

CSHP Board and Branch Reference Manual

CATEGORY: 2.1 Membership	PAGES: 3
NUMBER: 2.1.4	EFFECTIVE: March 14, 2010
TITLE: Acknowledgement of Deceased CSHP Members	REVISED: March 8, 2015

POLICY

Upon learning of the death of a current or past CSHP member the CSHP National office will notify the general membership of the person’s death in a timely manner.

Upon learning of the death of a current member who has contributed volunteer service to CSHP in a National leadership position within the past ten years condolences from CSHP National will be expressed to the family.

In principle, CSHP does not support the development of a re-occurring activity, such as an award or conference lecture, as a memorial tribute to a deceased member. Requests by members to honour the deceased person’s contribution to CSHP and the profession of pharmacy through a specified one-time-only CSHP National activity must be presented to CSHP Executive for approval, and such approval will not be unreasonably denied.

This policy does not preclude acknowledging the deaths of other key volunteers not reflected in this policy statement, or of someone in the immediate family of such members. Those occasional situations will be dealt with at the discretion of the Executive Director.

This policy applies to CSHP National and all its branches.

DEFINITIONS

Immediate Family: Spouse or child.

National Leadership Position: CSHP National Board member; chair of a National affiliated board, committee or task force; Distinguished Service Award winner or Honorary member.

PROCEDURES

The CSHP National office will rely upon its general membership and its branch Councils to inform a member of the National office staff of the death of a CSHP member.

A. Notification to Members of a Death

1. CSHP Current or Past Members with National Leadership Contributions

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- A eulogy, including identifying information such as last employer or place of residence, highlights of all known CSHP National and Branch service and bestowed honours, and significant contributions to the profession of pharmacy, will be published as a distinct “In Memoriam” item in the earliest possible issue of the eBulletin following notification of the death.
 - National office staff will oversee the writing of the eulogy. CSHP members known to have a close professional or Societal relationship with the deceased will be asked to contribute to the eulogy.
 - The eulogy should be a maximum of 500 words in length, or 450 words plus a picture.
 - At the discretion of the Executive Director, a notification to members of the death of a CSHP leader may be issued as an e-announcement rather than an item in the eBulletin.
2. CSHP Current or Past Members with National Volunteer Service
- A brief eulogy, including identifying information such as last employer or place of residence and all known CSHP National and Branch service and bestowed honours, will be published in the first issue of the eBulletin following notification of the death, in the section designated for member news.
 - National office staff will oversee the writing of the eulogy. CSHP members known to have a close professional or Societal relationship with the deceased will be asked to contribute to the eulogy.
 - The eulogy will be a maximum of 350 words in length, or 300 words plus a picture.
3. CSHP Current or Past Members with Branch Volunteer Service
- A brief eulogy, including identifying information such as last employer or place of residence and any known CSHP Branch service and bestowed honours, written by branch members and submitted to the National office, will be published in the first issue of the eBulletin following receipt of the eulogy, in the section designated for member news.
 - The eulogy will be a maximum of 200 words in length and will not include a picture.
4. CSHP Current or Past Members with No Known Volunteer Service
- A simple notice of the death will be prepared by the CSHP National office staff and placed in the first issue of the eBulletin following notification of the death, in the section designated for member news, and will include brief identifying information such as last employer or place of residence.

B. Condolences to the Family

1. Current CSHP Members with National Leadership Contributions within the Past Ten Years
- A card will be sent by the National office, signed by the Executive Director on behalf of CSHP Board members.
 - A charitable donation of \$150.00 will be made by the National office in memory of the deceased person.
2. Current CSHP Members with National Volunteer Service within the Past Ten Years

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- A card will be sent by the National office, signed by the Executive Director on behalf of CSHP Board members.
- 3. Current CSHP Members with Branch Volunteer Service
 - No condolences will be sent by CSHP National to the family and no donation will be made in memory of the member.
- 4. Current CSHP Members with No Known Volunteer Service
 - No condolences will be sent by CSHP National to the family and no donation will be made in memory of the member.

C. Single National Event Tributes to Deceased Members

- Members wishing to honour the contribution to the Society or the profession of pharmacy of a deceased CSHP member through a single CSHP National activity must submit details of the proposed activity to the Executive Director, allowing a reasonable period of time for Executive consideration and approval.
- When appropriate the Executive Director will first consult with relevant affiliated board or committee chairs about the request and then forward all available information to National Executive members for a decision.
- Executive members will consider the proposal at their next regularly-scheduled meeting and may, if deemed appropriate, consult Board members before making their decision. Criteria to be considered in making the decision will include:
 - Deceased member's contribution to CSHP at the National level.
 - Relevance of the proposed activity to the deceased member's contribution to CSHP and/or their pharmacy practice.
 - Proposed scheduling of the activity.
 - Support or concerns expressed by relevant affiliated board or committee chairs.
 - Cost to CSHP.
- All reasonable efforts will be undertaken to ensure the proposed activity is not unduly delayed by the approval process.