

Unity North Atlanta
Policy and Procedure

Policy Name: UNA Membership	Date Created: December 8, 2014
Policy Number: UNAC-140005	Date Approved: February 26, 2015 Date Renewed: December 6, 2018
Category: Congregational	Expiration Date: December 6, 2021
	Approved By: Policies & Procedures Committee Board of Directors

Purpose of Policy: As Members have voting privileges, Unity North Atlanta Church must ensure that it has an accurate database of active and inactive members.

Please refer to the Unity North Atlanta Bylaws for full information regarding qualifications and privileges of membership.

I. Procedures for becoming a Member of Unity North Atlanta Church

1. New Member classes are held quarterly and are a requirement of membership. Anyone interested in becoming a New Member can do so by contacting the Office Manager to reserve a seat in the next available class.
2. Once class is completed, the New Member is asked to complete a demographic form and is advised of opportunities to volunteer and to sign up for our Consistent Giving Program.
3. A special Sunday service honoring New Members is held quarterly following the membership class. A Certificate of Membership is completed and given to the New Member that day.
4. The New Member's demographic information is entered into the Church database with the date the New Member class was completed.

II. Procedures for Membership Renewal

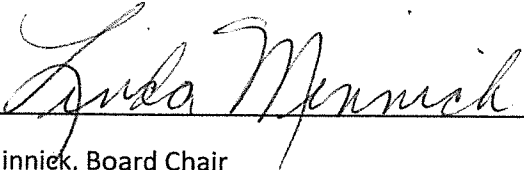
1. A member can revoke their membership at any time without cause.
2. Membership is renewed every year. The Membership Renewal process begins in January and ends March 1st.
3. The Membership Renewal Period will be announced during services, on the website, in the weekly email and in the bulletin and include the following:
 - a. Anyone unsure of their membership status should contact the office prior to the Annual Meeting.
 - b. Any congregant not listed as a member in the Church database by the time of the Annual Meeting will not be eligible to vote at the Annual Meeting.
4. All members are asked to review and update their demographic information and to indicate that they want their membership to continue. This process is typically done electronically or by phone.
5. Once information is received from the Member, it is validated or changed in the Church's database and the renewal verification date is added.

III. Removal of Membership for Cause

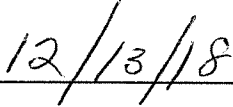
1. A member may be removed for cause by the Board of Directors.
2. Prior to any vote concerning removal, the member in question must be notified by certified mail at least ten (10) days prior to the Board of Directors meeting of the charges that may lead to removal from membership and thereafter be given an opportunity for a hearing before the Board.
3. A 2/3rds vote of the Board of Directors shall be required for removal from membership.

IV. Reinstatement of Membership

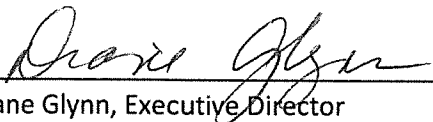
1. If a member who has become inactive wishes to return to active status, such a member who meets membership qualifications and completes a yearly membership renewal card or document approved by the Board of Directors shall be reinstated as an active member.
2. In order to vote at a membership meeting such members must fulfill these requirements at least six (6) weeks before a membership meeting.




Linda Minnick, Board Chair



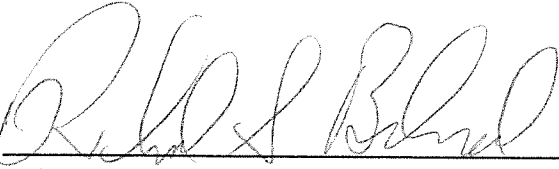
Date




Diane Glynn, Executive Director



Date



Richard Burdick, Senior Spiritual Leader



Date