

## Temporary Procedure for Member Billing

The following simplified billing process is authorized for council use pending future planned changes to the Member Management and Member Billing applications on Officers Online.

1. The Financial Secretary forwards the membership bill "First Notice" 15 days before the billing period to each member.
2. If payment is not received in 30 days, the Financial Secretary will forward the membership bill "Second Notice".
3. If payment is not received within 30 days from the date the "Second Notice" was sent, **do not update billing status to Knight Alert.**

The Financial Secretary will instead provide the names, addresses, telephone numbers, email address, amounts due, and proposer information for each member in arrears to an Engagement Committee that should include a Chairman and two additional members.

4. The Engagement Committee shall contact the members in arrears. If a member is experiencing financial difficulty, the Engagement Committee should recommend forgiveness of dues or other suitable financial arrangements be made to assist this member. If a member has disengaged himself from council activities or become dissatisfied with his membership, the committee member should remind the Brother of the many valuable benefits available to all members and the particular fraternal benefits of working with local council Brothers.
5. Within 30 days of receiving the list of members in arrears, the Engagement Committee Chairman shall submit to the Grand Knight and Trustees a report including the reasons for nonpayment and their recommended actions for each listed member.
6. Within 15 days of receiving the Engagement Committee report, the Grand Knight shall meet with the Financial Secretary and Trustees to decide on a course of action for each member. These actions may include, but are not limited to:
  - Issuing a "Final Notice" to members who wish to remain in the council and gave no reason for nonpayment. *The Financial Secretary can regenerate another "Second Notice" from Member Billing to serve as this "Final Notice."*
  - Waiving the dues for members in financial distress.
  - Reducing the dues or allowing alternate payment plans for members in financial distress.
  - Processing the withdrawal of members who request to leave the Order.
  - Processing members who meet the requirements for designation as Affiliate Members in the state division. **Lists of these members should be submitted through a council's district deputy.**
7. No further billing actions are required.