UCWLC Branches
 - 20% - issues relevant to Ukrainian Catholic women affecting Canadian social and or political policies
 - 20% - Ukrainian history, culture, and the arts
 - 10% - UCWLC National Executive activities
 3. The Ukrainian and English language should be as evenly represented as possible.
- IV. **NASHA DOROHA ADVISORY BOARD**
 1. ND Advisory Board consists of:
 - National President - Chair
 - Past National President - Resource Person
 - National 1st Vice-President
 - National Treasurer
 - Nasha Doroha Coordinator (ideally this would be the National 1st Vice-President)
 - Nasha Doroha Administrator
 - Nasha Doroha Operations Assistant (optional)
 - National Media & Communication, Chair
 2. The Nasha Doroha Advisory Board will be responsible to develop/review/update policies, procedures, financial decisions such as fee structures, contracts, subscriptions, expenses, etc. and present them to the National Executive for approval.
- V. **NASHA DOROHA EDITORIAL STAFF - hired by the National Executive on a contractual basis:**
 1. Editor
 2. Assistant to the Editor/Translator
 3. Technical Support
- VI. **QUALIFICATIONS OF THE EDITOR**
 1. Must be a UCWLC member
 2. Must have experience in journalism. Publishing experience would be an asset.
 3. Proficiency in the Ukrainian language would be an asset.
- VII. **NASHA DOROHA PUBLISHING TEAM**
 1. ND Advisory Publishing Team consists of:

Nasha Doroha Coordinator - Chair (ideally this would be the National 1st VP)
National President
Past National President
Arch/Eparchial Presidents
Arch/Eparchial Nasha Doroha Reps
National Media & Communication, Chair
Editor

2. The Nasha Doroha Publishing Team will be responsible to determine scheduling, themes, and obtaining content for Nasha Doroha issues.
3. The National Spiritual Advisor will be consulted when/if content needs to be reviewed, to ensure that we are reflecting the teachings/message of our church/faith.

VIII. ADMINISTRATION

1. The National Executive appoints a Nasha Doroha Administrator
2. The National Executive may appoint a Nasha Doroha Operations Assistant (optional)
3. Subscription costs shall be determined by the Nasha Doroha Advisory Board
4. Advertising rates, policy and procedures shall be determined by the Nasha Doroha Advisory Board

IX. FINANCIAL

1. The National Treasurer is responsible for all finances pertaining the *Nasha Doroha*
2. The publication is supported by a portion of the UCWLC membership dues
3. Other sources of revenue are:
 - i. ‘Nasha Doroha Reserve Fund’ donations from UCWLC Branches, individuals and/or organizations. These will be acknowledged in *Nasha Doroha*.
 - ii. Non-member subscriptions
 - iii. Announcements: Obituaries, anniversaries, births, weddings, etc.
 - iv. Advertisements
4. The financial records of Nasha Doroha shall be audited annually in conjunction with the audit of the financial records of the National Executive operations.

X. ADDENDUM

1. All editorial correspondence shall be addressed to the Editor
2. All distribution matters shall be addressed to the ND Administrator
3. All other matters shall be addressed to the National President
4. The publication shall list the names of the National President, Editor and ND Administrator with their contact information
5. The National Executive shall resolve matters not specified in the Policy Paper

(Drafted and Accepted at the National Plenary Conference on October 21, 2023)

CURRENT GUIDELINES

For the Publication, Distribution, Promotion, and Other Matters of the Nasha Doroha Journal

NASHA DOROHA PERSONNEL - Roles and Responsibilities

National President (Chair)

- Chair Nasha Doroha Advisory Board meetings - prepare agenda, take, and forward minutes to all ND Advisory Board Personnel
- Attend meetings of the Nasha Doroha Publishing Team
- Act upon inquiries and requests from the Editor
- Deal with any concerns related to Nasha Doroha affecting National Executive, ND Advisory Board, and Arch/Eparchial Representatives
- Respond to inquiries regarding Nasha Doroha and related matters from various people nationwide
- Forward any editor-related inquiries to the Editor

National Past President

- Resource person - to provide continuity as National Executives and Nasha Doroha personnel change.
- Attend meetings of the Nasha Doroha Advisory Board and of the Nasha Doroha Publishing Team.

Nasha Doroha Coordinator

- Chair the Nasha Doroha Publishing Team meetings
- Attend Nasha Doroha Advisory Board meetings
- Assist in the promotion of Nasha Doroha Journal (i.e.: arranging with Nasha Doroha Reps, Arch/Eparchial Presidents, and/or ND Administrator to have back-dated issues of the journal available at important events such as UCC Conferences, WUCWO conferences, Holodomor Commemorations, etc.)
- Arrange for complimentary copies of Nasha Doroha to be given to non-members who have contributed articles, art, etc. to the journal (i.e.: Art Contest winner, youth contributors) at the request of the Editor.
- Deal with various concerns related to Nasha Doroha affecting National Executive, ND Advisory Board and Eparchial ND Representatives.
- Inform, assist, and update the ND Representatives by sending out informative newsletters, emails regarding ND matters (i.e.: request of content, reminder of submission deadlines).
- Attend regular National Executive meetings and Plenary Conferences to present updates and recommendations for approval from the ND Advisory Board.
- Prepare written report of Nasha Doroha activities for the Congress Book.
- Review Nasha Doroha Policy Paper and Guidelines to ensure it is current.
- Make recommendations to the ND Advisory Board to improve procedures, finances, or efficiencies.

National Treasurer

- Attend meetings of the Nasha Doroha Advisory Board
- Obtain the annual updates of quantities required and contact information for each branch and then share the information with the ND Administrator
- Maintain a Ledger of all income and expenditures for Nasha Doroha operating funds and the Nasha Doroha Reserve Fund

- Deposit all incoming funds (other than subscriptions, individual issue purchases, submission fees, which will be done by the ND Administrator).
- Pay all invoices as authorized by the ND Advisory Board (PrintWest, Technical Support, Editor, Translator, shipping/postage, honorariums, administration costs, etc.)
- Prepare Bank reconciliations
- Attend to Investments (with the assistance of the ND Operations Assistant) - keep updated list of investments and renew when they mature.
- Prepare financial statements (National Executive, Congress, Plenary, Audit Review and Revenue Canada Charity Reporting) relating to Nasha Doroha finances.
- Prepare and send in the consolidated GST Rebate reports (Jan 1-June 30 and July 1-Dec 31). When rebate cheque is received, ensure that the portions for National Executive and Nasha Doroha are separated and deposited to the respective account.
- Ensure all Nasha Doroha financial records are made available to the internal audit committee and to any external auditor/reviewer in a timely manner.
- Ensure the T3010 Charity Return is prepared and filed with Canada Revenue Agency, Charities Directorate within the required time parameters to maintain registered charity status.

ND Operations Assistant

- Attend meetings of the Nasha Doroha Advisory Board
- Assist the National Treasurer with investments for ND Reserve Fund.
- Advertising:
 - Research advertising opportunities
 - Review “camera ready” ads before they are forwarded to the Editor to ensure compliance with policies established by the ND Advisory Board
 - Prepare invoices and confirm payment before authorizing publication
- Organize workshops to inform and educate the ND Reps of their duties, responsibilities, and expectations.

ND Administrator

- Attend meetings of the Nasha Doroha Advisory Board
- Nasha Doroha subscriptions:
 - Record and maintain updated listing of paid Nasha Doroha Subscribers
 - Notify subscribers when their subscription is about to expire
- Ensure PrintWest’s mailing list (Distribution List) is kept current
- Keep in contact with National President and ND Coordinator on all matters associated with the Nasha Doroha Journal.
- Regularly be in contact with Technical Support and Editor as to the status of next issue.
- Respond to telephone, email and letter inquiries from Members and subscribers.
- Attend to bank deposits for incoming funds for paid subscriptions, memorial (obituary) and other submissions.
- Store 10 copies of Nasha Doroha for each issue printed.
- Attend to Nasha Doroha Journals not received by the Branches or subscribers due to loss by the postal service or failure to receive timely notification of a change in mailing address.
- Maintain a list of names and addresses of individuals or institutions that receive complimentary copies of Nasha Doroha.
- Mail out complementary issues when requested.
- Maintain the ND Distribution List and update quantities and mailing addresses from Arch/Eparchies and Branches upon receipt of information from National Treasurer.
- Primary contact with PrintWest.

- Sundry duties as assigned or requested by the ND Advisory Board.

National Media & Communication Chair

- Attend meetings of the Nasha Doroha Advisory Board and of the Nasha Doroha Publishing Team in order to be informed about Nasha Doroha and the communication is consistent over all forms of media (ND, Website, social media).
- Send Nasha Doroha information/updates to be put on the UCWLC National website (i.e., Nasha Doroha Policy Paper, Nasha Doroha Subscription Forms, names, and positions of Nasha Doroha Advisory Board Members for current term).
- Notify Technical Production when to put the latest Nasha Doroha issue online.

All ND Advisory Board personnel assist with the decisions regarding contracts, expenses, investments, fee structure for subscriptions/advertising and other financial matters as they arise.

The ND Advisory Board has the authority to change the roles and responsibilities of the Nasha Doroha Personnel as required due to changes in capacity or circumstances, however, must ensure all required tasks are being completed.

NASHA DOROHA EDITORIAL STAFF - Roles and Responsibilities

Editor

- Plans: themes, content, cover pages, submission dates, printing dates
- Ensures conformity of content to the aims and objectives of the UCWLC
- Organizes, curates, and plans for submissions
- Schedule meetings with Assistant/Translator about 1-2 times/issue, as well as make plans for 2 issues in advance.
- Works with Assistant to locate Ukrainian content and asks Assistant to reach out to people in Ukraine or who have Ukrainian as a first language pertaining to information for the ND issue.
- Advises ND Coordinator with schedule of upcoming ND issues for the upcoming year.
- Manages incoming material
- Conducts interviews for potential articles
- Makes decision on content and what goes in which issue. Will consult with the ND Advisory Board-Chair as required.
- Writes an 'Editor's Note' as well as articles for ND as necessary.
- Hard edits and reviews each submission
- Secures graphics and gathers photos, ensures proper names and identification of people involved in articles, correct citation of references and websites and compliance to copyright laws (ensure permission or license was obtained).
- Solicits submitters/contributors and negotiates individual particulars for each contributor
 - May offer a complimentary Nasha Doroha issue to the contributor
 - Has a budget of \$1000 per fiscal year to use at her discretion that can be allocated to the cost of articles, artwork, and any other materials to secure for inclusion in the publication.
- Solicits input from ND Coordinator and Arch/Eparchial Presidents & ND Reps.
 - Sends emails and calls for submissions on a particular topic to the ND Coordinator - who in turn will forward this to the Arch/Eparchial Presidents and ND Reps
- Puts out a call for future submissions on a particular topic in each issue, along with the submission deadline.

- Plans for special UCWLC or Ukrainian Canadian occasions, feast days, etc.
- Attends ND Publishing Team meetings
- Attends ND Advisory Board meetings upon request
- Attends UCWLC National Congress. Attendance at Plenary Conferences is at the discretion of the National Executive
- Promotes the UCWLC and conducts outreach
- Checks and comments on layout provided by Technical Support
- Finds fillers to add in empty spaces in the layout.
- Keeps to deadlines, keeps the other editorial staff and ND Publishing Team to deadlines.
- Signs off on final decision and readiness for printing.
- Handles communication pertaining to Nasha Doroha

Assistant to the Editor/Translator

- Attends scheduled meetings with the Editor to discuss/plan content for current and upcoming ND issues.
- Works with Editor to locate Ukrainian content. Solicits content from people in Ukraine or who are fluent in the Ukrainian language.
- Is responsible for translations and soft edits to Ukrainian articles.
- Ensures spelling of names, etc. in Ukrainian are correct
- Helps find Ukrainian fillers according to Editor's instructions and preferences.

Technical Support Person

- Responsible for the graphics and layout of the ND issue
- Reviews content to ensure spelling of names, etc. is correct
- Sets schedule of ND issues with PrintWest
- Has custody to the digital ND files
- Emails ND Coordinator and ND Administrator when issue is sent to Printers and the date of the mail out.

RESPONSIBILITIES OF THE ARCH/EPARCHIAL NASHA DOROHA REPS

- The ND Reps must be familiar and knowledgeable in matters regarding guidelines, policies, and submission deadlines.
- Maintain direct and frequent contact with all Branch Presidents in their Arch/Eparchy.
- Receive and collect the submissions from the Branches. Articles must be typed and ready for printing. See **Current Guidelines for Nasha Doroha submissions**.
- The ND Representative should forward the Branch's article to the Editor within 2 - 3 days of receiving it from the Branch. She will make a copy and keep it on file for reference and check when the article is published. All submissions are to be recorded and tracked for reference.
- Notifying the ND Administrator of any changes regarding the name, address, and telephone number of the **Branch Contact** to whom the magazine will be sent.
- Attend ND Publishing Team meetings
- Assist in obtaining content for Nasha Doroha: i.e.: stories, profiles, artwork, and other thematic content, as requested by the Editor
- Keeps a record of all submissions sent by their Arch/Eparchy.
- Provide a Report for the Arch/Eparchial Convention Book

RESPONSIBILITIES OF BRANCH PRESIDENTS

- Branch Presidents work as a team with the Arch/Eparchial Representatives. They must know who their Nasha Doroha Representative is and their contact information.

- Branch Presidents should forward all material and news from the Branch (intended for Sea to Sea) to their Arch/Eparchial Representative. Material must be typed. Use email whenever possible. The Arch/Eparchial Rep will forward the article to the Editor - usually within 2 - 3 days
- Branch Presidents should adhere to all guidelines and deadlines. See **Current Guidelines for Nasha Doroaha submissions.**
- Select only photos that are of very good quality (photos are usually not returned).
- Branch Presidents are to send completed subscription forms and payments that they obtain from non-member subscriptions to the ND Administrator.
- Branch Presidents are to notify their Arch/Eparchial ND Rep should there be a change in the mailing address immediately. The information must include a name, an address, postal code, and a telephone number. Email address could also be included if available.
- Branch Presidents or the Nasha Doroaha Contact for the Branch is responsible to ensure the correct number of Nasha Doroaha Journals are ordered, received, and are distributed promptly. The journals are produced for all members - they should not be left at the back of the church, in the vestibule, parish hall or in a meeting room. Some branches have found it helpful to put the member's name on her copy - this reminds the member to pick up her copy. It may also help track the reason why a member is not taking her magazine.
- The Branch is responsible to order and pay for a Nasha Doroaha Journal for their Spiritual Advisor.
- Extra copies of Nasha Doroaha can be requested for specific events, occasions, (i.e.: Membership Drive, etc.). The selling price is \$5.00/copy plus cost of shipping. Requests for extra copies are made through the Arch/Eparchial Representative to the ND Administrator.
- Should there be leftover copies or unclaimed copies that just "hang" around, there are a few things that can be done: distribute to possible members, take them when doing hospital visits, distribute them to parishes that do not have a UCWLC League, leave them in doctor's waiting room and hotel lobbies, hand them out at UCWLC Day to parish members.

CURRENT GUIDELINES AND RATES FOR NASHA DOROHA SUBMISSIONS

- Branch events - no cost
- UCWLC Member Profile - no cost, 200 words with a photo
- In Memoriam - \$35.00 for 1-50 words and photo
- In Memoriam - \$55.00 for 51-100 words and photo
- In Memoriam - \$75.00 for 101 - 150 words and photo
- Announcements: Anniversary, Birth, Wedding, etc. - same as Memoriam
- General Articles - between 500 and 600 words - no cost
- Sea to Sea Reports - no longer than 75 to 100 words - no cost

Photos are a choice. For the above articles **send a cheque made out to "UCWLC National" with a copy of the article send to ND Administrator, c/o Elizabeth Zahayko, 387 Betts Avenue, Yorkton, SK S3N 1N3. ALSO please send the original copy to your Eparchial Nasha Doroaha Representative who will forward to our editor, Lyrissa Sheptak.** All articles should be typed.

NASHA DOROHA RESERVE FUND

The Nasha Doroaha Reserve Fund was established to create a fund for the production of the Journal and to pay expenses beyond what comes into the Nasha Doroaha Publishing fund. Each branch is strongly encouraged to support this fund with the appropriate donation in accordance with membership as follows:

- Up to 15 members - \$20
- 16 - 25 members - \$30

- 26 - 40 members - \$50
- 40 or more members - \$75

Branches can submit their donation for the Nasha Doroha Reserve Fund to their Arch/Eparchial Treasurer, who in turn will submit this to the National Treasurer.

OR

Branches can submit their donation for the Nasha Doroha Reserve Fund directly to the National Treasurer.

Cheques are to be made payable to UCWLC - National and in the memo line "Reserve Fund" recorded.

SUBSCRIPTIONS

Subscription costs are:

- Subscriptions within Canada: \$ 25.00 for 4 issues
- Subscriptions mailed to the United States: \$ 35.00 (Can) for 4 issues.
- Subscriptions mailed outside Canada or the United States: \$ 40.00 (Can) for 4 issues.

All payments must be made in Canadian funds and are inclusive of postage costs.

Subscription form and cheque payable to UCWLC are to be mailed to the ND Administrator, c/o Elizabeth Zahayko, 387 Betts Ave., Yorkton, SK S3N 1N3

Nasha Doroha makes a great inexpensive birthday, Christmas, etc. gift for a friend or family member and is good marketing for our organization.

COMPLIMENTARY COPIES OF NASHA DOROHA

Complimentary copies of Nasha Doroha are sent to the National President, Arch/Eparchial Presidents, Ukrainian Catholic Bishops, Metropolitan, Religious, and relevant institutions. This list of complimentary copies is reviewed by the Nasha Doroha Advisory Board to ensure names and addresses are updated as required.

Complimentary Nasha Doroha Journals are also given to non-members who have contributed articles, artwork, etc. at the discretion of the Editor. This is good public relations.

NASHA DOROHA ON UCWLC WEBSITE

At the National Plenary held in early April 2008 in Edmonton, AB, a motion was passed authorizing the proposal that the backdated issues of *Nasha Doroha* be put online with appropriate monetary compensation to the Technical Support Person for the work involved.

All back issues from Summer 2003 to December 2007 were put on to the UCWLC website. Once the most recent issue of Nasha Doroha had been circulated to UCWLC members and other subscribers for at least 1 year, the issue was then put online.

WEBSITE – www.uewlc.ca

SOCIAL MEDIA

Facebook.

SECTION EIGHT

PRAYERS /SONGS

Prayers/Songs

O Spomahaj Nas
Always Protect Us
Prayer Before a UCWLC Meeting
Prayer Before a Meeting
Prayer for the UCWLC
Prayer to the Holy Spirit
Morning Offering Prayer
Prayer for Christian Families
Prayer for Peace
Vocation Prayer
In Memoriam
Convention Prayer
Prayer of Thanksgiving
O Canada
Prayer for Canada
Ще Не Вмерла України

О СПОМАГАЙ НАС

О спомагай нас, Діво Маріє,
В гірких терпіннях цих життя,
А в хвилі смерти, наша Надіє,
Наша Ти поміч, о Всеблага.

Прийми, о люба Ненько,
Цей віри наш серця дар,
Хочемо Бога, Він наш Батько,
Хочемо Бога, Він наш цар,
Хочемо Бога, Він наш Батько,
Хочемо Бога, Він наш цар. (2х)

Хочемо Бога в наших родинях,
У душах любих діточок,
Щоб Бог кріпив їх в прикрих хвиликах,
Ласков дарив наших дочок.

Прийми, о люба Ненько,
Цей віри наш серця дар,
Хочемо Бога, Він наш Батько,
Хочемо Бога, Він наш цар,
Хочемо Бога, Він наш Батько,
Хочемо Бога, Він наш цар. (2х)

О СПОМНАЈ НАС

О Spomahaj nas Divo Marije,
V hirkykh terpinnjakh sykh zhyttja,
A v khvyli smerty, Nasha nadije,
Nasha Ty pomich o Vseblaha.

Pryjmy, o liuba Nen'ko,
Tsej viry nash sertsia dar.
Khochemo Boha - Vin nash Bat'ko
Khochemo Boha - Vin nash Tsar. (2х)

Khochemo Boha v nashykh rodynakh,
U dushakh liubykh ditochok,
Shchob Boh kripyv jikh v prykrykh hvylynakh,
Laskov daryv nashykh dochok.

Pryjmy, o liuba Nen'ko,
Tsej viry nash sertsia dar.
Khochemo Boha - Vin nash Bat'ko
Khochemo Boha - Vin nash Tsar. (2х)

ALWAYS PROTECT US DEAR VIRGIN MARY

Always protect us Dear Virgin Mary,
While we are striving through our lives.
And be our hope when death comes unwary,
Be our salvation in evil plight.

*We bring to you, dear Mother,
Our hearts in pure suffering,
We worship God, He is our Father,
We worship God, he is our King. (2x)*

We long to be with God's holy people,
Our hearts are guided by our love,
That we may strive as your new children,
And we grow with grace above.

*We bring to you, dear Mother,
Our hearts in pure suffering,
We worship God, He is our Father,
We worship God, he is our King. (2x)*

We want our Lord to be among us,
So that He'll teach us His ways,
Be in our homes, at work and worship
Be with us now and all of our days.

*We bring to you, dear Mother,
Our hearts in pure suffering,
We worship God, He is our Father,
We worship God, he is our King. (2x)*

PRAYER BEFORE A UCWLC MEETING

O Lord, our God, best Father and Teacher, bless this meeting of our organization through which we are called, in a unique and united way, to serve our beloved Ukrainian Greek Catholic Church.

Inspire us, through the power and wisdom of Your Holy Spirit, so that our deliberations may always reflect the spirit of true Christian love, understanding and acceptance, according to the teachings and example of Your Son, Jesus Christ. Lead us into plans and projects that, while honouring the aims of the UCWLC, will be for the greatest good of everyone in our Parishes and communities.

O Most Holy Theotokos, our Mother and Patroness, pray that our work will be pleasing and acceptable to Your Son, all for the greater glory of God and the welfare of His Church and people.

AMEN

Written by Sr. Theodosia, SSJ
UCWLC Spiritual Advisor, Eparchy of Saskatoon
1996

PRAYER BEFORE A MEETING

Eternal Father, help us understand one another
So that we may harmoniously work together
For the benefit of our country, church, and people.

Help us also O Lord, to remain grateful for the many
Blessings we have received and to remember that those
Who received much, more is expected.

Most Holy, Most Pure Mother Mary,
We Humbly beseech you to take care of our organization,
Which we have placed under your special Patronage,
With the same tender love that you showered upon your Son
Our Lord and Savior, Jesus Christ.

PRAYER FOR THE UCWLC

We humbly pray you, O God our Father,
Bless the Ukrainian Catholic Women's League of Canada.
Bless our country, Canada, our homes, our families, our brothers and sisters in Ukraine.
Send your Holy Spirit upon us, to give light to our minds, and strength to our wills,
That we may know and fulfill your great law of charity.
Teach us to share with others at home and abroad the good things that you have given us.
This we ask through our Lord Jesus Christ and the intercession of our Patroness,
The Most Holy Theotokos.

PRAYER TO THE HOLY SPIRIT

Heavenly King, comforter, spirit of truth,
Who are everywhere present and fill all things,
Treasury of blessings and giver of life,
Come and dwell within us, cleanse us of all stain
And save our souls, O gracious Lord.

MORNING OFFERING PRAYER

O Lord, grant that I may meet this day and all that it shall bring, with spiritual peace.

Grant that I may submit myself completely to Your holy will.
In every hour of the day, be my support and my guide.
Whatever news I may receive today, teach me to accept it with a peaceful soul
And with the firm conviction that Your will governs all things.
In all my deeds and words, guide my thoughts and feelings.
In unforeseen events, let me not forget that all are sent by you.
Teach me to act firmly and wisely, without embittering and embarrassing others.

O Lord, give me the strength to bear the fatigue of the coming day with all that it shall bring.
Direct my will.
Teach me to pray, to believe, to hope, to endure all things, to forgive and to love. Amen.

PRAYER FOR CHRISTIAN FAMILIES

Dear God of our Father! Grant our nation many good and holy Christian families.
Give us fathers who acknowledge You boldly and openly in living the Divine Gospel.
Give us fathers who would be models of Christian living for their spouses, truly caring for them,
Strong defenders and supports in their lives.
Give us mothers who would raise their children in the spirit of Christ's Gospel,
And who would be good counsel and mutual support of their husbands.
Give us children who would be the joy and honour of their parents
and the crown of honour of their nation.
Almighty Father, bless the Ukrainian people.
Grant them the grace to serve You faithfully and in the end to attain the eternal reward of heaven.
For to You, O God, one in the Holy Trinity, Father, Son and Holy Spirit, is due all glory, honour
And worship for all eternity. Amen

Metropolitan A. Sheptytsky

PRAYER FOR PEACE

God of Sheltering Presence,
Come with your comforting embrace and
Catch our tears with your compassionate love.
Be near us with your protecting love,
And hold us close to you and hear our yearning for peace.

VOCATION PRAYER

Lord Jesus, Saviour of the world,
Look compassionately upon the great need of Your Church.
Call forth many young men and women to follow in your footsteps
As priests and religious Brothers and Sisters.
Sustain their courage to follow Your call and to persevere in their vocation,
That we should never lack workers
Dedicated to the building of your Kingdom, and the salvation of souls.
Blessed Virgin Mary, obtain from Your Son an abundance of vocations
among our Ukrainian People.

IN MEMORIAM

Our Heavenly Father,
Listen to our prayers as we remember those
Members of the Ukrainian Catholic Women's League of Canada,
Whom You have called to eternity.

We remember also in our prayers the founders and benefactors
Of our organization, who have gone to their eternal rest.
We thank You Lord, for the good things You have done among us through their example.
Grant that they may be with you in heaven.

Give us the grace to follow Jesus, our Lord with love.
We ask this blessing through Jesus Christ, Amen.

Vichnaya Pamiat!

CONVENTION PRAYER

Lord Jesus Christ,

We have come together in Your name to confer for the good of our church, our organization.
Stay with us, with Your invisible presence, and pour out the gifts of Your Spirit upon us.

Help us to work in a spirit of trust and love.

Let harmony reign always among us and let us keep our eyes always fixed on You.

Enable us to implement Your will for us,

No matter what difficulty it may entail.

O Mary, Mother of God, pray for us.

PRAYER OF THANKSGIVING

We thank You, O Lord, for all the blessings which we have received during this Conference.

We thank You for the way You have spoken to us, challenged us, and

Awakened us to Your Holy Will.

We thank You also, that through our fellowship together with You,

We have come to receive more of your love in our hearts and Your strength in our lives.

Bless us now, O Father, as we go our various ways.

Guide us that we may resist temptations.

Fill us with Your love, that we may continue to work in harmony and peace - for your glory.

We ask this in the name of our Lord, Jesus Christ, through the prayers of

His most Holy Mother Mary, Our Patroness. Amen.

(UCWLC National Plenary Conference 2003/04, Winnipeg)

O Canada

O Canada!
Our home and native land!
True patriot love in all thy sons command.
With glowing hearts we see thee rise,
The True North strong and free!
From far and wide,
O Canada, we stand on guard for thee.
God keep our land glorious and free!
O Canada, we stand on guard for thee.
O Canada, we stand on guard for thee.

O Канадо

О Канадо! Кохана Вітчино!
В любі краю, твої сини одно.

З тобою враз наш дух росте,
Мов та скала сильний,
А кожний син, це сторож твій,
Бо ти наш край вільний.

До Бога ми руки вносім,
За тебе краю наш
Ми мольби шлім,
За тебе краю наш
Ми мольби шлім

Prayer for Canada

Thank you, God, for this piece of the world,
a slice of land broad and wide,
blessed with rivers and great lakes,
wide skies and great forests,
high mountains and gracious plains,
beautiful from sea to sea to sea.

Thank you for letting us live in this land,
even though we do not own it;
this land is your land,
which we use in trust for future generations.

Thank you for its rich history,
which includes Aboriginal and Metis and Inuit peoples.
We pray for justice and wisdom as we work on difficult
and abusive relationships with First Peoples.

Thank you for our system of government,
for the right to speak freely, and to elect our leaders.
Thank you for the freedom of religion and conscience that we enjoy.
Thank you for universal health care,
and a social safety net, even though not all are caught by it, and not all dwell in safety.

We want a country that is the best it can be,
a home for all, welcoming refugees, and newcomers,
sharing this wealthy country with the world.
Bless our leaders, our Prime Minister, and all members of parliament;
guide their steps and help us use our voice to guide them as they make difficult and far-reaching
decisions.

We thank you today for our home and native land,
thank you for giving us a home here, where we live in peace and security.
God keep our land, Canada, keep it strong and free,
keep it safe and beautiful for future generations.

Amen

ЩЕ НЕ ВМЕРЛА УКРАЇНИ

Ще не вмерла України і слава, і воля,
Ще нам, браття молодії, усміхнеться доля.
Згинуть наші воріженьки, як роса на сонці.
Запануєм і ми, браття, у своїй сторонці.

Душу й тіло ми положим за нашу свободу,
І покажем, що ми, браття, козацького роду. (2x)

SHCHE NE VMERLA UKRATINY

Shche ne vmerla Ukrayiny, ni slava, ni volya,
Shche nam, brattya molodiyi, usmikhnet'sya dolya.
Zhinut' nashi vorizhen'ki, yak rosa na sontsi,
Zapanuyem i mi, brattya, u svoyiy storontsi.

Dushu y tilo mi polozhim za nashu svobodu
I pokazhem, shcho mi, brattya, kozats'koho rodu.(2x)

UKRAINE' S FREEDOM HAS NOT YET PERISHED

Ukraine's freedom has not yet perished, nor has her glory,
Upon us fellow Ukrainian's fate shall smile once more,
Our enemies will vanish, like dew in the sun,
and we, too, shall rule brothers, in a free land of our own.

We'll lay down our souls and bodies to attain our freedom
and we'll show that we my brothers are of the Cossack nation. (2x)

