

Board of Trustees Procedure #2: How to Remove Inactive Members from Membership Roster

Date: December 12, 2017

The Board of Trustees is committed to serve each and every member of the congregation with the utmost courtesy and respect while evaluating whether to take steps to remove their membership status.

Purpose:

This procedure explains how to remove inactive members from the Fellowship membership roster so that the roster stays nearly representative of an active member list. While using this procedure no one should be so eager to maintain a completely accurate active member list at all times and risk making any member feel they were not welcome or rushed out the door.

Procedure:

- A. After the annual submittal of the total number of members eligible to vote to the UUA, the Secretary will initiate the process to determine whether there are inactive members who should be considered for membership removal.
- B. In consultation with the Minister / Connections Team, the Secretary will create a list of candidate inactive members to consider for removal. Candidates of inactive members will be from members NOT on the Members Eligible to Vote List. They will fall into one of the following two categories:
 - a. Members who have moved out of the area AND have not pledged for the current fiscal year.
 - b. Members who have not moved AND for at least the last 4 consecutive years:
 - 1) have not pledged AND
 - 2) have not been on the Members Eligible to Vote List AND
 - 3) have not been involved with Fellowship activities.
- C. The Secretary will send the membership removal request to the President 10 days before the next monthly board meeting to place on the meeting agenda. The request will document the recommendation to remove membership for each individual with rationale and the approach to be implemented (either Bylaws Article 4.04 or 4.05).
- D. In accordance with Bylaws Article 4.04, the Board may request confirmation from a member that he/she still wishes to remain a member. If confirmation is not received within (30) days, that person may be dropped from the membership rolls. Example letters to be sent by the board for membership confirmation are:
 - a. Members that have moved:

Dear _____,

We are sorry that you have moved out of the area. We miss you! We presume you wish to withdraw your membership and join a UU congregation close to your new home. Please let us know by reply email if you wish to continue your UUFS membership.

Sincerely,

b. Members that have not moved:

Dear _____,

We are sorry that it has been a long time since we have seen you at the Fellowship. We miss you! Please let us know by reply email if you wish to continue to be a member. You are always welcome in our midst, member or not.

Sincerely,

- E. The Secretary will inform the Minister / Connections Team of any membership removals that occur from above described board action so that the team will remove the name from the membership roster in REALM. The Connections Team who has responsibility for maintaining an up-to-date accurate membership list also adds new member names and removes deceased member names from the membership roster in REALM.