

**WOMEN'S GUILD
CONSTITUTION AND BY-LAWS**

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.

**ST PHILIP THE APOSTLE
CATHOLIC CHURCH**

8131 Military Parkway
Dallas, Texas 75227

<http://stphilipcatholicchurch.org/>

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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 Baldrige	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	2005-2009
Cindy Blea.....	2010-2014

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 2013)

ARTICLE I – NAME

Section 1. The name of this organization shall be ST. 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 to provide opportunities for service and fellowship.

ARTICLE III – MEMBERSHIP AND DUES

Section 1. Any woman whose family is registered at St. 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. The St. Philip Women's Guild is part of the Dallas Deanery Council of Catholic Women. Annual dues are paid from the Guild treasury.

ARTICLE IV - OFFICERS AND THEIR ELECTION

Section 1. 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, Altar and Vestments Director, a Recording Secretary, Treasurer and Parliamentarian.

Section 2. A nominating committee shall be selected, consisting of two Executive Board members and three members-at-large, at the March regular meeting. The President should appoint a chairman from those selected. 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.

Upon formation of the nominating committee the chairman is in full charge until such time as the committee shall select candidates for offices, secures the consent of the chosen nominees, and presents the slate of candidates at the April meeting. Election shall take place at the April meeting, when nominations from the floor may be made.

Section 3. A vacancy occurring in an office shall be filled by the Executive Board for the unexpired term.

ARTICLE V – DUTIES OF OFFICERS

Section 1. PRESIDENT (Elected Office)

- 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 Faith Formation 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. keep a written detailed report of activities and responsibilities to present to her successor before installation
- o. perform such duties as pertain to the office
- p. ensure books are audited by August Board meeting

Section 2. APPOINTED CHAIRMEN BY PRESIDENT FAITH FORMATION COORDINATOR

- a. shall be a liaison between the Guild and the Faith Formation Program, 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

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 Women's Guild

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 and the publicity chairman, who in turn will notify parishioners via email about the arrangements (Rosary and Mass)
- c. the committee members will solicit, organize and deliver the meal

HISTORIAN

- a. compile and keep a record of current events and activities
- b. preserve and present St. Philip Women's Guild archives at Guild meetings for all to view

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

Section 3. PROGRAM DIRECTOR

- a. aid the President and assist in the general business of the organization
- b. present suggested program for each month to the Executive Board for the following month's general meeting
- c. appoint a Membership Chairman
- d. appoint a Hospitality Chairman
- e. appoint a Publicity Chairman
- f. keep a written detailed report of activities and responsibilities to present to the incoming replacement at the April Board meeting

Section 4. Appointed Chairmen By Program Director

HOSPITALITY CHAIRMAN

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

MEMBERSHIP CHAIRMAN

- a. obtain and keep a current list of newcomers from the Church Secretary and send out a welcoming letter from the Guild
- b. assist the Program Director in fulfilling her duties regarding attendance, dues and door prizes

PUBLICITY CHAIRMAN

- a. publishes pertinent information regarding St. Philip Women's Guild activities
- b. maintains email database

Section 5. WAYS AND MEANS DIRECTOR

- a. plan and arrange all events for the purpose of raising funds for the organization
- b. 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 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 and May
- d. arrange a Mass for all deceased Guild members during the month of November
- e. arrange for Altar of Repose decoration on Holy Thursday
- f. keep a written detailed report of activities and responsibilities to present to the incoming replacement at the April Board meeting

Section 7. Appointed Co-Director and Chairmen By Altar Director

CO-DIRECTOR

- a. assists Altar and Vestments Director
- b. fills in for Altar and Vestments Director as needed

ALTAR CLOTH CHAIRMAN

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

SMALL LINEN CHAIRMAN

- a. launder and iron sacred linens weekly

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)

Section 8 RECORDING SECRETARY

- a. keep the minutes of all meetings of the Guild and the Executive Board.
- b. keep a written detailed report of activities and responsibilities to present to the incoming replacement at the April Board meeting

Section 9 TREASURER

- a. receive and disburse all monies
- b. two signatures 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 for payment
- g. submit the records for auditing by an auditor 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. serve as chairman of the Constitution and By-Laws Revisions Committee

Article VI - THE WOMEN'S GUILD DONATIONS

Requests throughout the year are always considered when presented

Article VII – MONETARY GIFTS

- a. The Guild will provide monetary Christmas gifts to our priest, nuns, and any parish seminarian in an amount to be determined annually.
- b. The Guild will cover annually these altar expenses:
 - 1. Flowers (including Christmas and Easter donations for flowers by the Parishioners)
 - 2. All candles, candle cups and lighters
 - 3. Cost of cleaning altar linens
 - 4. Cleaning supplies

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 VIII -- MEETINGS

Section 1. A regular meeting shall be held monthly except in the months of January, June, July and August or to be determined at the first fall board meeting of the newly elected board.

Section 2. General 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 IX – 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 Committee Chairmen
2013-14**

Board		Telephone
President:	Cindy Blea	214-388-2602
Program Director	Jeanette Sliter	214-381-0005
Ways & Means Director	Linda Marchant	972-557-4041
Altar & Vestments Director	Molly Leanos	214-381-4813
Co-Director	Cynthia Castillo	214-381-8159
Recording Secretary	Carol Betz	214-381-5357
Treasurer	Marie Sims	214-388-3174
Parliamentarian	Cynthia Kaderli	
Chairmen		
Faith Formation Coordinator	Cindy Blea	214-388-2602
Corresponding Secretary	Marie Sims	214-388-3174
Funeral Chairman	Marie Sims	214-388-3174
Co-Chair	Mary Najera & Molly Leanos	
Volunteer Committee	Lena Patti & Irene McGehee	
Membership Chairman	Patsy Mirales	214-388-2457
Hospitality Chairman	Mary Najera	214-324-1357
Publicity Chairman	Karie Conklin	214-388-7066
Historian	Patti Brundrett	214-388-7870
Home & School Coordinator	Linda Dudik	972-289-6840
DDCCW Delegate	Jeanette Sliter	214-381-0005
Altar Cloth Chairman	Cynthia Castillo	214-381-8159
Small Linen Chairmen	Alexandra Garcia	972-268-4491
<u>Altar Cleaning Team Captain</u>	<u>Team</u>	
Mary Ann Creel	A	972-285-1337
Patti Brundrett	B	214-388-7870
Jeanette Sliter	C	214-381-0005
Cynthia Castillo	D	214-317-0271
Myra Jernigan	E	214-381-5906
Linda Dudik	F	972-289-6840
Mary Najera	G	214-324-1357
Fatima Reyna	H	214-388-4365
Spanish Mass Liaison	Cynthia Castillo	214-381-8159

HAPPY THAT SERVANT WHOM HIS MASTER DISCOVERS AT WORK ON HIS RETURN
– Matthew 24:46

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