

TEXAS PROPER BILLING PROCEDURES INCLUDING USE OF THE ***NOTICE OF INTENT TO RETAIN***

A vitally important plan of financial welfare for the council is the collection of dues and per capita assessments from members. The Grand Knight and Trustees should, therefore, always be certain the following retention process is followed:

Please note that Financial Secretaries should use the ***Member Management*** and ***Member Billing*** applications, located in the Secure Officers Online area of www.kofc.org to perform the tasks listed in this section. Instructions, recorded webinars, and help are available within the online application.

1. The Financial Secretary mails the ***First Notice*** 15 days before the billing period to each member.
2. If payment has not been received in 30 days, the Financial Secretary mails the membership bill ***Second Notice***.
3. If payment is not received within 30 days from the date of the ***Second Notice***, the Financial Secretary will provide names, addresses, phone numbers, other pertinent information and amount due for each member in arrears to the Retention Committee for personal follow up.

The committee should include, but is not limited to, the Retention Committee Chairman (as reported on the ***Service Program Personal Report-Form 365*** - typically the Deputy Grand Knight), the Trustees; and the proposer, if available. (NOTE: The Financial Secretary **CANNOT** be a member of the Retention Committee.)

The Retention Chairman shall assign a member of the Retention Committee to discuss the reasons for non-payment; discuss any personal situations prohibiting payment; or to offer a cooperative remedy to the delinquency situation.

The Retention Chairman will notify the Grand Knight of the results of the contact. If directed, the Financial Secretary forwards a ***Knight Alert*** letter to the delinquent member, signed by the Grand Knight after the Retention Committee has done their work.

NOTE: The Retention Committee should make use of various methods, including internet search programs, in its attempt to locate the member if unreachable. If a member moves, the Retention Committee should assist in helping the brother find a new council.

The Committee members provide a written report of their findings to the Retention Chairman.

The Retention Committee Chairman then compiles a report on all members in arrears to be presented to the Grand Knight who will present the findings at the next Officers Meeting to determine if the members are to be suspended or need assistance.

Personal financial difficulty and health issues are not sufficient reasons for suspension.

If the member is experiencing financial difficulty, the Retention Committee can recommend to the Grand Knight that he advise the Financial Secretary to accommodate the member for a payment plan or other financial arrangement that is acceptable to the council.

The Texas Membership Conservation Report #TX1845A (current version Rev July 17) will be prepared with all available information including details of all attempted and actual contacts with the member. The Form TX1845A is signed by the Grand Knight, Financial Secretary, Council Retention Chairman and District Deputy. The form will be prepared in one copy and copies made for distribution:

Forms 1845 and TX1845A will be distributed to:

District Deputy
State Retention Chairman
Council Files

4. If after 15 days of sending the ***Knight Alert*** the member still has not paid his dues or no satisfactory arrangement has been made, the ***Notice Of Intent to Retain*** is prepared by the Financial Secretary and countersigned by the Grand Knight.

- a. Copy is sent to the delinquent member.
- b. The Office Copy is forwarded to Membership Records at Supreme.

Copies of the Form 1845 and TX 1845A are mailed (electronic or postal service) to the State Retention Chairman

The Supreme Knight will mail a personal letter to the delinquent member to convey the Supreme Knight's interest in having the member retain his "good standing" status.

- c. The State Retention Chainman, on behalf of the State Deputy will have the responsibility of monitoring the conservation listing posted each Saturday morning on the Supreme web site in the Officers Online area. The same has the responsibility to ensure that the District Deputy and Membership Outreach Team have access to the conservation list. He should also communicate with the member, offering assistance and advising him that the District Deputy in his area is available to help with any particular problems.

- d. The District Deputy has the responsibility of monitoring the conservation listing, posted each Saturday morning on the Supreme website in the Officers Online area, to access the list of members needing to be contacted. He personally contacts the delinquent member to discuss the nonpayment situation, In the course of the visit, suggestions as to possible solutions should be recommended and the District Deputy will volunteer to assist the member, if the need exists.

The District Deputy determines whether personal contact has been made by the council. The response and reaction received from the delinquent member is recorded on the reverse side of the District Deputy copy of the Form #1845 and then forwarded to the State Deputy for review.

- e. The "Council Copy" is retained for council files.

5. If the delinquent member does not meet his obligation or arrange a satisfactory payment schedule within 60 days following processing of the of ***Notice Intent to Retain***, then the council may file a membership document (#100), indicating suspension. Both the Grand Knight and Financial Secretary SHALL sign the form prior to filing the Form 100 with the Supreme Council. The Supreme Council office will not process the suspension unless a ***Notice Intent to Retain*** has been on file for the required 60 days.

6. 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 at retaining the member.

7. If, subsequently, the member on whom the council previously filed a ***Notice of Intent to Retain*** again becomes delinquent, the entire billing/retention process must be re-implemented as described.

Every Financial Secretary has received clear and concise instructions on this procedure. It is the duty of the District Deputy to make certain that they are being carried out by the Financial Secretary and Retention Committee of each Council in his district.

It is the State Deputy's responsibility to insure that the State Membership Director, the State Retention Chairmen and the District Deputy follow the retention procedures.