

Governance Gold

No. 2: February 2015

Membership transfer and acceptance certificates

For the attention of area meeting membership clerks



Governance update from the Recording Clerk's Office

Quaker faith & practice gives us full guidance as to how to be in right ordering for our church affairs. Our faithfulness in following our agreed process upholds our Quaker community. In these papers we are highlighting matters for your attention and action. Please keep these papers for ongoing reference.

Action requested

Please start using these new versions of transfer and acceptance of membership certificates. Samples are given overleaf and they can be downloaded from www.quaker.org.uk/membership. It is fine to continue to use any of the existing print versions you have. We have a small supply which we will continue to distribute until exhausted as the new process can be adopted while still using the old forms.

Why

A Friend brought to our attention that the wording on the forms and the wording in *Qf&p* 11.24 are not in total agreement. We can see no reason why a transfer out request needs to be delayed until the next area meeting, so the new forms should speed up any transfer of membership and simplify the process. An area meeting should continue to agree to any transfers in and also minute the receipt of certificates of acceptance that are received from other area meetings.

Quaker faith & practice:

Sections 11.23–11.26

Part of paragraph 1 of 11.24: “On receiving such a request from its member, their current meeting should issue a certificate of transfer...”

Part of paragraph 3 of 11.24: “The membership is not transferred until the certificate of transfer is accepted by the receiving area meeting and a confirmation of that acceptance has been received by the issuing area meeting.”

Sample certificates

Certificate for Transfer of Membership



To the clerk or assistant clerk (membership) of Area Meeting

The following member(s) of our Area Meeting:

.....
.....

has/have moved to

.....
.....

It is desired that membership should be transferred to your Area Meeting.

Signed on behalf of Area Meeting

Signature of clerk / assistant clerk (membership) Date signed

Address to which Certificate of Acceptance is to be sent:

.....
..... Postcode

Qfp §11.24 does not require an Area Meeting to authorise the issue of a certificate for Transfer of Membership.

2015 version

Certificate of Acceptance of transfer of membership



To the clerk or assistant clerk (membership) ofArea Meeting

Your certificate for transfer of membership on behalf of:

.....
.....

has been accepted by our Area Meeting by minute number

Signed by direction of Area Meeting held 20.....

Signature of clerk / assistant clerk (membership). Date signed

Notes: The person completing this certificate is to send

- (a) a copy to the area meeting from which the certificate for transfer of membership was received;
- (b) a copy to the overseers of the local meeting to which the transferred member(s) will be attached;
- (c) a copy of the certificate for transfer of membership to updates@quaker.org.uk

or by post to Freepost QUAKERS

A copy is to be retained by this Area Meeting as a permanent record.

NB Please let the Friend(s) concerned know that a copy will be passed to Friends House to update the BYM membership database.

2015 version