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| MSU logo.jpg. | MEMO*From the office of the…*Internal Governance Committee |
| TO: | SRA Members and Committee Chairs |
| FROM: | Michelle Brown, Associate Vice-President  (Internal Governance) |
| SUBJECT: | Operating Policy – Bereavement |
| DATE: | 20G - Sept. 27th, 2020 |

**Dear Members of the Assembly,**

A death of a student at McMaster is a tragedy. The Internal Governance Standing Committee and I have sought to clarify the procedures that may follow this occurrence to promote a timely and respectful response from the MSU.

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| Section | Current | Proposed | Explanation |
| 1.1 | The death of a fellow student is a tragic event – a loss to not only family and friends, but the entire McMaster community. Given that the purpose of the McMaster Students Union is to bring all the students together into a true society, it is fitting that the MSU should be taking some sort of action upon the death upon one of the members of our McMaster community. | * 1. To honour the student as a respected member of the McMaster community;   2. To support the family of the deceased individual. | To standardize formatting across MSU policies, the purpose section is stated in short “to” statements. |
| 2.1 | 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. The letter shall be sent to the spouse, the parent(s), or the immediate family of the deceased, depending on the situation. | * 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. | All separate instructions should have their own clause. |
| 2.1 | “the spouse, the parent(s), or the immediate family of the deceased” | * + - 1. “The spouse;       2. The parent(s); or       3. The immediate family of the deceased.” | Any list of three (3) or more in a clause shall be formatted as a list for consistency of formatting across MSU policies. |
| 2.1 | “depending on the situation” | Added “at the discretion of the MSU Board of Directors,” | Clarifies the individuals who are responsible for the decision. |
| 2.1.1 | * + 1. The letter shall indicate that the McMaster Students Union will make a donation to a charity of the surviving family’s choice or to the family. | * + 1. The letter shall indicate that the McMaster Students Union will make a monetary donation to a charity or to the surviving family; | Removes extra wording for clarity; the procedure for the family’s choice of charity is stated later. |
| 2.2 | * 1. Upon notification of the charity or trust fund of choice from the surviving family, a cheque for the appropriate amount shall be processed and sent to the charity or the family, and a letter advising the family that their wishes have been fulfilled will be forwarded to them. | * + - 1. The choice of recipient(s) will be at the discretion of the family;       2. 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.       3. 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). | Each individual step of the procedure should be given its own clause; Procedure is separated into two steps to increase clarity. |

If you have any questions or concerns, please do not hesitate to reach out to me via email prior to the meeting.

Kind regards,



Michelle Brown

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