

POLICY AND PROCEDURE FOR UPDATING THE MEMBERSHIP LIST

Purpose

The purpose of this policy is to specify how persons become or cease to be Fellowship members.

Policy

The Membership List will be kept up to date by the Membership Committee.

The list will include persons who have signed the membership book and meet either of the following two conditions:

1. The person has made a financial contribution recorded in the accounts of the Fellowship since the beginning of the previous fiscal year.
2. The person expresses a desire to remain a member in spite of inability to make a contribution.

New members will be added to the Membership List immediately upon signing the membership book. The list will also be updated each year.

Upon written request, any member may resign from membership.

The Membership Committee will remove from the Membership List members who move away, unless they request continuation of their membership; members who are deceased; and members who resign, upon confirmation of their resignation. Pursuant to the procedures described below, the Board of Trustees may remove from the list members who cannot be located or are no longer indicating interest in remaining members.

A Friend of the Fellowship is someone who participates in the life of the Fellowship and/or provides service or financial contribution. Designation of Friend is made by the Membership Committee. If a Friend who was formerly a member requests reinstatement, the person will be considered a new member and will be subject to all the requirements of new members.

A Lifetime Member is a longtime member so designated by the Board of Trustees. Lifetime members may not vote, but are entitled to all other benefits of membership.

Members eligible to vote at business meetings are those on the Membership List who have signed the membership book at least 30 days prior to the meeting. Prior to each membership business meeting, the Membership Committee will produce the list of members eligible to vote.

Procedure

1. Each summer, the Treasurer will construct a list of members who have made no financial contribution of record since the beginning of the previous fiscal year.
2. The Membership Committee will discuss this list and, after due consideration, will contact, via phone, those who are candidates to be dropped from UUFLG membership.
3. If phone contact cannot be achieved, and after a review by the Minister, the Membership Committee will send each member who is on the no-contribution list a letter informing him or her that s/he needs to make a financial contribution or contact the committee to request a waiver in order to maintain membership in our Fellowship.
4. If no response is received within fifteen days, the committee will again attempt to contact the member by phone or face to face, to ascertain his or her interest in remaining a member.
5. At a subsequent meeting of the Board, generally in January, the Membership Committee will present to the Board the list of members to be removed from membership with Board approval.
6. Annually, generally in January, the Membership Committee is responsible for giving the Board a list of long-term members who are candidates for Lifetime Member status.
7. The Membership Committee will forward the updated number of members to the UUA in time for it to arrive by February 1.
8. Four weeks before each business meeting, the Membership Committee will provide the Board Secretary with a list of members currently eligible to vote.