



## Knights of Columbus

MAKING A DIFFERENCE FOR LIFE

### MEMORANDUM

TO: State Deputies, Vice Supreme Masters,  
Masters, District Deputies, Grand Knights,  
Financial Secretaries, Faithful Navigators, ; ;

FROM: Charles H. Foos, Supreme Secretary

DATE: September 16, 2003

RE: Withdrawal Card Procedures, Modified Billing Procedures  
Third Degree Honorary/Honorary Life Cards

At the August 2003, Board of Directors meeting, approval was granted to modify the member withdrawal process. The effect of this change now requires a member wishing to withdraw his membership to write to the Supreme Office to request a withdrawal card.

In light of this, the withdrawal transaction box on the Form 100 and Form 4 is being removed. To initiate the withdrawal process, a personal letter signed by the member requesting withdrawal (resignation) will now be required to be sent to the Membership Records Department at the Supreme Office. "In good standing financially" will no longer be a consideration, because a member can now resign whether he is current in dues or in arrears. The only stipulation is that he must be eligible for reentry into councilor assembly as of the date he files his letter of withdrawal. There is no change to the rule that a withdrawal is !!Q! an option for a convicted felon, non-practical Catholic, or someone who is to be suspended or expelled under Section 162 of the Order's Laws. All members exiting by the withdrawal process on or after October 1, 2003, will be required to pay a reentry fee

on return to the Order. A member may return to the Order in a council other than the one from which he withdrew. When this happens a charge/credit will be billed by the Supreme Council Office to the two councils involved. This change is effective October 1, 2003.

A further modification was approved in the billing procedures involving the use of the Form 1845, Notice of Intent to Suspend. This change lengthens the amount of time following the distribution of the Notice of Intent to Suspend from 30 days to a new minimum of 60 days before the Form 100, Membership Document, can be submitted to the Supreme Office for actual suspension.

This change has been made to allow a more reasonable period of time for proper retention efforts to be implemented at the local, district, and state levels. Effective dates to save assessments will be adjusted accordingly. A council will always be credited for at least one assessment and possibly two, depending on the actual date of suspension. Other minor changes are also being implemented, primarily for clarification of the retention effort.

Finally, a minor change on the Form 100 allows for entering degree information when applying for Honorary/Honorary Life Status. This degree level information (if provided by the requesting council at the time of application or if our files in Membership Records indicate the member is a Third Degree Knight) will appear on the plastic Honorary/Honorary Life card issued. This change becomes effective with the distribution and submission of the new Form 100.

Any questions regarding these modified procedures should be directed to the Membership Records Department at 203- 752-4210.

Enc: Billing procedures, Form 100, Form 4 (where appropriate)  
c: Board of Directors .