

Bylaws of Chestnut Hill Community Cemetery Association (CHCCA)
Established May 19, 2019

This Association was established at the closure of the Chestnut Hill United Methodist Church, effective June 30, 2019, for the purpose of preserving and maintaining the Chestnut Hill Methodist Church Cemetery, located in Ashe County, North Carolina. The Association shall be operated as a non-profit organization, with no personal benefit to any member of the Association.

MEMBERSHIP

The Association is composed of members who meet the burial eligibility requirements.

MANAGEMENT

These Bylaws provide for the management and care of the Chestnut Hill Community Cemetery through a Board of Directors initially elected and approved by the Charge Conference on May 19, 2019 and approved by conference officials. Succeeding directors will be elected by the Association membership.

MEETINGS

The Board of Directors shall set the time and place of the annual meeting or subsequent meeting(s) as necessary to perform their duties for the betterment of the Association. The Annual meeting shall be held during the month of June each year, unless otherwise designated by the Board of Directors. Association members shall be informed in writing by mail, email, or phone call no less than two weeks prior to said meeting. The Chair of the Board of Directors may call meetings of the Board of Directors as necessary to oversee the management of the cemetery.

DIRECTORS

The original board of directors shall be elected for staggered terms of 1 year, 2 years, and 3 years. All directors elected after the board is formed will be elected for a 3-year term. Directors whose terms expire are elected annually by simple majority of Association members present and may succeed themselves. The number of directors elected shall be a minimum of 5 and a maximum of 7. A director vacancy may be filled by the Chair, with approval of a majority of remaining directors.

OFFICERS AND ADMINISTRATION

Officers shall be elected annually from and by the directors for the current year and requires a quorum and simple majority of those directors present. A majority of the directors is required for a quorum. Officers of this association shall be Chair, Secretary, and Treasurer. These officers may succeed themselves.

1. The Chair shall preside at all meetings and shall be charged with the responsibilities pertaining to policy, programs, management, business, properties, and performance. He/she may appoint such individuals and committees, as they may deem necessary to the accomplishment of their charge.
2. The Secretary shall keep the records of the Association proceedings and unless otherwise assigned by the Chair: conduct the correspondence of the association, issue notices as are provided for in these bylaws and perform other and further duties as the Chair may request or the Board assign.

3. The Treasurer shall collect all monies and issue receipts for the same. They shall deposit all such monies in the name of CHCCA with some bank designated by the Board of Directors of CHCCA. This includes monies distributed from CHCCA Cemetery Endowment held by the North Carolina Community Foundation for the upkeep and maintenance of the cemetery. The Treasurer shall make a complete report to the Association at the annual meeting of the Association and make copies available for distribution at the annual Decoration Day for CHCCA (Father's Day – the 3rd Sunday of June).

ENDOWMENT

The NCCF Endowment was established by the Chestnut Hill United Methodist Church in 2001, for the maintenance and perpetuity of the church building and cemetery. This endowment makes grants available based on fund earnings from the prior year and determined by the NCCF. Grants may be applied for each year on an annual, biannual, or quarterly basis based on the requirements of the NCCF fund. Additions to the endowment may be made at any time. CHCCA will follow the state requirements of 10% of all plot fees being deposited in trust for the care in perpetuity of the cemetery. (NC law stipulates the existence of an endowment to provide in perpetuity for the care of a public cemetery). The NCCF endowment fund name changed upon the closure of CHUMC June 30, 2019 to _____.

FINANCE

The Board of Directors of the Association shall review annually and designate a depository for funds of the Association. All funds withdrawn shall be by the signature of either the Chair or Treasurer. Any check equal to or greater than \$500 must have the signature of both the Chair and Treasurer. The Board shall establish the procedure/requirement for the issuance of checks.

RULES AND REGULATIONS

All meetings shall be conducted using Roberts Rules of Order. Rules and Regulations for the government of the CHCC Association provide for the Directors to have full authority to prescribe such rules and regulations as necessary to insure proper management, maintenance, care, preservation, and for the security and protection of Chestnut Hill Community Cemetery.

BURIAL ELIGIBILITY

The cemetery was established by the Chestnut Hill Methodist Church in 1913, for the purpose of providing burial space for its members and their community. The CHCCA Association was formed to provide for the oversight of the cemetery after the Chestnut Hill United Methodist Church was closed June 30, 2019 by the Appalachian UMC conference.

Burial spaces are reserved through the CHCCA Board of Directors for a fee. The Cemetery is operated and maintained by a Board of Directors and depends on distributions from the NCCF Endowment and fees and contributions held in the CHCCA checking, and/or CHCCA CD accounts.

Members of the association are eligible for burial sites in the CHCC and are limited to:

1. Those with reservations confirmed by the Chestnut Hill United Methodist Church Cemetery Records.
2. Residents of the Chestnut Hill Community, Ashe County, NC.

3. Family members with up to a 2-degree separation of those buried in the Chestnut Hill Community Cemetery.

AMENDMENTS

Any Amendment to these Bylaws shall be proposed by resolution in writing. Such resolution may be discussed, amended, or otherwise altered in accordance with parliamentary procedure, and when called for a vote, shall be balloted upon at the annual meeting. If the Resolution or amended Resolution be adopted by a 2/3 majority vote of the members present, the same shall become effective. No vote shall be taken unless the Secretary has given written notice to all Association members through mail, email, or public announcements, including the proposed changes, not less than seven (7) days prior to the date and time and place of such meeting.

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

SIGNAGE: Contact information is to be provided in writing each year at Decoration Day and a sign is to be posted and updated as needed at the northeast corner of the fence. The first Board of Directors is to order a sign that can be economically changed as directors change and contain the name of the cemetery, at least 3 names of current directors and their contact phone numbers. The Board of Directors is charged with updating the sign within one month of any changes.

RESERVATION RECORDS: A digital and hard copy of the cemetery burial information and reserved plots is to be maintained by every member of the Board of Directors. The treasurer is to provide receipts of deposits for plots, payments on plots, and contributions for the general care of CHCC.A A copy of receipts is to be held by the treasurer and the payee.

BURIAL RECORDS: The Secretary is to maintain records of burials and plot locations and submit updates to the office of state cemetery burial records as the law dictates.

MAINTENANCE: The chair is to appoint a director to oversee the maintenance of the cemetery, which includes: biweekly mowing during the growing season, planting and weeding in the memorial garden, trimming and clearing of trees and bushes as needed, painting the fence at least once a decade (beginning in 2020), staining the benches and picnic tables at least every 3 years (beginning in 2019), and checking if any headstones need repair. Families of the deceased are responsible for cleaning headstones.

ANNUAL REPORT: The chair is to direct the compilation of reports of work, burials, expenses, and income for distribution at the annual meeting.

RULES FOR BURIAL

The following rules for use of the Cemetery establish your responsibilities, those of this Association and the mortuary of your choice. They will be of assistance to you when the time comes to have a burial in CHCCA cemetery.

1. Contact one of the Cemetery Board of Directors and state your desire to use Chestnut Hill Community Cemetery.

- a. Establish with that Director your eligibility to use the Cemetery. See membership eligibility above.
 - b. After your eligibility is established, assist that director in determining the appropriate gravesite for burial.
2. Make funeral arrangements with the mortuary of your choice. Remind your funeral director that he must confirm burial location and permission from a Director before burial arrangements can be completed.
3. Fees are paid as per the contract signed by the grantee.
4. Your funeral director will arrange for opening and closing the grave as well as other services you will request of him.