

Here are some important reminders concerning membership retention:

1. The local council membership roster must be a true reflection of actual members in current payment status. If your council has not attempted to process a membership removal in recent years, this could be a sign that more diligence is necessary to monitor the membership roster. It is possible that all members are in current pay status, but many variables can cause a lackadaisical effort to collect membership dues. Good business practices must be promoted in each local council.
2. There has been no change to the proper membership removal procedures established by the Supreme Council. To remove any non-paying member from the council roster you must submit a Request for Membership Removal and Procedures Form.
3. The Missouri State Council will not approve a change of membership status for any member if the council has not properly completed a **Request for Membership Removal and Procedures Form**. This is proof that a personal contact attempt has been made by the local membership retention committee and not by the Financial Secretary.
4. The only information the Financial Secretary will need to include on the **Request for Membership Removal and Procedures Form** is obtained from the Supreme Council Membership Management and Membership Billing Systems. He will complete only the top portion of the form and then email the original PDF document to the Deputy Grand Knight without sending it to a printer.
5. Any statement made by the non-paying member to a retention committee caller can be included on the **Request for Membership Removal and Procedures Form**. A written statement from a non-paying member requesting removal of membership (as opposed to "membership withdrawal") can be emailed to the committee as an attachment to the electronic PDF document. Just annotate the Contact #1 Comments with "See attachment".
6. The process works best when only a few names of non-paying members are submitted by the Financial Secretary to the local membership retention committee at one time.
7. The Knights of Columbus Insurance Agent in your area (or nearest to the last known mailing address) is a good source of help when attempting contact with non-paying members. The Local Council Retention Committee must exhaust all searches for the member before indicating to the insurance agent that your efforts have not been successful.

The Membership Retention Chairman's mission statement:

I have become all things to all men, so that I may by all means save some. (1 Cor 9:22)