



The College on Problems of Drug Dependence

In Memoriam Policy

Last Updated: April 13, 2021

When advised of a death to a CPDD Member in Good Standing the CPDD Executive Office will post published obituaries to the In Memoriam page on the CPDD website.

At the discretion of the Board a standard email will be sent to membership through ListServ advising of a member's passing.

A member can advise CPDD of a member's passing by sending an email to the CPDD info box at info@cpdd.org or by notifying a current member of the Board. When a Board member is notified they will pass the information on to the Executive Office who will verify current membership, post the obituary to the website and send the notification through ListServ.

In the event of a death of a prominent person in the field who is not a current member of CPDD, the Board will have the discretion of approving posting an obituary and/or sending a notice through ListServ.

The Executive Office will complete the following tasks internally:

- Update the member's profile to deceased and enter the date of death
- Remove any billing document and edit orders to closed/cancelled
- Delete contact information from Mail Chimp and ListServ
- If registered for upcoming annual meeting refund the registration
- Add a Memorial Slide for the Presidential Plenary at the annual meeting