

TEXAS MEMBERSHIP CONSERVATION REPORT



Council: _____ District: _____ Diocese: _____

Name: _____ Memb #: _____ Address: _____ Phone: _____

Remarks & Comments

Date: _____ Retention Committeeman: _____

Date: _____ Retention Committeeman: _____

Date: _____ Retention Committeeman: _____

Fraternal Issues to Consider with this Brother

Is the Brother an Insurance Member?

Is the Brother a Life or Honorary Life Member?

Is the Brother a Fourth Degree Member?

Is the Brother older and on a fixed income?

Has the Brother been in the Order for more than 20 years?

Is the Brother eligible for a Disability Waiver?

Is the Brother no longer living in proximity to the council & can be transferred?

Has the Brother been active in Council Programs in the past?

Is the Brother aware of the new direction the Order has taken with Faith in Action?

Upon completion:

1. **Must include Financial Secretary Information**
2. Email (or mail) to the State Retention Chairman
3. Email (or mail) to the District Deputy
4. Keep a copy for the Council's Records

State Retention Chairman:
Dennis M. Trainor
Cell: 713-376-1945
Email: kcdennist@yahoo.com

On my honor as a Catholic Gentleman, I do swear the information shown above is correct to the best of my knowledge.
Financial Secretary

Name:

Cell:

Email:

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1. The *Texas Membership Conservation Report* is in compliance with the Supreme Council's requirement whereas "the committee member will provide a written report of his findings to the Grand Knight". The committee member referenced here is a member of the Council Retention Committee appointed by the Grand Knight. (refer to Step #3 of the PROPER BILLING PROCEDURES in the Financial Secretary handbook).
2. A member of the Retention Committee must contact the delinquent member in person, explaining his benefits and attempting to save the member. ***Financial difficulty is not a valid reason for suspension.***
3. Councils having incomplete audits or not submitting an audit for the past two consecutive and most recent audit periods CANNOT suspend a member.
4. Councils not submitting their *Service Program Personnel Report (Form 365)* with a copy to the State Office CANNOT suspend a member.
5. Councils having submitted their *Service Program Personnel Report* but failing to identify a council Retention Chairman CANNOT suspend a member.
6. Councils that have been suspended for failure to pay their Supreme Per Capita assessments CANNOT suspend a member.
7. The *Notice of Intent to Retain* must be signed by the council Grand Knight and the council Financial Secretary before submitting it to the Supreme Council Membership Records department. A copy must be submitted to the District Deputy and the State Retention Chairman.

STATE RETENTION CHAIRMAN	
Dennis Trainor 9911 Sunstone Point Dr Rosharon, Tx. 77583	(713) 376-1945 (c) kcdennist@yahoo.com