

ROLL REVIEW POLICY
OF THE
UNITARIAN UNIVERSALIST CONGREGATION OF ROCKVILLE
Dated May 16, 2017

The Board of Trustees institutes this Membership Roll Review Policy to maintain an accurate count of members. This count determines program planning, budget formulation, reporting to the UUA and our fair share dues to denominational organizations (UUA, CER, and any successors). Said count must be made by February 1 of each year.

The following procedure applies to members who have not made a financial pledge toward the operating budget for the current fiscal year, or obtained a waiver from the Minister(s) for said year:

- A. On or about October 1 of the current year, the Director of Membership will request of the Treasurer the names of those members from the Membership Roll who have not made a pledge and/or a contribution of record for the current fiscal year which started July 1.
- B. The Director of Membership will share those names with the Chairs of the Membership and Canvass Committees, the Minister(s), the program staff, the Church Administrator, and a representative from the Board of Trustees, with a request that they submit, within two weeks, any information they may have about persons on the list who might need exemption from pledging for this year because of illness or economic hardship.
- C. The Director of Membership will remove from the list the following categories:
 1. Any members designated in Paragraph B, who have not been exempted.
 2. Youth, Inactive, and Emeritus members
 3. New members who signed the Book between the end of the canvass in the Spring and the October 1 Membership Roll Review. New member names will be given to the Canvass Chair for pledging follow-up.
- D. The remaining names on the list *may* be members who have moved to another city, or who have otherwise neglected to inform UUCR of their wish to remove their name(s) from membership. It is important to clarify their membership status during this annual review of the Membership Roll. To that end, the following should take place:
 1. On or about 1 November of each year, the Director of Membership will send a written communication to those remaining on the list to

their last known address, together with a form asking them to make one of the following choices within sixty (60) days:

- a. I/We wish to continue as (an) active member(s) and agree to make a financial pledge.
 - b. I/We request a meeting with the Minister(s) or President of the Congregation to discuss my/our situation and intentions with regard to my/our membership in UUCR. I understand that a financial waiver or other options may be granted following such a conversation, and membership maintained for another year.
 - c. I/We wish to resign from UUCR and remove my/our name(s) from the Membership Roll.
2. The Director of Membership will notify the Minister(s) and/or President of the individuals who request a meeting, per Section D1b, and shall be notified by the same of any waiver or change of membership status by the third week in January.
3. Following the sixty (60) day deadline, the Director of Membership will remove from the Membership Roll, and place in the archive of past and former members, the names of those who did not respond, or who requested that their names be removed.
4. Steps 2 and 3 should take place before the third week in January. By that date the Director of Membership should have an accurate count of the membership. From said count the Director of Membership will subtract the numbers of Youth, Inactive, and Emeritus members, and supply the adjusted count to the UUA on February 1. At the same time, the Director of Membership will provide the Minister, Board of Trustees, the Chair of the Finance Committee, and the Congregation at large with a segmented count of the total number of Congregants, and the adjusted count of Voting Members.