

The Heath Cemetery Association Bylaws & Constitution

PREAMBLE

We, the surviving members of loved ones and friends buried in the Heath Cemetery and present members of the Heath Cemetery Association, declare and establish these Bylaws and Constitution to preserve and secure the principles of former members in governing the cemetery in an orderly manner, preserving the appearance and establishing policies and procedures to govern the Association and the preservation of the cemetery.

ARTICLE I

- NAME -

This association shall be known as the Heath Cemetery Association, Heath, Texas.

ARTICLE II

- PURPOSE -

The objective of the Heath Cemetery Association is to preserve the appearance of the cemetery, to control the usage of the cemetery, to provide rules and requirements for governing the cemetery, and to maintain the cemetery contribution in the manner in which it has always been conducted.

ARTICLE III

- MEMBERSHIP -

All persons who are directly interested or manifest an interest by helping by work or contribution to the welfare of the association is eligible, if present, to vote in a public meeting. These persons must be a present resident or a former resident of the City of Heath, Texas, have an immediate family member buried within the cemetery, and/or have a plot reserved within the cemetery.

ARTICLE IV

- PROPERTY -

Section 1: Acreage – The Heath Cemetery was surveyed in 1973 showing approximately 7.250 acres of land more or less within the fenced area of the cemetery located on Smirl Drive (FM 1140) in the City of Heath, Texas.

Section 2: Building – A storage building on the property is used to store maintenance equipment for maintaining the cemetery.

Section 3: Equipment – The equipment stored in the storage building is for use in maintaining the Heath Cemetery. To remove any equipment from the cemetery property requires the approval of a Director.

ARTICLE V

- MEETINGS -

Section 1: Annual Meeting – The annual meeting of the Heath Cemetery Association shall be held in Heath, Texas on the first Monday of March at 7:00pm at Heath City Hall.

Section 2: Special Meeting – A specially called meeting may be scheduled at any time by the Directors. Prior notice of at least one-week to as many members as possible is required for a special called meeting.

ARTICLE VI

- LEADERSHIP AND OFFICERS -

Section 1: Directors – The association shall have a governing body of three (3) Directors and one (1) Alternate Director. All Director and Alternate Director positions are strictly voluntary and receive no compensation of any kind.

- A. The Directors shall be elected at the annual meeting, when needed, by the association members.
- B. Directors shall serve as the spokespeople for the association and make all of the decisions in regards to the operation and maintenance of the cemetery.

Section 2: Secretary – The association shall have one (1) Secretary. The Secretary position is strictly voluntary and receives no compensation of any kind.

- A. The Secretary shall be elected at the annual meeting, when needed, by the association members.
- B. The Secretary shall record the minutes of the association business meetings. The records are to be kept in an orderly manner and shall be available to any member upon request.
- C. The Secretary shall keep a list of all persons buried during the year. This list shall become a permanent part of the annual meeting minutes and will also be provided to the Treasurer to include in the annual report.
- D. The Secretary shall keep all previous records and turn them over to the newly elected Secretary, when applicable.

Section 3: Treasurer – The association shall have one (1) Treasurer. The Treasurer position is strictly voluntary and receives no compensation of any kind.

- A. The Treasurer shall be elected at the annual meeting, when needed, by the association members.
- B. The Treasurer shall be responsible for the receiving, handling and accounting of all donations received by the Heath Cemetery Association and the payment of all expenses incurred during the year.
- C. The Treasurer shall maintain an itemized accounting record of contributions received and expenses paid for the year.
- D. The Treasurer shall provide a copy of the yearly accounting record and the names of those buried the previous year to each person attending the annual meeting or upon request.
- E. The Treasurer shall maintain a record of all contributors' mailing addresses. This record shall be maintained and updated continually.
- F. The Treasurer shall keep all previous records and turn them over to the newly elected Treasurer, when applicable.

ARTICLE VII

- BURIAL POLICY -

Section 1: Appearance – This is the purpose of the Association Board Members of the Heath Cemetery Association.

- A. No permanent vegetation (i.e. trees, bushes, hedges, etc.) shall be planted on or around a burial plot at any time.
- B. Floral arrangements, real or artificial, may be placed on a grave at any time. When the arrangement no longer has a pleasing appearance, it will be removed.
- C. Holiday specific arrangements will be removed a month following the holiday.
- D. No curbs, blocks, bricks or any other items are to be placed around any plot.

Section 2: Contributions – The Heath Cemetery depends upon volunteer workers and monetary donations. For the most beneficial appearance, it is the responsibility of all concerned individuals to contribute yearly and to assist, if possible, in maintaining the grounds.

Section 3: Burial Form – A form is to be given to the family arranging for burial. This form shall contain information needed for the permanent records and additional information needed for/from the family.

Section 4: Funeral Home – The funeral home handling the burial must communicate with one of the Directors in regards to the burial site before, during, and after a service.

Section 5: Burial Permission – No burial is to be arranged or any plot selected without the approval of one of the Directors. The names and phones numbers for all Directors are posted at both cemetery entrances.

- A. A burial fee must be collected before a burial can take place.
- B. The Heath Cemetery Association members will decide upon the burial fee by majority vote at the annual meeting or any specially called meetings, as needed.

Section 6: Plots – Plots do not have a cost in the Heath Cemetery.

- A. In order to reserve a plot, the individual must be a current or previous resident of the City of Heath, have an immediate family member buried within the cemetery, and/or receive unanimous approval from the Directors, as space allows.
- B. One person can reserve no more than two (2) burial plots.
- C. Once plots have been chosen, there is a sixty-day (60) time frame in which the plots must be marked. (See Section 7)

Section 7: Plot Markers – All markers must meet the following specifications.

- A. Markers must be flat.
- B. The marker must be made of concrete with minimum dimensions specified by the Directors.
- C. Individuals may construct their own marker according to the specified dimensions or hire it done.
- D. Before a marker is poured, one must receive the approval of one of the cemetery Directors in order to continue.

Section 8: Cremation – Individuals that choose to be cremated must still pay the burial fee.

- A. A plot must be reserved before ashes can be buried.

- B. The ashes must be buried with at least eighteen (18) inches of dirt on top.
- C. Ashes may be scattered in the cemetery but a Director must give permission beforehand and a burial fee must be collected.

ARTICLE VIII

- AMENDMENTS -

The Bylaws and Constitution may be amended or revised, all or in part, by a majority vote of the members of the Heath Cemetery Association at any annual or specially called meeting, provided sufficient notice has been given for understanding of the amendment or amendments.