

**Border Terrier Club of America
Policies and Procedures Manual**

Memorial Policy

The BTCA Corresponding Secretary will send a condolence card with short message appropriate to the circumstances to the family of the deceased. It will not be the responsibility of the Corresponding Secretary to learn of a death, but rather the responsibility of any BTCA member to notify the Corresponding Secretary of a member's death. Space will be made available in *The Borderline* for a memorial to a BTCA member. It will not be the responsibility of the BTCA Board or *The Borderline* Editor to prepare such a memorial, but will rely on the members to submit a short memorial when someone they know dies. The Corresponding Secretary or *The Borderline* Editor may also solicit memorial submissions or additional information from those BTCA members known to have been friends of the deceased. Memorials may include the name and address of a favorite charity of the deceased and refer members to more information about the deceased member. It should be noted that some memorials will be longer than others, depending upon the impact the individual had on the BTCA and/or Border Terriers in general. All submissions are subject to the established Editorial Policy and editing in regard to content and space limitations.