Section: General & Administrative	Adopted:March 17, 2016 Revised:_____

MEMBERSHIP POLICY PROCEDURES

This policy will provide guidance for the process by which we certify the number of members reported to UUA by February 1 of each year. The numbers reported will be used to determine the number of delegates to UUA General Assembly and other UUA and UUFBC assessments.

Guidelines for Maintaining Accurate Membership Data

The Treasurer, Membership Chair, Office Staff and/or Administrator, Board President and/or Minister will work together during the year to maintain accurate records of church membership. A data base will be maintained by office staff and/or Board Secretary. The official member number shall be determined at the end of each fiscal year and whenever such a number is required by UUA or UUFBC.

A member's name shall be **removed** from the Membership Roll in case of:

1. member's death
2. moved from the area
3. written request by the member to the church office
4. by a two-thirds (2/3) vote of the Board for actions that threaten the well-being of the Congregation

A member's name may be placed on **inactive status** due to lack of participation and/or lack of contribution of funds for a period of one year, pending review by the Treasurer, Board President and/or Minister.

The Board may terminate membership of an inactive member following appropriate inquiry that shall include giving members reasonable notice and opportunity to respond. Any member who is so removed from membership shall be eligible to rejoin the UUFBC at any time.

Guidelines for Prospective Members, New Members and Friends

To become a UUFBC member it shall be a prerequisite to attended New Member Orientation. At this orientation attendees shall be informed about the Bylaw requirements of participation in and contributions to the Fellowship.

A 'pledge packet' shall be given to new members that provides financial information regarding the UUFBC and information to consider with regard to contributions.

The 'New Member Ceremony' is optional to new members wishing to join the Fellowship.

We recognize as a **Friend of the Fellowship** a nonmember who attends activities regularly and offers their time, talent or treasure to the Fellowship, but who has not signed the membership book.