

Billing & Suspension Guidelines – Knights of Columbus

The financial secretary shall mail the Membership Bill (First Notice) 15 days prior to the billing period. Normally mid-December.

If the payment is not received within 30 days from the first notice, the financial secretary will mail a Membership Bill – Second Notice.

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, chairman ex officio; membership director; retention chairman; trustees; and proposer, if possible.
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. 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.**

Following this month a member that is still delinquent in his dues - the Notice of Intent to Suspend is to be prepared and signed by the financial secretary and the grand knight.

1. The Original Copy is sent to the delinquent member.
2. The Supreme Office Copy is forwarded to the Department of Membership Records.
3. The State Copy is mailed to your state deputy.
4. The District Deputy Copy is sent to your district deputy. He will telephone the delinquent member to discuss the arrearage situation. In the course of the telephone visit, suggestions as to a possible solution will be recommended, and the district deputy will volunteer to assist the member, if a need exists. The district deputy will also determine

whether personal contact has been made by the council. The response and reaction received from the delinquent member is recorded on the District Deputy Copy of the Notice of Intent to Suspend and forwarded to the state deputy.

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 Suspend, 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 Suspend has been on file of the required 60 days.

The Notice of Intent to Suspend 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. (Or if the council plans to carry the member)

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

Please note, that 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 until the start of the new Columbian year on July 1st, even if this means starting the billing/retention process over again. For further understanding of this issue contact your district deputy for clarification.

This information is from page 4 and 5 of the Financial Secretary Handbook with added comments and suggestions from your District Deputy.

Yours in Delivering the Promise,

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