



Mourning protocol of the association

SamenwerkingsOverleg

Faculteitsverenigingen

This document contains the protocol for when a (former) member of your association passes away and what steps you should take.

Family

The chair will preferably contact the family by telephone and otherwise in writing. This should include:

1. Conveying condolences on behalf of the association;
2. Hearing the wishes of the family as to the role of the study association:
 - a. whether or not to organise a memorial service and or a week of mourning in the boardroom;
 - b. informing members by means of the 'in memoriam' to be placed (possibly pronounced during funeral/cremation ceremonies) and/or placing a notice of mourning on the website;
 - c. the presence of the association at the funeral.

The chair or secretary sends a letter of condolence to the family on behalf of the association.

General points of interest

- Always consider the wishes of the family;
- Keep in touch with the university about things they are undertaking.

Memorial meeting

A memorial meeting can be organised by the board - in consultation with the family - whether or not in consultation with the dean or the faculty. Here, for example, photos can be shown or memories can be recalled. The association room can also play an important role, such as a memorial book or a photo in remembrance.

Association members

1. Informing members in what way the opportunity is offered to convey their condolences to the family.
2. Offering - in consultation with the family - joint attendance at the funeral or cremation ceremony, and organising transport.





Attending funeral

The board attends the funeral, as well as other members of the association and faculty staff are given the opportunity to attend the ceremony, if desired.

The board orders flowers for the funeral service on behalf of the association. If otherwise indicated, white flowers will be ordered.

Media use

The president or secretary, in consultation with the dean or head of education, prepares a text for the website if desired. Consideration may also be given to preparing a new newsletter.

The board may always refuse any media. If it does make contact, always ask for inspection before posting the piece.

Activities

The board may choose to cancel that week's planned activities. Think about this in time so there is no ambiguity.

Contact with third parties

- Student church: they can help in grieving and there is always a ceremony there for the deceased students;
- Professionals: contact professionals who can guide members. Also make it clear to members that this option is available.

Practicalities

Remove the relevant person from the mailing lists and from the membership database.

In case of absence

- Chair is replaced by the secretary
- Secretary is replaced by the treasurer
- Etc.

Aftercare

For the longer term, it is important that members know they can come to the board to talk. For this, make sure that contact details of the right people within the university are always available.





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Contact details

If this information is looked up in advance, there is no need to search for it should it ever be needed.

- Contact person within the programme or faculty;
- Student psychologist;
- Student Church.

