

Policies, Procedures, and Guidelines

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Board Approval: Bruce S. Tome			
Title: Membership Policy			

Membership Policy

Policy Statement

This policy defines the process by which membership is established, maintained, and terminated in the Unitarian Universalist Congregation of Las Vegas (UUCLV). This policy shall comply with the UUCLV Bylaws at all times. If parts are found to be out of compliance, either because of changes in state law or changes in the Bylaws, those portions of this policy shall be deemed null and void by the UUCLV Board of Trustees.

Responsible Parties:

The Board, Minister, Treasurer, Office Administrator, and Welcoming Chair are responsible for ensuring the administration of this policy. This policy applies to all members of UUCLV, as defined in UUCLV Bylaws, Article II.

Membership and Membership Categories:

Refer to the UUCLV Bylaws, Article II.

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Part Two: PROCEDURES

Establishing Membership

A prospective member should:

- A. Participate in church life for a period of time.
- B. Attend a new member orientation class, the number of sessions and content to be determined by the Minister and/or Welcoming Chair.
- C. Meet with the Minister and President or member of Board to sign the membership book and make an annual pledge.
- D. Exceptions to the above are at the discretion of the Board or Minister.

Maintaining Membership

Refer to the UUCLV Bylaws, Article II.

- A. Voting status. Voting status for the annual meeting is based on annual pledge being up to date (or adjusted.)
- B. Member change in status. A member of any category may request a change to another category by notifying the Board, Minister, Office Administrator, or Welcoming Chair. The Board and/or Minister, with advice of the Welcoming Chair, will make the determination of change in status after advising the member of

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the requirements and ramifications of this change. The member then completes any requirements.

Terminating Membership

- A. Membership in UUCLV shall be terminated upon written notice to the Board or by Board action for reasons relating to the welfare of the church as provided for in the Church Policy. Refer to UUCLV Bylaws, Article II, A(2).
- B. If a Member moves from the area, their membership will continue at the current level through the end of the fiscal year. If continued membership is desired by the member after the end of the fiscal year, that member should contact the Welcoming Chair or Office Administrator.
- C. Members who do not make a financial pledge for the following fiscal year or who express dissatisfaction with their UUCLV membership by physically withdrawing from participation shall be contacted by the Welcoming Chair, President or Minister in person, by email or by U.S. Mail, at the end of the fiscal year in which no payment has been made. If the member wishes, their membership will be terminated. If the member does not respond within 30 days or is unwilling or unable to continue to meet the Membership requirements as enumerated in this policy, the member's name shall be submitted to the Board for removal from the membership roster of UUCLV.

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Restoring Membership

Former or lapsed members of UUCLV may be restored to membership by completing appropriate membership procedures as deemed advisable by the Minister or Welcoming Chair.

Other Participants in the Congregation

- A. Friends of the congregation are usually visible in church life over a period of time and may make a contribution of any amount, but do not sign the membership book. Friends can serve on a committee but cannot vote, chair a committee or serve on the Board or as a delegate to DA or GA.
- B. Visitors may come to church one or more times but do not participate in church life. They cannot vote, chair a committee, or serve on the Board or as a delegate to DA or GA.