

Bylaws of
_____ Cemetery Association

ORGANIZATION

This Association was established for the purpose of preserving and maintaining the _____ Cemetery, located in _____ County, Georgia. The Association shall be operated as a non-profit organization, with no personal benefit to any member of the Association.

MEMBERSHIP

The Association is composed of members who meet the burial eligibility requirements

MANAGEMENT

These Bylaws provide for the management and care of _____ Cemetery through the elected members of a Board of Trustees elected annually by the Association membership.

MEETINGS

The Board of Trustees shall set the time and place of the annual meeting or subsequent meeting as necessary to perform their duties for the betterment of the Association. The Annual meeting shall be held during the month of _____ each year, unless otherwise designated by Trustees. Association members shall be informed in writing by mail no less than seven days prior to said meeting.

TRUSTEES

Trustees shall be elected annually by simple majority of Association members present and may succeed themselves. The number of trustees elected shall be set and approved by the Association membership at the annual meeting. A trustee vacancy may be filled by the President with approval of a majority of remaining trustees.

OFFICERS AND ADMINISTRATION

Officers shall be elected annually from and by the trustees for the current year and requires a quorum and simple majority of those trustees present. A majority of the trustees is required for a quorum. Officers of this association shall be a President, Secretary, and Treasurer. These officers may succeed themselves.

1. The President shall preside at all meetings and shall be charged with the responsibilities pertaining to policy, programs, management, business, properties, and performance. He may appoint such individuals and committees, as he may deem necessary to the accomplishment of his charge.

2. The Secretary shall keep the records of the Association proceedings and unless otherwise assigned by the President, conduct the correspondence, issue notices as are provided for in these bylaws and perform other and further duties as the President may request.

3. The Treasurer shall collect all monies and issue receipts for the same. He shall deposit all such monies in the name of _____ Cemetery with some bank designated by the Board of Trustees of _____ Cemetery. This includes monies distributed from _____ Cemetery Endowment held by the Georgia United Methodist Foundation. The Treasurer shall make a complete report to the Association at the annual meeting of the Association.

ENDOWMENT

There shall be a _____ Cemetery Endowment. The endowment will make distributions on a quarterly basis to support the maintenance of the _____ Cemetery. The endowment will be held by the Georgia United Methodist Foundation. Additions to the endowment may be made at any time.

FINANCE

The Board of Trustees of the Association shall review annually and designate a depository for funds of the Association. All funds withdrawn shall be by the signature of either the President or Treasurer. The Board shall establish the procedure/requirement for the issuance of checks.

RULES AND REGULATIONS

Rules and Regulations for the government of _____ Cemetery Association provide for the Trustees to have full authority to prescribe such rules and regulations as necessary to insure proper management, maintenance, care, preservation, and for the security and protection of _____ Cemetery.

BURIAL ELIGIBILITY

_____ Cemetery was established for the purpose of providing burial space for the _____. The families and _____ are eligible for burial in the _____ Cemetery.

AMENDMENTS

Any Amendment to these Bylaws shall be proposed by resolution in writing. Such resolution may be discussed, amended, or otherwise altered in accordance with parliamentary procedure, and when called for a vote, shall be balloted upon at the meeting. If the Resolution or amended Resolution be adopted by a 2/3 majority vote of the members present, the same shall become effective. No vote shall be taken unless the Secretary has given written notice to all Association members, including the proposed changes, not less than seven (7) days prior to the date and time and place of such meeting.

RULES FOR BURIAL

_____ Cemetery does not sell burial spaces. The Cemetery is operated and maintained by a Board of Trustees and depends on distributions from the _____ Cemetery Endowment. The following rules for use of the Cemetery establish your responsibilities, those of this Association and the mortuary of your choice. They will be of assistance to you when the time comes to have a burial in _____ Cemetery.

1. Contact one of the Cemetery Trustees and state your desire to use _____ Cemetery.

a. Establish with that Trustee your eligibility to use the Cemetery. One of the following conditions must be met for a person to be buried at _____ Cemetery:

1. _____

2. _____

3. _____

b. After your eligibility is established, assist that trustee in determining the appropriate gravesite for burial.

2. Make funeral arrangements with the mortuary of your choice. Remind your funeral director that he must obtain a signed burial permit from a Trustee before burial arrangements can be completed.

3. If records of this Association do not reflect your immediate past giving to maintain _____ Cemetery, a minimum contribution of \$ _____ must be made to the _____ Endowment Association before the burial permit is completed for your funeral director.

4. With a signed burial permit in hand, your funeral director will arrange for opening and closing the grave as well as other services you will request of him.