

## **Policy-Procedure Unitarian Universalist Fellowship of Los Gatos (UUFLG) Membership**

### **POLICY:**

UUFLG welcomes into membership any person at least 15 years of age who expresses a desire to become a member; has consistently participated in Fellowship activities; and either has made a contribution of “time, talent, or treasure” within the past year or has been granted an exemption. Those who meet these criteria and have signed the membership book are defined as “members in good standing.” Others involved with the Fellowship may be designated Friends, lifetime members, lapsed members, or visitors.

### **PROCEDURE:**

#### **Members in Good Standing:**

A person is eligible to request membership in UUFLG after:

1. Participating in the life of the Fellowship for at least two months (including attending at least four Sunday Services within a two-month period), and
2. Making a financial pledge in any amount, or volunteering and/or contributing a special skill to any extent during that time.

If an eligible person asks to become a member of UUFLG, the President of the Board or his/her/their designee will have a one-on-one conversation with the potential member enumerating the benefits and responsibilities of membership. This conversation should cover three key areas:

1. General expectations for members, including involvement with the congregation and pledging
2. Any specific issues of which potential members should be aware (for example, any knowledge of questionable behavior by any existing member)
3. Any specific issues of which the Fellowship should be aware (for example, any reason to believe a potential member is liable to engage in behavior contrary to law or Fellowship policy or values; any situation involving diminished personal responsibility [e.g., a potential new member being under guardianship or similar care of another])

The President or designee will also provide the potential member with written materials, including summaries of UUFLG policies, and review these materials with the potential member. The President or designee will also give the potential member a pledge card and request them to commit to a pledge of time, talent, or treasure.

The President or designee will note the date of this conversation, note any specifics raised under points 2 or 3 above, and record these in such a way that they are retrievable later, should any related issue arise.

The President or designee will witness as the new member signs the membership book or will ask a member of the Membership Committee to do so. The date of these signatures in the membership book

is the official date of membership of the new member.

The administrator will update the database to indicate the new member's membership status and membership date and will send the new member's name and address to the *UU World* subscription department.

Ceremonies to introduce and welcome new members to the Fellowship will be held during Sunday services at intervals during the year for those who have become members since the last such ceremony.

Only members in good standing who have signed the membership book at least 30 days before a business meeting may vote at that meeting.

**Other Congregational Categories:**

1. Friends of UUFLG are designated by the Membership Committee. Friends support the Fellowship's purpose and programs, participate in the life of the Fellowship, and/or provide service or financial contributions, but are not eligible or do not desire to become members. Friends may serve on committees. They may not serve on the Board, vote at the annual congregational meeting or any specially called congregational meeting, or serve as delegates to the District Assembly or General Assembly.
2. Lapsed members are designated by the Membership Committee as those who have not participated in the life of the Fellowship and have not made a financial contribution of record for two consecutive years. Lapsed Members do not have voting rights.
3. Lifetime members are longtime members so designated by the Board of Trustees. Lifetime members may not vote but are entitled to all other benefits of membership.
4. Visitors are those who come to the Fellowship one or more times but do not yet participate in the life of the Fellowship.

Adopted by the Board of Trustees on March 9, 2023.