

**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. 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. 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.