

BY-LAWS OF THE

WHITES CHAPEL CEMETERY ASSOCIATION

ARTICLE I.  
NAME OF ORGANIZATION

The name of the organization shall be WHITES CHAPEL CEMETERY ASSOCIATION and is incorporated as a non-profit organization.

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 pass on the history and background of this cemetery from generation to generation.

ARTICLE III.  
MEMBERSHIP

SECTION 1 We recognize this body of the WHITES CHAPEL CEMETERY ASSOCIATION to be equal in rank and privilege, and democratic in spirit and principles, and by the will of the majority having been expressed, it becomes the minority to submit.

This policy and all other rules which shall be made in pursuance thereof shall be the supreme law of this Association, and every member of this Association shall be bound thereby, anything in the constitution and by-laws or rules of any other organization, within or without this Association, notwithstanding.

There are time-honored principles which have been adhered to and practiced by the people of this Association as the foundation of practice, and will be in the future as in the past.

SECTION 2 <sup>2</sup>Membership in this Association shall be open to any person who contributes to the maintenance of the cemetery, and/or to any immediate family member of any person buried in this cemetery. All members must subscribe to the Association Constitution and By-Laws.

SECTION 3 <sup>3</sup>The WHITES CHAPEL CEMETERY ASSOCIATION's regular meeting will be determined each year by the President of the Association, but held on a Saturday, prior to January 31. At the annual meeting all the previous year's business actions shall be reviewed and presented to the body for its ratification and/or approval. For all reports the accounting period will be January 1 through December 31.

<sup>2</sup>Amended by membership vote November 3, 2012

<sup>3</sup>Amended by membership vote January 3, 2015

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 by-laws.

SECTION 2 The Order of Business of Meetings shall be: (a) roll call of officers; (b) Reading of the minutes of the previous meeting; (c) Bills and communications; (d) Reports of officers and committees; (e) Unfinished business; (f) New business; (g) Good and welfare; (h) Treasurer's report; (i) Receipts and disbursements itemized; (j) Election of Officers, and (k) adjournment.

ARTICLE V.  
OFFICERS

SECTION II AMENDED BY MEMEBERSHIP VOTE NOVEMBER 7, 2009

SECTION 1 <sup>2</sup>Prior to the annual meeting, a nominating committee of three shall be appointed by the body to contact members to see if they are available and qualified for the different offices of the Association. They shall bring their recommendations to the body as needed. Nominations shall be accepted from the floor during the election of officers at the annual meeting. Officers must live in Texas, and must be willing to give of their time for a minimum term of three years. They must be willing to lead out when anything needs to be done.

SECTION 2 <sup>2</sup>The Officers of this Association shall consist of a President, Vice-President, Secretary-Treasurer and four Trustees. No two persons in the same household may be elected to office in the same year. <sup>1</sup>All Officers elected are only people that have family members buried in WHITES CHAPEL CEMETERY, except two honorary Trustees appointed by the President if necessary.

SECTION 3 All officers shall deliver to their successors all official materials within two weeks following the meeting at which they assume their offices.

SECTION 4 The Executive Committee of the Association shall consist of the elected officers of the Association. A quorum of the Executive Committee shall consist of four members.

SECTION 5 In case of vacancy occurs in an office during the year, the Executive Committee shall appoint a successor to fill the unexpired term of that office.

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<sup>1</sup> Amended by membership vote November 9, 2009

<sup>2</sup> Amended by membership vote November 3, 2012

SECTION 6 Duties of the Officers:

Duties of the President The President shall preside and maintain order over all meeting of the WHITES CHAPEL CEMETERY ASSOCIATION unless providentially hindered. He shall sign all necessary legal and financial documents approved by the body of the Association while he occupies the chair. He shall take no part in the debate except by consent of the majority of the members present. He shall enforce the Constitution and By-laws and acquire a working knowledge of parliamentary law and procedure. He shall become thoroughly familiar with the WHITES CHAPEL CEMETERY ASSOCIATION Constitution and By-laws. He shall hire, arrange for, and or supervise all work done on the cemetery.

<sup>2</sup>Duties of Vice-President In the absence of the President, <sup>2</sup>the Vice-President shall preside and perform the duties of the President and shall assist the President when needed.

<sup>2</sup>Duties of the Secretary-Treasurer In the absence of <sup>2</sup>the President and Vice-President the Secretary-Treasurer may open the meeting, and the body may elect on member to preside pro-tem. The Secretary-Treasurer shall keep minutes of the meeting, shall read the minutes of the previous meeting, and receive and keep a correct record of all money paid into the Association.

<sup>2</sup>The Secretary-Treasurer shall pay those routine bills which are dated properly and accompanied by receipt. Disbursements by check requiring more than five hundred dollars (\$500.00) must first be approved by the body of WHITES CHAPEL CEMETERY ASSOCIATION and must be signed by both the President and the Secretary-Treasurer of the Association. An EXCEPTION to the above guidelines shall be the purchasing of new earning assets by the Secretary-Treasurer, when funds are moved from the checking account to other funds within the same Association accounts. These rules shall be upheld unless a pressing need arises, in which case a unanimous vote of the Executive Committee may authorize a check to be issued.

<sup>2</sup>All contributions or donations to the Association shall be invested by the Secretary/Treasurer in safe, interest bearing accounts such as a savings account, checking account, money market or certificate of deposit having no greater risk factor than that generally associated with those accounts in federally insured banks or savings associations. These accounts can be used for earning assets, or paying associations obligations. With the exception of a permanent fund account which be established in the same manner, except the principal shall never be used. Only the interest from this account will be transferred to the Association's regular account and can be used for the association's obligations, or be invested in earning assets. These accounts shall be purchased for the shortest length of time to provide the maximum amount of interest and reviewed by the Executive Committee at least once each year. An EXCEPTION to this Section shall take place whenever any person donates a 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.

<sup>2</sup> Amended by membership vote November 3, 2012

December 11, 2017

<sup>2</sup>The Secretary/Treasurer shall prepare a financial report shall be posted at all regular meetings for all members of the Association to see.

<sup>2</sup>The Executive committee shall prepare a proposed budget for the coming year and the Secretary/Treasurer shall present the report at each annual meeting. The membership will vote to approve or change the budget during the annual meeting.

The Secretary-Treasurer has custody of all papers belonging to the Association and is not under charge of any officer of the Association. The records are to be open to all officers of the Association at all times. A record of birth and death dates of all future burials shall be recorded.

Duties of the Trustees The Trustees of the Association take the responsibility of transacting business voted upon by the body. They shall see that the Association is registered properly, and will examine the records at least once each year to see that they are kept in order and up to date. They shall keep a record of all tools and see that they are kept in a safe place. At the end of their term of office they shall turn the same over to their successors. They may bring before the Association any matters which need consideration.

#### ARTICLE VI. GENERAL RULES

<sup>2</sup>SECTION 1 All motions must have a simple majority vote of the members present in order to carry, except those motions which serve to amend the Constitution and By-Laws of the Association.

<sup>2</sup>SECTION 2 No fieldstones may be used as grave markers in the cemetery. No fieldstones now standing in the cemetery may never at any time be removed, unless another suitable marker be placed at the grave at the time of the old marker's removal. From time to time during normal cemetery maintenance, as unmarked graves are discovered, they shall be marked in some permanent fashion, so that they may not again be lost.

<sup>2</sup>SECTION 3 Burial spaces allowed for use by this Association convey only exclusive right of burial in those spaces. No actual real estate ownership is meant or implied. All property remains in the hands of the Association.

<sup>2</sup>SECTION 4 No franchise shall be given or sold at any price for services. <sup>2</sup>The use of any burial space is limited to one human interment. Any use as burial of an urn will be considered as use of a burial space. The permanent fund shall receive, prior to or upon burial, of any person within the cemetery property, a reasonable burial fee to be set uniformly from time to time by the association. All obligations to the Association shall be paid for within one year unless other arrangements are made with the Association. All burial usage will be conducted under the rules of the By-laws and the Constitution and authorization of the Executive committee.

<sup>2</sup> Amended by membership vote November 3, 2012

<sup>2</sup>**SECTION 5** Both the Secretary-Treasurer and the President of the Association shall sign the minutes of the Association's meetings.

<sup>2</sup>**SECTION 6** <sup>2</sup>Any office holder who is found short in his account or who embezzles the funds of this Association must be required to pay the full amount of their shortage or embezzlement to the Association and must forfeit his right to ever hold office in this Association again.

<sup>2</sup>**SECTION 7** The Executive committee shall prepare and present at each yearly meeting a proposed budget for the coming year.

<sup>2</sup>**SECTION 8** <sup>2</sup>General rules for the operation of the cemetery shall be retained in a procedure manual as determined by the Executive committee. This document will contain all standing rules which do not apply to the By-Laws.

ARTICLE VII.  
AMENDMENTS

These By-Laws may be amended by vote of two-thirds of the members present at the regular meeting of the Association, provided the amendment be read one year before being voted upon.

<sup>2</sup> Amended by membership vote November 3, 2012

December 11, 2017