

BY-LAWS
MACEDONIA CEMETERY ASSOCIATION
HOCKLEY, TEXAS

ARTICLE I

Name

The name of this corporation shall be the Macedonia Cemetery Association, Inc. hereinafter referred to as "The Association"

ARTICLE II

Objects and Purposes of the Association

- Sec. 1: To operate and maintain Macedonia Cemetery, hereinafter referred to as The Cemetery.
- Sec. 2: To collect donations for upkeep of The Cemetery.
- Sec. 3: To see that The Cemetery is cleaned and kept in the best condition possible with the donations and money earned at the barbecue or any other way decided by The Association.
- Sec. 4: To hire a caretaker, to be paid out of these funds, or any other expenses voted on by The Association.

ARTICLE III

Officers and Their Election

- Sec. 1: The Board of Directors of The Association shall be composed of five (5) officers: (1) President, (2) Vice President, (3) Secretary, (4) Treasurer, (5) Board Member at Large
- Sec. 2: Nominations and election of officers shall be at the annual meeting in May. The duties of officers shall be assumed on June 1st.
- Sec. 3: All materials of retiring officers shall be passed on to the newly elected officers at the annual meeting in May or within 30 days thereafter.
- Sec. 4: Officer vacancies will be temporarily filled by a unanimous agreement of the remaining officers until the next regular meeting or a special called meeting of the Association members. Any election held during a special meeting will be for the remaining term of the vacated office. If a Board position is not filled at the annual meeting, the other officers will share the duties of the vacant position until filled by the Board.
- Sec. 5: An officer of The Association is prohibited from being a paid contractor of the association or hold an interest in a company doing business with The Association.

ARTICLE IV

Duties of Officers

- Sec. 1: The president shall preside at all meetings of The Association and shall be a member ex-officio of all committees, shall appoint special committees as needed, and shall perform all other duties usually pertaining to the office.
- Sec. 2: The Vice-President shall act as aide to the President, shall perform the duties of the President in the absence of that officer and shall be chairman of the Barbecue Committee.
- Sec. 3: The Secretary shall keep an accurate record of all meetings of The Association and shall have custody of all books and records pertaining to The Association except those of the Treasurer, and shall conduct such correspondence of The Association as they may direct.

- Sec. 4: The Treasurer shall receive all monies of The Association, shall keep an accurate record of receipts and expenditures, and shall pay out funds only as authorized by The Association. The Treasurer shall present a statement of account at every meeting and at other times when requested by the President. The Treasurer's accounts shall be examined annually by an Auditing Committee appointed by the President.
- Sec. 5: The Board Member at Large (BMAL) shall be in charge of assigning plot locations, meeting with family or representative of deceased for plot verification, and mark location for burial. The BMAL shall have custody of records pertaining to plot designations, be in charge of updating the cemetery plat map and record interments in The Association database.

ARTICLE V

Meetings

An annual meeting shall be held the third (3rd) weekend in May of each year; at least five (5) days notice shall be given. The President may call a meeting if necessary but five (5) days notice shall be given to the members of The Association. The meeting of this association shall be open to the general public. Notice of meeting may be sent by U.S. Mail or e-mail. For any meeting of The Association, after advance due notice has been properly given, a minimum of three Directors shall constitute a quorum for the transaction of The Association's business.

ARTICLE VI

Standing Committees

- Sec. 1: There shall be such Standing Committees created by the Association as may be required to promote the upkeep of The Cemetery.
- Sec. 2: The following standing committees shall exist:
- (a) Barbecue Committee - The Vice-President to be Chairman and the rest of the committee to be appointed by the President
 - (b) Special Fees Committee - This committee shall be appointed by the President and be approved by the association.

ARTICLE VII

Membership and Dues

- Sec. 1: Anyone who has an immediate relative* previously interred in The Cemetery, or a spouse of a person who meets the requirements, or has a plot assigned will be considered a member. Any member who is a paid contractor with The Association may not vote on matters pertaining to their contract.

*Immediate relative is defined as parent, spouse, child, great grandparent, grandparent, or grandchild.

- Sec. 2: There are no annual dues, but annual voluntary donations are accepted each year.
- Sec. 3: The By-Laws will be sent via email or mailed to all members of The Association and a signed receipt of acknowledgement shall be returned for all members who have a plot designated or a family member buried within The Cemetery. Any amendment to the By-Laws shall be forwarded to each member or family.

ARTICLE VIII

Amending the By-Laws

- Sec. 1: The By-Laws may be amended by a majority vote of the members at any regular or called meeting of the membership.
- Sec. 2: Any proposed amendment of the By-Laws shall be filed with the secretary and a copy of the proposed amendment shall be mailed to each officer of the Board of Directors, if the Board is to act upon same, or to each member of The Association, if same are to be acted upon at a membership meeting. Such mailing, in either event, shall be at

least ten (10) days before same shall be acted upon. Amendments to the By-Laws may be sent by U.S. Mail or e-mail to members, as defined in Article VII, Section 1.

ARTICLE IX

Plot Maintenance Fees

Sec. 1: Anyone who has an immediate relative* previously interred in The Cemetery, or a spouse of a person who meets the requirements, will be charged a plot maintenance fee of \$1,000.00 for a burial plot beginning July 23, 2022. Any plot previously assigned will not be affected. The interment of the immediate relative must have been on or before February 20, 2010, with the exception of anyone who has a plot(s) already designated. Assignment of these plot(s) will be limited to someone over 21 years of age.

*Immediate relative is defined as parent, spouse, child, great grandparent, grandparent, and grandchild.

Sec. 2: Anyone who does not have an immediate relative interred in The Cemetery as of February 20, 2010 shall be charged a plot maintenance fee of \$1,500.00 for a burial plot made payable upon selecting a plot location, unless they are covered by the exception in Sec. 1 above. Assignment of these plot(s) will be limited to someone over 21 years of age.

Sec. 3: The cost to purchase a plot in the Urn section will be one-tenth the cost of a regular plot defined by Sec. 2 above, unless the purchaser is covered by the exception in Sec. 1. The monuments are to be flat and not to extend more than a ½ inch above ground level. The dimensions of such monuments should not be larger than 24" x 18".

Sec. 4: The transfer of plot rights is permissible, with the approval of the board of directors, and must be within the guidelines listed in Sec. 1 & 2 above. In any event, the Association shall not refund monies collected from the sale of plots. All transfers must be documented before they are recognized.

ARTICLE X

Financial

Sec. 1: Any invoice over \$1000 must have signatures of two officers.

Sec. 2: The Board of Directors cannot spend more than \$1000 for any single expense without a vote from The Association members.

Sec. 3: The Board of Directors is authorized to manage the financial affairs of The Association, including the right to invest the assets of The Association, to pay for necessary expenses, repairs, upkeep, and improvements in accordance to the direction of The Association membership, and to invest the funds of The Association in operating and reserve accounts, including the right to accept contributions for a specified purposes, provided such purposes are consistent with the purposes for which The Association is organized and operates. With the approval of The Association members, the Board of Directors shall arrange for the investment of the funds of The Association into non-financial risk accounts insured by the United States Government.

ARTICLE XI

Maintenance

Sec. 1: If the maintenance contract is cancelled mid-year the contract will temporarily be filled by a unanimous agreement of the Board of Directors until the next regular meeting or a special meeting is called of The Association members.

ARTICLE XII

Grave Regulations

Sec. 1: Burial - Prior to burial, a family member or representative of the deceased shall contact the Board Member at Large or another officer in a timely manner after funeral arrangements have been made to verify and mark the plot location.

Sec. 2: Burial Management Fee – Pre and post interment expenses will be set by the Board of Directors prior to each

annual meeting with the fee for the coming year voted on and recorded in the minutes of the Association, unless unchanged from previous year.

Sec. 3: Grave Markers and Benches – All graves are to be marked with a head or foot stone. These tombstones shall be placed neatly in rows, under the supervision of the BMAL or other Board designee. The maximum base dimension of the headstone marker is 1.5' x 3' for a single marker and 1.5' x 7' for a double marker. All upright markers require a base of at least 4" thickness. The maximum overall monument height is 4'. The upright marker must fit on a base and that upright base cannot be larger than the base dimensions. Flat markers must be at least 3" thick. Benches must be made of a permanent non-wood material such as granite and must be placed on the foot of the grave. Board approval is required for nontraditional monuments and benches.

Upon burial The Association will collect a marker deposit. The deposit will be returned when a grave marker is placed on the plot. After two (2) years, if no marker is placed The Association may place a flat grass marker on the plot to preserve the location.

The marker deposit amount will be set by the Board of Directors prior to the annual meeting, to be voted on and recorded in The Association's annual meeting minutes, unless unchanged from previous year.

Sec. 4: Improvements - Permanent improvements of any kind located within the boundaries of The Cemetery must be submitted to the Board of Directors for approval prior to any work being performed. This includes planting of trees, plants, shrubs, placement of approved corner markers to define plot locations, and placing of any structure along with placement of head and foot markers.

Sec. 5: Containers - Glass or breakable containers and unsightly cans may not be placed on graves. One week after the interment, no more than three (3) containers of flowers may be placed on a grave. Any other such container or can placed on the grave may be removed by the caretaker.

Sec. 6: Plotted Plants, Wreaths and Other Decorations - Potted plants and cut flowers are permitted anytime, provided they are in appropriate, self-supporting containers or vases that can be readily removed. Sub-surface vases which can be inverted in ground and mowed over when not in use are recommended

Sec. 7: Removal of Flowers - Flowers and wreaths will be removed from the grave(s) one (1) week after burial. Members of the family desiring to retain flowers or wreaths from the grave must remove them prior to caretaker removal. Christmas ornaments will be removed from the grave(s) two (2) weeks after Christmas.

Sec. 8: Waste Disposal - All debris, rubbish and waste must be placed in containers provided by The Association for this purpose.

Sec. 9: Violations – With the approval of the Board of Directors, The Caretaker may remove any planting, grave decoration, effigy, structure or other object placed on a grave contrary to these rules and regulations.

Sec. 10: Liability – The Association shall not be liable for lost, misplaced or broken flowers, ornaments, vases or containers.

Sec 11: Cement Curbs - There will be no cement curbs placed around grave sites unless they do not extend above ground level, cement curbs placed prior to February 20, 2010 will be allowed.

Sec. 12: Plot Markers - Any family plots shall be marked by granite, concrete, or masonry materials. The plot markers shall be a minimum of 6"x6"x6", or approved by the Board of Directors and shall not extend above ground level.

Sec. 13: Enforcement - All Rules and Regulations of The Association shall be enforced by The Association and/or any person designated by The Association to have such authority.

ARTICLE XIII

Reserved Rights


The Association reserves the right from time to time, to enlarge, reduce, replat or change the boundaries or grading of the cemetery or any section thereof, including the right to modify or change the location of, remove or regrade roads, drives and/or drainage systems. The Cemetery Association reserves unto itself a perpetual right on ingress and egress over graves, grave space and lots for purposes of maintenance and for any and all lawful purposes.

ARTICLE XIV

Dissolution

In the event of dissolution of this corporation, after paying or making provision for payment of all the debts and other obligations of the corporation, all assets of the corporation shall be given to some other non-profit cemetery association exempt from paying Federal Income Tax, or to some other organization exempt from paying Federal Income Tax.


These By-Laws are hereby accepted on this day 23rd day of July 2022 by the Board of Directors of the Macedonia Cemetery Association.




Cathy Vance
President



Rebecca Dawson
Vice President


Open
Treasurer

Dune G. Tinker
Secretary



Bruce W. Attaway
Board Member at Large