



Ontario State Office, Knights of Columbus  
393 Rymal Road West, Suite 201  
Hamilton, ON L9B 1V2  
Fax (905) 388-8738  
E-mail: [stateoffice@ontariokofc.ca](mailto:stateoffice@ontariokofc.ca)

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## Form SO-48 Request for Membership Suspension / Withdrawal Instructions and Procedure

- 1) Completely Fill Out the following Sections **(Minimum Three-Month Effort)**
  - a. Member Info - All information can be obtained from the Grand Knight or the Financial Secretary via Member Management.
  - b. Billing -
    - I. Note the date of each billing notice and Knight Alert (KA1) is sent
    - II. Indicate whether dues were paid for each billing
    - III. Indicate whether billing was returned
    - IV. If applicable indicate what the new address was indicated with return or during Retention efforts. If returned make all efforts to find no address, social media, web search etc.
  - c. Retention -
    - I. Each delinquent member should be assigned to a member of the Retention committee.
    - II. Multiple contacts 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.
    - IV. Grand Knight as exofficio 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 Director as needed.
    - V. Deputy Grand Knight and Trustees as official members of the Retention Committee must sign off that all Retention efforts were exhausted by the assigned member.
  - d. State -
    - I. Once Retention efforts are complete, the form should be submitted to the District Deputy.
    - II. District Deputy will conduct further Retention efforts on behalf of the council and make a recommendation to the State Retention Director.
    - III. State Retention Director upon receiving the Request for Membership Suspension will conduct further retention efforts on behalf of the State Deputy.
    - IV. State Retention Director after discussing his results and conclusions with the State Deputy will then make a recommendation on concurrence of suspension.
- 2) Once the council has received concurrence from the District Deputy and State Retention Director, the local council is free to process the suspension as it sees appropriate  
**(60-day Retention period)**
- 3) Concurrence of suspension is contingent upon:
  - a. Final Approval from the State Deputy
  - b. A viable recruitment plan for the Fraternal Year
  - c. Cooperation from the District Deputy and local council with the State Retention Director
  - d. SO-47 and SO-48 submitted to State Retention Director
- 4) When 60-day retention period is complete, and the local council has received authorization to suspend from the State Retention Director, the local council can now submit the following forms to Supreme – 1845, 100, SO 48. Once received the suspensions will take place (there will be no retention period by Supreme) Please allow time for processing. Forms must be submitted to Supreme within 30-days of Approval if not the local council is prohibited from processing an Intend to Retain until the next billing cycle and process must be started over.