



SAA POLICY

COMMEMORATION OF SAA LIFE MEMBERS

Purpose

Upon the passing of an SAA Life Member, the SAA National Executive shall fund a memorial plaque to be placed at a suitable location. This initiative ensures a lasting tribute to their contributions to the association.

Process

1. Notification & Offer to Next of Kin:

- When informed of the passing of an SAA Life Member, the SAA National Secretary shall write to the member's Next of Kin on behalf of the Association.
- The Secretary shall offer the Next of Kin the opportunity to honour their loved one by having the SAA fund a memorial plaque at a suitable location.

2. Approval & Coordination:

- If the Next of Kin accepts the offer, the SAA Branch to which the member belonged shall be advised that the National Executive will fund the plaque, and a location be agreed with the family.

3. Plaque Design & Verification:

- The SAA Branch shall liaise with the Next of Kin to confirm the plaque's wording, ensuring accuracy in detail such as:
 - Date of death
 - Name
 - Rank
 - Official number
 - Epitaph
- The plaque shall, where allowed, also prominently include the words "**SAA Life Member.**"

4. Funding & Reimbursement:

- The SAA Branch shall notify the National Secretary of the plaque's cost.

- The National Treasurer shall reimburse the expense without requiring additional approval from the National Executive.

Implementation

- The SAA Branch shall coordinate with the Life Member's Next of Kin regarding the plaque dedication ceremony.

Where possible, a report of the ceremony shall be submitted to the SAA Webmaster for publication on the SAA website, ensuring the commemoration is acknowledged within the broader community.

Approved: D Strangward AM

SAA National President

Policy Version 1

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