

“Charity is Love”

Membership Retention

Each council **MUST** appoint one of its members as Membership Retention Chairman. THIS CANNOT BE THE FINANCIAL SECRETARY. This member will work closely with the Grand Knight and Financial Secretary each month to monitor the status of the current membership.

The State Membership Retention Chairmen’s most important duty is to make a personal contact with the member. A telephone call followed by a visit with him and his family, either at his house or at the church following Mass. During the visit explain the Daily Mass benefit.

State Deputy Larry Lewandowski, will not allow any unnecessary suspension without a personal contact: Suspension Procedures, found in this handbook, MUST BE FOLLOWED.

Also encourage the Financial Secretary to enclose a copy of the Membership Retention Letter with his second billing. A sample can be found in this handbook.

Council Retention/Membership Retention Chairmen

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Suspension, Billing, & Retention Guidelines

- 1. The financial secretary shall mail the Membership Bill (First Notice) 15 days prior to the billing period. Normally mid-December.**
- 2. If the payment is not received within 30 days from the first notice, the financial secretary will mail a Membership Bill – Second Notice. (mid-January)**
- 3. If the payment is still not received within 30 days from the second notice then the following actions will be taken:**
 - 1.** The financial secretary should try making contact with all delinquent members via Email to alert them of the processes that follow. - This is a courtesy providing the member has Email.
 - 2.** The Financial Secretary will send a Knight Alert letter (Form# KA1) to each delinquent member, signed by the grand knight and the trustees listing their contact information so that the delinquent member can contact them.
 - 3.** The financial secretary will provide the names, addresses, telephone numbers and the amounts of the delinquency for each member in the arrears to the retention committee (or GK and trustees). The committee should include – but is not limited to – the grand knight,; membership director; retention chairman; trustees; and any other members who wish to participate.
 - 4.** About 2 weeks after the Knight Alert has been sent out the grand knight will assign a member of the committee (listed above in line 3) to make personal contact with the delinquent member to remind them of their obligation. They should ascertain any reasons for failure to pay. The committee member will provide a written report of his findings to the Grand Knight. If the member is experiencing financial difficulty, the Grand Knight will direct the committee members to visit the member and make arrangements to accommodate him (either a payment plan or other financial arrangement acceptable to the council).
 - 5.** Again, a full report is to be provided to the grand knight as to why the member is delinquent and why he is considering leaving the Order. **Financial difficulty is not a valid reason for suspension.**
 - 6.** Following this month a member that is still delinquent in his dues - the Notice of Intent to Retain is to be submitted by the financial secretary and the grand knight.
 - 7.** Once accepted by Supreme, the Grand Knight must send electronically the Conversation Listing to the District Deputy, State Retention Chairman, State Membership Director, and State Deputy. Along with a report of what the council has done and concluded for the member to be retained.
 - 8.** If the delinquent member does not meet his obligation or arrange a satisfactory payment schedule within 60 days following processing the Notice of Intent to Retain, the council may file a Form 100 Membership Document, indicating suspension. However, the suspension will not be processed at the Supreme Council office unless a Notice of Intent to Retain has been on file of the required 60 days.
 - 9.** The Notice of Intent to Retain becomes null and void 90 days following the date it is recorded at the Supreme Council office. After the 90-day period has elapsed, the form will be removed from the file under the assumption the council has been successful in retaining the member.

Notes:

If subsequently the member on whom the council previously filed a Notice of Intent to retain should again become delinquent, the entire billing/retention process must be re-implemented as described herein.

If a member is not suspended by May 1st he is carried through the next entire Columbian year on the councils Per Capita.

If the council is making all its requirements to achieve Star Council I would suggest not suspending the members but carrying the number of numbers needed to make Star Council Award until the start of the new Columbian year on July 1st, even if this means starting the billing/retention process over again.

Financial Secretary can not be the Retention Chairman

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Sample Letter for Member Retention

Dear Brother Knight and Spouse,

Please read this letter before you make any decisions.

It has come to my attention that your local council has sent you a notice of intent to suspend you from the Order of the Knights of Columbus.

Please read this letter to see what you will be losing. There are two very important items.

Give a gift of a lifetime, only available to all Knights of Columbus Members.

What will you lose? Why do you want to lose it? We can Fix it?

What better gift could you leave your family than a Daily Mass for the repose of the soul of their mother and father? Yes, since the inception of the Order, a Daily Mass is offered for all deceased members and their spouse.

To have a Mass said at your local parish a stipend is given to the Parish and a Mass is offered for your loved one. Just think, for being a member of the Knights of Columbus a Mass will be offered every day for eternity – priceless.

Another one of the many benefits available is the Family Fraternal Benefit. We offer many other benefits from your local council, along with the encouragement of the local Bishop, and Priest, and His Holiness Pope Francis.

Please forward your dues to the local council or return it to me for processing, or if you have moved and want to transfer to another council fill out the form, or if you want to withdraw from the Knights also sign it return it I will take care of the rest of the details.

In Charity to Christ,

Signature