

MAFCA Obituary and Death Notice Policy

1. Purpose: To establish MAFCA’s policy for the handling of obituaries for MAFCA Directors, members, MAFCA committee members, and other special or contract persons including but not limited to Editor, Webmaster and Office Manager.

2. Policy: MAFCA values the contributions of all of its Directors, members, staff and other key and prominent individuals to the leadership of the MAFCA organization. This policy outlines who shall be recognized in *The Restorer* magazine or on the MAFCA web site with an obituary or death notice upon their death. This policy will respect and adhere to members’ privacy and also any privacy if required by law.

3. Who is covered by this policy:
 - A. **The Restorer**: An appropriate Obituary Notice may be written in *The Restorer* magazine that includes office held and notable achievements for past Presidents, sitting Directors, sitting committee chairpersons on the Era Fashion Committee, Judging Standards Committee, Restoration Class Committee, Life Members, current and past Editor of *The Restorer*, current and past Webmaster, and current Office Manager. In addition, a single line Death Notice may be posted in *The Restorer* for all past Directors and spouses of past Presidents.

 - B. The MAFCA web site: In addition to posting the Obituary Notice that has been printed in *The Restorer*, an appropriate death notice may be posted on the web site that includes offices held and notable achievements for any MAFCA Member or their spouse.

4. Coverage Approval and Type: Upon the death of a prominent MAFCA leader (as defined in item 3.A above), the individual’s name will be verified by the Office Manager and/or MAFCA President for approval. The appropriate individual’s information will be forwarded in a timely manner to the Editor for inclusion in the next issue of *The Restorer* and to the web master for posting on the web site. The Obituary Notice may be accompanied by a suitable picture whenever possible.

Upon the death of a MAFCA member whose Chapter or family submits a death notice to MAFCA headquarters, the Office Manager will verify the individual’s MAFCA Membership. The appropriate individual’s information will be forwarded in a timely manner to the web master for posting on the web site. The death notice should be limited to 100 words maximum and may be accompanied by a suitable picture.

#