



Non Omnis Moriar

Order of the Knights of Rizal

(Chartered Under Republic Act No. 646)

International Headquarters

Manila, Philippines



A civic, patriotic, cultural, non-partisan, non-sectarian and non-profit organization

MEMORANDUM CIRCULAR NO. 01-02, s. 2013

To : **All Regional Commanders**
Area Commanders
Chapter Commanders

From : **The Supreme Council**

Date : **17 January 2013**

Subject : **Chapter Annual Report**

As part of our preparation for the activities for the coming year, we would like to remind the officers and members on the provisions of Article XIII, Section 9 of our January 7, 2006 Amended By-laws, in relation to Supreme Council Circular Memorandum No. 75 Series of 2011 dated March 12, 2011, wherein each chapter is requested to submit to the Supreme Council, an Annual Report in the prescribed form of its activities and programs during the preceding year. Second important reminder is the payment of membership dues by the members not later than 31st January of each year immediately next following the year to which said dues pertain in the amount of ₱ 1,000.00 per member of local chapters and US\$25.00 per member of foreign chapters.

In view of the foregoing, Chapter Commanders are hereby requested to observe the following fiscal policies of the Order, as follows:

- 1. Fiscal Year.** The fiscal year of the Order shall begin on 1 January and end on 31 December of the following year.
- 2. Chapter Reports.** Each chapter shall certify to the Council the number of its members on 31 January each year. The certificate shall be signed by the Chapter Commander, Pursivant and Exchequer and shall be transmitted to the Administrative Officer of the Order.
- 3. Dues and Fees.** Unless otherwise adjusted by the Council, each chapter shall pay to the Order at its principal office: Order of the Knights of Rizal, 3rd Floor, Rizal Bldg., Bonifacio Drive, Anda Circle, Port Area, Manila, per capita dues for each of its members the sum of ₱ 1,000.00 per member of local chapter and US\$25.00 of foreign chapter. (Art. IV, Sections 4 [a] & [b] and 5) If a Chapter has fewer than nine (9) members as required under the by-laws, its shall pay additional *per capita* dues of an amount equal to the amount it would have paid if it had nine (9) members. [Art. XI, Sections 1&2]
- 4. Pro-rated Dues.** For each member knight who is admitted into membership of a Chapter, the latter shall be required to pay *per capita* dues in pro-rated amounts until the beginning of the next annual period for which dues are payable. The amount payable for its full month of member or any fraction thereof shall be one-twelfth (1/12) of the *per capita* dues. No pro-rata per capita dues

SC MEMORANDUM CIRCULAR NO. 01-02, S. 2013

12 January 2013, page 2 of 3

shall be paid by the Chapter for transferring members of another chapter, or former members of its chapter.

5. Member-Knights and Chapters in Good Standing. Every member of the Order who has paid all membership dues, authorized assessments and other valid charges, plus applicable surcharges owing thereon, and who is not under suspension from the exercise of any membership rights or privileges, is a member in good standing of the Order. [Article 4, Section 6 (a), Amended By-Laws].

Every Chapter which has paid to the Supreme Exchequer all registration fees, chapter remittances, authorized assessments and other valid charges, plus applicable surcharges owing thereon, and is not under suspension from the exercise of any Chapter right or privileges, is a chapter in good standing of the Order. [Article 4, Section 6 (b), Amended By-Laws].

6. Termination for Non-Payment of Dues. Membership in the Order may be terminated or suspended by failure or refusal to pay the annual membership dues, authorized assessments or other valid charges, plus applicable surcharges owing thereon, after having been duly served at least three (3) written collection notices. [Article 4, Section 8 (a) (ii), Amended By-Laws].

7. Date of Payment. *Per capita* and pro-rated dues shall be due and payable not later than 31st January of each year. All other dues and assessments are due and payable immediately when incurred.

The required Chapter Annual Report maybe done through email addressed to the Administrative Officer, Knights of the Rizal, at okorian84@yahoo.com with the corresponding payments due thereon be deposited directly to the account of the Order, as follows:

Payee/Account Name : Order of the Knights of Rizal
Depository Bank : Metropolitan Bank and Trust Company
Port Area, Manila Branch
Peso Savings Account No. : 151-3-15151380-9

or

Depository Bank : Bank of the Philippine Islands
Intramuros, Manila Branch
US Dollar Account No. : 4954-0143-18
Swift Code : BOIPHMM

Payments made through direct deposits must be supported with the corresponding deposit slips forwarded to the Administrative Officer, with appropriate detailed references.

The Supreme Council in its last meeting dated January 12, 2013 resolved to extend the date of submission of the required chapter reports up to February 15, 2013 in order to give the local officers ample time to

SC MEMORANDUM CIRCULAR NO. 01-02, S. 2013

12 January 2013, page 3 of 3

comply with the stated order. Likewise, the Council agreed to extend the payment of membership dues also on the same date.

The Council will appreciate very much your utmost support and cooperation towards the effective management of the affairs of the Order.

Non Omnis Moriar!



Sir AVELINO V. TORRES, KGOR
Supreme Pursuivant

Concurred:



Sir REGHIS M. ROMERO II, KGCR
Supreme Commander