

CONSTITUTION AND BYLAWS OF THE
ISHAM CEMETERY ASSOCIATION

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ARTICLE I. NAME

This organization shall be named the Isham Cemetery Association.

ARTICLE II. OBJECTIVES

Section 1. This Association shall strive to promote the continuing care and maintenance of this cemetery.

Section 2. This Association shall strive to research, preserve and disseminate historical material relating to this cemetery and pioneers buried in it.

Section 3. This Association shall keep a record of interments already in place and shall supervise future interments so that they may be entered into the official plat of record. A record of all interments including identification of Charity Burials should be kept with the plat.

ARTICLE III. MEMBERSHIP

Section 1. We recognize the body of the Isham Cemetery Association to be equal in rank and privilege and democratic in spirit and principles; and by the will of the majority being expressed it becomes the minority to submit. This policy and all other rules made in pursuance thereof shall be the law of this Association, and every member of this Association shall be bound thereby; anything in the Constitution and Bylaws of any other organization, within or without this Association, notwithstanding. Membership in the Isham Cemetery Association is limited to those persons meeting the burial eligibility requirements as defined in Article III, Section 3 below.

Section 2. The Isham Cemetery Association regular meeting time will be on the third Saturday of May each year. At the regular meeting, all the previous year's business transactions shall be reviewed and presented to the body for its ratification or approval.

Section 3. Burial Eligibility; A right to burial is open exclusively to anyone who has a direct blood lineage to an immediate family member who is buried in the cemetery. Immediate family is defined as spouse, parents, grandparents, child, grandchild, and sibling.

Section 4. The President of the Association may approve charity burials in the Isham Cemetery. A charity burial is not based on burial eligibility as defined in Article III,

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Section 3. The President will determine eligibility for charity burial based on the following guidelines:

1. ownership by the family of burial spot(s) in another cemetery;
2. amount of life insurance on the deceased; and
3. the deceased's financial condition;

This list of guidelines is not meant to be an exhaustive list. The final decision to allow a charity burial will be made at the discretion of the President. A charity burial does not confer burial eligibility upon the family of the deceased.

Section 5. Prior Rights to Assigned Spaces; Spaces will be considered assigned but this does not imply ownership. Assigned Spaces will be recorded on the official plat held by officers or trustees of the Association. Interment in previously Assigned Spaces that does not meet requirements as defined in ARTICLE III, Section 3 excludes entitlement for rights to future burial spaces.

ARTICLE IV. CONDUCT OF MEETINGS

Section 1. The rules contained in Robert's Rules of Order, newly revised, shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with these bylaws.

Section 2. The order of business in meetings shall be: a) roll call of officers; b) reading the minutes of the previous meeting; c) reports of officers and committees; d) unfinished business; e) new business; f) treasurer's report; g) election of officers; and h) adjournment.

ARTICLE V. OFFICERS

Section 1. Officers will be elected every third year. An extension of one (1) year is optional at the discretion of the present Board. Only Association members present at the annual meeting will be eligible to vote or be elected to office.

Section 2. The officers of this Association shall consist of a President, Vice President, Secretary, Treasurer and four (4) trustees. The offices of Secretary and Treasurer may be combined into one office (Secretary-Treasurer) at the discretion of the Association at the annual meeting where such officer or officers are being selected.

Section 3. The Executive Committee of the Association shall consist of the elected officers of the Association. A quorum of the Executive Committee shall be made up of any five (5) members.

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Section 4. If a vacancy occurs in an office during the year, the Executive Committee shall appoint a successor to fill the unexpired term of that office.

Section 5. Duties of the President: The president shall preside and maintain order over all meetings of the Association unless providentially hindered. He shall sign all necessary legal and financial documents approved by the body of the Association while he holds the office. He shall take no part in debate except by consent of the majority of the members present. He shall enforce the Constitution and Bylaws. He shall hire, arrange for, and/or supervise all work done on the cemetery. In the Executive Committee, the President shall be eligible to vote in case of a tie.

Section 6. Duties of the Vice President: The vice president shall open, maintain order and preside over the meeting in the absence of the president. He may sign any legal or financial documents. He shall participate in any discussion. He shall participate in any decisions to be made by the President and the Secretary-Treasurer.

Section 7.1 Duties of the Secretary: In the absence of the President and Vice President, the Secretary may open any meeting and the body may elect one member to preside as president pro-tem for that meeting.

The Secretary shall keep minutes of any Association meeting and shall present the minutes of the previous meeting to the Association.

The Secretary shall keep the official copy of the Association Bylaws current with any changes approved by the membership of the Association. The Bylaws should be available to any member of the Association and the annual meeting or any other time if requested by a member.

The Secretary shall keep the official list of the members of the Association based on burial eligibility as described in Article III, Section 3. The Secretary shall also keep a contact list with information (address, phone number, e-mail address, etc). This contact list should be as current as possible. The list should be used for official notifications for any meetings or other activities of the Association.

Section 7.2 Duties of the Treasurer: In the absence of the President, Vice President, and Secretary, the Treasurer may open any meeting and the body may elect one member to preside as president pro-tem for that meeting.

The Treasurer shall pay, with his (her) signature and that of the President's or Vice President's, those routine bills necessary for the functioning of the Association which are dated properly and accompanied by receipt. Disbursement checks require the signature of any 2 officers.

The Treasurer shall prepare a report of the Association's financial standing prior to each annual meeting and it shall be made available to all members of the Association.

The Treasurer shall assist the remaining members of the Executive Committee in preparing a proposed budget for each year to be presented at the annual meeting.

The Treasurer shall have custody of all financial papers belonging to the Association.

The Treasurer shall be responsible for preparing or having prepared any tax or other reports required of the Association by any government agency.

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The Treasurer shall obtain a Post Office Box under the name of the Isham Cemetery Association. This address shall be used for all donations and internment fees sent to the Association.

Section 8. Duties of Trustees: The Association Trustees take the responsibility of transacting business voted upon by the body. They shall see that the Association is registered properly, and will examine the Association's records at least once per year. They may bring before the Association any matters in which need consideration.

ARTICLE VI. GENERAL RULES

Section 1. Earning assets, never to be spent, shall be purchased with the Association's capital. All money collected or in any way received by the Association, except the amount needed each year to meet the Association's obligations, shall be invested in earning assets. Earning assets shall be purchased at least once each year. An EXCEPTION to this section shall take place whenever any person donates a specific sum of money to the Association to be used for a specific purpose. In that case, the entire amount of the gift will be used for its designated purpose, subject to the approval of the Executive Committee.

Section 2. No monetary benefit from the Association fund shall accrue to any officer or member of this Association as a result of services rendered to the Association.

Section 3. All motions must have a simple majority vote of members present at a regular meeting in order to carry, except those motions which serve to amend the Constitution and Bylaws of the Association. To amend the Constitution and Bylaws of the Association requires the following to occur:

1. A proposed change must be presented in writing during the regular (annual) meeting of the Association.
2. The proposal must be seconded unless the proposal is brought by the Executive Committee.
3. There will be no amendments accepted to any proposal to change the bylaws.
4. There will be a maximum of four (4) proposals to change the bylaws at each meeting of the association unless the Executive Committee allows more than four.
5. After discussing the proposed amendment, a vote will be taken. If a simple majority of the members present approve, the amendment process will continue. If the proposal fails, the process is stopped. If the proposal passes this step, the process continues as follows:
 - 5.1. A meeting of the Association must be scheduled to vote on the proposal. That meeting shall be no longer than 3 months into the future.
 - 5.2. A meeting of the Executive Board shall be scheduled during that 3 months to discuss and either recommend passing or not passing the proposal. If, for any reason, the Executive Committee does NOT meet during that 3 months, the Association meeting to approve/disapprove will still be held.

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- 5.3. During the 3 months, it is the responsibility of the Secretary to send a copy of the proposal to all Association members who have an e-mail address on record and to as many other members as possible.
- 5.4. At the scheduled proposal association meeting, the Executive Committee's recommendation will be presented, the proposal discussed again, and a vote taken. To pass, the proposal must pass by a vote of 2/3 of the members present at the meeting.

Section 4. No fences of any type may be erected inside of the cemetery. No above-ground stakes shall be used to define burial plots; all burial plots and sections shall be marked with markers at ground level. No curbs of brick or other material shall be constructed in the cemetery. This section does not prohibit the use of above ground-level tombstones or memorials.

Section 5. All graves place in the cemetery must be marked with an acceptable memorial stone within twelve (12) months of burial.

Section 6. All graves will be cleaned up on the day designated by the Association as the annual gathering and clean-up day.

Section 7. All tools and materials belonging to the Association may be used only at the cemetery.

Section 8. One Grave space shall be defined as a space five feet by eight feet.

Section 9. Persons who decorate graves will be expected to replace or remove those decorations when they are no longer presentable. All ornamental plantings made in the cemetery must first be approved by the Association. The person making the plantings takes the responsibility for their maintenance. Dead ornamentals will be removed by the Association.

Section 10. The cemetery shall be worked for at least eight consecutive months each year: March through October, inclusive.

Section 11. It shall be the duty of the officers of the Association to monitor the cemetery's condition, and to make arrangements to have the grounds cleaned before they become unsightly.

Section 12. A mandatory internment fee will be assessed by the Association for each new internment. The Executive Committee will review the internment fee annually and will announce any changes to the fee at the annual meeting. The current fee is \$100.00 and shall be payable to the Association by the funeral director.

Section 13. The Association must be contacted and must give its approval before new interments are made, before removals are made, and before new memorial stones are set.