

THE BY-LAWS OF THE EVERGREEN CEMETERY ASSOCIATION
(Adopted 1927, updated September 2010)

- 1) The Cemetery Board shall consist of at least 7 and no more than 11 Trustees, who shall be elected to 3-year terms. A quorum consists of a simple majority of those currently serving.
- 2) The President shall preside at all meetings of the Trustees and shall call meetings of the Board when he shall deem it necessary or whenever requested to do so by 3 Trustees. In his absence, the Vice President shall preside.
- 3) The Secretary shall keep all minutes of meetings of the Board and all books for record.
- 4) The Treasurer shall regularly provide the financial report to the Trustees of the Association for each year. It shall be the duty of the Treasurer to sign all Deeds executed by the President, to receive all monies belonging to the Association, pay them out on legally drawn orders, keep a just and accurate account of the same, and report the same at each annual meeting. The Treasurer shall be bonded by the Association for the faithful performance of duties.
- 5) The Annual Meeting shall be on or before the last day of June. It shall be the duty of the Secretary to give public notice of the annual election of Trustees in the manner required by law. The notice shall be served by publication in a newspaper published in the county in the state in which the principal office of the corporation is located, once a week for 3 successive weeks next preceding the date of the meeting.
- 6) Not for Profit Corp. Law 1512(g) provides that a person has one vote per Deed. If that person has more than one Deed, they have more than one vote. They must be allowed those votes. Proxy votes are allowed and must be properly verified by the Board of the cemetery.
- 7) Association Treasurer issues a Deed for the Lot purchased after payment has been processed. At time of burial or interment, Evergreen Cemetery issues a "Record of Body/Remains Received for Burial" – this serves as a receipt of payment of burial fees.
- 8) The minimum allocations by law for each lot sold is 10% to the Permanent Maintenance Fund; 15% to Current Maintenance Fund, and the remainder to the General Fund of the cemetery for the Board's expenditure for upkeep and actual running expenses of the Association.
- 9) Caretaker is appointed by the Board on an annual basis.