

Membership Review and Termination Process, UUSO Policy

Revised November 28, 2018

1. The Minister, Office Administrator, and one UUSO member will review the current membership list and will compile a list of those who have not affirmed their membership as outlined in the current Membership Affirmation Process Policy.
2. In September, the list of lapsed members will be submitted to the Board of Trustees for review.
3. The Board President will send a letter to those lapsed members asking whether or not they wish to maintain their membership and letting them know how to maintain membership.
4. In November, the Office Administrator will bring to the Board Meeting the final list of lapsed members who have not responded to the letter advising them of how to continue membership. The Board will vote whether to terminate their membership, at which time their names will be crossed off in the membership book and removed from the Realm Database, noting the date of termination.
5. The Office Administrator will notify the UUA and all relevant committees of all terminations and will update all the pertinent records regarding member terminations.