



September 2015

## IMPORTANT: Annual Congregational Certification of Membership Request

Dear Congregational Presidents and Treasurers,

Growing vital religious communities in Canada is a joint, inter-dependent effort, and the work of the Canadian Unitarian Council (CUC) in engaging with Unitarian and Universalist congregations and communities is only possible with your congregation's support and commitment. In order to do this work, CUC by-laws require that Member Congregations report the number of voting members held by each congregation. This number is determined by your own procedures and by-laws. We strongly encourage you to have a clear and consistent process for establishing this number and that you update it each year.

The membership figure provided will be used to determine how many voting delegates your congregation is entitled to for the Annual General Meeting in May 2016, as well as to calculate the amount of your congregation's Annual Program Contribution (APC). We ask that you provide us with the current number of voting members as of September 1<sup>st</sup> 2015, which will be reflected in your congregation's "Fair Share" contribution for 2016. The **APC amount for 2016 is \$93 per member**.

In May 2013, a resolution was passed which gives congregations the option of providing a reduced APC amount of **\$35 for Youth or Young Adults members – 35 years of age or under**. Congregations can decide if they want to remit this reduced amount for Youth and Young Adult members, or remit the full \$93 for all members.

Please ensure that the attached Annual Congregation Certification of Membership form is completed and sent back to the CUC office by **October 31<sup>st</sup>, 2015**. The form must be signed by two elected officers of the congregation and returned to the CUC office in order for your congregation to remain in good standing and to have the entitled number of delegates vote at the Annual Conference and Meeting in May 2016. While it is usual for the president and treasurer sign the certification, other elected members such as the Board Secretary, or Membership Committee Chair, are also able to sign.

For any questions, please contact Vidya Sudama, Financial Administrator at [bookkeeper@cuc.ca](mailto:bookkeeper@cuc.ca).

Your co-operation and timely response is greatly appreciated.

In Faith,

Vyda Ng  
Executive Director



# CANADIAN UNITARIAN COUNCIL

## ANNUAL CONGREGATIONAL CERTIFICATION OF MEMBERSHIP - 2015

We certify that (name of congregation or fellowship): \_\_\_\_\_

\_\_\_ Held regular, open worship services or meetings in the 12 months prior to September 1<sup>st</sup>, 2015

\_\_\_ Held an annual general meeting of members in the 12 months prior to September 1<sup>st</sup>, 2015

\_\_\_ Had, on September 1<sup>st</sup>, 2015, officers who were democratically elected

\_\_\_ Had, on September 1<sup>st</sup>, 2015, adequate records of membership

\_\_\_ Made an Annual Program Contribution to the CUC in the 8 months prior to September 1<sup>st</sup>, 2015

**The TOTAL number of ALL voting members is \_\_\_\_\_**

**The number of youth and young adults (35 years or younger) members is \_\_\_\_\_**

**This number is included in the TOTAL above: YES \_\_\_\_\_ NO \_\_\_\_\_**

**We have not counted our youth and young adult members separately \_\_\_\_\_**

We wish to pledge our Annual Program Contributions based on **one** of the following:

\_\_\_ \$93 per voting member for **ALL** members

\_\_\_ \$93 per voting member (36 years or better) and \$35 per youth / young adult member

The above is certified by the following two of the elected officers of the congregation:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete by **October 31<sup>st</sup>, 2015** and return to the CUC office at:  
Suite 400 – 215 Spadina Avenue, Toronto, ON M5T 2C7 or by email to [bookkeeper@cuc.ca](mailto:bookkeeper@cuc.ca)