

# **Bylaws of the Artondale Cemetery Association**

## **Article I Association**

### **Section 1 - *Name***

The non-profit corporation is the "Artondale Cemetery Association" (aka ACA).

### **Section 2 - *Members***

The owner of a burial plot or the descendants or family members of someone buried at Artondale Cemetery, or their agent.

### **Section 3 - *Voting***

Any member who has paid the current year's dues of \$15.00 per household address by the time of the Annual Meeting may vote. No more than two votes will be counted per address.

## **Article II Purpose and Objectives**

### **Section 1 - *Purpose***

To provide for the sale for the right of interment or "Deed: Conveyance of Burial Rights" in designated burial plots.

### **Section 2 - *Objectives***

To maintain and manage the Artondale Cemetery. To establish and keep a balanced budget for the Artondale Cemetery Association and maintain an organizational structure of the Association. To manage an Endowment Care Fund that will generate enough income to maintain the cemetery in a presentable state.

## **Article III Executive Board**

### **Section 1 - *Officers***

Members elected to the non-compensated positions of President, Vice President, Secretary, Treasurer, Sexton and a second Vice President as needed. They may appoint members as necessary to serve on various committees to assist in the operation of the Association.

### **Section 2 - *Duties of the Officers***

**President** - Preside over all meetings, call for special meetings, and perform other duties as directed by the Board.

**Vice President** - Perform the duties of the President when the President is not available.

**Secretary** - Responsible for the creation and preservation of records of all board and membership meetings. Provide copies of meeting minutes to members. Maintain updated membership records. Establish the communications, address and method for the

Association. Post meeting and event dates including when the cemetery gates will be open, and distribute to membership prior to Annual Membership Meeting.

Treasurer - Receive all monies, disburse to the appropriate accounts and pay debts. Record accurate amounts by date of receivables and payments. Submit yearly report for approval at Annual Membership Meeting.

Sexton - Maintain current layout and coordinate the sale and use of burial plots. Issue a "DEED/CONVEYANCE OF BURIAL RIGHTS" and a copy for the current bylaws to the new burial plot owner.

#### **Article IV Financial Administration**

##### **Section 1 - *General Fund***

The monies for this come from yearly dues, burial fees and donations. The General Fund is used for operating expenses and improvements.

##### **Section 2 - *Endowment Care Fund***

The monies for this come from excesses in the General Fund, interest, sale of burial plots and donations. (See Bylaws of the Artondale Cemetery Association Endowment Care Fund)

#### **Article V Cemetery**

##### **Section 1 - *Location***

The property is located at 5512 Hunt Street NW, Gig Harbor, (the Southeast intersection of 55<sup>th</sup> Avenue Court NW and Hunt Street NW), Pierce County, Washington.

##### **Section 2 - *Burial Plot***

The owner is purchasing the right to place remains, borders and markers in a designated area, within the perimeter of a lot, approximately 21 feet by 16 feet, subject to physical conditions. A plot measures approximately 4 feet by 10.5 feet. A burial plot selling price is \$200.00. The Association retains ownership of the property.

Per RCW 68.24.130, "It shall be unlawful for any person, firm or corporation to sell or offer to sell a cemetery plot upon the promise, representation or inducement of resale at a financial profit." Any subsequent sale to others requires the re-issuing of the Deed by the Sexton to the new owner. The owner, family or their representative may transfer the Deed or ownership record to the Association by contacting the Sexton. A temporary grave marker must be placed when the burial is made, and a permanent grave marker must be placed within one year of the burial. Burial plot preparation shall result in the top of outer burial container to be a minimum of 18 inches from the existing terrain surface. The removal of buried remains can only be accomplished after contacting the Sexton. Maintenance will be the responsibility of the registered owner, family or their representative. Removal of trees within a lot or plot requires coordination and approval from the ACA. The Association will maintain or remove trees, bushes and other vegetation when deemed to be detrimental to the normal operation of the cemetery.

**Section 3 - Miscellaneous**

The officers will be responsible for opening and closing the gates. The Association will maintain the driveways; alleys, gates, fences, signs and all other non-burial plot items.

**Article VI  
Meetings**

**Section 1 - General**

Regular meetings will be held at a frequency, time and place designated by the President. The Annual Membership Meeting will be held in April of each year and the location shall be communicated to members with current addresses in sufficient time for attendance. *Robert's Rules of Order* shall be followed. A quorum is a majority of ACA officers. The election of officers will be by a majority vote made up of a quorum of current officers and ACA members in attendance.

**Section 2 - Special**

At the discretion of the President, unadvertised meetings can be called. The purpose and results will be reported at the following Annual Membership Meeting.

**Article VII  
Amendments**

**Section 1 - Method**

These Bylaws may be amended by a majority vote at the Annual Membership Meeting.

**Section 2 - Effective Date**

Approved and adopted by a majority vote of the members present at the Annual Membership Meeting.

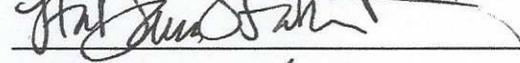
**Section 3 - In Witness**

Approved and adopted on the 27<sup>th</sup> day of April 2013.

President:



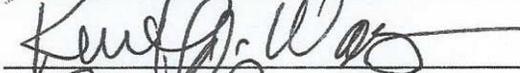
Vice President:



Secretary:



Treasurer:



Sexton:

