



KNIGHTS OF COLUMBUS
MAKING A DIFFERENCE FOR LIFE

Memorandum

To: State Deputies

From: Charles E. Maurer, Jr. *Charles E. Maurer Jr.*
Supreme Secretary

Re: New Withdrawal Conservation Procedure

The Supreme Council values the membership of each of our brother Knights. It is through their involvement that we are able to provide the tremendous amount of charitable services that Knights contribute annually to the Church and our communities. That is why every council should work to conserve any brother Knight who is considering withdrawing his membership by making personal contact with him to see how we can help him remain a Knight.

To assist in this effort, effective July 1, 2015, the Supreme Council will institute a sixty day conservation window for any withdrawal request received at the Home Office. It is our goal that this window will allow the State Council time to personally contact the member to see if it is possible to retain his membership.

Upon receipt of a valid withdrawal request, the Membership Records Department will scan the request and email it to the State Retention Chairman with copies – for informational purposes – going to the State Deputy, the State Membership Director and the Membership & Program Consultant. After sending the withdrawal request via email, the Membership Records Department will place a hold on the withdrawal request for sixty days from the date received. If Membership Records receives personal documentation that the member will remain a Knight, from either the member himself or from the member via the State Council, the withdrawal request will not be processed. If Membership Records receives no notification within sixty days, the withdrawal request will be processed with no further notification to the State Council.

It is our sincere hope that State Councils will take advantage of this new conservation window and contact a brother Knight who is contemplating leaving the Order and help him remain an active member of the Knights of Columbus.

C: Supreme Directors
State Membership Directors
State Retention Chairmen
District Deputies
Grand Knights
Financial Secretaries
Membership & Program Consultants