

## **MEMBERSHIP PROCEDURES**

Section 3.2 of the bylaws for the UU Church of Nashua (referred to as UUCN) states:

“Any member eighteen years of age or over shall be deemed a voting member and entitled to vote at any congregational meeting of the Church if he or she has been a member of the Church for the three consecutive months immediately preceding such meeting, and has both submitted a pledge form and made a financial commitment of record to the Church’s operating budget during the present or preceding Church fiscal year. A member must be designated a voting member to vote in any congregational meeting or election; or to serve as an officer, or trustee.”

The purpose of this procedure is to define the process of becoming a member, and how to re-instate member status after being voted out at an Annual meeting or requesting to be removed as a member.

To Become A Member the following should occur in this order:

- Attend both Intro to UU and the Membership Class
- Meet with the Minister
- Meet with the Membership Coordinator
- Fill out a pledge form
- Make a payment toward the stated pledge amount - or pay in full
- Sign Membership Book

To Reinstate Membership Status:

- Meet with the Minister
- Meet with Membership Coordinator
- Fill out pledge form
- Make a payment toward the stated pledge amount - or pay in full

Membership Coordinator will give names to Clerk for inclusion in Annual Report.

### Section 3.3.1 of the UUCN Bylaws:

“A member who has not demonstrated continued interest in the Church, financially or otherwise, and has not responded to a communication from the Clerk shall, upon report by the Clerk and the vote of the Church membership at any Annual Meeting, be dropped from the membership list. A member may have his or her name removed from the membership list by notifying the Clerk or Minister.”

### Voluntary Removal from Membership:

- Send an email or letter to the Minister or Clerk stating your intention to no longer be a member.
- Minister or Clerk will forward your letter to Membership Coordinator.

### Involuntary Removal from Membership:

- A member may be involuntarily removed if letters are returned to the church with no known forwarding address. These will be given to the Membership Coordinator to follow up with a phone call and/or email.
- The Membership Coordinator will make every reasonable attempt to contact the member by mail, telephone and/or email.
- If no contact can be made (phone number disconnected and no new phone number available, unknown mailing address, incorrect email address ) the member's name will be added to the list of people to be voted out of membership at the next Annual Meeting.
- If contact is made (message left on telephone, email not bounced back, letter not returned) but no response is heard from the member the member's name will be added to the list of people to be voted out of membership at the next Annual Meeting.
- Membership Coordinator will provide names for removal to the Clerk prior to the Annual Meeting.

### Non Voting Member Status:

- A member has not made a financial contribution to the church in the present fiscal year nor the year preceding the present fiscal year.
- Still a member of the church but cannot vote.