



**KNIGHTS OF COLUMBUS
MASSACHUSETTS STATE COUNCIL**

**PROGRAM FOR RE-INSTALEMENT OF SUSPENDED AND INACTIVE
INSURANCE MEMBERS**

- A. Contact every Grand Knight to see if they received the listing from Supreme of the suspended members of their councils.
- B. If yes, the District Deputy and a member from the membership team should arrange to meet with the membership committee of that council and formulate a plan on how to get in contact with the suspended member.
- C. Using the form letter, send it out to the member along with a Form 100.
- D. If the Grand Knight did not receive the listing, have the District Deputy contact the Membership team leader and that leader will get a copy for the DD.
- E. Once that occurs then reverts back to step B and start the process.