

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**

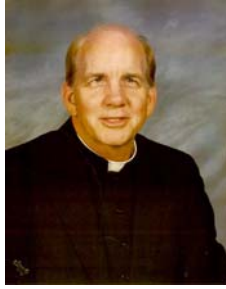
MEMORARE

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

TABLE OF CONTENTS

A Message From Our Moderator	6
Past Presidents of the Guild	7
Order of Business Agenda	8
Constitution and By-Laws	9
Article I - Name	9
Article II - Purposes	9
Article III - Membership and Dues	9
Article IV - Officers and their election	9-10
Article V - Moderator	10
Article VI - Duties of Officers	10
President	10
Appointed Chairmen by President	11
CCD Coordinator	11
Corresponding Secretary (Sunshine Chairman)	11
DDCCW Delegate	11
Funeral Chairman	11
Historian	11
Home and School Coordinator	11
Meals on Wheels Chairman	11
Programs Director	12
Appointed Chairmen by Program Director	120
Hospitality Chairman	12
Membership Chairman	12
Ways and Means Director	12
Altar and Vestments Director	12
Appointed Chairmen by Altar and Vestment Director	12
Altar Cloth Chairman	12
Small Linens Chairman	12
Area Altar Chairmen	12
Baptismal Gown Chairman	12
Recording Secretary	13
Treasurer	13
Parliamentarian	13
Article VII - Women's Guild Scholarship	13
Article VIII - Monetary Gifts	14
Article IX - Meetings	14
Article X - Amendments	14
Board & Chairman 2005-2006	15



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**



Board		Telephone
Spiritual Moderator:	Rev. Stephen J Mocio	214-388-5464
President:	Marie Sims	214-388-3174
Program Director:	Jeanette Sliter	214-381-0005
Ways & Means Director:	Karie Conklin	972-216-3933
Altar & Vestments Director:	Linda Dudik	972-289-6840
Recording Secretary:	Open	
Treasurer:	Cindy Blea	214-388-2602
Parliamentarian:	Patti Brundrett	214-388-7870
Chairman		
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

