

**FEDERATION OF FILIPINO ROSARY GROUPS INC., ORANGE COUNTY  
CONSTITUTION AND BY-LAWS**

**ARTICLE I. NAME**

The name of the corporation shall be: FEDERATION OF FILIPINO ROSARY GROUPS, INC., ORANGE COUNTY, sometimes referred to in these by-laws as the Federation.

**ARTICLE II. PURPOSE AND OBJECTIVES**

The purposes for which the Federation is formed are set forth in its Articles of Incorporation, as amended from time to time. They are: the evangelization of people, particularly the Filipino-American, and the building of communities of faith through the promotion of the devotion to the Holy Rosary of the Blessed Virgin Mary. The Federation will pursue these goals to the extent that it will receive, solicit and administer funds for the religious, educational, cultural and charitable purposes, especially for the total and integral development of its members. The Federation is not formed for pecuniary or financial gains, neither for the officers nor its members, and no part of the activities of the Federation shall be the carrying of the propaganda, or otherwise attempting to influence legislation, nor should the Federation participate in, or intervene (including the publishing and/or the distribution of statements) in political campaign on behalf of any candidate for both public and community offices.

The major objectives of the Federation are to have charitable projects and undertakings, as approved by the Board of Directors.

**ARTICLE III. BASIC POLICIES**

The following are the basic policies of the Federation:

A. The Federation shall be non-partisan. The name of the Federation or those of the chapters and rosary groups, or the names of any member in their official capacities, shall not be used in any connection with a commercial concern, or any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the Federation.

B. The Federation may cooperate with other organization and agencies, provided however, that their stated purposes are in keeping with those of the Federation, and only with the approval of the majority of the Board of Directors.

**ARTICLE IV. OFFICE**

The principal office of the Federation shall be located in the Diocese of Orange, California.

## ARTICLE V. MEMBERSHIP

### A. Members

All Rosary Groups and their membership who adopt the Uniform Organization Structure of a Rosary Group in the Federation as drafted by the Federation and have applied for membership duly approved by the Board of Directors by a majority vote and upon payment of membership dues to the Federation are considered members. Membership in the Federation shall fall under two (2) classifications:

#### 1. Core Members

These members shall constitute all officers and members of the Rosary Groups affiliated with the Federation and actively participate in the regular home visitation of the Statue/Image of the Blessed Virgin.

#### 2. Associate Members

These members shall constitute all the families visited by the Statue/Image of the Blessed Virgin who do not actively participate in the regular home visitation but are members of an affiliated Rosary Group by virtue of their being host families on a regular annual basis.

### B. Members Voting Rights and Privileges

1. Chairpersons of member Rosary Groups, current and past immediate two terms (still active), or their authorized representatives shall have the right to vote for the officers of the Federation during its bi-annual elections.

2. The Chapter Director of member chapters or their authorized representatives shall have the right and privilege to participate and vote in the deliberation of the Board of Directors meetings. The Chapter Directors, current and past immediate two terms (still active), or their authorized representatives shall have the right to vote for the officers of the Federation during its bi-annual elections.

3. Federation officers, current and past immediate two terms and still active member in good standing, shall have the right and privilege to vote for the officers of the Federation during its bi-annual elections.

### C. Member's Rights in the Corporate Assets

During the Federation's existence or upon its liquidation, no member shall have any right, interest or participation in any corporate-owned assets or any type of properties (real or personal). Similarly, members shall not be entitled to whatever sources of income the Federation may have generated or received. Any proceeds remaining from the Federation assets shall be disposed of in such a manner as may be directed by decree of the Superior

Court of the county in which the Corporation has its principal office, upon petition therefore by the Attorney General or by a person concerned in liquidation, in a proceeding to which the Attorney General is a party. D. Membership Dues

1. Each member Rosary Group shall pay a minimum of an annual membership fee of Fifty dollars (\$50.00), payable on the first of January of every year.
2. Newly formed Rosary Group, who wishes to become members, shall be exempted from the annual dues for the first year of their existence. On January 1st, following their first year of existence, they shall pay the initial membership fees on a prorated basis from the time (month) of their membership in the Federation. Thereafter, they shall pay the same fee of a minimum Fifty dollars (\$50.00) every January 1st of each year.
3. Any member Rosary Group that resigns from the Federation shall not be entitled to a refund of the membership fee paid.
4. If a member Rosary Group fails to pay its membership fee, a reminder notice shall be sent by the Federation Treasurer to the Rosary Group Chairperson. Certain privileges may be suspended until such membership fee is brought current.

#### D. Resignation of Members

1. Members of standing committee may resign from their membership in the committee by submitting a letter of resignation addressed to the Chairman of the Board of Directors and approved by the members of the committee he/she belongs. Resignation from the committee position will also mean resignation from the office with the Chapter/Rosary Group, he/she belong, which office made him/her a member of the committee.
2. Core and affiliated members may resign from the Federation in accordance to the established guidelines.

### ARTICLE VI. BOARD OF DIRECTORS

#### A. Composition

The Board of Directors of the Federation shall be composed of the Federation President, Federation First Vice-President, Federation Second Vice President, Federation Secretary, Federation Assistant Secretary, Federation Treasurer, Federation Assistant Treasurer, Federation Auditor, Federation Director of Charity, Federation Director of Youth Activities, Federation Director of Religious Enrichment, Federation Director of Social Activities, Federation Director of Public Relations, and all Chapter Directors.

#### B. Manner Of Determination And Tenure Of Office

All members of the Board are determined by virtue of the office to which they were elected. Their term on the Board shall be concurrent with the term of office to which they were elected.

#### C. Powers and Duties

The Board of Directors shall determine policies and adopt rules and regulations consistent with the Articles of Incorporation and By Laws of the Federation of Filipino Rosary Groups Inc., Orange County and not contrary to the Laws of the State of California and the United States of America.

### **ARTICLE VII FEDERATION OFFICERS, THEIR DUTIES AND RESPONSIBILITIES**

#### A. Composition

The officers of the Federation shall be called Federation President, Federation First Vice-President, Federation Second Vice President, Federation Secretary, Federation Assistant Secretary, Federation Treasurer, Federation Assistant Treasurer, Federation Auditor, Federation Director of Charity, Federation Director of Social Activities, Federation Director of Youth Activities, Federation Director of Religious Enrichment, and Federation Director of Public Relations.

#### B. Manner of Selection

The officer of the Federation shall be elected as set forth in Article V Section B, through secret ballot and shall hold office for a term of two (2) years, but not more than two (2) consecutive terms. Nominations for the Federation officers may be taken from the list of active members from the Rosary Groups. Election shall be held sometime early November.

#### C. Powers and Duties of the Federation officer

##### 1. Federation President

- a. Exercises general supervision, direction and implementation of all activities of the Federation.
- b. Automatically becomes the Chairman and presides over the Board of Directors.
- c. Coordinates and relates with the Diocese of orange and other Diocese as necessary, and Diocese where the member and rosary group affiliates are located.

##### 2. Federation First Vice-President

- a. Acts as Federation President in the event of absence or inability to act for any cause by the Federation President.

- b. Assists the Federation President in handling, overseeing and directing the internal affairs of the Federation, as approved by the Board of Directors and as mandated in the Constitution and By Laws.
- c. Automatically becomes a member of the Board of Directors.

### 3 Federation Second Vice President

- a. Acts as the Federation President in the absence of the Federation President and the Federation First Vice-President.
- b. Assists the President in handling, overseeing and directing the external affairs of the Federation, as approved by the Board of Directors and as mandated in the Constitution and By Laws.
- c. Automatically becomes a member of the Board of Directors.

### 4. Federation Secretary

- a. Keeps a current roster of all members.
- b. Keeps the minutes of all meetings of the Board of Directors.
- c. Responsible for the updating of documents of the Federation including the Federation By Laws, Uniform Organization & Structure of the Chapter and Rosary Group.
- d. Performs other duties as required by the Board of Directors.
- e. Automatically becomes a member of the Board of Directors.

### 5. Federation Assistant Secretary

- a. Acts on behalf and becomes the Federation Secretary in his/her absence.
- b. Assists in carrying out the duties of the Federation Secretary.
- c. Automatically becomes a member of the Board of Directors.

### 6. Federation Treasurer

- a. Maintains custody of and be responsible for all the funds of the Federation.

- b. Maintains complete and accurate financial record for the Federation. Prepares quarterly financial reports or as often as may be required by the Board of Directors in conformity with the reporting standard devised by the Federation Auditor.
- c. Establishes a bank account in the name of the Federation with the counter signature of the Federation President or either of the Federation Vice-Presidents.
- d. Responsible for filing all tax report documents with the State and Federal Agencies.
- e. Automatically becomes a member of the Board of Directors.

#### 7. Federation Assistant Treasurer

- a. Acts on behalf of the Federation Treasurer in the absence of the Federation Treasurer.
- b. Assists in carrying out the duties of the Federation Treasurer.
- c. Automatically becomes a member of the Board of Directors.

#### 8. Federation Auditor

- a. Responsible for the system of internal control of funds being handled by the Federation Treasurer.
- b. Devises a financial reporting standard for the Federation.
- c. Signs the report of the Federation Treasurer as to have been verified to be accurate and in order.
- d. Automatically becomes a member of the Board of Directors.

#### 9. Federation Director of Charity

- a. Responsible for the systematic realization of all the works of charity for all members.
- b. Automatically becomes a member of the Board of Directors.

#### 10. Federation Director of Social Activities

- a. Responsible for the attainment of fellowship among its members through social and physical fitness activities in the Federation.
- b. Automatically becomes a member of the Board of Directors.

11. Federation Director of Youth Activities

- a. Responsible for providing programs that will involve the youth in the social, education, and cultural projects of the Federation.
- b. Automatically becomes a member of the Board of Directors.

12. Federation Director of Religious Enrichment

- a. Responsible for the promotion and coordination of the spiritual activities of the Federation including retreats and conventions.
- b. Automatically becomes a member of the Board of Directors.

13. Federation Director of Public Relations

- a. Acts as historian of the Federation.
- b. Responsible for the dissemination of information to the members, handles press releases, and prepares the annual activity report of the Federation.
- c. Automatically becomes a member of the Board of Directors.

**ARTICLE VIII MEETINGS**

A. Place

All meetings of the Federation shall be held in the Diocese of Orange, California, or in any place designated by the Board of Directors. Each Committee may designate a place for its own meeting.

B. Frequency and Rule of Meetings

1. The Board of Directors

- a. The Board of Directors shall meet regularly every six (6) months. Any five (5) members of the Board may call for a special meeting when deemed necessary.
- b. A quorum shall be required before a meeting of the Board of Directors is considered official. A quorum shall consist of one (1) member more than 50% of the official membership of the Board of Directors.
- c. A simple majority vote of the Board of Directors, present in any official meeting, is required for any policy decision.

- d. A written proxy shall be a valid authorization for purposes of deliberation and voting.

## 2. Special Committee

- a. Frequency and schedule of meetings shall be determined by the Chairperson or the authority who created the committee.
- b. A quorum shall be required before a meeting of the Committee is considered official. A quorum is defined as one (1) member more than 50% of the official number of committee members, including the Chairperson.
- c. A simple majority vote of the Committee members in attendance of an official meeting, is required for any decision of the committee to be approved and ratified.

## C. Agenda

Any member of the Board/Committee may submit relevant subject matter to the respective Chairperson for agenda consideration in any meetings.

## D. Minutes

Minutes of all meetings of the Federation shall contain such entries as may be required by law, and be entered into the record book of the Federation.

# ARTICLE IX. THE ADVISORY COUNCIL

## A. Composition and Eligibility

The Advisory Council shall be composed of all the past presidents, incorporators of the Federation and spiritual advisers as identified by the Board of Directors.

## B. Tenure of Office

The members of the Advisory Council shall serve for a term of two (2) years and is renewable for life. Each member shall be equal to the other members of the Advisory council, but in the conduct of meetings, there must be a presiding officer and a recording secretary. Members of the Advisory Council may take turns in acting as the presiding officer or as a recording secretary during any meetings.

## C. Powers and Duties

1. The Advisory Council shall act as the advisory body of the Federation.

2. The Advisory Council shall meet as requested by the Board of Directors to advise and counsel the current Federation President and the Board of Directors on any matters pertaining to the activities and affairs of the Federation, without encroaching on the powers of the Federation President or other committees, but to insure that the undertakings are in conformity with the Federation By Laws and Uniform Guidelines.
3. The Council may conduct hearings regarding any grievances that may be brought forth to the body and to submit its findings and recommendation to the Board of Directors.

#### D. Voting Rights and Privileges

1. The members of the Advisory Council shall only have the rights and privileges to vote in any of its meetings.
2. The members of the Advisory council shall have the right to participate in the deliberation of the Board of Directors, but will not have any voting right in that Board.

#### E. Resignation

Any member of the Advisory council may resign from the Council at any time, during the two (2) year term, by submitting a written letter of resignation to the Board of Directors. Any resigned member may be reinstated by a simple majority vote of the council, after submitting a written request to the Board of Directors.

### **ARTICLE X. STANDING COMMITTEE**

#### A. Steering Committee

##### 1. Composition

The Steering Committee shall be composed of the Federation Vice-President as a Chairperson, and all the Chapter directors as members.

##### 2. Powers and Duties

- a. Plan and implement ways and means of forming new Chapters and Rosary Groups, then submit to the Board of Directors a proposal for its consideration and approval.
- b. Follow-up any possibilities of expansion by establishing new Chapters in the different areas of consideration.
- c. Insure participation of top level officers of the Federation to functions of the Chapters and Rosary Groups, such as inauguration, anniversaries, masses, and other activities.

d. Conduct seminars and orientation for new and current Chapter and Rosary Group officers, on a regular basis, to disseminate updated information about the Federation.

e. Act on matters requested by the Board of Directors related to Chapter and Rosary Group formations.

## B. Ways and Means Committee

### 1. Composition

The Ways and Means Committee shall be composed of the Federation Vice-President as Chairperson and all Chapter Vice Director as members.

### 2. Powers and Duties

Plan and implement ways and means of fund raising for the Federation, then submit to the Board of Directors a proposal for its consideration and approval.

## C. Religious Enrichment Committee

### 1. Composition

The Religious Enrichment Committee shall be composed of the Federation Director of Religious Enrichment as Chairperson, and a representative of each Chapter, appointed by the Chapter Director, as members.

### 2. Powers and Duties

- a. Plan rallies, retreats, conventions and related activities for the spiritual enrichment of the Federation for the approval of the Board of Directors.
- b. Responsible for the implementation and coordination of all religious functions as approved by the Board of Directors.

## D. Charity, Social, and Youth Activity Committee

### 1. Composition

The Charity, Social, and Youth Activity Committee shall be composed of the Federation Charity, Social and Youth Activity Directors and a representative of each Chapter, appointed by the Chapter Director, as members.

### 2. Powers and Duties

- a. Propose, recommend, screen and implement all charitable works of the Federation, its Chapters and Areas. The Board of Directors shall have the final approval on all actions including perpetual charitable funding of the Federation.

- b. Recommend various types of social activities for the Federation, Chapters and Areas.
- c. Plan, recommend and implement various educational, cultural, religious, physical and other programs for the Federation.
- d. Responsible for all charitable, social and youth activity functions of the Federation as approved by the Board of Directors.

#### E. Public Relations Committee

##### 1. Composition

The Public Relations Committee shall be composed of the Federation Public Relations Director as the Chairperson and a representative of each Chapter, appointed by the Chapter Director, as members.

##### 2. Powers and Duties

- a. Prepare and publish newsletters for distribution to its members.
- b. Responsible for the reporting of Federation events, as well as from the Chapter and Area levels, and the preserving of all records of events for the Federation.
- c. Responsible for keeping historical records of events for distribution to all members, as approved by the Board of Directors.

### **ARTICLE XI. UNIFORM GUIDELINES, CHAPTERS AND AREAS**

#### A. Chapter

The Chapter shall be organized and structured in accordance with the UNIFORM ORGANIZATION & STRUCTURE OF A CHAPTER IN THE FEDERATION as approved by the Board of Directors.

#### B. Area

The Area shall be organized and structured in accordance with the UNIFORM ORGANIZATION & STRUCTURE OF A ROSARY GROUP IN THE FEDERATION as approved by the Board of Directors.

### **ARTICLE XII EMBLEM, LOGO, COLORS AND ACCOUNTING YEAR**

#### A. Emblem/Logo

The Board of Directors shall approve any official Emblem/Logo for the Federation.

**B. Official Colors**

The official colors for the Federation shall be blue and white.

**C. Accounting Year**

The accounting year shall be the calendar year, January 1st through December 31st of each year.

**ARTICLE XIII COMMISSION ON ELECTION**

**A. Composition**

The Commission on Election shall consist of one (1) representative from all member Chapters of the Federation. The Commission shall elect among themselves a Chairperson, Vice-Chairperson, Secretary and other designees as deemed necessary to implement the assigned task.

**B. Powers and Duties**

1. Recommends to the Board of Directors the plan and manner in which the selection, balloting and/or ratification process could be achieved in harmony and order.
2. Supervises the entire election and/or ratification process.
3. Certifies the results of the election and/or ratification.

**ARTICLE XIV AMENDMENTS**

A. Any amendments to the Constitution and By Laws shall be approved by the Board of Directors before it is submitted for ratification to the members.

B. Any Area Rosary Group of the Federation that is in good standing, may be allowed to vote for the ratification of any amendments.

C. Only the Area Chairpersons of the Rosary Groups as defined by the Uniform organization & Structure of a Rosary Group in the Federation, as the representatives of the general membership of the group, will be allowed to cast the vote on any amendment.

D. A two-third (2/3) majority of the votes cast shall be required for

any amendment to be ratified.

E. All proposed amendments shall be mailed to each officer of the member Rosary Groups at least two (2) weeks prior to voting.

F. All amendments ratified shall be adopted uniformly as part of the Constitution and By Laws.

G. Any amendments to the Constitution, upon ratification, shall become effective at the beginning of the term of office of the next administration.

#### **ARTICLE XV INITIAL RATIFICATION OF THE CONSTITUTION AND BY-LAWS**

The initial Board of Directors of the Federation shall initially approve and ratify the Constitution and By Laws of the Federation of Filipino Rosary Groups Inc., Orange County.

## UNIFORM ORGANIZATION & STRUCTURE OF A ROSARY GROUP IN THE FEDERATION

### **SECTION I - NAME OF A ROSARY GROUP**

The name of a Rosary Group shall be that referring to the Blessed Mother in the Litany or in the Apparitions recognized by the Church.

### **SECTION II - PURPOSE AND OBJECTIVES**

The purpose and objective of a Rosary Group shall be the Evangelization and building of a community of Faith.

### **SECTION III - MEMBERSHIP**

#### **A. Classification:**

The membership of the Rosary Group shall be classified as ACTIVE and ASSOCIATE. The active members are considered to be the CORE members, and are those who are the current and past officers of the Rosary Group, as well as those associate members who are diligent and continually joining the Pilgrim Virgin Home Visitation schedule. The Associate members are those who belong to the families visited regularly by the Pilgrim Image of the Blessed Mother.

#### **B. Duties and Responsibilities:**

##### **1. Active Members -**

- a. Participate in the weekly or daily rosary prayer.
- b. Intensify the effort in Mary's service through apostleship.
- c. Participate in organized religious retreats and conventions.
- d. Attend meetings called for by the Rosary Group.
- e. All duties and responsibilities listed under the associate members.

##### **2. Associate Members -**

- a. Receive the Pilgrim Image when scheduled for prayers in their home.
- b. Pray the Rosary every night during the scheduled dates of the Pilgrim Image's visit, and weekly throughout the year.
- c. Share in the renewal of their faith with the rest of the membership.
- d. Participate and support the functions of the Rosary Group, Chapter and Federation as much as possible

#### **C. Voting Rights and Privileges**

1. Only active members shall have the right to vote for the Rosary Group officers during the meeting specifically called for the bi-annual election.
2. Any active or associate member may resign from the Rosary Group by personal or written notification to the Chairperson.

## **SECTION IV MEETINGS**

- A. Meetings for active members shall be held semi-annually or as deemed necessary by the Chairperson.
- B. Meetings for associate members shall be held annually,

## **SECTION V OFFICERS, THEIR DUTIES AND RESPONSIBILITIES**

### **A. Composition -**

The Officers of the Rosary Group shall be called the CHAIRPERSON, VICE-CHAIRPERSON, SECRETARY, TREASURER, AUDITOR, CHARITY/SOCIAL/YOUTH ACTIVITY DIRECTOR, DIRECTOR OF RELIGIOUS ENRICHMENT, and PUBLIC RELATIONS DIRECTOR.

### **B. Manner of Selection**

The officers of the Rosary Group shall be elected as set forth in Article III, Section C-1, by voice vote, and shall hold office for a term of two (2) years, and not more than two terms. Election shall be held after the Chapter election and before the end of December, with the term of office starting the following January 1st.

### **C. Powers and Duties of Officers –**

#### **1. Chairperson:**

- a. Preside on all meetings of the Rosary Group.
- b. Exercise general supervision, direction and implementation of all the activities of the Rosary Group.
- c. Attend all meetings and activities called for by the Chapter or Federation.
- d. Automatically become a member of the Chapter Board.

#### **2. Vice-Chairperson:**

- a. Take over the duties of the Chairperson in the event of his/her absence or inability to act for any cause.
- b. Execute such other duties as the Chairperson may direct in the overall organization and fulfillment of its objectives.

#### **3. Secretary:**

- a. Keep a current and updated roster of all members.
- b. Keep the minutes of all meetings of the Rosary Group.
- c. Perform such other duties as are incumbent to the office as required by the Chairperson or Vice- Chairperson.
- d. Responsible for giving notice to the members for any meetings or activities.
- e. Furnish the Secretary of the Chapter or the Federation all pertinent data requested concerning the Rosary Group and its members.

#### **4. Treasurer:**

- a. Responsible and have custody of all the funds of the Rosary Group.
- b. Keep a complete and accurate record of all receipts and disbursement of the Rosary Group.

c. Establish a bank account in the name of the Federation of Filipino Rosary Groups Inc., Orange County, AKA: Name of Rosary Group, with the counter signature of the Chairperson or Vice-Chairperson.

d. Prepare the financial report in conformity with the reporting standards devised by the Auditor as often as may be required by the Federation Treasurer.

5. Auditor:

a. Responsible for devising and implementing a system of internal control of funds being handled by the Rosary Group through the Treasurer.

b. Device and implement a simple reporting standards of the Rosary Group showing the factual and historical monetary activity.

c. Countersigns the financial report of the Treasurer to reflect the verification as to its accuracy.

6. Charity, Social and Youth Activity Director:

a. Responsible for all works of Charity for all members of the Rosary Group and reach out programs.

b. Charged with the attainment of all fellowship functions to foster deeper kinship among the members.

c. Initiate programs that will involve the Youth of the Rosary Group in relation to the objectives setup by the Federation C-S-Y-A Director.

d. Attends meetings duly called for by the counterpart in the Federation level.

7. Director of Religious Enrichment:

a. Responsible for the spiritual uplifting of all the members; the organizing and/or supporting organized religious retreats and conventions.

b. Attends meetings duly called for by the counterpart in the Federation level.

8. Public Relations Director:

a. Responsible for the dissemination of information to all the members and press releases.

b. Act as the historian for the Rosary Group.

c. Attends meetings duly called for by the counterpart in the Federation level.

D. Removal and Resignation of Officers -

1. Any officer may be removed from office for cause by a simple majority of the officers in a quorum, and called for the purpose by any officer and chaired by the Chapter Director or Vice-Chapter Director.

2. Any vacancy in the office of the Rosary Group maybe filled by a simple majority of the existing Officer's meeting in a quorum.

3. Any officer may resign from office by personal or written notification to the Chairperson.

## SECTION VI - BASIC RULES AND REGULATIONS

A. The Rosary Group shall be non-commercial and non-partisan.

B. The name of the Rosary Group or the names of any member or members, in their official capacity, shall not be used in any commercial concern, or with any partisan interest, or for any purpose not appropriately related to the objectives and purpose of the Rosary Group.

C. The Core members of the Rosary Group shall be responsible in carrying out the activities of the Group in accordance with the weekly visitation programs.

D. The Pilgrim Image shall be transferred to another home every week or as voluntarily scheduled by both the recipient family and the Rosary Group.

E. The prayer format shall be the basic standard prayer approved for use by the Federation.

F. The Rosary Group shall submit an Activity Profile to the Federation on such information, format and frequency as requested.

G. The Rosary Group shall secure the written permission of the Federation, in advance, before undertaking any fund raising event.

## **SECTION VII STANDING COMMITMENT**

A. Core members shall attend all meetings regularly and punctually.

B. All core members shall do substantial active Apostolic work in the Spirit of Faith, and in union with Mary, in such fashion that in those worked for and in one's fellow members, the Person of our Lord is once again seen and serve by Mary, His Mother.

C. The preservation of an absolute Secrecy in regard to matters of inviolable trust discussed at the meetings or learned in connection with all Apostolic Work.

## **SECTION VIII AMENDMENT PROVISIONS**

A. Any amendment of the provisions for this Uniform Organization & Structure of a Rosary Group in the Federation shall be submitted to the Board of Directors directly or through a Committee formed purposely to review such an amendment.

B. Any amendment approved by the Board shall be binding on each and every Rosary Group the 1st of January or the 1st of the 6th month following Board's approval, whichever is later. This provision may be superseded by any effective date inserted and approved with each amendment.

## **SECTION IX ACKNOWLEDGEMENT**

All officers and care members of the Rosary Group shall receive a copy of this U.O.S.R.G.F. for guidance and acknowledgement. Associate members who desire more knowledge of the workings of the Rosary Group may also be afforded a copy of this document.



## **UNIFORM ORGANIZATION & STRUCTURE OF A CHAPTER IN THE FEDERATION**

### **SECTION I - NAME**

The name of a Chapter shall be that referring to the general geographical location where three (3) or more Rosary Groups are clustered together, but not exceeding six (6), and in the general area identified as a parish, district or city, or any subdivision thereof.

### **SECTION II - PURPOSE AND OBJECTIVES**

- A. To promote the evangelization of people, particularly the Filipino-American, through devotion to the Holy Rosary of the Blessed Virgin Mary.
- B. To build a community of faith by initiating the formation of Rosary Groups within the area covered by the Chapter.
- C. To implement and execute the policies and programs adopted and approved by the Board of Directors of the Federation of Filipino Rosary Groups Inc., Orange County, and to act as a medium of communication between the Federation and the Rosary Groups.
- D. To coordinate and supervise the activities of the Rosary Groups affiliated with the Chapter, in order to form a strong and cohesive members in the affiliated Groups, thus, promoting the spirit of brotherhood among them for the spiritual good of all.
- E. To establish points of uniformity in the FFRG's endeavor to unite the Filipino-American Catholic population and to preserve the traditional religious legacy of the Filipinos.
- F. To maintain a closer and stronger relationship among members, as well as the stability of the Community of Faith among the Filipino-American Catholic population.
- G. To maintain a confidential list of active and associate members of the affiliated Rosary Groups, and extend to them all the privileges accorded by the Federation to all its members as a religious, non-profit and tax-exempt organization.

### **SECTION III - MEMBERSHIP**

The members of the Chapter shall be the different Rosary Groups composing the Chapter, including all those with an Associate Rosary Group Status in accordance with Section I.

### **SECTION IV - MEETINGS**

- A. Meetings of the Chapter Officers shall be held regularly, at least semi-annually, with the dates designated for expediency and which will not be in conflict with the Federation meetings.
- B. Meetings of the Chapter Board shall be held on a need basis as determined by the Chapter Director, with the dates that will not be in conflict with any Federation meetings.



- C. Meetings of the Chapter Membership shall be held at least annually, and should be held in conjunction with a major activity of the Chapter to implement vigorously Section II, Item E.
- D. All these meetings shall have the following format:
  - 1. Opening Prayer
  - 2. Reading of the minutes of the previous meeting by the Chapter Secretary and  
the corresponding confirmation by the body.
  - 3. Reading of the Standing Commitment (if appropriate)
  - 4. Agenda and discussion for the meeting
  - 5. Closing Prayer

**SECTION V - OFFICERS, THEIR DUTIES AND RESPONSIBILITIES**

**A. Composition -**

The Officers of the Chapter shall be called the CHAPTER DIRECTOR, CHAPTER VICE-DIRECTOR, CHAPTER SECRETARY, CHAPTER TREASURER, and CHAPTER AUDITOR.

**B. Manner of Selection -**

The officers of the Chapter shall be elected among the active members of the affiliated Rosary Groups by secret ballot, and shall hold office for a term of two (2) years. All officers may be re-elected to the same office for a maximum of two (2) consecutive terms. Election shall be held soon after the Federation election, with the term of office starting the following January 1st.

**C. Powers and Duties of Officers -**

**Chapter Director:**

- a. Preside over all meetings of the Chapter.
- b. Exercise general supervision, direction and implementation of all the activities of the Chapter.
- c. Supervise all approved fund raising activities of the Rosary Groups.
- d. Attend all meetings and activities called for by the Federation.
- e. Automatically become a member of the Board of Directors of the Federation and shall attend meetings called for.
- f. Automatically become the Chairperson of the Chapter Board.

**Vice-Chapter Director:**

Take over the duties of the Chapter Director in the event of his/her absence or inability to act for any cause.

- a. Execute such other duties as the Chapter Director may direct in the overall organization and fulfillment of its objectives.
- b. Automatically become the Vice-Chairperson of the Chapter Board.

**Chapter Secretary:**

- a. Keep a current and updated roster of all Chapter and Rosary Group officers, as well as all the members of the affiliated Rosary Groups.
- b. Keep the minutes of all meetings of the Chapter.



- c. Perform such other duties as are incumbent to the office as required by the Chapter Director or Vice-Chapter Director.
- d. Responsible for giving notice to the affiliated Rosary Group on any meetings or activities.
- e. Furnish the Secretary of the Federation all pertinent data requested concerning the Chapter and the affiliated Rosary Groups.

Chapter Treasurer:

- a. Responsible and have custody of all the funds of the Chapter as well as the collection and remittance of the Federation revenues.
- b. Keep a complete and accurate record of all receipts and disbursement of the Chapter.
- c. Establish a bank account in the name of the Federation of Filipino Rosary Groups Inc., Orange County, AKA: Name of Chapter, with the counter signature of the Chapter Director.
- d. Prepare the financial report in conformity with the reporting standards devised by the Chapter Auditor as often as may be required by the Federation Treasurer.

Chapter Auditor:

- a. Responsible for devising and implementing a system of internal control of funds being handled by the Chapter Treasurer.
- b. Devise and implement a simple reporting standards of the Chapter showing the factual and historical monetary activity.
- c. Countersigns the financial report of the Chapter Treasurer to reflect the verification as to its accuracy.

D. Removal and Resignation of Officers -

1. Any officer may be removed from office for justified cause by a simple majority of the Chapter Board in a quorum, which has been called for the purpose by any Chapter Officer and chaired by the Federation President or Vice-President.
2. Any officer may resign from office by personal or written notification to the Chapter Director.
3. Vacancy to any Chapter office may be filled from the membership as defined in Section III by election of a simple majority on a meeting called for, to serve the unexpired term of the office.

SECTION VI - CHAPTER BOARD, DUTIES AND RESPONSIBILITIES

A. Composition -

The Chapter Board shall be composed of the five (5) officers of the Chapter and all the Chairpersons of the Affiliated Rosary Groups.

B. Powers and Duties -

The Chapter Board shall set rules and regulations applicable to the Chapter, consistent with the policies, rules and regulations of the Federation.



SECTION VII - BASIC RULES AND REGULATIONS

- A. The Chapter shall be non-commercial and non-partisan.
- B. The name of the Chapter or the names of any member or members, in their official capacity, shall not be used in any commercial concern, or with any partisan interest, or for any purpose not appropriately related to the objectives and purpose of the Chapter and the Federation of Filipino Rosary Groups Inc., Orange County.
- C. The Chapter shall submit an Activity Profile to the Federation on such information, format and frequency as may be requested.
- D. The Chapter shall secure the written permission of the Federation (through the Vice-President), in advance, before undertaking any tax-exempt fund raising activity of their affiliated Rosary Groups. Affiliated Rosary Groups shall be issued a CERTIFICATE of affiliation by the Federation (through the Secretary), to the Chapter Director.

SECTION VIII - STANDING COMMITMENT

- A. All Chapter Officers and Board Members shall attend meetings regularly and punctually.
- B. Performance of a substantial active apostolic work in the Spirit of Faith, and in union with the Blessed Virgin Mary.
- C. The preservation of an absolute confidentiality in regard to matters of inviolable trust discussed at the meetings or learned in connection with all Apostolic Work.
- D. The Chapter shall enhance the formation of new Rosary Groups in the area as well as cultivate its growth to other areas wherein a new Chapter can be organized.
- E. Any Chapter Officer so elected for a term shall relinquish his/her previous position in an active capacity. In the same token, a Chapter Officer so elected to the Federation level shall do the same.

SECTION IX - AMENDMENT PROVISIONS

- A. Any amendment of the provisions for this Uniform Organization & Structure of a Chapter in the Federation shall be submitted to the Board of Directors directly or through a committee formed for the purpose.
- B. Any amendment approved by the Board shall be binding on each and every Chapter the 1st of January or the 1st of the 6th month following Board's approval, whichever occurs first. This provision may be superseded by any effective date inserted and approved with each amendment.

SECTION X - ACKNOWLEDGEMENT

All Chapter Officers and Rosary Group Chairpersons shall receive a copy of this U.O.S.C.F. for guidance and acknowledgement.



# UNIFORM ORGANIZATION & STRUCTURE OF A ROSARY GROUP IN THE FEDERATION

## SECTION I - NAME OF A ROSARY GROUP

The name of a Rosary Group shall be that referring to the Blessed Mother in the Litany or in her Apparitions recognized by the Catholic Church in conjunction with the Parish it is affiliated with.

## SECTION II - PURPOSE AND OBJECTIVES

The purpose and objective of a Rosary Group shall be the Evangelization and building of a community of Faith by the spread of the devotion to the Blessed Virgin Mary, through the Holy Rosary.

## SECTION III - MEMBERSHIP

### A. Classification:

The membership of the Rosary Group shall be classified as ACTIVE and NON-ACTIVE ASSOCIATE. The Associate members are those who belong to the families visited regularly by the Pilgrim Image of the Blessed Mother. The active members are those who are diligently and continually joining the Pilgrim Virgin Home Visitation schedule.

### B. Duties and Responsibilities:

#### 1. Active Members -

- a. Participate in the weekly or daily rosary prayer.
- b. Intensify the effort in Blessed Mother's service through apostleship.
- c. Participate in organized religious retreats and conventions.
- d. Attend meetings called for by the Rosary Group.
- e. All duties and responsibilities listed under the associate members.

#### 2. Associate Members -

- a. Receive the Pilgrim Image when scheduled for prayers in their home.
- b. Pray the Rosary every night during the scheduled dates of the Pilgrim Image's visit, and weekly throughout the year.
- c. Share in the renewal of their faith with the rest of the membership.
- d. Participate and support the functions of the Rosary Group, Chapter and Federation as much as possible.

### C. Voting Rights and Privileges -

1. All members shall have the right to vote for the Rosary Group officers during the meeting specifically called for the bi-annual election.
2. Any member may resign from the Rosary Group by personal or written notification to the Chairperson.

## SECTION IV - MEETINGS

A. Meetings for active members shall be held semi-annually or as deemed necessary by the Chairperson. Meetings for associate members shall be held annually.

## SECTION V - OFFICERS, THEIR DUTIES AND RESPONSIBILITIES

### A. Composition -

The Officers of the Rosary Group shall be called the CHAIRPERSON, VICE-CHAIRPERSON, SECRETARY, TREASURER, AUDITOR, CHARITY/SOCIAL/YOUTH ACTIVITY DIRECTOR, DIRECTOR OF RELIGIOUS ENRICHMENT, and PUBLIC RELATIONS DIRECTOR.

### B. Manner of Selection -

The officers of the Rosary Group shall be elected as set forth in Article III, Section C-1, by secret ballot, and shall hold office for a term of two (2) years, and not more than two consecutive terms for the same office. Election shall be held after the chapter election and before the end of December, with the term of office starting the following January 1st.



C. Powers and Duties of Officers -

1. Chairperson:

- a. Preside on all meetings of the Rosary Group.
- b. Exercise general supervision, direction and implementation of all the activities of the Rosary Group.
- c. Attend all meetings and activities called for by the Chapter or Federation.
- d. Automatically become a member of the Chapter Board.

2. Vice-Chairperson:

- a. Take over the duties of the chairperson in the event of his/her absence or inability to act for any cause
- b. Execute such other duties as the Chairperson may direct in the overall organization and fulfillment of its objectives
- c. Oversee the recruiting of new members

3. Secretary:

- a. Keep a current and updated roster of all members
- b. Keep the minutes of all meetings of the Rosary Group
- c. Perform such other duties as are incumbent to the office as required by the Chairperson or Vice-Chairperson
- d. Responsible for giving notice to the members for any meetings or activities
- e. Furnish the Secretary of the chapter or the Federation all pertinent data requested concerning the Rosary Group and its members

4. Treasurer:

- a. Responsible and have custody of all the funds of the Rosary Group
- b. Keep a complete and accurate record of all receipts and disbursement of the Rosary Group.
- c. Establish a bank account in the name of the Federation of Filipino Rosary Groups Inc., Orange County, AKA: Name of Rosary Group, with the counter signature of the Chairperson or Vice-Chairperson.
- d. Prepare the financial report in conformity with the reporting standards devised by the Auditor as often as may be required by the Federation Treasurer.

5. Auditor:

- a. Responsible for devising and implementing a system of internal control of funds being handled by the Rosary Group through the Treasurer.
- b. Devise and implement a simple reporting standards of the Rosary Group showing the factual and historical monetary activity.
- c. Countersigns the financial report of the Treasurer to reflect the verification as to its accuracy.

6. Charity, Social and Youth Activity Director:

- a. Responsible for all works of Charity for all members of the Rosary Group and reach out programs.
- b. Charged with the attainment of all fellowship functions to foster deeper kinship among the members.
- c. Initiate programs that will involve the Youth of the Rosary Group in relation to the objectives setup by the Federation C-S-Y-A Director.
- d. Attend meetings related to specific purpose as may be assigned by the Chapter Director to the Federation level

7. Director of Religious Enrichment:

- a. Responsible for the promotion and coordination of the spiritual activities of all the members, particularly, but not limited to, organized retreats and conventions.
- b. Attend meetings related to specific purpose as may be assigned by the Chapter Director to the Federation level.
- c. Responsible for overseeing any retreats and conventions that may be organized by the Rosary Group.

8. Public Relations Director:

- a. Responsible for the dissemination of information to all the members and press releases.
- b. Act as the historian for the Rosary Group.
- c. Attend meetings related to specific purpose as may be assigned by the chapter Director to the Federation level.



D. Removal and Resignation of Officers -

1. Any officer may be removed from office for justified cause by a simple majority of the officers in a quorum, and called for the purpose by any officer and chaired by the Chapter Director or Vice-Chapter Director
2. Any vacancy in the office of the Rosary Group may be filled by a simple majority of the existing Officer's meeting in a quorum.
3. Any officer may resign from office by personal or written notification to the Chairperson.

SECTION VI - BASIC RULES AND REGULATIONS

- A. The Rosary Group shall be non-commercial and non-partisan.
- B. The name of the Rosary Group or the names of any member or members, in their official capacity, shall not be used in any commercial concern, or with any partisan interest, or for any purpose not appropriately related to the objectives and purpose of the Rosary Group.
- C. Merchandising or any commercial business will not be permitted during any function of the Rosary Group, out of respect to the religious occasion.
- D. The active members of the Rosary Group shall be responsible in carrying out the activities of the Group in accordance with the weekly visitation programs.
- E. The Pilgrim Image shall be transferred to another home every week or as voluntarily scheduled by both the recipient family and the Rosary Group.
- F. The prayer format shall be the basic standard prayer approved for use by the Federation.
- G. The Rosary Group shall submit an Activity Profile to the Federation on such information, format and frequency as requested.
- H. The Rosary Group shall secure the written permission of the Federation (through the Vice-President) in advance, before undertaking any fund raising activity.

SECTION VII - STANDING COMMITMENT

- A. Active members shall attend all meetings regularly and punctually.
- B. All active members shall do substantial active Apostolic work in the Spirit of Faith, and in union with the Blessed Virgin Mary.
- C. The preservation of an absolute confidentiality in regard to matters of inviolable trust discussed at the meetings or learned in connection with all Apostolic Work.

SECTION VIII - AMENDMENT PROVISIONS

- A. Any amendment of the provisions for this Uniform Organization & Structure of a Rosary Group in the Federation shall be submitted to the Board of Directors directly or through a Committee formed purposely to review such an amendment.
- B. Any amendment approved by the Board shall be binding on each and every Rosary Group the 1st of January or the 1st of the 6th month following Board's approval, whichever occurs first. This provision may be superseded by any effective date inserted and approved with each amendment.

SECTION IX - ACKNOWLEDGEMENT

All officers and active members of the Rosary Group shall receive a copy of this U.O.S.R.G.F. for guidance and acknowledgement. Associate members who desire more knowledge of the workings of the Rosary Group may also be afforded a copy of this document.

