

INSTRUCTION SUSPENSION FOR NONPAYMENT OF DUES

Suspension for nonpayment of dues is still a problem. Any loss in membership affects the fraternal and financial soundness of our Commanderies. We must, therefore, continually review the policies and procedures for handling delinquencies in dues when they arise.

First, it must be remembered that the provisions of **Section 460B** of the Grand Commandery Statutes are law. Any member may be suspended for nonpayment of dues; but, this action should only be used after every reasonable effort has been made to have the Sir Knight brought into good standing.

The problems involved in nonpayment of dues are usually of local origin and of a personal nature (hardship, etc.). Therefore, the responsibility for decision to suspend rests within the knowledge and judgment of the Constituent Commandery after a thorough, sincere effort has been made to collect dues and retain the member.

Individual case reports need not be submitted to the Grand Commander or to the District Inspecting Officer. However, Inspecting Officers for each Division are required to review reports, recommendations, and action on all suspensions, as shown in the Conclave record; and to determine that reasonable procedures have been followed before resorting to suspension.

In collecting dues, the following sequence of actions is to be followed per Sections 460, 460A, 460B:

1. Recorder sends out Annual Dues Notice before May first of each year.
2. Recorder sends out second dues notice prior to the first State Conclave in June
3. Recorder shall report to the Commandery the names of each member in arrears for dues and / or other indebtedness at the first Stated Conclave in October
4. A special effort must be made to keep delinquent members in good standing
 - a) Local members must be interviewed personally by a special committee, one of whom must be a Dais Officer, and urged to retain membership
 - b) Out-of-town members should be sent an Appeal by registered, return receipt request mail
5. If such special action does not obtain the desired results, a committee report and recommendation shall be filed separately on each case at a Stated Conclave; and be made a part of the permanent record of that Conclave.
6. Final notice to members in arrears to appear at a subsequent Conclave and show cause as to why they should not be suspended for nonpayment of dues may be delivered by the special committee or sent my mail.
7. At the Stated Conclave at which appearance is ordered in the final notice, the Commandery may proceed to suspend in accordance with **Section 460B**. The Conclave record must indicate the action taken concerning each member to whom a final notice has been given.