

Mississippi State Council Request for Membership Suspension-Procedure-Report

District: _____ Council: _____

Member Info	Last Name:	First Name:	M.I.	Age	Yrs of Service	Membership Number
	Phone Number:	Email Address:	Parish Name:			1 st Degree Date
	Mailing Address:					Re-Entry Date (If Applicable)
Billing	Notices	Date	Dues Paid ? (Y or N)	Mail Returned ? (Y or N)	New Address ? (Y or N)	
	1 st Billing Notice					
	2 nd Billing Notice					
	Knight Alert Notice					
	Intent To Retain					

Note: If new address is Y, the last letter should be resent and address updated in Member Management System

Retention	Retention Committee Member Assigned: _____					
	<i>This section to document attempts to contact member. NOTE: Voicemails and Billing are <u>NOT</u> considered valid contacts. In comments, indicate how contact was made, i.e. phone, visit, email, parish, etc.</i>					
	Contact #1 Comments	Date	Contact #2 Comments	Date	Contact #3 Comments	Date
Officer names below attest on their honor as Catholic gentlemen these procedures were followed and this form is truthful in its completion						
Grand Knight:				Retention Chairman: _____		

Send results (this form and any supporting information) to District Deputy. DD will complete his requirements and forward the results and recommendations to the State Retention Chairman and State Membership Director with all information copied to the State Deputy

State	Office:	Comments:	Recommendation:
	District Deputy		
	State Retention Chair		

The State Retention Chairman will return information to the District Deputy with recommendations as noted:

Concur: _____ (Council Submits Intent to Retain) Do Not Concur: _____ (Council Contacts State Retention Chairman)

Mississippi State Council

Request for Membership Suspension-Procedure-Report

INSTRUCTIONS FOR FORM USAGE

1. Completely fill out the following sections:
 - a. Member Info – all information can be obtained from GK or FS via Member Management
 - b. Billing –
 - i. Note the date each notice is sent
 - ii. Indicate whether dues were paid for each billing
 - iii. Indicate whether the notice or letter was returned
 - iv. If applicable, indicate what new address was indicated with return of mail or retention efforts
 - c. Retention –
 - i. Each delinquent member should be assigned to a member of the Retention Committee
 - ii. Multiple contacts must be attempted. Leaving voicemails three times does not count as three contacts
 - iii. Comments about the contact attempt should be noted
 - iv. GK as ex-officio member of the Retention Committee and leader of the council must affirm that all of the retention efforts have been exhausted and be prepared to assist the DD and State Retention Chairman as needed to make last attempts at saving the member
 - d. State -
 - i. Once retention efforts are complete, this form should be submitted to the District Deputy
 - ii. DD will conduct further retention efforts on behalf of the council and make a recommendation to the State Retention Chairman
 - iii. State Retention Chairman (upon receiving this form with DD recommendations,) will conduct further retention activities on behalf of the State Deputy
 - iv. State Retention Chairman (after reporting his efforts at retention with the State Deputy,) will either concur or not concur with the suspension
2. Once the council has received concurrence from the State Retention Chairman and the District Deputy for suspension, they may proceed with suspension efforts as they see fit
3. ANY concurrence of suspension is contingent upon – Final approval from the State Deputy AND a viable recruitment plan for the Fraternal Year.
4. Per Supreme regulations, once the Form 1845 Intent to Retain has been submitted to Supreme, the local council must wait a mandatory 60 days to process the Suspension Form 100. If the council has not filed the Suspension Form 100 after 90 days, the council is prohibited from suspending the member until the next billing cycle.

Suggested Timeline For Billing & Suspension Activity
<i>DD-District Deputy, GK-Grand Knight, FS-Financial Secretary, RC-Retention Committee, SRC-State Retention Chairman</i>
<p>FS Sends 1st Billing Notice (December 1) - 30 Days Later payment is due (January 1)</p> <p>30 Days Later (February 1) if payment not received, 2nd Billing Notice goes out (FS completes top of this form, gives to R.C.) (During next 30 days, RC should attempt at least three contacts to determine member's intentions)</p> <p>30 Days later (March 1) If no dues paid and contacts attempted but not made, GK and FS sign\send Knight Alert Letter</p> <p>15 Days later and no dues paid FS sends Notice of Intent to Retain and forwards this form to DD</p> <p>The following week the name should show on conservation listing triggering DD's attempt to contact member</p> <p>60 days - amount of time DD has to make contact and\or resolve member's intentions</p> <p>After the 60 days, DD adds comments, makes recommendation and sends form to SRC</p> <p>SRC will review form information, make comments and recommendations and return form to council</p> <p>Before 90 days has elapsed from name appearing on Conservation Listing, FS and GK file Suspension Form 100</p> <p>After 90 days, procedure must begin again with Knight Alert Notice being sent</p>