

## **BY-LAWS OF SAINT PHILIP LADIES GUILD**

### **ARTICLE I - BENEFITS**

Benefits to members are:

- 1- An announced parish Mass for the living and deceased members annually.
- 2- A Spiritual Bouquet Mass card mailed to the family of a deceased member upon her death.
3. An Honor Guard formed by members of the Saint Philip Ladies Guild will be present at the funeral Mass of any deceased individual known to be a member, past or present .

### **ARTICLE II – DUTIES OF OFFICERS**

1. The regular term of office shall commence at the adjournment of the annual meeting in June at which new officers are installed by the Spiritual Director .
2. The Spiritual Director shall open and close all meetings with a prayer and shall act as advisor. If the Spiritual Director is not in attendance the President shall do those prayers or direct another member to lead the members in prayer.
3. The President shall preside over all regular meetings of the guild. She shall perform all the duties usually assigned to a president. She shall appoint the chairpersons of all committees deemed necessary and shall serve as an ex-officio member of all committees. She shall appoint a member to attend any parish meeting requiring a representative of the guild and shall arrange for an Honor Guard to be present at the funeral of any deceased member.
4. The Vice –President shall assume the duties of the president when called upon to do so and shall assist the president in every way possible.
5. The secretary shall keep an account of the highlights of the regular meetings and shall read an annual report at the final meeting in June. She shall attend to the correspondence of her office and other correspondences as directed by the President. At each meeting she shall read all communications received and retain any deemed important. Annually, she shall provide all members and the rectory with a current list of members complete with phone numbers and addresses.
6. The treasurer shall perform the usual duties required of her office according to diocesan/parish regulations.

7. At the expiration of the term of office, each officer retiring shall present to her successor all materials relative to the office.

### **ARTICLE III – ELECTION OF OFFICERS**

Election of officers shall be held annually at the May meeting. Any member wishing to serve in an office in any capacity should notify the President in advance. Members who have held office in the past years are eligible for nomination. Officers are elected by a majority vote of those present .

### **ARTICLE IV - STANDING COMMITTEES**

1. Membership: This committee shall stimulate interest in the guild by placing annual notices in the church bulletin.
2. Publicity: When warranted, this committee shall see to it that events scheduled by the guild are written up and given at the proper time to the Observer office in Greenville and mailed to The Catholic. Notice of all meetings shall be placed in the parish bulletin by submission to the rectory two weeks prior on Monday before noon.
3. Spiritual: This committee shall arrange the spiritual activities for the guild, to include an annual morning retreat and any other religious events voted upon by the members.
4. Sunshine: This committee shall send sympathy and get well cards as indicated by the newspapers or by contact from guild members. In the event of the death of a member past or present a Mass card shall be mailed to her family.

### **ARTICLE V – MEMBER RESPONSIBILITIES**

1. Each member is requested to pray daily for all St. Philip parish members and especially for members of the Saint Philip Ladies Guild.
2. Each member is requested to support parish and school events as each is able.

3. Each member is requested to support those imprisoned by loneliness, the widowed, the homebound or the hospitalized, by personal contacts, telephone calls or mailed cards.
4. Each member shall pay annual dues in the amount of \$10. and may occasionally be asked to contribute money to cover costs of gifts to outgoing Presidents or departing priests or any other necessary expenditures.
5. Each member is requested to attempt to attend the funeral of any deceased member of the Ladies Guild and participate in her Honor Guard and also to attend her wake if possible.

These By-Laws ( revised May of 2011 ) shall be reviewed by the membership at the first meeting of each year and shall be revised whenever necessary by the secretary or a committee appointed by the President.