

Utah State Member Conservation Program

Council Requirements:

- Before submitting a Form 1845 to the Area Conservation Director, the council must have a registered Retention Chairman on file with Supreme.
- The council must have two consecutive audit reports completed and filed before a member can be suspended.
- A council cannot suspend a member until they have recruited a new member for every member they want to suspend.

Who can be Suspended:

- The Knight must be in arrears for dues.
- The Knights must have been sent two dues notices.
- The Knight must have been sent a Knight Alert letter.
- The council retention chair or their representative must have attempted and recorded contact with Knight as detailed in the Knight Conservation Form. Note that personal contact is always preferable to sending an email message or leaving a phone message.

Council Process:

All the standard billing and suspension procedure should be followed by the council. When a form 1845 is filed out for the member, the original needs to be sent to your Area Member Conservation Director along with the completed form on the second page of this document. Your Area Member Conservation Director will review the material and:

- If all the paperwork is in order, forward it to the State Retention Chairman.
- If additional information on the forms is required, return it to you with comments on what you need to complete.

If the prescribed procedures were followed and the requirements listed above have been met, the State Deputy will forward the Form 1845 to Supreme for their action.

If the prescribed billing and suspension procedures are followed and the delinquent member has not meet his obligation within the prescribed period of time, a Form 100 Membership document for suspension may be filed by the council.



Utah Knights of Columbus Member Conservation Form

Council #

Knight's Name	Knight's Member Number	Knight Delinquent for:
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Knight's Address

Street City State ZIP

<input type="checkbox"/> 4 th Degree Member? <input type="checkbox"/> Faithful Navigator notified?	<input type="checkbox"/> Insurance Member? <input type="checkbox"/> Fraternal Benefit Representative notified?	Result of mail contact: Date(s):
Date of 1 st Notice	Date of 2 nd Notice	
Date of Knight Alert	Member Age	Years of Service

eMail

Knight's email address(es)	Result of email Contact: Date(s):
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Phone

Knights Home Phone	Knights Cell Phone	Result of Phone Contact Date(s)
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Notes: