



Knights of Columbus Iowa State Council

www.iowakofc.org



Brothers:

The State Officers of the Iowa Knights of Columbus have asked the cooperation of the District Deputies, Grand Knights and Financial Secretaries in minimizing any Suspensions (“Unretainables”) from January to June 30th of each year. This request is to assist the state in planning membership drives and goals for the State of Iowa Jurisdiction.

We understand that your council has a duty to keep its roster current. The state is willing to assist you in this area and offer the following guidelines:

First we ask that you honor our request for **no suspensions** (unretainables) during January 1st – June 30th of each year.

The resolution to each member’s unique situation is an opportunity to strengthen our fraternal bonds. This is brotherhood and we have a duty to each other that extends beyond impersonal notices.

Review the formal procedures outlined in the Supreme’s Proper Billing procedures. As you can see the dates, actions and order of procedure are carefully outlined. These must be followed diligently.

Establish a retention committee. It is not the duty solely of the financial secretary to contact brothers in arrears with their dues membership. Review progress frequently with an emphasis on **personal contact and invitation**.

Engage the delinquent brother’s proposer in the retention activities. Each proposer once asked a man to become his brother in Charity. Now he can ask that same man to maintain that charitable impulse.

Engage and inform the council’s field agent and District Deputy. Each should be fully aware of the number of delinquent members of each council. They are in a position to assist you.

Finally when you have exhausted all other possibilities and a suspension must move forward, please inform your District Deputy and State Deputy of your necessary actions.

If you have questions, please contact your state officers and membership team. The primary point of contact for Proper Billing Procedures is:

Bernard J Schade
State FS Training Chairman
1011 Park Lane
Osceola IA 50213
Phone/fax 641-342-6317 cell 641-414-1825
Email: schade@iowatelecom.net

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Specific Billing Dates

Billing Cycle	January to December	July to June
1 st Billing Notice	December 15 – January 1 st	June 15 – July 1 st
Make a phone call to members who haven't paid before you send the 2 nd Billing		
2 nd Billing Notice	February 1 st – February 15 th	August 1 st – August 15 th
Engage the proposer and field agent to assist.		
Knight Alert	March 1 st	September 1 st
Retention Committee	April 1 st – May 14 th	September 1 st – October 1 st

Retention Committee assists in personally contacting and completing paperwork for members in arrears.

If you still have members who haven't paid their dues; Complete Form 1845 Notice of Intent to Suspend between May 15th and October 1st and make sure the state receives their copy.

- If the member can't be located, complete the form for each member and simply write "member can't be located" or "mail undeliverable" on the Form 1845.
- Mail original copy to member (keep the original if member can't be located)
- Mail Supreme Office Copy to Supreme
- Mail State Council copy to State
- Mail District Deputy Copy to your District Deputy
- Keep council copy

60 days after you have sent the Form 1845 and before 90 days, you must then submit a Form 100 for each of the members in arrears. It is important that all forms are properly completed and with all the proper and necessary signatures. Form 100 must be signed by both the Financial Secretary and Grand Knight.

Guidelines:

Only send in Form 1845 **after May 14th and before Oct 1st**

If required send in the signed form 100 between 60 and 90 days following

Your suspensions will fall between the months of July and December.

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