

## GRAND KNIGHT HANDBOOK

**REINSTATEMENT**—This transaction can be used if membership termination has been for a period of **three months or less**. To reinstate his membership, the applicant pays to the financial secretary of his former council all arrearages, whereupon the financial secretary shall notify the Supreme Council office on a Form #100.

Reinstatements can only take place in the council from which the member was suspended or took a withdrawal. A reinstatement will not reflect a break in membership. No council action is required.

**READMISSION** — This transaction is appropriate if membership termination has been for a period of **more than three months and up to seven years**. The applicant may be readmitted into the council of his choice. Council action on his membership is required, but action by the admission committee is normally not needed. If the applicant left his former council by withdrawal before October 1, 2003 he attaches his withdrawal card

to the Form 100 and pays advance dues (quarter-annual minimum). If the applicant was suspended for nonpayment or he left by withdrawal on or after October 1, 2003 he must pay a \$7.50 reentry fee in lieu of all council arrearages. The financial secretary forwards the Form 100 to the Supreme Council office and processes the \$7.50 into a council account. If two councils are involved, the receiving council will be charged \$7.50 and the former council credited a like amount. These charges/credits appear on the council's next monthly statements. No monetary adjustment is made when the member reenters his former council. Years of membership prior to suspension or the date of withdrawal, unless it is the twenty-five years of consecutive membership required, do not count toward the requirements for honorary or honorary life membership.

**REACTIVATION** — The proper transaction for re-entry of an **inactive insurance member is reactivation**. The reactivation fee is set at \$5.00. No fee is required if he left the Order by withdrawal before October 1, 2003. Years of membership prior to suspension or the date of withdrawal, unless it is the twenty-five years of consecutive membership required, do not count toward the requirements for honorary or honorary life membership.

**REAPPLICATION** — When an applicant has been out of the Order for **more than seven years**, reapplication is the proper transaction to be used. He may reapply to the council of his choice, paying the \$7.50 re-entry fee, which is retained by the council. **The reapplicant need not retake his degrees if he satisfies the admission committee that he's already done so**. He pays no initiation fee. If the applicant left by withdrawal before October 1, 2003, he simply attaches the withdrawal card to his Form 100 and pays only. Years of membership prior to suspension or the date of withdrawal, unless it is the twenty-five years of consecutive membership required, do not count toward the requirements for honorary or honorary life membership. Withdrawal cards are no longer issued.

**TRANSFER** — A member in possession of a current membership card may transfer to any council of his choice by making application on a Form #100. **The receiving council accepts the application for transfer under the elective procedures. Please note that a transfer is initiated only by the receiving council. Members cannot be transferred out of a council**. It is suggested that the financial secretary of the receiving council estimate any arrearages the applicant may owe his former council and collect this amount (if any) in addition to the required advance dues. Upon receipt of the transfer application, the Supreme Council office will immediately transfer the applicant to the new council and advise the former council of the effective date on an Account Adjustment for Transfer Form (#142) (dues adjustment) in triplicate. The financial secretary of the former council will enter degree information, annual dues, date to which the dues were paid, and the credit or past due balance. Following completion, the appropriate copy is retained for council files and the remaining two copies returned

to the Supreme Council office. Upon receipt of the completed Form (#142,) the Supreme Council office will charge or credit the former council and enter an offsetting charge or credit to the receiving council. The new council copy of the Form #142 is then mailed to the financial secretary of the receiving council. He will adjust the account of the transferee and record degree dates and other membership information on the ledger card.

**WITHDRAWAL** — The withdrawal transaction cannot be reported by using the Form #100. Rather, **a personal signed** communication from the member requesting withdrawal (resignation) is required to be sent to the council or assembly and forwarded to the Supreme Council office. **A member can resign whether he is current in dues or in arrears.** The only stipulation is that he must be eligible for re-entry as of the date he files his letter of withdrawal with the council or assembly. **Withdrawal is not** an option for a felon, nonpractical Catholic, or someone who has been suspended or expelled under Section 162 of the Order's Laws. Those members who apply for and are granted a withdrawal do not maintain continuous membership. The membership record will reflect a break in service. If the applicant for withdrawal is an insurance member, he will be recorded as an inactive member and will remain in that status on the council roster as long as his insurance is in force. The council continues to be responsible for Supreme and state council assessments on inactive members. However, a \$9 credit is applied to the council's account the month following the anniversary date of the member's insurance policy to offset such assessments.

**SUSPENSION — NON-PAYMENT** —A member must be in arrears at least four months before he can be suspended for nonpayment. Any member in that status, however, is to be advised that a current membership card is required for attendance and participation at all Knights of Columbus business meetings and ceremonial exemplifications. A "current" membership card is defined as one bearing a "Dues paid to" date equal to or greater than the current date. Because this category of suspensions represents the largest group of losses to our Order each year, it is of vital importance that proper billing procedures be followed before active membership is terminated by suspension. Please refer to page 29 of this handbook for details on collection of council dues. As in the case of a withdrawal, a suspended insurance member goes to an inactive status and remains on the council rolls. Because of this fact, the council is responsible for supreme and state-levied assessments and also receives the annual \$9.00 credit, as explained in the preceding section.

**DEATH** — As soon as possible after the death of a council member, a Form #100 is to be completed and submitted to the Supreme Council office for processing. It is imperative that the complete date — month, day and year — of death and survivor information be included on the Form #100. Death notices received at the Supreme Council office within six months of the date of death will enable the supreme knight to write to the survivor, expressing condolences on the death of the member. Notices received in excess of six months following the actual date of death are not considered timely; the supreme knight's condolence letter is not sent in these instances.

**DISABILITY — RELIEF FROM PAYMENT** —Those brother Knights who are unable to engage in any occupation for a period of at least six months may apply for waiver of dues under Section 118(e) of the Order's laws. Evidence of total disability must be furnished to the Supreme Council office, along with the Application for Relief from Payment of Council Dues and Supreme and State Council Per Capita Charges Form (#1831). Form (#1831) must be signed by the disabled member, the grand knight, and the financial secretary. **All disability waivers expire on December 31 of each year and must be renewed during the 90 days prior to expiration.** A letter is sent from the Supreme Council office requesting confirmation of continued disability during October and must be signed by the grand knight, financial secretary and district deputy. The letter is then to be returned directly to the supreme secretary's office. Council members who are exempt from dues payment under Section

118(e) are to be issued a Membership Card (#154) on a calendar year basis. In the case of a member qualified for exemption under both Sections 118(e) and 118(d) — honorary life — the honorary life designation takes precedent. Should a member of your council on disability exemption qualify for honorary life, a Form 100 should be submitted requesting the latter classification. Specific guidelines pertaining to application for and renewal of relief under Section 118(e) appear on page D-9 of the *Financial Secretary Handbook*.

### **HONORARY AND HONORARY LIFE MEMBERSHIP**

Members who have attained the actual age of 65 years and who have been members of the Order for 25 consecutive years shall be designated as **Honorary** members. Upon due request in writing (submission of a Form #100 by the financial secretary), said members shall be exempt from general fund charges except payment of \$10 per annum which shall include state and Supreme Council per capita charges and levies.

Members who have attained the actual age of 70 years and who have been members of the Order for 25 consecutive years and those who have been members of the Order for 50 consecutive years, regardless of age, shall be designated as **Honorary Life** members. Upon due request in writing (submission of a Form #100 by the financial secretary), said members shall be exempt from further payment of dues, per capita charges and assessments. When a member has attained either the actual age of 65 or 70 and has been a member 25 consecutive years or who has been a member for 50 years, regardless of age, he is entitled to have this distinction conferred regardless of whether he continues to pay dues or takes advantage of the reduction or exemption. The written request relates only to the dues reduction or exemption and not to the honor conferred. If the member has been a member for 25 consecutive years and has reached age 70 or has been a member for 50 years, regardless of age, the only change in the following ceremonial is to substitute the words “Honorary Life Member” for “Honorary Member” wherever the latter appears.