

Chapter 18

Bereavement Notices, Cards of Condolence and Sympathy Cards

18.1 Bereavement Notices

- a) Upon being advised in a reasonable timely manner of the death of a member of Eastern Ontario's dance community, the Board will issue an EOSARDA Bulletin advising the membership of the person's passing.
- b) Given the large number of past and present dancers in Eastern Ontario, the Board depends on the membership at large to provide information concerning a person's passing. Persons who are aware of the passing of a present or former dancer or of a present or former Dance Leader, are asked to advise the President of EOSARDA (president@eosarda.ca).
- c) The person requesting the Bulletin should provide as much information as possible regarding:
 - funeral or memorial service arrangements
 - the names of any clubs the person may have been affiliated with, if known
 - any other known information about the deceased persons dancing history and
 - any known link to an on-line obituary.

18.2 Obituaries in Square Time

- a) At the discretion of the editor of Square Time, the passing of a present or former dancer or of a present or former Dance Leader may be acknowledged in Square Time, where suitable and sufficient information about the deceased is available in a timely manner.

18.3 Cards of Condolence and Sympathy Cards

- a) As part of the annual budget process, EOSARDA sets side a small fund administered by the President of the Association, for the purchase and mailing of cards of sympathy or condolences.
- b) A card of condolence is intended to recognize the passing of a present or former dancer or of a present or former Dance Leader and to express the Board's support for surviving partners, children or other family members.
- c) A sympathy cards is intended to show the Board's support for those who have suffered a serious injury or illness or have undergone major surgery. However for practical and budgetary reasons, the issuance of sympathy cards is limited to:
 - current and past members of the Board
 - current members of a Member Club's executive
 - current or past Dance Leaders and their partners
 - well known dancers
- d) The President may choose to consult the Board as to the appropriateness of sending a sympathy or condolence card.

18.4 Accountability

- a) The President will keep a record of all cards purchased and mailed during the course of a Fiscal Year. This record will include: the date on which the card was purchased; the cost of the card and postage, including sales tax; and the name of the deceased person or the recipient of the card. Copies of all receipts should also be retained.
- b) Annually the President will provide a detailed report to the Treasurer accompanied by a request for reimbursement of the cost of purchasing and mailing the cards. The Treasurer may request copies of the original receipts.
- c) As with any other expenditure, the Treasurer will report the amount expended for cards as part of his or her regular financial up-dates to the Board.