

The **Request for Membership Removal and Procedures Form** is an indication that retention efforts have been made at the local council level. The intent of this form is to ensure that Supreme Council procedures are followed resulting in the State Deputy's approval of the member being removed from the council roster. The form must be downloaded and distributed as the original PDF file from the Missouri State website in order for comments to be seen on other computers. Please do not send it to a printer or scanner.

1. The Financial Secretary will complete the following sections of the electronic fillable form
  - a. Member Info: - all information can be obtained from Member Management
  - b. Billing: - all information can be obtained from Member Billing
    - i. The Knight Alert (KA1) is sent after efforts are completed by members of the retention committee.
    - ii. If applicable indicate a new address obtained by the retention committee or with return of payment. The updated PDF is then emailed to the next recipient.
  - c. Retention: -
    - i. Personal contact with each non-paying member should be attempted by each member of the retention committee. This increases the odds of personal contact.
    - ii. Multiple contacts by each caller must be attempted. Note that leaving a voicemail three times does not count as three contact attempts.
    - iii. Comments about the contact attempt should be noted in the fillable spaces.
    - iv. Deputy Grand Knight and Trustees as official members of the retention committee must sign-off electronically that all retention efforts were exhausted by the local council.
    - v. Grand Knight as ex officio member of the retention committee and leader of the local council must sign-off that all retention efforts have been exhausted and be prepared to assist the District Deputy and State Retention Chairman if needed.
    - vi. The State Deputy cannot approve the membership removal without first having the local retention committee attempt contact with non-paying members.
  - d. State -
    - i. Once retention efforts are complete, the form should be submitted via email to the District Deputy.
    - ii. The District Deputy will conduct further retention efforts on behalf of the council and make a recommendation to the State Retention Chairman.
    - iii. The State Retention Chairman upon receiving the Request for Membership Removal will conduct further retention efforts on behalf of the State Deputy.
    - iv. The State Retention Chairman after discussing his results and conclusions with the State Deputy and State Membership Director will make a recommendation on concurrence of the member being removed from the council roster.
2. Once the council has received concurrence from the District Deputy and the State Retention Chairman via email, the local council is free to continue with the proper process as directed by the Supreme Council.
3. The same email will advise the Financial Secretary to send the "Knight Alert" letter.
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 local council will request the non-paying member be removed from the council roster.
5. Concurrence of the member being removed from the council roster are contingent upon:
  - a. Final approval from the State Deputy
  - b. A viable recruitment plan for the Fraternal Year