

WOMEN'S GUILD  
CONSTITUTION AND BY-LAWS



**ST PHILIP THE APOSTLE  
CATHOLIC CHURCH**  
8131 Military Parkway  
Dallas, Texas 75227



# ST PHILIP WOMEN'S GUILD

SINCE 1955

TO JESUS THROUGH MARY

## MISSION STATEMENT

The mission  
of the St. Philip Women's Guild is to unite the  
women of the Parish by working together for the  
glory of God and for the spiritual and material  
goal of the Parish family.

**PRAYER TO THE  
BLESSED VIRGIN MARY**

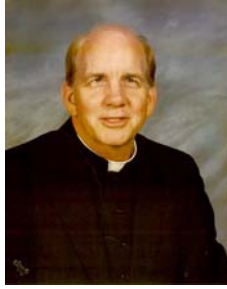
**MEMORARE**

Remember, O Most Gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help or sought your intercession was left unaided. Inspired with this confidence, I fly to you, O virgin of virgins, my Mother. To you do I come, before you I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petition, but in your mercy, hear and answer me.

AMEN

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## **A MESSAGE FROM OUR MODERATOR**

I give you a new teaching “love one another as I have loved you.” These words of Jesus Christ invite us to follow a new way of living. How we can best achieve that life is made possible with the grace and strength of our Savior.

As members of the St. Philip Women’s Guile we have the opportunity to serve our Lord in many ways. The joy of attending to the house of God and the support we give to each other is pleasing to our Lord. As members we also can be shining examples of the Christian faith to our parish and community.

May God bless you in your continued efforts for St. Philip.

In Christ,  
Rev. Stephen J. Mocio

### PAST PRESIDENTS OF THE GUILD

Lucille Bembeneck .....	1955-1957
Ruth Henderson .....	1957-1958
Yvonne James .....	1958-1959
Agnes Goodnight .....	1959-1960
Pat Clark .....	1960-1961
Mary Parker .....	1961-1962
Mary Schroeder .....	1962-1963
Pat Hardy .....	1963-1964
Dorothy Stanco .....	1964-1965
Flo Peiffer .....	1965-1966
Zella Jedlicka .....	1966-1967
Mary Iwanski .....	1967-1968
June Yunder .....	1968-1969
Mary Hefner .....	1969-1970
Marion Stibbens .....	1970-1971
Lillie Trojacek .....	1971-1973
Shirley Lange .....	1973-1974
Jeanette Sliter .....	1974-1975
Maggie Fuzzel .....	1975-1976
Norma Baldridge .....	1976-1977
Edith Holub .....	1977-1978
Elizabeth Rose Fernandez .....	1978-1979
Pat Snyder .....	1979-1980
Kathy Kros .....	1980-1981
Julia Harris .....	1981-1982
Marion Stibbens .....	1982-1983
Virginia Melton .....	1983-1984
Jeanette Sliter .....	1984-1986
Cindy Treadway .....	1986-1987
Michelle Strait .....	1987-1988
Judy Bowdich .....	1988-1989
Myra Jernigan .....	1989-1992
Debbie Bane .....	1992-1995
Lily Grio .....	1995-1996
Karie Conklin .....	1996-1997
Myra Jernigan .....	1997-1999
Tracy Walter .....	1999-2001
Liz Thomas-Miles .....	2001-2002
Myra Jernigan .....	2002-2003
Amada Molly Leanos .....	2003-2005
Marie Sims .....	2005-2006

# **Order of Business**

## AGENDA

Opening Prayer  
Refreshments / Socializing  
Call to Order  
Pledge of Allegiance  
Greeting of Guests (if any)  
Brief Message from Father (if present)  
Program  
Minutes of Last Meeting  
Treasurer's Report  
Reports of Officers  
Reports of Standing Committees  
Reports of Special Committees (if any)  
Unfinished Business  
New Business  
Announcements  
Closing Prayer  
Adjournment  
Clean-up

# WOMEN'S GUILD

## CONSTITUTION AND BY-LAWS (Revised August 2005)

### ARTICLE I - NAME

**Section 1.** The name of this organization shall be SAINT PHILIP THE APOSTLE WOMEN'S GUILD.

### ARTICLE II - PURPOSE

**Section 1.** The purpose shall be to unite the women of the Parish, to work together for the glory of God, and the spiritual and material goals of the Parish Family, and provide opportunities, to promote service, friendship and sociability, through recommendations from the pastor and members.

### ARTICLE III - MEMBERSHIP AND DUES

**Section 1.** Any woman whose family is registered at Saint Philip the Apostle Church is a member of the Guild.

**Section 2.** Membership dues of the organization shall be \$5.00 per year due the month of September.

**Section 3.** The official year shall begin upon installation in May of newly elected officers.

**Section 4.** All Guild members are members of the Dallas Deanery Council of Catholic Women, the Guild dues being paid from the Guild treasury.

### ARTICLE IV - OFFICERS AND THEIR ELECTION

**Section 1.** The Moderator and the Officers of this organization shall be known as the Executive Board. The Officers shall consist of a President, Program Director, Ways and Means Director, an Altar and Vestments Director, A Recording Secretary, A Treasurer and a Parliamentarian.

**Section 2.** A nominating committee shall be elected, consisting of two Executive Board members and three members at-large. The organization shall elect this committee at the March meeting. The President may appoint the chairman from those elected. Members of the nominating committee are not barred from becoming nominees for office. The President shall not be an ex-officio member of the Committee. A member may hold the same two consecutive years.

When the committee is formed, the chairman is in full charge until such time as the committee shall select candidates for offices, meet with the Spiritual Moderator, secure the consent of the chosen nominees and present the slate of candidates at the April meeting. Election by ballot shall take place at the April meeting, at which time nominations from the floor may be made. The chairman may appoint tellers to tabulate the vote, after which time they will submit their report to the chair for announcement.

**ARTICLE IV - OFFICERS AND THEIR ELECTION - continued**

**Section 3.** Elections shall be held at the meeting in April and installation shall take place in May.

**Section 4.** A vacancy occurring in an office shall be filled by the Executive Board for the unexpired term.

**ARTICLE V - MODERATOR**

**Section 1.** All activities of the organization must meet with the MODERATOR'S APPROVAL. All discussion pertaining to the Guild should take place at the Executive Board meeting prior to the regular monthly meetings, and any suggestions or recommendations to be put before the Guild should at that time be channeled through the offices to which they pertain. The Pastor or his Assistant shall be present at all meetings as Spiritual Adviser

**ARTICLE VI - DUTIES OF OFFICERS**

**Section 1. PRESIDENT**

- a. preside at all meetings of the organization including Executive Board meetings
- b. acquaint herself with parliamentary procedure
- c. give a report of each Executive Board meeting at the following General meeting
- d. call special meetings
- e. be a member of the Board of Directors of the Dallas Deanery Council of Catholic Women, and attend quarterly Deanery meetings as well as the annual Diocesan Assembly, with funds provided by the Guild treasury
- f. be an ex-officio member of all committees, except nominating committee
- g. appoint all special committees
- h. appoint a CCD Coordinator
- i. appoint a Corresponding Secretary
- j. appoint a delegate to the DDCCW
- k. appoint a Funeral Chairman
- l. appoint a Historian
- m. appoint a Home and School Association Coordinator
- n. appoint a Meals on Wheels Coordinator
- o. keep a written detailed report of activities and responsibilities to present to her successor before installation
- p. perform such duties as pertain to the office

**Section 2. APPOINTED CHAIRMEN BY PRESIDENT  
CCD COORDINATOR**

- a. shall be a liaison between the Guild and the CCD Program Director, reporting activities of the respective organizations to each other, and promoting guild membership

**CORRESPONDING SECRETARY**

- a. conduct all correspondence relating to sunshine duties of the organization
- b. report number and type of cards sent and received at general meetings, and then give received cards to Historian for our scrapbook

**DDCCW DELEGATE**

- a. attend Deanery meetings, and the Diocesan Assembly with funds provided by the Guild Treasury
- b. act as Chairman of DDCCW activities sponsored by St. Philip Parish

**FUNERAL CHAIRMAN**

- a. the rectory will contact the Funeral Chairman when there is a death in the parish, and give her information regarding services and person/s to contact for further details, i.e. funeral meal
- b. the chairman will then contact her volunteer committee members, who in turn will contact parishioners about the arrangements (Rosary and Mass)
- c. the committee members will organize the dinner, to serve up to 30, purchasing the items at a reasonable price, to be reimbursed by the Guild treasury or, by soliciting the parish, using the parish directory in alphabetical order. The dinner is to be delivered to the home the day of the funeral

**HISTORIAN**

- a. compile and keep a record of current events and activities in a Guild Scrapbook
- b. present Scrapbook at Guild meetings for all to view
- c. transfer updated Scrapbook to the new President after the May Installation

**HOME AND SCHOOL COORDINATOR**

- a. shall be a liaison between the Guild and the Home and School Association, reporting activities of the respective organizations to each other, and promoting Guild membership

**MEALS ON WHEELS CHAIRMAN**

- a) shall arrange for a driver the third full week of each month on Monday, Tuesday and Wednesday to the assigned homes

**Section 3. PROGRAM DIRECTOR**

- a. aid the President and assist in the general conduct of the organization
  - b. present suggested programs(not to exceed \$300-350 per year allowance) for each month to the Executive Board for the following month general meeting
  - c. shall arrange the organization sociability and hospitality responsibilities
  - d. be responsible for the annual December & May dinners
  - e. appoint a Membership Chairman
  - f. appoint a Hospitality Chairman
  - g. keep a written detailed report of activities and responsibilities to present to the incoming replacement at the April Board meeting
- shall arrange for babysitters

**Section 4. Appointed Chairmen By Programs Director**

**HOSPITALITY CHAIRMAN**

- a. obtain volunteer hostesses for each month's Guild meeting and assist the Program Director with the covered dish dinner's

**MEMBERSHIP CHAIRMAN**

- a. obtain and keep a current list of newcomers from the Parish Secretary and send out a welcoming letter from the Guild.
- b. assist the Programs Director in fulfilling her duties regarding attendance record book and door prizes by acting as door hostess

**Section 5. WAYS AND MEANS DIRECTOR**

- a. plan and arrange all affairs for the purpose of raising funds for the organization
- b. be in charge of all Publicity
- c. keep a written detailed report of activities and responsibilities to present to the incoming replacement at the April Board meeting

**Section 6. ALTAR AND VESTMENTS DIRECTOR**

- a. be responsible for all matters relating to the Altar such as cleaning, ordering flowers, and candles, and the care of the and linens
- b. be concerned with the spiritual participation of the Guild members
- c. arrange for the Rosary to be said at each weekend Mass during the months of October
- d. arrange a Mass for all deceased Guild members during the month of November
- e. keep a written detailed report of activities and responsibilities to present to the incoming replacement at the April Board meeting

**Section 7. Appointed Chairmen By Altar Director**

**ALTAR CLOTH CHAIRMAN**

- a. consult with the Pastor regarding care and changing of altar cloths

**SMALL LINEN CHAIRMAN**

- a. launder and iron sacred linens bi-monthly.

**AREA ALTAR CHAIRMEN**

- a. arrange for cleaning of the altar by contacting helpers in their respective area during their area's turn (2 consecutive weeks every 3 or 4 months)

**BAPTISMAL GOWN CHAIRMAN**

- a. arranges for adequate supply of gowns

**Section 8 RECORDING SECRETARY**

- a. keep the minutes of all meetings of the Guild and the Executive Board.
- b. be in charge of all Publicity
- c. conduct all correspondence relating to the general work of the organization; ask corresponding for assistance if needed
- d. keep a written detailed report of activities and responsibilities to present to the incoming replacement at the April Board meeting
- e. call Board members to remind them of the Board meetings

**Section 9 TREASURER**

- a) receive and disburse all monies
- b) two signature for checks over \$300.00
- c) no checks made out to cash
- d) render an itemized monthly statement of receipts and expenditures
- e) expenditures other than normal operational costs must be approved by the general membership
- f) expenses incurred by chairmen shall be rendered to her immediate officer for payment
- g) submit the records in April for auditing by a committee chosen by the Executive Board at their March Board meeting
- h) keep a written detailed report of activities and responsibilities to present to the President at April Board meeting

**Section 10. PARLIAMENTARIAN**

- a. advise as to parliamentary procedure as outlined in our Constitution and By-Laws
- b. service as chairman of the Constitution and By-Laws Revisions Committee

**Article VII - THE WOMEN'S GUILD SCHOLARSHIP**

The Women's Guild will provide an annual donation to St. Philip's Catholic School, CCD Program and St. Philip's Catholic Church. The amount will be determined by the following formula:

- a. Balance @ April general meeting  
**Less: (-) \$ 2,000.00** (minimum operating balance) = Excess Balance
- b. excess balance will be distributed to the Church, School and CCD, in its entirety, in an amount to be voted on annually by the Women's Guild at the April general meeting.

The gift will be presented to the principal of St. Philip School at the last Home and School Meeting. The CCD coordinator and the Church will be presented the gift at our May general meeting. If the operating balance at the April general meeting is less than \$2,000 no annual contribution will be given.

**Article VIII - MONETARY GIFTS**

- a) The Guild will provide monetary Christmas gifts to our pastor, nuns, and any parish seminarian in an amount to be determined annually
- b) The Guild will cover annually those altar expenses listed below:
  - 1. Flowers (excluding Christmas and Easter)
  - 2. All candles, candles cups
  - 3. Cost of cleaning altar linens
  - 4. Wine
  - 5. Hosts
  - 6. Baptismal Gowns

Any other expenses which may occur can be voted upon.

- c) Optional monetary gifts may be presented to our pastor for special Church projects, as funds become available and approved by the membership.

**Article IX -- MEETINGS**

**Section 1.** A regular meeting shall be held once every month except in the months of January, June, July and August.

**Section 2.** Meetings shall be held on the first Wednesday of the month (unless circumstances prevent) beginning at 7:00 P.M.

**NOTE:** Change of date of meetings shall be preceded by general and timely notification

**Article X - AMENDMENTS**

These by-laws may be amended at any regular meeting of the organization by a two-third vote, provided the amendment was submitted in writing at the previous regular meeting.

**St. Philip Women's Guild  
Board and Chairman  
2005-2006**



<b>Board</b>		<b>Telephone</b>
<b>Spiritual Moderator:</b>	Rev. Stephen J Mocio	214-388-5464
<b>President:</b>	Marie Sims	214-388-3174
<b>Program Director:</b>	Jeanette Sliter	214-381-0005
<b>Ways &amp; Means Director:</b>	Karie Conklin	972-216-3933
<b>Altar &amp; Vestments Director:</b>	Linda Dudik	972-289-6840
<b>Recording Secretary:</b>	Open	
<b>Treasurer:</b>	Cindy Blea	214-388-2602
<b>Parliamentarian:</b>	Patti Brundrett	214-388-7870
<b>Chairman</b>		
CCD Coordinator	Gina Curts	972-222-1839
Corresponding Secretary (Sunshine)	Open	
Funeral Chairman	Mary Najera	214-324-1357
Hospitality Chairman	Mary Najera	214-324-1357
Membership Chairman	Mary Najera	214-324-1357
Historian	Molly Leños	214-381-4813
Home & School Coordinator	Vicki Russell	214-381-9649
DDCCW Delegate	Jeanette Sliter	214-381-0005
Meals on Wheels Chairman	Jeanette Sliter	214-381-0005
Altar Cloth Chairman	Mach, Ann	972-288-8213
Small Linen Chairman	Mary Najera	214-324-1357

