**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.