



Deceased Members Policy

Purpose: To establish a procedure to follow when a member or former member passes away.

Scope: This policy applies to current general members, alumni members, and former members.

Objectives: To ensure that when a member or former member passes away, they are remembered with respect and dignity.

Procedures:

General:

The offer to formally honour a deceased member or past member will be made to the family of that member, regardless of membership length or cause of death.

Specific:

When a member passes, the President (or alternate) will inform the team by email and make an announcement at the beginning of the next team gathering.

The Kindness committee will keep a list of former members and notify the President when they learn of the passing of a member or former member.

The Kindness committee will arrange for flowers or a donation in lieu of, valued at \$125.00, to be sent to the funeral or celebration of life of the deceased member.

The President or designate will contact the family of the deceased member to offer an honour guard at the service and an In Memoriam on the team website. The President or designate will remain the primary contact with the family.

Should an honour guard be desired by the family, it will be organized by the Kindness Committee.

Should the family desire an In Memoriam on the website, the President or designate, will provide content to the Awareness Committee, subject to the family's approval.

The Kindness Committee will provide a list of deceased members to the Peterborough Dragon Boat Festival Committee.

The Kindness Committee will arrange to have the deceased member's name added to the SA memorial paddle.

Budget Provisions:

The Treasurer will include an annual budget amount under the Kindness Committee to cover flowers and engraving costs.

Related Documents:

- Committee Descriptions – (Kindness Committee)
- SA Election of Survivors Abreast Board of Directors – (President's job description)
- Annual Budget
- Membership list

History:	Date	Comments:
Original Policy:	January 31, 2017	Approved by the team at the January 31, 2017 meeting
Amendment:	September 19, 2017	Approved at the Sept 19 team meeting.
Amendment:	October 12, 2018	Change the word memorial plaque to memorial paddle. Approved by the team via online poll