

POLICY AND PROCEDURE FOR UPDATING THE MEMBERSHIP LIST

Purpose

The Membership List is kept up to date by the Membership Committee for several purposes:

1. The list is sent to the UUA by February 1 each year to be used to determine both the UUA and PCD fair share contribution requested of the Fellowship. That fair share currently amounts to more than \$70 per member per year. The Fellowship takes its responsibility to pay its fair share very seriously. A membership list that contains non-contributing members puts a financial burden on the remaining members.
2. The UUA annually uses that membership list as its initial mailing list for UU World.
3. Members eligible to vote are those on the Membership List who have signed the Membership Book at least 30 days prior to the meeting.

Policy

The Membership List will be updated each year in time to report our membership to the UUA by February 1. The Membership List will include persons who have signed the Membership Book and meet either of the following two conditions:

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

New members will be added to the Membership List immediately upon signing the Membership book.

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.

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.

Prior to each Membership Business Meeting, the list of members eligible to vote will be produced by the Membership Committee.

Procedure

1. During the summer of each fiscal year, 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 still 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 them that they need to make a financial contribution in order to maintain membership in our Fellowship or to contact the committee in order to request a waiver.
4. If no response is received within fifteen days, an attempt will again be made to contact the member by phone or face-to-face, to ascertain their interest in remaining a member.
5. At a subsequent meeting of the Board, 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 to give the board a list of long term members who are candidates for Lifetime Member status.
7. The Membership Committee will forward the updated Membership List to the UUA in time to arrive by February 1.
8. Four weeks before each Business meeting the Membership Committee will provide a list of members currently eligible to vote to the UUFLG secretary.