

Bylaws B. Community of Faith The manual 2019 60 The United Church of Canada

B.3.6.2 Revising the Roll

The governing body is responsible for revising the membership roll at least annually by

- a) Removing the names of members who have died.
- b) Removing the names of members who have transferred to other congregations
- c) Removing the names of members who have resigned
- d) Removing the names of members who, in the governing body's opinion have been absent for too long without a reasonable excuse
- e) Recording in its minutes, all decisions to remove a name from the roll, and
- f) Encouraging members who have moved away from the area to become members of congregations closer to their new homes.

SESSION

Per Section a) Session will report names of Members who have died to Official Board prior to Quarterly Session meetings.

Official Board to approve the moving of names from the Active Roll to the Historic Roll by Death.

After Official Board approval, names will be sent to the Office to be moved from Active Membership Roll to Historic Roll.

Names of Members and Adherents who have died in the calendar year will be listed In Memoriam in the Annual Report.

Per Section b) & c) Session will report names of Members who have Transferred their Membership or Requested that their names be moved from the Active Roll to the Historic Roll to the Official Board prior to Quarterly Session meetings.

Official Board to approve the moving of names from the Active Roll to the Historic Roll by Transfer of Membership or Removal at Own Request.

After Official Board approval, names will be sent to the Office to be moved from Active Membership Roll to Historic Roll.

Per Section d) Session will review Membership Roll Annually.

Members absent with no Time, Talent, Treasure for the past 2 years will be contacted as follows:

- a) Phone members to express concern and determine if they wish to remain on the Active Membership Roll
- b) If no response to phone call a letter will be sent to determine status.
- c) If no response to letter the Session will recommend to the Official Board that the Members be moved to the Historic Roll.
- d) After Official Board approval, the names will be sent to the Office to be moved from Active Membership Roll to Historic Roll.