

## ***BY-LAWS***

### **ARTICLE I Membership**

The membership of this association shall consist of any person or heir holding title to a plot. One owner of each plot is entitled to vote at the bi-annual Plotholder's meeting. Any other person interested may attend all meetings but shall not have voting privileges.

### **ARTICLE II Board of Trustees**

A Trustee may be any member of the public voted in by a majority votes during the Plotholder's meeting. The Board of Trustees, nine in number, shall conduct the business of the Association and shall establish and enforce such rules and regulations as are deemed necessary for the proper operation of the Cemetery.

### **ARTICLE III Annual Plotholder's Meeting**

Plotholder's meeting will be held on the first Saturday of November of each year at 9:00 am in the Chapel of the Association located at the Stanhope Union Cemetery, Love Lane/Waterloo Road, Stanhope, NJ. Notice of this meeting shall be advertised in the local (Daily Record, Morristown) newspaper at least two weeks prior to the meeting.

### **ARTICLE IV Trustee Meetings**

Trustees on the Stanhope Union Board will convene quarterly (or as deemed necessary) on the fourth Thursday of January, April, July, and October at 6:00 pm in the office of the Association located at the Stanhope Cemetery. Committee meetings will meet monthly at the discretion of the Committee Chair.

### **Annual Reorganization Meeting**

At the November meeting, three Trustees shall be elected for a term of three years each and any vacancy shall be filled for the rest of the term. A President, Vice-president, Secretary and Treasurer shall be elected at the November reorganization meeting. Five members shall constitute a quorum.

## **ARTICLE V**

### **Appointment of Committees**

At the November reorganization Trustees meeting the newly appointed President shall appoint three standing committees. To be designated as Finance, Grounds, and Public Relations. Each of these committees shall consist of three members and shall serve until the next annual meeting.

#### **Section 1. The Grounds Committee:**

Shall have supervision of the Cemetery and all repairs and improvements to or upon maintenance and beautification of the Cemetery; shall make a report at each plotholder's meeting on accomplishments and future plans.

#### **Section 2. The Finance Committee:**

Other than the Treasurer, Financial Committee members, shall examine the accounts of the Manager, Secretary and Treasurer annually and report thereon to the Trustees.

#### **Section 3. The Public Relations Committee:**

Shall make recommendations on improving present services offered and future needs of the Cemetery; shall maintain Social Media sites and Cemetery Website to keep plotholders abreast of Cemetery news and information; shall make a report at each plotholder's meeting on accomplishments and future plans.

## **ARTICLE VI**

### **Duties of Officers**

**Section 1.** It shall be the duty of the **President**, to preside at all meetings of the trustees or plotholders and to enforce all rules and regulations of the Association.

**Section 2.** It shall be the duty of the **Vice-President**, in the absence of the President, to preside at all meetings of the trustees or plotholders and to enforce all rules and regulations of the Association.

**Section 3.** It shall be the duty of the **Secretary** to keep an accurate record of proceedings occurring at the meetings of the Board of Trustees or plotholders and to make a permanent record of the same; to be the keeper of the seal of the Association.

**Section 4.** It shall be the duty of the **Treasurer** to pay all operating bills on a current basis; to make other expenditures as authorized by the Board of Trustees; to render a statement in writing at each meeting of the Association of receipts and expenditures for the preceding year; to deliver his/her successor in the office all property belonging to the Association that he/she may have in his/her custody or be liable for at the time of his/her retirement.

## **ARTICLE VII**

### **Voting**

The use of **Proxy Votes** at plotholders and/or special meetings are permitted.

## **ARTICLE VIII**

### **Amendments**

These articles may be altered, amended, changed or added to as the need arises. Proposed changes must be submitted in writing to the Board of Trustees and presented at the Plotholder's meeting. The amendments or changes would be adopted by a majority vote of the Plotholders present.

## **ARTICLE IX**

### **Order of Business**

Call to order by the President  
Reading of minutes from previous meetings for correction and approval  
Secretary's report  
Financial report by the Treasurer  
Standing & Special Committee reports  
Unfinished/Old Business  
New Business  
Adjournment