**Operating Policy – Bereavement**

1. Purpose
	1. To honour the student as a respected member of the McMaster community;
	2. To support the family of the deceased individual.
2. Procedure
	1. Upon notification of the death of a student, where appropriate, the President of the MSU shall prepare a letter of condolence to the surviving family;
		1. At the discretion of the MSU Board of Directors, the letter(s) shall be sent to:
			1. The spouse;
			2. The parent(s); or
			3. The immediate family of the deceased.
		2. The letter shall indicate that the McMaster Students Union will make a monetary donation to a charity or to the surviving family;
			1. The amount of the donation shall be $200.00 (CAD);
			2. The choice of recipient(s) will be at the discretion of the family;
			3. If the donation is sent to a charity:
				1. A cheque for the appropriate amount shall be processed and sent to the respective charity;
				2. A letter advising the family that their wishes have been fulfilled will be forwarded to them.
			4. If the donation is sent to the family:
				1. (A) cheque(s) for the appropriate amount shall be processed and sent to the respective individual(s).
	2. The MSU Board of Directors shall determine if any further action should be taken.