

Lakewood Cemetery Association
BY-LAWS
of the
Lakewood Cemetery Association

Article I- Membership

Section 1. All individuals with burial rights in the Lakewood Cemetery are members of the Lakewood Cemetery Association, and as such are entitled to attend annual meetings of the Association, to vote on Association matters at such meetings, and to hold office in the Association.

Article II- Meetings

Section 1. A meeting of Association members shall be held in August of each year. The purpose of this meeting is to elect members of the Board of Trustees and to discuss matters pertinent to the operation of the cemetery. The time and place of this meeting shall be announced in at least one newspaper published in Otsego County, for a period of three consecutive weeks immediately preceding the meeting. The election of trustees and other issues that may come up at this annual meeting shall be decided by a simple majority vote of the members present at the meeting. Each "lot" gets one vote. If a lot has more than one owner, its owners must designate in writing which one of them gets to vote. A quorum for meetings shall consist of at least five owners who have the right to vote.

Article III- Board of Trustees

Section 1. The Trustees elected at the annual meeting shall hold office for a term of three years. There shall be up to nine (9) trustees. The terms of office shall be staggered so that three positions become vacant each year. Members of the Board of Trustees shall serve without remuneration of any kind. A Trustee may be removed from a position at any meeting of the Board of Trustees by a two-thirds (2/3) vote.

Section 2. The Trustees shall hold a meeting, within ten days after the annual meeting, for the purpose of electing officers of the Board, i.e., a president, secretary, treasurer, and such other officers as may be deemed necessary by the Board. Those elected shall hold office until the next annual meeting of members. If a vacancy occurs in the Board between elections, the President of the Board of Trustees shall nominate person(s) to fill the vacancy. The board of Trustees will vote on the nominees(s). These positions will be held until the next annual meeting of the Association.

Section 3. The Board of Trustees shall operate the cemetery and manage the affairs of the Association in such a way that burials are performed efficiently, the cemetery is a credit to the community, and the Association remains solvent. The actions of the Board shall conform to guidelines set forth by the New York State Division of Cemeteries and shall be subject to review by the membership at the annual meetings.

Section 4. The President of the Board of Trustees shall preside over all meetings of the Board, and may call a meeting of the Board whenever he/she deems necessary or when requested to do so by any two members of the Board. A quorum for the transaction of any business, including election of officers, at any meeting of the Board shall consist of at least five members.

Section 5. The Board Secretary shall maintain minutes of all meetings of the Association and the Treasurer shall maintain records of all financial transactions involving the cemetery. An independent professional accountant shall audit the finances of the Association as required by law.

Section 6. The Board of Trustees shall employ a Superintendent to manage the day-to day operation of the cemetery.

The Superintendent:

- shall see to the opening and closing of graves and attend all interments;
- shall keep a record of interments and maintain maps of the cemetery grounds showing roadways, plots, and graves;
- shall maintain the cemetery grounds in an appropriate manner and in compliance with the recommendations of the Board;
- shall see to it that all rules and regulations of the Board are observed by visitors and employees;
- shall have general control, under the direction of the Board, over all improvements made on cemetery grounds;
- shall have charge of all tools, equipment, and structures belonging to the Lakewood Cemetery Association;
- shall perform such other duties as may be required by the Board of Trustees.

Article IV- Amendments

Section 1. These by-laws may be amended at the annual membership meeting by a two thirds majority of Association members present at the meeting, but no amendments shall be effective until approved by the New York State Cemetery Board.