

BY-LAWS OF THE _____ CEMETERY

_____, ILLINOIS.

Month Day Year

Upon a Resolution by _____, seconded by _____, the _____, Illinois by a **UNANIMOUS** vote, adopted the following By-Laws during its _____ meeting at _____.

Article 1 BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of not more than eighteen (18) persons (Catholics) one of whom shall be the Cemetery Manager. The Board Members shall be appointed by their Parish Pastors. They shall serve at the pleasure of the Parish Priest/Parochial Administrator/Parish Life Coordinator.

Section 2. Five (5) members shall constitute a quorum for the transaction of business.

Section 3. There shall be four (4) quarterly meetings during the year in the months of January, April, July and October at a time, date and place set by the Cemetery Manager. The July meeting shall be the Annual Meeting at which Officers shall be elected by the Board of Directors.

Special meetings may be called by the Cemetery Manager, the Priest/Parochial Administrator/Parish Life Coordinator or upon the written request of three (3) Board Members.

The Cemetery Manager shall give notice of regular or special meetings in writing addressed to each member of the Board.

Article 11 OFFICERS

Section 1. The Officers shall be a President, Vice President and Secretary/Treasurer.

Section 2. President: The President shall be elected by the Board of Directors at the Annual Meeting in July. He shall serve for a period of one year and until his successor is elected. The President shall preside at all meetings of the Board. He shall appoint all Committees and shall be ex officio a member of all Committees.

Section 3. Vice President: The Vice President shall be elected at the Annual

Meeting in July. He shall serve for a period of one year and until his successor is elected. The Vice President shall perform, in the absence of the President, all duties of the President.

Section 4. Secretary/Treasurer: The Secretary/Treasurer shall be the Secretary/Treasurer of Calvary Cemetery. The Secretary/Treasurer is empowered to sign all deeds for lots. The Secretary/Treasurer shall take charge of the funds of the Association and deposit them where the Board designates. The Secretary/Treasurer shall provide a quarterly report at each of the Board meetings or more often if requested.

Article 111 Cemetery Manager

The Cemetery Manager shall be appointed by the Parish Priest/Parochial Administrator/Parish Life Coordinator, with direct charge of cemetery operations to include office procedures, general cemetery maintenance, personnel and job performance, the sale of burial spaces and income care, and any additional duties necessary for the preservation and progress of the Association. At all times, he is to work closely with all Officers and members of the Board in matters relating to the proper operation of the cemetery.

Article IV CONTRACT FOR LOTS AND EASEMENTS

Section 1. The Catholic Cemeteries, Diocese of Springfield in Illinois Burial Easement/Interment contract is to be used as the only means of conveying a burial easement.

Section 2. The Burial Easement/Interment Contract must be signed by the Parish Priest/Parochial Administrator/Parish Life Coordinator. In all instances, however, the Cemetery Manager shall cause a record of each Burial Easement contract to be noted in the proper manner on the books of the Cemetery.

Article V. ALTERATION OF BY-LAWS

Section 1. The By-Laws may be amended by a two-thirds vote of all members of the Board present at any regular meeting.

Section 2. Any By-Law or Rule may be temporarily suspended upon a vote of a Quorum.