

Membership Policy

Intent

It is the Board's intent to authorize its Membership Committee to be responsible for establishing, coordinating, and maintaining activities to attract, recruit, engage, and document the members of the Congregation.

Relevant Mandates

1. Membership requirements are established in Article II of the *Code of Regulations*:

Section 1:

Immediately upon the effective date of these Regulations, the Members of the Congregation shall include all persons who were considered members of either the Society or First Unitarian, with terms of membership to include the number of years each such person was a member of those congregations.

Immediately upon the effective date of these Regulations, the Friends of the Congregation shall include all persons who were considered friends of either the Society or First Unitarian, with terms of friendship to include the number of years each such person was a friend of those congregations.

Section 2:

Thereafter, membership in this Congregation shall be open to any person sixteen (16) years of age or older who makes such desire known to the minister(s). In special circumstances, individuals under the age of 16 may be considered for membership. No applicant who meets the membership criteria shall be denied admission to membership.

A "Member" is one who has affirmed a commitment to the Congregation by signing the membership book and either submitted a pledge or made a financial contribution to the Congregation. Membership shall be effective upon signing the membership book in the presence of a minister or a Trustee. The name of each new Member shall be reported from the pulpit or published in the newsletter.

The list of Members shall constitute the official roll for purposes of reporting membership to the Unitarian Universalist Association.

Section 3:

The right to vote at any meeting of Congregation Members shall be limited to those who have been Members for at least ninety (90) days prior to the scheduled meeting.

Section 4:

A "Friend" is one who wishes affiliation with the Congregation, has submitted a pledge or made a financial contribution, but has chosen not to sign the membership book. Friends, like Members, are expected to confirm their commitment to the Congregation each year. A Friend may serve on committees and hold appointive positions, but cannot vote at Congregation meetings, serve as committee chairs, serve on ministerial search committees, or hold elective office.

Section 5:

Persons who fail to submit a pledge or make a financial contribution within ninety (90) days of the Congregation's Annual Meeting shall be asked whether they wish to maintain their affiliation with the Congregation.

Those indicating that they wish to withdraw from affiliation and those who do not respond, after reasonable efforts to contact them, will be withdrawn from affiliation and the mailing list, except in cases of serious illness or infirmity.

Section 6:

The Board of Trustees may expel a Member by at least a two-thirds vote if the Member's actions are harmful or threatening to the Congregation, to the Congregation's employees, Members, or attendees of the Congregation's Sunday School, to any tenants, invitees or lessees of the Congregation, or to the property of the Congregation.

Section 7:

Any Member or Friend may withdraw by written notification to the Board of Trustees for any reason, including transfer to another Congregation or religious society.

2. The Membership Committee is a Board Committee, established in Article VIII of the *Code of Regulations*.

Section 1:

Committees are established to support the work of the Congregation. Board committees provide strategic support to the Board and are subject to direction by the Board of Trustees. Lines of accountability for these committees shall be determined by the Board of Trustees. These Board committees will never interfere with the delegation of duties from the Board to the Leadership Council for the day-to-day management and administration of the Congregation.

Section 2:

Except where otherwise provided, the President of the Board of Trustees shall appoint from the Members of the Congregation the chairpersons of the Board committees listed in this article and shall appoint or request the chairpersons of the committees to appoint the members of the committees. The President may appoint

the chairpersons of subcommittees or may delegate this to the chairpersons of the parent committees. Unless otherwise specified, membership of all committees shall include only those persons who are Members or Friends of the Congregation.

Section 3:

The Membership Committee shall support the recruitment of new members to the Congregation, and shall support programs and activities to enhance member engagement and collegiality among its members.

Boundaries

- The Membership Committee will not interfere with the delegation of duties from the Board to the Leadership Council for the day-to-day management and administration of the Congregation.
- The Membership Committee may consult or collaborate with groups or individuals to accomplish its mutual purposes but not direct or replace the work of those partners.

Responsibilities

The Membership Committee shall develop:

- A charter that will be filed with the Board
- A Path to Membership that will be publicized on the website and throughout the Congregation's communications materials
- Procedures related to
 - Reaching out to visitors
 - Onboarding new members
 - Engaging active members and friends
 - Reconnecting with lapsed members and friends
 - Evaluating membership efforts
 - Conducting exit interviews with departed members
 - Gathering and maintaining data about the members of the congregation
- Relationship with volunteers and staff whose work intersects with the responsibilities of the Membership Committee

Action Record:

Policy adopted by the UUCB Board of Trustees on February 25, 2020.

Review due by February 25, 2023.