

**RULES AND REGULATIONS
OF THE
DAUGHTERS OF MARY IMMACULATE, INC. (DMI)**

PREAMBLE

WHEREAS, the Daughters of Isabella, formerly established in the Philippines has declared itself an independent Association to be known as the Daughters of Mary Immaculate, and His Eminence Jaime Cardinal L. Sin has deemed that this new Association be restructured together with the Knights of Columbus Ladies Auxiliary Association to better serve the church in the apostolate of the laity here and abroad;

WHEREAS, some groups of Catholic women abroad who are engaged in the apostolate work of the laity permeated with the spirit of the gospel and who are themselves deputed to the apostolate by baptism and confirmation, having been moved by the objectives and purposes of this Association and governed their operations and activities in a like manner, have asked to join their efforts with the apostolate work of the Daughters of Mary Immaculate as deemed necessary, in Unity, Friendship and Charity, we amend this constitution and name of this Association, now to be known as the Daughters of Mary Immaculate Incorporated.

**ARTICLE I
PURPOSES AND OBJECTIVES**

**SECTION 1
General Purpose**

In addition to the purpose stated in the Articles of Incorporation, the DMI is organized to do the following acts and things:

- a) To unite all Catholic women in a variety of opportunities for apostolic activity and strengthen the Catholic faith within the bonds of friendship, charity, unity and sanctity;

- b) Hold an ever active share in the whole life of a Catholic society;
- c) Strengthen the right apostolic attitude, and thereby do their share in the apostolic works of the community in which they live;
- d) Maintain active participation and/or involvement in the liturgical life of the community;
- e) Exert energetic efforts to preserve respect for life not only of the human person but of all living creatures, as well; and
- f) Promote the good state of marriage and family both by example and cooperation with men of good will.

In addition, the objectives for which this Association is formed in relation to its members are the following:

- a) To render pecuniary aid to its members, their families and beneficiaries of members and their families;
- b) To render mutual aid and assistance to its sick members as well as the disabled and the needy and their families;
- c) To promote social and intellectual interaction among its members and the families; and finally
- d) To promote and conduct educational, charitable, religious, social welfare, work and services.

Specific Purpose

To do and accomplish the Four Missions: **Pro-Life, Morality in Media, Upliftment of Women Workers and Welfare of Prisoners Families and their Victims**, youth apostolate and such other missions that may be assigned to the Association by the Catholic Bishops Conference of the Philippines (CBCP). For these reasons, the Association may raise funds, accumulate and maintain reserve fund in such manner and/or in such amounts as it may deem necessary to accomplish its purposes.

SECTION 2
Scope of Activities

This Association shall give aid and extend its apostolic work wherever it may establish itself under its Articles and By Laws and its rules and regulations,

ARTICLE II
NAME, DOMICILE AND COMPOSITION

SECTION 1
Name

The name of the Association shall be Daughters of Mary Immaculate, Inc.

SECTION 2
Domicile

The domicile and principal headquarters of the Association shall be in Metropolitan Manila, Philippines.

SECTION 3
Composition of Members

The Association shall be composed of all members of the Circles organized and established within the Philippines and elsewhere in the world.

ARTICLE III
STRUCTURE OF THE ASSOCIATION

The Association shall be structured into four (4) levels in order to achieve efficiency in the running of its affairs as follows:

1. The Circle – The circle is the basic unit of the association and shall be composed of baptized Roman Catholic women belonging to a parish who have organized themselves to become members of the association. Each circle shall be governed by a charter adopted by the Association pursuant to the by-laws and rules and regulations of the Association, and

appended hereto as part hereof as "Appendix I". Each circle shall be headed by a Circle Regent.

2. The Vicariate – All Circles formed within a Vicariate as formed by the local diocese, shall belong to that Vicariate. The provisions of Art. XII Sec. 3 of these Rules and Regulations shall specify the duties and responsibilities of the Vicariate. Each Vicariate shall be under the supervision of a Vicarial Regent.
3. The Diocese – All vicariates within a diocese, shall be under the supervision of a Diocesan Regent. Art. XII Sec. 2 of these Rules and Regulations shall specify the duties and responsibilities of a diocese.
4. The Board of Trustees – The BOT shall be composed of 14 members coming from the 14 ecclesiastical provinces and shall be headed by the International Regent.

ARTICLE IV MEETINGS OF THE ASSOCIATION

SECTION 1 Annual Meeting

The Association shall hold its annual meeting every 2nd week of May of each year at the principal office of the Association or in any place as the Board of Trustees may determine on the 2nd week of May of each year.

SECTION 2 Notice of Meeting

The International Secretary shall send a written notice of the meeting to each local Circle registered in its roll at least one month prior to the date of such meeting. The notice shall state the day, hour and place of the meeting as well as the agenda of such meeting.

SECTION 3
Quorum

A majority of the members of the Association entitled to vote shall constitute a quorum to transact a valid business of the Association. And a majority vote of the representatives attending the meeting of the Association is sufficient to carry out any business of the Association unless a greater number is required by law.

SECTION 4
Special Meeting

The International Regent or ten (10) members of the Board of Trustees or 1/3 of the general membership represented by Circle Regents may call for a special meeting, in which case, purpose, time, place and date of holding such meeting shall be specified in the notice of such special meeting, provided that the notice shall be sent at least five (5) days before the date of such meeting.

SECTION 5
Order of Business

1. Prayer
2. National Anthem and Pledge to the Flag
3. Report of the Credentials Committee: Roll Call
4. Reading of Minutes of previous annual or special meeting
5. Reports:
 - a. Regent – Annual Report
 - b. Treasurer – Financial Report
 - c. Standing Committees: Missions, Others
6. Other matters
7. Adjournment

**ARTICLE V
CHAPLAINS OF THE ASSOCIATION**

**SECTION 1
The International Chaplain**

The Association shall have a Chaplain who shall be appointed by the CBCP. He shall be called the International Chaplain.

**SECTION 1 A
Duties and Responsibilities**

- a) He shall advise and counsel the Association on all spiritual matters and programs of activities as may be deemed necessary.
- b) He shall sit in all meetings of the Association and of the Board of Trustees but without the power to vote. Wherever possible, he shall officiate in oath taking ceremonies and other activities of the Association and of the Board of Trustees.

**SECTION 2
The Vice International Chaplain**

The Association shall have a Vice International chaplain who shall likewise be appointed by the CBCP. He shall be called the Vice International Chaplain.

It shall be the duty of the Vice International Chaplain to perform the authority and functions of the International Chaplain in the absence or incapacity of the latter.

**ARTICLE VI
THE BOARD OF TRUSTEES**

The affairs and current business of the Association shall be conducted under the direction of the Board of Trustees, which is the primary governing body of the Association directly responsible to the members of the Association.

It shall be the duty of the Board of Trustees to actively promote the growth and prosperity of the Association within its jurisdiction and when authorized and enabled to do so in Asia, USA and other countries.

SECTION 1
Powers of the Board of Trustees

The Board of Trustees shall have the management of the affairs of the Association, and shall enjoy such power as are necessary and as conferred by the By-laws and by the law of the Philippines expressly conferred upon it, but not excluding the following express powers, namely:

- a) To have general supervision of the affairs of the Association;
- b) To issue rules and regulations as it may deem fit and proper; to have the Articles and By-laws and the rules and regulations faithfully executed;
- c) To levy assessments for the purpose of meeting the expenses of the Association incidental to the management, protection and general welfare of the Association;
- d) To interpret the Articles and By-laws, rules and regulations and resolutions adopted by the Association and the Board;
- e) To hear and determine all appeals;
- f) To enforce its decisions by orders issued either through the International Regent or the International Secretary under the National Seal;
- g) To exercise general supervision over all properties, real or personal belonging to the Association; and to acquire, by purchase, property or receive donations, grants or otherwise, for the Association as it may deem fit and proper for the purposes and objectives of the Association, as well as to transact any business on any property or rights acquired by the Association or to discharge obligations of the Association subject to ratification of the majority of the members of the Association at its annual meeting, or by mail ballots as may be deemed fit by the Board;

- h) To exercise any executive power necessary to extend protection and promote the general welfare of the Association;
- i) To provide for the institution of new circles in the Philippines or elsewhere in the world;
- j) To refer any matter to a committee for consideration and report for action thereon, as may be deemed proper;
- k) To delegate, as it may deem fit any of the powers of the Board to any committee or officer as may be necessary to promote the growth and prosperity of the Association; and
- l) To suspend any subordinate circle which fails to pay any proper assessment levied by the Board within the prescribed period, or which refuses or neglects to comply with the rules and regulations prescribed by the Board as well as to reinstate such circle upon compliance with its requirements.

SECTION 2

Qualification

In addition to the qualifications provided in Art II Sec. 5 of the By-laws of the association, a member of the Board of Trustees shall possess the following qualifications:

- a) She must be a member in good standing - a member is in good standing when at the time of her election she is not in arrears of her dues or assessments; and
- b) She must be or have been a diocesan regent who or must have attended at least six (6) meetings of the Circle to which she belongs during the year preceding the election.

SECTION 3

Composition and Term of Office

The Board of Trustees shall be composed of Fifteen (15) members, fourteen (14) of whom shall represent each of the 14 regions as determined by the Board of Trustees. The fifteenth (15th) member shall be nominated and elected at large among qualified members during the annual meeting of the association and shall automatically become the International Regent.

The term of office of such elected members of the Board of Trustees shall be 2 years until their successors are duly elected and qualified provided that their terms of office shall not exceed two (2) consecutive terms.

SECTION 4
Election & Manner of Voting

1. The election of the members of the Board of Trustees shall be held every two (years) on the 2nd week of May at such place and time as the Board of Trustees may select upon proper notice to the members provided that the venue shall rotate between Luzon, Visayas and Mindanao one after the other.
2. Each Region shall elect their representative to the Board at anytime prior to the annual meeting to elect the Board, and shall submit her name to the office of the International Secretary as its nomination to the Board.
3. The International Secretary shall forthwith issue the notice of Annual meeting including the agenda and names of all Regional Representatives nominated to the Board, to each and every Circle of the Association, at least 30 days prior to the date of annual meeting for the election of the Board.
4. Each Circle in turn shall hold a meeting to vote upon and elect the 14 Regional Representatives to the Board of Trustees. The Regent of each Circle shall represent the Circle at the Annual meeting and is entitled to cast only one vote for each Regional Representative.
5. The fifteenth (15th) member of the Board of Trustees shall be nominated and elected from among the past and present members of the Board of Trustees present at the meeting; Provided that if she is elected from among the present members of the Board of Trustees, an alternate representative elected from her Region shall take her place in the Board of Trustees, and provided further, that the Regent shall be elected from Luzon, Visayas and Mindanao on turns, successively.

SECTION 5
Quorum of Board Meetings

- a) The Board of Trustees shall act only as a Board, and the individual Trustees shall have no power as such, except as herein provided.
- b) A majority of the Trustees shall be necessary at all meetings to constitute a quorum for the transaction of any business. Every decision of the majority of the members attending such meeting shall be the valid act of the Association.

SECTION 6
Vacancies in the Board of Trustees

Any vacancy in the Board of Trustees shall be filled by a majority vote of the members of the Board of Trustees at a meeting called for that purpose, or by resolution of the Board of Trustees assigning the vacant position to the selected alternate representative of the region where the vacancy occurs and shall be only for the remaining period of the term of the trustee elected.

SECTION 7
Minutes of Meeting

All proceedings of the meeting of the Board of Trustees shall be recorded in the minutes book and shall be kept and carefully preserved as a record of the business transacted by the Board of such meetings. The minutes shall also contain such entries as may be required by law.

SECTION 8
Meetings:
Organizational, Regular and Special

- a) The Board of Trustees immediately after their election, shall forthwith hold a meeting for organization and election of its officers. No notice is required in this regard.

- b) The Board of Trustees shall hold regular meetings at such a time and place as the Board may fix every quarter of each year.
- c) Special meetings may be held by the Board of Trustees when called at the initiative of the International Regent, who shall act as chairman of the board of Trustees, whether personally or in writing or at the request of any five of the trustees.

**ARTICLE VII
OTHER OFFICERS AT BOARD MEETINGS**

**SECTION 1
The International Chaplain and the
Vice International Chaplain**

The International Chaplain and/or the Vice International Chaplain shall sit at meetings of the Board of Trustees as spiritual advisers.

**SECTION 2
The National Advocate**

An advocate for the Association who shall be called the International Advocate, shall act as legal adviser of the Board of Trustees, its officers and committees as well as of the Association, on matters pertaining to the Articles and By-laws of the Association and its rules and regulations. She shall be required to sit with the Board during its meetings unless she is a member of the Board of Trustees. Should there be no one in the Board of Trustees who qualifies as International Advocate, the International Regent shall appoint upon recommendation of the Board of Trustees, a member in good standing from a circle who is a lawyer to act as such. The duties of the International Advocate are the following :

- a) She shall attend all meetings of the Board of Trustees, with no voting rights unless she has been elected to the Board of Trustees.
- b) She shall examine the rules and regulations issued by the circles and shall indicate which provisions thereof are contrary to the Articles and By-laws of this Association. For this

purpose she shall recommend to the Board of Trustees for approval such measures to cure the defect.

- c) She shall submit to the Board of Trustees a written report of the transaction of her office together with such recommendation as shall serve best the interests of the Association, when necessary.
- d) She shall perform such other acts or duties as may be requested of her by the International Regent or the Board of Trustees.
- e) Unless she is an elected member of the Board, her term of office shall be co-terminus with the term of the appointing Board. She shall serve at the pleasure of the Board of Trustees.

SECTION 3
Council of Advisers

The three (3) immediate past regents of the Association are automatically appointed as Council of Advisers and shall be invited during International Board meetings and other such gatherings wherein the International Board is in attendance. They are not entitled to vote.

ARTICLE VIII
OFFICERS

SECTION 1
Election

Immediately following the election of the Board of Trustees, the members of the Board of Trustees shall organize the association and elect the following officers; International Regent; Vice International Regents for Luzon, Visayas and Mindanao; International Secretary; International Treasurer and other officers as it may deem necessary in the conduct of the affairs of the Association from among themselves. It shall appoint an International Advocate, and chairmen and members of the Standing Committees as shall be created, who shall be ex-officio members of the Board.

Their powers and duties shall be as hereinafter provided and as the Board of Trustees may determine from time to time in conformity with the needs of the Association and within the provisions of the Articles and By-laws of the Association.

SECTION 2
Duties of the International Regent

The International Regent shall be the Chief Executive officer of the Association. She shall have the following powers and duties:

- a) She shall preside and chair all meetings of the Board of Trustees and the Association unless unavoidably absent.
- b) She shall represent the Association, unless otherwise delegated to other members of the Board, or to others specifically agreed upon by the Board of Trustees, on all occasions and activities where DMI representation may be called for.
- c) She shall be the principal executive officer of the Association and of the Board of Trustees, and it shall be her duty to enforce faithfully the Articles and By-laws of the Association and the rules and regulations issued pursuant thereto.
- d) She shall give reasonable time within which to issue a call in writing or otherwise, to all members of the Association as to time and place of its meeting.
- e) It shall be the duty of the International Regent to countersign all orders issued by the International Secretary or checks drawn by the International Treasurer.
- f) In case of emergency or in case of matters of grave concern, the International Regent shall have the power to authorize the use of mail ballot.
- g) She shall sign any resolution authorized by the Board of Trustees.

- h) Whenever possible she shall visit the circles of any ecclesiastical province or may delegate such visits to the corresponding International Vice Regent. Such visits shall be at the expense of the circles within the jurisdiction of the ecclesiastical province unless the Board of Trustees so votes otherwise.
- i) It shall be the duty of the International Regent to give fraternal addresses, lectures and advice and endeavor to advance the principles, objectives and purposes of the Association.
- j) When the majority of the Board of Trustees is unavailable, she shall have the power to fill a vacancy which may occur in the National Office for the balance of the term for which such officer was originally appointed or elected provided that the appointment shall be confirmed by the Board of Trustees at its next meeting where a quorum is present.
- k) She shall submit a written report at the Annual Meeting of the Association on the affairs of the Association for the year just passed.
- l) She shall exercise such other powers and perform such other duties as the Board of Trustees may delegate to her office.

SECTION 3

Duties of the International Vice Regent

- a) In general, the International Vice Regent shall be vested with all the powers of the International Regent during the absence, incapacity, or for any cause or death of the latter. A majority vote of the Trustees shall determine who among the three International Vice Regents shall perform the duties of the International Regent at the initial meeting of the Board of Trustees for organization, or at such time as the circumstances warrant.
- b) Other than what has been provided above, the International Vice Regent shall coordinate supervision over the fiscal and administrative matters as well as over the missions mandated by the Catholic Bishops Conference of the Philippines (CBCP) pertaining to the circles falling under her jurisdiction.

- c) She shall perform such other duties as may be delegated to her as the exigencies or circumstances may require.
- d) She shall render periodic report to the International Regent or to the Board of Trustees, as the case may be, of the progress or result of the duties delegated to her.
- e) The International Vice Regents of Luzon, Visayas and Mindanao shall be coordinators for their respective areas pertaining to the operation and activities of the four (4) Missions mandated by the Catholic Bishops Conference of the Philippines (CBCP), pursuant to Article Second of the Articles of the Incorporation of the Association.

SECTION 4
Duties of the International Secretary

The International Secretary shall have the following duties:

- a) She shall attend all meetings of the Board and of the Association.
- b) She shall record all the proceedings of the Association and keep full minutes of all the meetings of the Board of Trustees.
- c) She is the custodian of the seal of the Association and shall impress them on documents and papers whenever required by the Board of Trustees or the International Regent.
- d) She shall keep all the books of records papers, documents and files of the Association except those pertaining to the International Treasurer or the International Advocate.
- e) She shall give notice or cause to give notices required by the Articles and By-laws as well as notices of meetings of either the Association or the Board of Trustees.
- f) She shall conduct all correspondences except those otherwise directed by the Board of Trustees, or by the International Regent.

- g) She shall send notices of suspension of subordinate circles or reinstatement of such subordinate circles upon receipt of orders from the Board of Trustees.
- h) She shall send full copy of proceedings of the Association or of the Board of Trustees on matters pertaining to subordinate circles affected thereby.
- i) She shall render a written report of the transaction of her office at the annual meeting of the Association when required to do so.

SECTION 5
Duties of the International Treasurer

The Treasurer is the custodian of all funds and properties of the Association. She shall have the following powers and duties:

- a) She shall send an itemized statement of account of each Circle as is necessary from time to time, or at least every year through the respective Vicarial Regents under whose jurisdiction the said circle fall, copy of which are forwarded to the International Vice Regent of the jurisdiction for the purposes provided by the Association.
- b) She shall be bonded by the Association.
- c) She shall submit an annual report of the transaction of her office at the annual meeting of the Association, together with a statement of the status or conditions of funds under her charge.
- d) She shall keep the records, papers, orders, or accounts drawn upon the Treasurer and shall at all times upon request of by any member or of the Board of Trustees furnish a statement of funds in her possession and shall submit the same for examination and auditing at periods designated by the Board of Trustees.
- e) Within two (2) weeks from the expiration of her term of office she shall transfer to her successor all monies, books, papers, or other properties of the Association.

- f) She shall perform such other duties as may be required by the International Regent or Board of Trustees properly pertaining to her office which shall best serve the interest of the Association in conformity with the Articles and By-laws, rules and regulations of the Association.

ARTICLE IX

Term of Office of the International Officers

- a) All Association Officers shall hold office for a period of two (2) years. They shall hold such office until their successors shall have been elected and qualified. Re-election to the same office shall be limited to two (2) consecutive years.
- b) All officers must belong to and maintain their membership in their circles and must be a member in good standing.
- c) Any officer who during her term of office is elected or appointed as International Officer shall relinquish her elected position in the circle where she belongs, but shall at all times, be a member thereof, in good standing.

ARTICLE X

RESIGNATION OF OFFICERS

Whenever any International Officer shall desire to resign her office, such officer shall communicate her intention to do so in writing addressed to the International Regent or to the Board of Trustees at least 15 days before the date when said resignation shall take effect provided however, that in the case of the International Treasurer and the International Secretary or any other International Officer having custody of funds of the Association in her possession, such resignation shall not be accepted until the accounts of such officer have been fully audited and all monies duly accounted for. The Board of Trustees may waive the period of 15 days, provided that all accounts in her possession have been duly audited and accounted for.

In all cases, where any such resignation is received within 15 days of the time of any regular meeting of the International Board, such resignation shall be announced at the meeting and the Board shall declare the office vacant and thereby elect a substitute to fill up the vacancy according to law, at such meeting.

ARTICLE XI
SUSPENSION OR REMOVAL OF ANY OFFICER
OF THE ASSOCIATION

Whenever charges are filed against the personal honesty, morality or integrity of any officer of the Association, such officer shall refrain from exercising any of the duties of the office until such charges are dismissed or terminated. While the case is pending, the Board shall fill such office by designating a substitute to serve for such time as shall be necessary. In case the charges against the Officer is sustained, such officer shall be deemed resigned and expelled from the Association and shall be required to clear herself from all properties and monies, as well as books pertaining to or belonging to the Association or office in her possession and shall secure a clearance from the International Regent. In case such officer is cleared of the charges against her, she shall forthwith be restored to her office to serve the balance of the term of office to which she was elected.

ARTICLE XII
OTHER OFFICERS OF THE ASSOCIATION

SECTION 1
Regional Representative

The Regional Representative shall be a Diocesan Regent elected by and from among the current and Past Diocesan Regents within a particular region as specified in Article III (4) of these Rules and Regulations. She shall collate all reports of circles under her Region and submit a summary thereof to the International Regent, annually.

She shall represent that Region and shall become a member of the Board of Trustees.

SECTION 2
Diocesan Regent

SECTION 2-A
Area of Supervision

The Diocesan Regent shall represent the organization in any diocesan function within her diocese.

SECTION 2-B
Qualification of Diocesan Regent

1. Any Past Board Member who belongs to the Diocese.
2. Any Past /Present Vicarial Regent – provided that if she is the current Vicarial Regent she shall relinquish her position as Vicarial Regent to take the Diocesan position, if elected.

SECTION 2-C
Duties and Responsibilities of Diocesan Regent

1. She shall design programs specifically on the 4 Missions with directions/guidelines from the International Board. (Actual conceptualization of specific programs suited and applicable to the diocese). She may create a Diocesan board for this purpose.
2. Help provide technical assistance/support to the Vicarial Regents in the implementation of agreed programs (in terms of training seminars provide resource persons to assist the Vicarial Regent or activities of her circles).
3. Coordinate between the Bishop and/or the Association on diocesan activities.
4. The Diocesan Regent shall report to the Board of Trustees.

SECTION 2-D
Election/Term of Office

The Diocesan Regent shall be elected by and from among past and present Vicarial and Diocesan Regents. The term of office

of a Diocesan Regent shall be limited to a maximum of two (2) consecutive terms of 2 years each.

SECTION 3
Vicarial Regent

SECTION 3-A
Areas of Supervision

The Vicarial Regent shall be responsible for the supervision of the activities of the subordinate circles within her vicariate. She shall assist the International Regent in certain fiscal and administrative duties within the area of responsibility.

SECTION 3-B

Qualification of Vicarial Regent

1. To be eligible for the position of Vicarial Regent, the nominee must be: a Circle Regent, past or present, within the Vicariate, provided that if she is a current Circle Regent she shall relinquish her position as such and assume the duties of Vicarial Regent elected.
2. Any Past Board Member after 2 years of rest period.

SECTION 3-C

Duties and Responsibilities of the Vicarial Regent

Unless otherwise directed by the International Regent she shall perform the following duties:

- a) She shall be the representative of the International Regent in the area. She shall assist the Diocesan Regent.
- b) She shall install the officers of the local circle under her charge.
- c) She shall assist the International Vice Regent in the accomplishment of fiscal and administrative matters or as directed by the International Regent.

- d) When so directed by the International Regent, she shall perform such functions with reference to the local circles under her jurisdiction.
- e) She shall assist the International Regent in promoting the principles and growth of the Association.
- f) Stand as adviser of the local circles.
- g) Provide assistance in the implementation of programs directly to the Circles.
- h) Supervise the circles directly under her jurisdiction (execution of the rules/regulations of the organizations as stated in the By Laws).
- i) Coordinate with the Diocesan Regent on the programs of the Diocese to be implemented in the local parishes.
- j) Monitor the DMI program in the local circles (evaluation of the said programs implemented in the local circles).
- k) She shall report to the Diocesan Regent in her area.

SECTION 3-D
Election/Term of Office of Vicarial Regent

The Vicarial Regent shall be elected by and from among the Circle Regents, past and present. Her term of office shall be limited to a maximum of two (2) consecutive terms of 2 years each.

SECTION 4
Circle Regent

The Circle Regent shall be the chief executive officer of a circle. She shall be elected from among the members of her circle. Her qualification, duties and responsibilities and manner of her election shall be embodied in a separate charter hereinafter appended to this Rules and Regulations, as approved and adopted by the Board of Trustees and confirmed and ratified by the members of the Association pursuant to law, to be known as "Appendix I".

**ARTICLE XIII
NEW CIRCLES**

**SECTION 1
Institution of Circles**

A new local circle is considered instituted when the applicants for a Charter have received the conferral of Degrees, the officers duly elected, instructed, and installed and its Charter duly approved by the Board of Trustees.

**SECTION 2
Formation of Circles**

- a) To form a Circle, a petition shall be filed addressed to the International Secretary asking that a Charter be granted. The petition shall show that they are deputed to the apostolate of the laity by baptism and confirmation and the apostolate of the Daughters of Mary Immaculate and thereby agree to comply with the Articles and By-laws of the Association and its rules and regulations. The petition shall be signed by not less than twenty five (25) eligible persons, who are practicing Catholics and are the proposed charter members of the proposed circles.
- b) All charter members shall undergo the conferral of Degrees otherwise, their names will not be inscribed in the charter. Inclusion of names of charter members will not remain open after the date of institution of the new local circle.
- c) The members shall choose the name of their circle but must not be identical with any of those already existing within the same region, or so similar as to create confusion among existing circles.
- d) No circle shall be instituted with less than twenty five (25) members although it shall not in any way deter the increase thereof.
- e) A Circle shall be governed by a separate charter approved and adopted by the Board of Trustees and confirmed and ratified by the members of the Association according to law.

**ARTICLE XIV
STANDING COMMITTEES**

**SECTION 1
Creation of Standing Committees**

There shall be created within the Board of Trustees an Executive and Finance Committee, a Committee on Ceremonials, a Committee on Laws and Resolutions, a Committee on Ways and Means, a Committee on Audit and Committee on Missions, in accordance with the scope of the purposes of the Association. Each committee shall consist of not less than three (3) members.

**SECTION 2
Duties of the Executive and Finance Committees**

The Executive and Finance Committee shall consist of the International Regent, the International Secretary, the International Treasurer and the International Chaplain or the International Vice Chaplain. It shall have the power to act only in case of emergency when the Board of Trustees is unable to meet and shall therefore act in its behalf. Its action shall be subject to ratification by the Board of Trustees at its next regular meeting.

**SECTION 3
Committee on Ceremonials**

The Committee on Ceremonials shall be composed of 3 members of the Board of Trustees, a Chairman and two (2) other members. It shall recommend to the Board of Trustees such rules, ceremonies and such paraphernalia and design thereof as it may deem fit and proper, for the exemplification or conferral of degrees, institution of circles, and installation of officers of the Association. It may also recommend such changes as it may deem advisable for adoption by the Board of Trustees, from time to time; provided however, that in the recommendations of such rules and ceremonies, designs, paraphernalia and manner of exemplification

conferral of degrees, installation of officers or institution of circles, they shall be applicable uniformly to all circles, provided further, that the installation rites for officers of the Association shall be as traditionally observed.

SECTION 4
Committee on Laws and Regulations

This committee shall be composed of 3 members of the Board of Trustees, a Chairman and two (2) other members to initiate and/or review any and all proposed changes and recommendations to the Articles and By-laws or Rules and Regulations. The committee shall review and prepare its findings and action taken thereafter and refer them to the International Advocate for proper action.

SECTION 5
Committee on Ways and Means

This committee shall be composed of 3 members of the Board of Trustees, a Chairman and two (2) other members. It shall be the duty of this committee to program the activities of the Association for the ensuing year of its existence and to plan and study ways and means to enhance, and promote the growth and prosperity of the Association. It shall make a report to the Board of Trustees of its programs and transactions.

SECTION 6
Committee on Audit

This Committee shall be composed of 3 members of the Board of Trustees, a Chairman and two (2) other members. It has the duty to audit all financial transactions of the Association and shall refer the same to the external auditor. It shall work hand in hand with the International Treasurer.

SECTION 7

Committee on Missions

The Committee on Missions shall be headed by the International Regent and shall have as members the Chairpersons of each mission namely:

1. Pro-Life
2. Morality in Media
3. Upliftment of Women Workers
4. Welfare of Prisoners Victims and their Families

The Committee on Missions shall perform such functions and activities as indicated in Article I, Section, 1, hereof.

The Committee on Missions shall collate all reports of circles which are submitted semi-annually and shall make a summary of the achievements of the missions as a whole including problems that needs to be addressed by the Board of Trustees.

A handbook of information in regard to the missions as adopted and approved by the Board of Trustees shall form part of these rules and regulations as "Appendix II".

SECTION 8

Committee on Awards

There shall be a Committee on Awards with the International Regent as Chairman and the 3 International Vice Regents as members.

The rules and kinds of awards shall be determined by the Committee and submitted to the Board of Trustees for approval.

DMI International Criteria for Star Circle Awards

1. At least 2 years affiliation with the International Circle;
2. Updated payments of International Dues;

3. Complete circle reports sent on time;
4. Increase in membership, at least 10% of its Charter members;
5. Organized committees on the 4 DMI thrusts with tangible accomplishments and reports;
6. Has held at least one long conferral per circle a year;
7. Has an organized and active Squirettes of Mary;
8. Holds regular meetings according to the guidelines in the DMI Book of Ceremonials;
9. Has an active participation and full assistance to its parish in the apostolate of the laity attested by the Parish Priest;
10. Has initiated the organization of a new circle;
11. Has been a host circle for a Regional Assembly; and
12. Has attended in DMI Conferences/ Conventions/Seminars outside of local circle's area.

**ARTICLE XV
FUNDS OF THE ASSOCIATION**

**SECTION 1
General Fund**

- a) There shall be a General Fund which shall consist of all monies or other properties received by the Association from all sources whatsoever other than the special fund.
- b) The General Fund shall be available for the payment of general and operational expenses of the Association and or welfare benefits not covered by the circle.

SECTION 2
Special Funds

A special fund shall be created for welfare, educational, philanthropic, building and any other expenses or other special accounts that the Association may deem necessary to maintain. These subdivision of expenses shall be carried as different accounts in the Treasurer's books.

SECTION 3
Investments and Interests

Whenever investments are made out of the General or Special Fund, all interests or earnings accruing to such investments shall be credited to the respective fund from which they were taken from.

SECTION 4
Deposits

The funds of the Association shall be deposited in such banks or depositories as may be designated by the Board of Trustees from time to time and under such rules and regulations as it may prescribe.

SECTION 5
Disbursements

The funds of the Association shall be disbursed in such form and manner as shall be determined by the Board of Trustees and in accordance with the generally accepted accounting principles.

ARTICLE XVI
SEAL, CALENDAR YEAR, RULES OF ORDER

SECTION 1
Seal of the Association

The seal of the Association is a crown encircled by twelve stars. The crown is a composite of a half view of a wide banded

plain ring within which is inscribed the words: DMI Inc. the band is topped by an arcature of connecting garlands, the highest point of which is topped by a fleur-de lis. A plain cross slightly slanted to the right completes the description of the seal.

SECTION 2
The Calendar Year of the Association

The calendar year of the Association shall begin on the first day of January and shall end on the last day of December of the current year.

SECTION 3

All proceedings of the Association shall be conducted according to the established principles of parliamentary procedure. In case of doubt the principles laid down in the "Robert's Rules of Order" shall govern.

ARTICLE XVII
AMENDMENTS

The members of the Association by affirmative vote of the majority present at a meeting called for the purpose may make, alter or amend the Articles and By-laws of the Association. Such amendment shall take effect after approval by the SEC and one month thereafter.

ARTICLE XVIII
CREDENTIAL CARDS FOR ASSOCIATION MEMBERS

The Board of Trustees shall take steps to have the necessary credential cards issued to the members of the Association, indicating therein the powers and privileges appertaining to their membership duly signed by the appropriate officers.

Adopted this _____ day of _____
2008 in _____ Manila, Philippines by the
affirmative vote of the undersigned members representing a
majority of the members duly held for the purpose.

SONIA V. MAYO

International Regent/Board of Trustees

MILA P. PAGUILA

International Vice Regent for Luzon/
Board of Trustees

EVELYN D. AQUINO

International Vice Regent for Visayas/
Board of Trustees

CORITA P. HILARIO

International Vice Regent for Mindanao/
Board of Trustees

ALICIA A. CAPIRAL

International Secretary/Board of Trustees

LYDIA P. ORDOÑEZ

International Treasurer/Board of Trustees

VIRGINIA SEVILLEJA

International Advocate/Board of Trustees

CONSTANCIA P. MACOMB

Board of Trustees

PILING S.A. SAN JUAN

Board of Trustees

NORMA R. LONTOC

Board of Trustees

REMEDIOS M. AGUIRRE

Board of Trustees

JEAN T. VELARDE

Board of Trustees

ALICE R. TUGONON

Board of Trustees

CECILIA O. APURA

Board of Trustees

ELIZABETH S. SALMON

Board of Trustees

MSGR. FRANCISCO G. TANTOCO, JR.

International Chaplain

REV. FR. JERONIMO MA. J. CRUZ

Vice International Chaplain

APPENDIX

CHARTER OF CIRCLES

The Circle is the basic unit of the DMI. It is the center of apostolic activity which shall undertake and carry out, among others, the specific mandate of the Catholic Bishops Conference of the Philippines (CBCP) which are the missions on Pro-Life, Morality in Media, Upliftment of Women Workers and the Welfare of Prisoners' Families and Their Victims, Welfare of the youth, and such other missions that the CBCP may assign.

ARTICLE I

SECTION I Membership

- a) To be eligible for membership in a Circle, every applicant must be a practicing Catholic, who is not barred by the church, a baptized Catholic, and whose life is not a source of scandal to the faithful;
- b) The applicant shall not be less than twenty-one (21) years of age provided that applicants over sixty (60) years of age if admitted shall not be entitled to the benefits prescribed for members under the Mortuary Fund of the Circle, unless she pays all assessments of the circle.
- c) Members who have reached the age of eighty (80) years and above are considered life members and shall be exempted from paying the membership dues.

SECTION 2 Status of Membership

- a) Every member admitted into the Circle is entitled to the full rights and privileges open to all members of the Circle, PROVIDED, that she maintains her membership in good standing and PROVIDED FURTHER, that her eligibility status remains in accordance with Article I SECTION 1 paragraph (a) hereof.

- b) No member shall at any time be a member of two or more circles at the same time.

SECTION 3
Acceptance of Application

Every application shall be made upon a form furnished by the Circle pursuant to the Articles and By-laws of the Association. The applicant shall pledge upon the application that when she is admitted to membership, she will obey all laws, rules and regulations of the Association and the Circle. Every such application shall be signed by the applicant and endorsed by two members in good standing of the Circle. An entrance fee of Fifty Pesos (P50.00) shall be collected unless otherwise prescribed by the circle.

SECTION 4
Admission of Applicants

The Recording Secretary shall present the name or the list of applicants for consideration at the next meeting of the Circle. If an objection is made to an application or anyone in the list of applicants, provided that the applicants shall possess all the qualifications as provided in Art. I Sec. a) & b) hereof, voting shall be made by secret ballot upon such application that carries an objection. A majority vote shall rule to accept the application(s). The list may be accepted by acclamation if there are no objections to the names on the list as a whole.

Upon favorable vote, the application shall be turned over to the Financial Secretary together with the corresponding fee, who shall keep the application as part of the circle's permanent membership file.

SECTION 5
Conferral of Membership

An applicant who has been accepted shall be notified by the Recording Secretary to attend the meeting of the circle in order to take the Oath of Obligation in either the short form conferral or long form and shall inform her of the prescribed uniform of the Association.

SECTION 6
INITIATION: Mandatory Form

One long form of conferral of degrees once a year, shall be obligatory which may be accomplished by the circle, or in conjunction with the other Circles within the ecclesiastical province where the circle is located.

SECTION 7
Suspension of Members

In all cases where a member is in arrears of her dues for a period of six (6) months the Financial Secretary shall notify such member of the amount due and assessments that remain unpaid. In case the member refuses or neglects to pay all the dues and assessments requested within the period of ninety (90) days from the date of notice, she may be suspended from membership in the Circle. In that case, the Financial Secretary shall immediately send the member a notice of suspension at her last known address. A member's failure to receive notice of her indebtedness to the Circle will not release or excuse her from paying her obligation to the circle, the same shall not be sufficient ground for withholding her mortuary benefits in case circumstances call for it.

SECTION 8
Termination of Membership

Any member desiring to resign from a Circle shall file a written notice of her resignation with the Recording Secretary. The resignation shall be accepted upon payment of all indebtedness due to Circle. Thereupon the name of such member shall be stricken from the Membership list, and availment of any mortuary benefit shall be automatically forfeited.

SECTION 9
Discipline of Members

a) Causes of Filing Charges Against a Member:

Whenever charges are proffered against any member, for any of the following causes, such as, but not limited to (a) acts against good morals; (b) conduct unbecoming a member of the Circle; (c) acts punishable under the penal law of the state;

(d) willful insubordination or contempt of the lawful orders of a superior authority; (e) knowingly violated the law of the Daughters of Mary Immaculate, Inc. and that of the Circle. The charges shall be in writing signed by at least five members of the Circle, and filed with the Regent of the Circle.

b) Regent's action:

The Regent shall, within two weeks after said charge(s) has been filed, consult with the Chaplain concerning said charges and thereafter, appoint a committee of three (3) fair and disinterested members of the circle to investigate such charge(s).

c) Service of Notice to Member charged:

A true and correct copy of the charges shall, within one week from the consultation with the Chaplain, be served upon the member(s) against whom the same are made personally or by leaving a copy with any person residing in the last known address of such members(s), duly acknowledged and receipted. The Regent shall retain the originally signed and received copy with date of receipt.

d) Committee Hearing:

Thereafter the committee shall meet and fix a date, time and place of hearing and shall give written notice of such date, time and place to the party or parties charged at least seventy two (72) hours before the date of such hearing. At said hearing the committee shall hear all the charges and evidence prescribed. The accused shall be entitled to due process of law.

e) Committee Decision:

After the completion of the hearing, the Committee shall make a written report to the Regent of its finding and recommendations as to the guilt or innocence of the accused. Said report shall be signed by at least the majority of the members' of the committee.

f) Committee Report to Circle:

The Committee report shall be read to the Circle. A majority vote of the members of the Circle present and voting, shall be necessary to carry out the recommendations of the committee.

g) Report of the Regent to International Regent:

The Regent of the Circle shall submit the report of the Committee, together with the action taken by the Circle thereon, to the International Regent who in turn shall make the proper report to the Board of Trustees at its next regular or special meeting.

h) Appeals:

An appeal may be filed by the member affected by the action of the Circle, addressed to the Board of Trustees, within one week from the receipt of the notice of the action taken by the Circle. Where no appeal is made the action taken by the Circle becomes final and executory.

**SECTION 10
Reinstatement**

Any member of the Circle who has been suspended from this Circle for non-payment of dues and has paid all her arrears to the circle and who desires to join shall not be obliged to take the long form conferral of degrees, but shall only appear thereafter before the Circle to take the Pledge of Obligation, anew.

**ARTICLE II
MEETINGS**

**SECTION 1
Frequency of Meetings**

a) Business meetings shall be held by the Circle once a month, at the agreed date, place and time. Social meetings may follow such meeting of the Circle.

- b) Permanent record of attendance shall be taken at every meeting held by the Circle indicating the names of the members in attendance the kind of meeting held, including the time, date and place of such meetings, as well as the purpose and agenda thereof.
- c) Notice of meetings. It shall be necessary that the members of the Circle be notified of every meeting held by the Circle. The Circle shall provide the means or measures by which this purpose may be accomplished. On the part of the members so notified, attendance at meetings called by the Circle are manifestations of fidelity and sincerity to the pledge of Obligation taken. It is important that notice of any regular or special elections of the Circle shall state the purpose of the meeting in order that the action taken thereon shall be valid.

SECTION 2

Quorum

Fifty percent (50%) plus one (1) of the total members shall constitute a quorum in order to transact business of the Circle.

When less than 50% of members are present at the meeting called for, it may either adjourn, meet on another date or it may proceed to hold the meeting but whose transactions shall be subject to confirmation at the next meeting where there is a quorum. This measure shall, however, be kept to the minimum, and is adopted only in order not to hamper the apostolic activity of the circle.

Service of notice of the meeting in all cases shall be verified and recorded in the minutes of the meeting.

SECTION 3

Formal Business Meetings

Once every quarter of the fiscal year of the Circle, a ceremonial-business meeting shall be held observing and adhering faithfully to the instruction, order of business, and use of the paraphernalia, and procedures provided for Ceremonies.

The Regent is authorized before the meeting to call to order, to appoint substitutes and to fill the vacant stations.

SECTION 4
Order of Business

Except as required in formal business meetings, the order of business shall be as follows:

- 1) Prayer
- 2) Roll Call of Officers
- 3) Pledge to the Flag
- 4) Approval of the Minutes of the meeting
- 5) Business Arising from the Previous Minutes
- 6) Report of Regent
- 7) Report of Standing Committees
- 8) Report of Special Committees
- 9) Treasurer's Report
- 10) New Business/Other Matters
- 11) Adjournment

ARTICLE III
OFFICERS /TERM/VACANCIES/DUTIES

SECTION I
Circle Officers

The Officers of the Circle are the following:

- 1) Regent
- 2) Vice Regent
- 3) Chancellor
- 4) Custodian
- 5) Financial Secretary
- 6) Recording Secretary
- 7) Treasurer
- 8) Trustees (consisting of three (3) members, the most senior of whom serves for three (3) years, next in rank, two (2) years, and the third, serves for one year, after which period, the succeeding Trustee(s) shall be elected to the position for three (3) years.

- 9) Scribe
- 10) Monitor
- 11) Banner Bearer
- 12) Inner Guard (2) and Outer Guard (2)
- 13) Guides (2)
- 14) Organist

All officers named above shall be elected by the members of the Circle in an election called for the purpose. PROVIDED HOWEVER, that the Regent has the option to appoint the Monitor, Guides, Banner Bearer, Inner and Outer Guards and Organist.

SECTION 2

Term of Office

All officers, whether elected or appointed, except at the initial election, in the case of the Trustees, shall hold office for a period of one year, and may be elected for a second term, without prejudice to be elected to the same office after the rest of one year.

SECTION 3

Vacancies

All officers named in SECTION 1 hereof, whether elected or appointed by the Regent, shall be declared vacant, whenever any officer of the Circle shall fail or neglect to fulfill the duties of the office to which she was elected or appointed for lack of interest, or has been absent for three (3) consecutive meetings without being excused by vote of the Circle, or by reason of death, resignation, removal, suspension, or for reasons that render her incapable of holding or fulfilling the duties of her office. The office shall then be declared vacant and a special election shall be called to fill the vacancy for the balance of the unexpired term; PROVIDED THAT, until the office is filled by election or appointment as the case may be, the Regent may fill such vacancy in the interim.

In case the office of the Regent is rendered vacant for reasons hereinabove stated, or otherwise, the Vice Regent shall

assume the duties of the Regent for the unexpired portion of the term, in which case the office vacated by the Vice Regent may be filled by election for the unexpired term at a meeting called for the purpose.

SECTION 4
Duties of Officers

The duties of all officers shall commence from the date of their installation in office. For this purpose, no installation shall take place unless the books and records of the Circle shall have been reviewed and the signatures of the accountable officers verified. The duties of all the officers are described herein, but are not limited to those enumerated but shall extend to other duties as the exigencies of the service and circumstances demand. The members of the standing committees as well as the committee on the mandated missions shall respond to the same standards of service called for.

SECTION 5
The Chaplain

There shall be a Circle Chaplain who shall be the Spiritual Director of the Circle. He is usually the Pastor of the parish. The Circle Chaplain shall be invited to all meetings and social gatherings of the Circle. His advice and counsel shall be sought on all spiritual matters and programs.

SECTION 6
DUTIES AND RESPONSIBILITIES OF OFFICERS

SECTION 6 (a)
Regent

1. She presides at all meetings of the Circle.
2. She is the chief executive officer, and as such she:
 - a. Guides and directs the activities of the organization;
 - b. Enforces the rules of the Association and the Circle, including those pertaining to the ceremonials.
 - c. Carries out the will of the members expressed by the majority of the members;

- d. Protects the rights of the members;
 - e. Orders payments on lawful claims against the circle funds, subject to such rules and regulations pertaining thereto;
 - f. Performs such action as are necessary in relation to communications and correspondence of the Circle, with the assistance of the proper officer as may be necessary.
3. She shall appoint the members of the standing committees and of the mandated missions of the circle, within two weeks after the installation.
4. She shall call, at least semestraly, the meeting of the Committee on Audit to examine and review the state of the financial condition of the Circle, and formulate the necessary action in relation thereto for the consideration of the Circle.
5. She shall consult the Chaplain of the Circle whenever necessary and furnish him the ceremonials of the Circle.
6. She shall represent the Circle in the meeting of the Association and the Regional Assembly to which her circle belongs and shall be the voting member thereof in all election of officers of the Association.
7. She shall do all things as shall promote the growth and prosperity of the Circle.

SECTION 6 (b) Vice Regent

1. She shall assume the duties of the Regent whenever the latter is absent, or incapable of handling the latter's function due to illness, or in case of death, resignation, or for any reasonable cause;
2. She shall at every meeting give instructions and explanations on the various provisions of the Articles and By-laws, Rules and Regulations and the Ceremonials; and
3. She shall be the chairman of the Committee on Visitation to bring sunshine and joy to the sick member of the circle.

SECTION 6 (c) The Past Regent

1. She fills the office of the honorary past regent;
2. Immediately following the elections of the officers, she shall instruct the newly elected officers as to their respective duties, together with whom she shall assist in the preparation of the installation of the newly elected officers;
3. Whenever requested to do so, she may install the officers, when circumstances warrant;
4. At the request of the Regent, she may perform the duties of short conferral for admission of members;
5. She shall monitor the transfer of ceremonial paraphernalia and books and monies and other properties, if any, to the incoming officers; and
6. To insure the continuity of the work of the Circle, she shall cooperate fully with the newly installed Regent in the spirit of charity and unity.

SECTION 6 (d) The Recording Secretary

1. The Recording Secretary shall keep a record in book form of all proceedings of all regular and special meetings of the Circle. She shall attend and keep a record of the meetings of the Trustees. She shall be the official custodian of the seal of the Circle, and affix the imprint thereof on any document or report which requires the signature of the Regent. She shall conduct all correspondence of the Circle, except those relating to financial affairs. She shall preserve all communications of the Circle. The minutes of the Circle meetings must be retained permanently in a book form properly identified into fiscal year(s).
2. She shall send out all notices except those relating to dues and assessments. She shall notify the International Secretary of the Association of the names of any changes of data contained therein. She shall draw all vouchers for the payment of statement of accounts of the Circle, which have been duly approved by a majority of the Trustees, submit the same to

the Regent for counter signature and then transmit the same to the Treasurer for payments. If any such statement shall be disapproved, it shall be the duty of the Recording Secretary to return it to the party from where it came with a statement of the reason for the disapproval.

3. She shall have charge of all papers or documents not relating to financial matters or the applications.
4. She shall assist the Regent in the preparation of the Regent's Semestral Report. All correspondence and reports shall be presented to the Regent for approval.

SECTION 6 (e) The Financial Secretary

1. She shall keep an account of each member of the Circle, showing the account and payment of each member. Said account shall be kept in such a manner prescribed by the Association. The Financial Secretary is bonded annually by the Circle.
2. She shall notify each member in advance of the amount and the date her dues are payable. She shall collect and receive all monies due or belonging to the Circle, and promptly pay the same to the Treasurer. The Treasurer shall give her receipt thereof; and said receipt shall be preserved by the Secretary. She shall give a semestral report of all monies received by her and paid to the Treasurer.
3. When a member is in arrears, she shall send a notice to the member of the amount due the circle not later than the first day of the month. If payment is not made within 30 days following the date of notification she shall send a suspension notice to the member. A semestral report of suspension shall be made to the Circle.
4. She shall keep a roll of the members showing their name, age, residence and occupation, date of initiation, suspension or expulsion. She shall cause every member, when initiated into the Circle, to sign the roll of members book in her own handwriting and to give the name, address and relationship of her beneficiary. She shall record the date and amount of mortuary fees paid by such members.

5. She shall record all application fees for membership received. If the application is rejected, she shall return the fee accompanying the application to the applicant through the Recording Secretary. She shall send to the International Secretary a membership voucher together with the corresponding fee for each member admitted whether by the long or short form of initiation, within ten days after the conferral of degrees. She shall send on a form report supplied by the International Office on the first day of November, and mailed to the International Secretary a list of the names of the members who have been admitted by the long or short form of initiation during the previous quarter. She shall send also the list of names of the members who have resigned, been suspended, or have died during the same period. The report is to be countersigned by the Regent of the Circle.
6. Membership applications including those of deceased, resigned, transferred, or suspended members must be kept permanently in the membership book of the Financial Secretary.
7. The records of the Financial Secretary are confidential and information pertaining to the same may be released only upon the request of the Regent, and Trustees or the International Secretary.

SECTION 6 (f) The Treasurer

1. It shall be the duty of the Treasurer to receive all monies collected or received by the Financial Secretary and to give a receipt thereof. She shall deposit such monies received within 48 hours with, a duly accredited bank, in the name of the Circle, and subject to the order as Treasurer. She shall pay all vouchers for bills properly signed by the Board of Trustees countersigned by the Regent and the Recording Secretary.
2. At the first meeting in November, February, May and August of each year, she shall present a written statement of the condition of funds in her charge. At all times she shall keep her account in such a manner that the receipts, disbursements and balance in her hands can readily be ascertained by any person or committee having authority to audit her books.

3. The Treasurer is bonded annually by the Circle.
4. In all cases where the Treasurer of any Circle, shall because of illness, or shall for any other cause be unable to transact the business of her office for a period of two weeks, her books shall forthwith be audited and the Regent shall have the authority to appoint a substitute Treasurer to hold office for such a time as shall be necessary, not exceeding, however, the term for which such Treasurer was elected. Upon the return of the regular Treasurer to her duties, said substitute Treasurer shall cause her books to be audited by the Trustees of the Circle, and shall transmit all monies in her possession to the regular treasurer and request for a receipt thereof. Unless otherwise directed by vote of the circle, the substitute Treasurer shall have no power to draw upon the funds in the hands of the regular Treasurer or be liable for the care or custody thereof after having transferred them to, and properly receipted by the Treasurer.

**SECTION 6 (g) Trustees
(The Audit Committee)**

1. The Audit Committee shall meet with the Regent, Financial Secretary, Treasurer, and the Recording Secretary who takes the minutes of the meeting, every semester, to examine the books of accounts of the Financial Secretary and Treasurer covering the preceding semester, and shall make a report on the financial status of the Circle for the period, to be presented at the next meeting of the Circle. The report shall be signed by the Trustees. Two copies shall be made, one of which shall be sent to the Circle for the purpose of securing the bonds of the bonded officers of the circle, and the other to be retained in the files of the Circle.
2. The Audit Committee shall audit all books and accounts handled by the Financial Secretary and Treasurer, at any time when the need for it is called for, as may be determined by the Committee or by request of any member of the Circle, or whenever there is a transfer or change of office of any accountable officer of the Circle, or when a Committee shall have accomplished the function and ready for dismissal with thanks by the Regent and the Circle.

3. The Audit Committee shall make ready for the signature of the installing officers before installation, its report on the state of the financial condition of the Circle.
4. The Audit committee shall do all acts necessary to supervise the business affairs of the Circle.

SECTION 6 (h) The Chancellor

The Chancellor shall have charge of all religious exercise, conducted by the Circle unless the Chaplain or some other Priest is present. She shall be the Chairman of all spiritual programs.

SECTION 6 (i) The Custodian

It shall be the duty of the Custodian to take charge of all paraphernalia for ceremonial rites and other property belonging to the Circle, except such books or papers or documents as should properly remain in the hands of appropriate offices of the Circle. She shall properly prepare the meeting room, distribute and later collect all paraphernalia of the ceremony then keep them under lock and key.

SECTION 6 (j) Other Officers

The following officers of the Circle occupy conspicuous place and importance in maintaining the ceremonial traditions of the activities and bonds of friendship of the Circle, namely:

- I. - Monitor
- II. - Banner Bearer
- III. - Guides (2)
- IV. - Guards (2)
- V. - Organist

Their duties are described in the book for Ceremonials of the Circle, which are kept from the eyes of the general public except to those who may be permitted and allowed to know about them under the rules of the Circle.

SECTION 6 (k) The Scribe

The scribe shall have the responsibility of creating interest in the Circle, she shall therefore see to it that the activities

of the Circle are well publicized. She shall give information concerning the Circle's activities to those who may inquire about them.

**ARTICLE IV
ELECTIONS**

**SECTION 1
Date of Elections**

The elections of officers of the Circle shall be held at its regular meeting in October of each year. The installation of officers shall take place soon thereafter but not later than the month following such elections.

**SECTION 2
Qualifications of Nominees**

Nominations for the several offices must be made at the time of election. A member of good standing and has attended at least six (6) regular meetings of the Circle preceding the election is qualified to be nominated for any office open to all members of the Circle.

A nominee must be a member in good standing which shall mean that she is not in arrears for dues and assessments for a period of ninety (90) days prior to the election.

**SECTION 3
Qualification of Voters**

No member of the Circle shall be eligible to vote unless she is a member in good standing.

**SECTION 4
Election Committee**

The Regent shall appoint an election committee composed of a chairman, and two members or more who shall act as assistants.

SECTION 5
Election Procedure

The Election committee shall:

- a. Ascertain the number of members present who are eligible to vote with the assistance of the Recording Secretary after certification of a quorum to hold an election;
- b. Hand a ballot to the eligible member. When the ballot shall have been filed up, it shall be dropped in a ballot box provided for the purpose. Absolute secrecy shall be observed in the casting of the ballot;
- c. Upon completion of the casting of the ballot, the ballot box shall be opened in the presence of the members present at such election;
- d. The Chairman of the election committee shall ascertain the number of members who were given ballots count and announce the number of ballots cast. Should there be more ballots in the box than the number of members called to cast their respective ballot, the excess number shall be picked at random to be excluded from the counting. Both number of ballots issued and the ballots cast must tally before any counting shall be done;
- e. Each ballot is read by the chairman and is recorded and tallied aloud by repeating the name just read;
- f. Upon completion of the count, the Chairman reports aloud to the members present the result of the vote as follows:
 - f-1 the number of votes cast for each candidate
 - f-2 the number of void or blank votes, if any
 - f-3 the names and offices of the winning candidates
- g. The Chairman declares the officers elected;
- h. Where there is only one nominee for any office, the Chairman shall declare the election of such member to the office by acclamation; and

- i. Where there are more than one candidate for each position, the member receiving the highest number of votes shall be declared elected.

ARTICLE V STANDING COMMITTEES

The power, strength, and energy of the Circle shall be channeled through the various committees which shall assist the several officers of the Circle in carrying into effect the general, specific purposes and the mandated missions assigned to the DAUGHTERS OF MARY IMMACULATE, INC. and all its circles, in the service of God and neighbor.

There shall be five (5) standing committees namely: Membership; Welfare; Socials, Visitation of the Sick, and Youth (Squirmettes of Mary); and four (4) Committees on Mandated Mission namely: (Prolife, Upliftment of Women Workers, Morality in Media, and Welfare of Prisoners' Families and their Victims).

Each of said Committees shall consist of at least five members, and the member first named shall be chairman thereof. Such committee shall serve for a period of one year and until their successors are appointed. However, if any committee member fails or neglects to perform the duties of such committee, she may be discharged from said committee by vote of the Circle. The Regent may fill all such vacancies for the balance of the term.

SECTION 1 Committee on Membership

It shall be the duty of the Committee on Membership to make an active effort to secure new members for the Circle, who fulfill the requirement for membership. It shall be the membership committee's duty to personally follow-up absentee members and to enliven their interest in the apostolate work of the laity in the parish to which they belong.

SECTION 2
Committee on Welfare

It shall be the duty of the Committee on Welfare to render assistance in times of public calamity or disaster, and to aid in the promotion of all charitable projects. It shall also be the duty of the committee to study the propriety of establishing a welfare fund and to suggest the budgeting of such funds.

SECTION 3
Committee on Social Affairs

It shall be the duty of this Committee to promote social and intellectual activities which will add interest and enjoyment to the apostolate work of the Circle i.e., Christmas and summer activities.

SECTION 4
Committee on Visitation of the Sick

It shall be the duty of this Committee to visit the sick and render such assistance as the case may require and the by-laws may permit.

It shall be the duty of all members of the Circle to report all cases of sickness, death or mishap occurring among their members or among the families thereof, to the chairman of this committee, the Vice Regent. She shall, as soon as practicable, visit or cause to be visited by one or more of the members of her committee such member of family and render such cheer, comfort and financial assistance as circumstances warrant and finances of the circle permit. The chairman of this committee shall submit a monthly report to the circle and keep the Regent informed fully of all cases which may need the action of the Circle. The Regent shall have the power to appoint delegations of one or more members to attend the funeral of any deceased member. Whenever the Regent shall deem it necessary, she shall have the power to add to the member of this committee, and to fill any vacancies which may occur in the membership thereof.

SECTION 5
Squirettes

Committee on Squirettes of Mary: Any young woman desiring to join the Circle but is under twenty one (21) years of age a baptized Roman Catholic shall be formed into a group of young ladies to be called Squirettes of the Circle under the leadership of the Squirettes Committee. It shall be the duty of this Committee to organize the activities of the Squirettes in conjunction with the activities of the four (4) mandated missions, in keeping with the traditional Filipino and Christian values and other mandates of the DMI.

ARTICLE VI
SPECIAL COMMITTEE/AD HOC

When the activity of the Circle does not fall under any of the Committee herein created and described above, a special committee shall be formed for the purpose of accomplishing such activity. Upon the termination of the activity, the Chairman thereof shall make a written report and shall make an accounting of any monies or properties held on the occasion of such activity.

Acceptance with thanks by the Circle terminates the existence of that committee.

ARTICLE VII
COMMITTEES ON MANDATED THRUSTS

SECTION 1
Pro-Life Committee

It shall be the duty of the Committee to promote the sacredness of life especially the unborn and to help protect the integrity of family life by making them aware of their responsibilities towards their families and to the Christian community. Counseling, seminar, group meetings, distribution of literature, liturgical prayers and encounters, among others, are suggested in carrying out this mission. It shall likewise extend its duties to help protect the life of all living creatures, plants and animals.

SECTION 2
Committee on Morality in Media

The committee shall organize family groups to monitor the kind of reading matters, viewing materials, and communication means, that the children of the family are exposed to during the day. The committee shall adopt means by which it may inculcate the traditional values of the Filipino family in the choice of materials for reading and entertainment especially for the young.

SECTION 3
Upliftment of Women Workers Committee

It shall be the duty of the Committee to organize activities that will assist underprivileged women in learning legitimate skills, vocational training, and the like, so as to help them augment the family income and thereby improve the quality of life of their families.

If necessary the Committee shall assist the women workers to obtain financial assistance from any of the recognized institutions concerned with outreach programs or similar purposes.

SECTION 4
**Welfare of Prisoners' Families
and their Victims Committee**

It shall be the duty of this Committee to maintain a program of religious instruction to families of prisoners, provide guidance and counseling services to the victims and the prisoners families, make scheduled visits to the families of the prisoners and their victims in order to assist them in alleviating the distresses occasioned by the absence of the prisoners, and in like manner with respect to the victims; to assist the families find means of livelihood by training them in some vocational skills.

SECTION 5
Youth Welfare

A Committee shall be created as the youth arm of the DMI. Its main purpose and goal is the development of leadership

abilities and talents of the youth to help the DMI in the pursuit of its purposes and missions.

**ARTICLE VIII
DISCHARGE OF COMMITTEES**

All committees shall make their written report to the Circle signed by a majority of the members. No committee shall be discharged until such report is accepted and all authorized expenses incurred by the committee, approved.

All monies collected by any committee must be deposited monthly with the Financial Secretary. All accounts incurred by any committee shall be claimed from and paid by the Treasurer of the Circle.

**ARTICLE IX
FINANCIAL OBLIGATIONS
AND ADMINISTRATION OF FUNDS**

**SECTION 1
Funds**

This Circle shall establish and maintain at least two funds, one to be known as "The General Fund" and the other to be known as "The Mortuary Fund."

All income received by the Circle, with the exception of that which is allocated to the Mortuary Fund, shall be credited to the General Fund. Such General Fund shall be available for the payment of the general expenses of the Circle and of Welfare Benefits. This fund may be subdivided to include Welfare, Educational, Philanthropic, Building and any other accounts that the Circle may maintain. Those subdivisions are to be carried as different accounts in the Treasurer's books.

The "Mortuary Fund" (not less than 3% of total monthly collection discretionary) shall be a trust fund and shall not be used for the payment of any bills, claims or expenses of the circle except to claims for mortuary benefit of the member. All monies received from dues and assessments for the mortuary fund shall be kept

separately by the Treasurer for the payment of mortuary benefits, payable to the beneficiaries of deceased members entitled thereto. The amount of Twenty Four Pesos (24.00) per annum shall be separated from the fees of each member to be credited to this Fund from which all mortuary benefits shall be availed of.

Whenever the Mortuary Fund cannot bear to pay any mortuary benefit, the Circle shall immediately appropriate from the General Fund such amount to fill the credit value due the mortuary fund, or lay an assessment upon the membership of the Circle to cover the mortuary benefit due the heirs of the deceased member. For the purpose of benefiting the members to the highest degree possible, the Circle may, upon application with the Association, participate in a group insurance that may be availed of by the Association.

SECTION 2

Dues and Assessments

Every member who is admitted in accordance with Article I hereof, shall pay to the Financial Secretary the following:

1. Once upon initiation:

P20.00 as application fee

This shall be remitted to the Association together with the application should the applicant be admitted and initiated.

2. Yearly

P100.00 -	contribution remitted to Association per member per year
P300.00 -	Newsette Fee per Circle
P100.00 -	Special Trust Fund(Mission Fund)

3. Monthly

____ circle membership fee (discretionary)
____ contribution to the Mortuary Fund (3% from monthly collection)

The Financial Secretary shall notify each member in advance the amount and the date that her dues are payable. The Treasurer shall forward to the International Treasurer a check for

the appropriate amount due from each member belonging to the circle on the first day of the preceding semester of the Fiscal year together with the yearly Association fee.

SECTION 3
Notice of Arrears in Dues and Assessment

In all cases where a member shall be in arrears for a period of six (6) months, the Financial Secretary, by the first (1st) date of the third month, shall notify said member of the amount of dues and assessments unpaid. In case a member shall refuse or neglect to pay all of the dues and assessments requested within a period of ninety (90) days from the date of notice, she **IPSOFACTO** becomes suspended. In that event, the Financial Secretary shall immediately send such member, at her last known address, a suspension notice. A member's failure to receive notice of her indebtedness to the Circle will not release or excuse her from the requirements of the laws herein nor will it be sufficient cause for not paying benefits, if qualified.

SECTION 4
Waiver of Payments

When a member, because of illness, accident or misfortune, is unable to pay her dues or assessments within the time prescribed, the Circle upon notice from the Financial Secretary of such difficulties, may by vote of the circle excuse the payment of such dues and assessments covering a period of not more than one year. Such action shall be taken by the Trustees in the auditing of funds of the Circle.

SECTION 5
Payment of Mortuary Benefit

The Circle shall pay to the designated beneficiary of the deceased members the proceeds due her from the Mortuary Fund. Where the decedent has failed to designate her beneficiary, the proceeds shall be given to her next of kin; if there is none, then the proceeds shall be used to contribute to the funeral expenses.

SECTION 6
Bills and Vouchers

All disbursements shall be by voucher and in accordance with the requirements prescribed in this By-laws and the customary rules of accounting. Such voucher shall carry the signatures of the Regent and Treasurer.

SECTION 7
Special Contributions

Special contributions may be voted upon by the member of the Circle but shall be set aside from the General Fund until the contingency or project shall have been terminated. In this case, upon the discharge of the committee in charge thereof, the proceeds shall be added to the General Fund of the Circle.

ARTICLE X
FISCAL YEAR

The Fiscal Year of the Circle shall begin on the 1st day of January and end on the last day of December of the same year.

ARTICLE XI
REPRESENTATION IN THE ASSOCIATION

The Regent shall be the delegate to represent the Circle in the meeting of the Association. In case of her inability to serve, the Circle may elect as alternate, the Vice-Regent, Past Regent, Financial Secretary, Treasurer or any member in good standing (in the order named) who shall be eligible to be elected as alternate. The Circle shall by vote of the Circle pay actual and necessary expenses of such representative or alternate(s) when attending meetings of the Association.

At least thirty days before the meeting of the Association, the names(s) and address(es) of the representative(s) and each

alternate shall be transmitted by the Recording Secretary under the seal of the Circle, to the International Secretary.

Such alternate may vote when the Circle Regent is not present and may be voted upon to any position open to the delegate as a International Officer.

ARTICLE XII AMENDMENTS

These Rules & Regulations pertaining to the Circle shall by majority vote of the Board of Trustees, be amended and repealed or new rules and regulations shall be issued in lieu thereof.

Adopted this 9th day of May 2008 in Cebu City by a majority of the Board of Trustees and confirmed and ratified by majority of the members of the Association.

BOARD OF TRUSTEES:

SONIA V. MAYO
International Regent

Amended
2008

DAUGHTERS OF MARY IMMACULATE, INC.

RULES AND REGULATIONS



**As amended
2008**

TABLE OF CONTENTS

Page