

UUFSD Policy and Procedure Document**Policy ID: 230****Title: Inactive Members**

Date Approved: May 18, 2008 by the Board of Directors

Reviewed and Updated: April 19, 2015 by the Board of Directors

Purpose

To keep membership rosters current and accurate. To ask members who seem to have become inactive to clarify their status with the Fellowship. To create a process for resigning members who fail to clarify their status with the Fellowship after repeated requests.

Policy

The bylaws describe four categories of membership:

Voting Member: One who has signed the membership book (takes effect 30 days after signing) and who financially supports the Fellowship with an annual pledge.

Emeritus Member: A prior member of long standing and history of service who is designated by the Board of Directors to be a Member Emeritus. These members receive all mailings and have "all the rights and privileges of membership except for that of voting." A Member Emeritus is not required to support the Fellowship with an annual pledge.

Inactive Member: One who was previously a voting/pledging member, but who has not pledged by the end of the fiscal year for the next fiscal year.

Resigned Member: One who has notified us of his or her intention to resign membership (per the bylaws), or one who has been resigned by the Board of Directors (per the procedure described in this document).

In addition to these bylaw-defined categories, the following categories are currently used at the Fellowship:

Friend: One who receives the online newsletter and is listed in the directory, but is not a member (i.e., has not signed the membership book). A friend is not required to support the Fellowship with an annual pledge.

Pledging Friend: Same as "friend", except one who chooses to voluntarily offer the Fellowship a pledge.

The following chart recaps these categories:

<i>Category</i>	<i>Newsletter/ Mailings</i>	<i>Pledges?</i>	<i>Membership book?</i>
Voting Member	Yes	Yes	Yes
Emeritus Member	Yes	No	Yes, originally
Inactive Member	Yes	No	Yes, originally
Resigned Member	No	No	Yes, originally
Friend	Online only	No	No
Pledging Friend	Online only	Yes	No

Procedure

Stewardship Commission or current equivalent (e.g., Pledge Team)

1. Conducts the annual pledge drive (generally running March and/or April, but follow up may extend through early June.) This includes multiple communications with the congregation as a whole, as well as individual contacts where appropriate.
2. By June 15, creates a list of the people who are in the "voting member" column who have not pledged during the annual drive, despite one or more attempts at contact.
3. Routes the list to any who may have information about people on the above list, including but not limited to: the Minister, the DRE, the Treasurer, the Chair of Membership, and the Board of Directors.

Membership Chairperson or current equivalent

4. After considering any new information that comes to light as a result of step 3, drafts a letter to be sent to those remaining on the list asking them to advise us about their membership. Further tells the recipient that we will change their status to "inactive" status if we have not heard from them within 30 days, and to "resigned" if we have not heard from them by the end of the calendar year. Requests the Congregational Administrator to send out the letters and provides her the list of recipients.

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| Congregational Administrator | 5. On or shortly after July 1, sends the Board letter to each person on the list and changes each recipient to "inactive" in the database.

6. Tracks any responses to the letter and reports on these responses as part of the normal monthly report for the Board. |
| Membership Chairperson or current equivalent | 7. At the calendar year end, again reviews the list of inactive members and the reports from the Congregational Administrator of any responses the letter may have generated. For those without a satisfactory resolution, advises the Congregational Administrator to change each person still listed as "inactive" to "resigned". |
| Congregational Administrator | 8. On or around the calendar year end, changes any unresolved "inactive" members to "resigned" in the database. |

Sample Text for Board Letter:**[Letterhead]**

June 30, **YEAR**

Dear,

We're sending you this letter because we would like to explain to you your options concerning your membership at UUFSD, and we ask you to please let us know what you would like us to do. Our bylaws require a pledge of financial support from members. This is needed for regular operating expenses, but also for direct costs we need to pay on each member's behalf, such as annual dues to the UUA, District, and Cluster. The minimum required pledge amount for the upcoming fiscal year is \$200.

Our annual pledge drive is over for this year, and we do not have a record of a pledge from you for the upcoming fiscal year (which starts July 1, **YEAR**). Either our records are mistaken (and please let us know if this is the case), or you have not yet made a pledge.

You can contact the office at (858) 755-9225 or office@uufsd.org.

You have options regarding your membership:

1. If you choose to continue as a voting member, please return the enclosed pledge sheet as soon as possible. (If your financial status makes you unable to pledge at this time, but you want to continue as a member, please contact the Minister about obtaining a waiver.)
2. If you choose to withdraw as a member of UUFSD, please contact our office and let us know that you either want to resign your membership, or change your status to "friend". ("Friends" receive the emailed newsletter and are listed in the directory.) If you decide to resign, we would be sorry, but we recognize and honor that your needs may have changed. If there are specific circumstances you would like to address, please contact the Minister. Of course, you are always welcome to rejoin later if your wishes change.
3. If we do not hear from you by the end of July, we will change your membership status to "inactive." If we still have not heard from you by the end of the calendar year, we will change your membership status to "resigned".

Thank you for your past support of the Fellowship, and we hope you choose to continue to be part of our community.

NAME

On behalf of the
UUFSD Board of Directors