



3.06 Recognition of Deceased Members

Approved: 2017-11-21

Latest Revision Date: 2018-03-08

Review required: 2022

Intent

To describe a process for acknowledging the death of a member.

Policy and Procedures

When the Directors are notified or become aware of the death of a member, actions that occur include:

- The President or Secretary sends condolences to the member's spouse or family or survivors, as appropriate, on behalf of SBOA.
- The Secretary notes the member's name for inclusion under Notices at the next annual meeting of members.
- The Membership Committee amends the Register and closes the member's file.
- The Education Committee and the Certification Committee close the member's file, if any.
- The Communications Committee includes notice of the member's death in the next newsletter, but the notice is not posted on the website.

Application

President, Secretary, Membership Committee, Communications Committee.