



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.

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.	1.1. To honour the student as a respected member of the McMaster community; 1.2. 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	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; 2.1.1 At the discretion of the MSU Board of Directors, the letter(s) shall be sent to: 2.1.1.1 The spouse; 2.1.1.2 The parent(s); or	All separate instructions should have their own clause.

	deceased, depending on the situation.	2.1.1.3 The immediate family of the deceased.	
2.1	“the spouse, the parent(s), or the immediate family of the deceased”	2.1.1.1 “The spouse; 2.1.1.2 The parent(s); or 2.1.1.3 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	2.1.1 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.	2.1.2 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	2.2. 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.	2.1.2.2 The choice of recipient(s) will be at the discretion of the family; 2.1.2.3 If the donation is sent to a charity: 2.1.2.3.1 A cheque for the appropriate amount shall be processed and sent to the respective charity; 2.1.2.3.2 A letter advising the family that their wishes have been fulfilled will be forwarded to them. 2.1.2.4 If the donation is sent to the family: 2.1.2.4.1 (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,

A handwritten signature in black ink, appearing to read 'Michelle Brown', with a stylized flourish at the end.

Michelle Brown
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