

## Another Proposed Change to our By-Laws

### Article IV - NEA MGI Board

- A. The membership of the Board shall be made up as follows;
  - i. Chair;
  - ii. Vice-Chair;
  - iii. Treasurer;
  - iv. Secretary;
  - v. Two (2) Directors;
  - vi. Two (2) Representatives, as Directors, from each Cemetery which the NEA MGI manages and will be selected as defined in NEA MGI Policy & Procedure Manual;
  - vii. Cemetery Committee Chairs, as Directors, as defined in NEA MGI Policy & Procedure Manual;
  - viii. Under no case shall the number of Directors on the Board be less than two (2) or more than sixteen (16).

### Change to

### Article IV - NEA MGI Board

- A. The membership of the Board shall be made up as follows;
  - i. Chair;
  - ii. Vice-Chair;
  - iii. Treasurer;
  - iv. Secretary;
  - v. Past Chair
  - vi. Two (2) Directors;
  - vii. Two (2) Representatives, as Directors, from each Cemetery which the NEA MGI manages and will be selected as defined in NEA MGI Policy & Procedure Manual;
  - viii. Cemetery Committee Chairs, as Directors, as defined in NEA MGI Policy & Procedure Manual;
  - ix. Under no case shall the number of Directors on the Board be less than two (2) or more than sixteen (16).

### J. Duties

- i. In general all the positions duties shall be that which is normally associated with that position.
- ii. The Chair shall be the Chief Executive Officer of the NEA MGI and shall preside at all meetings of the Board and Membership.
- iii. The Vice-Chair assists the Chair in carrying out the duties of their office.
- iv. iv. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair.
- v. The Secretary is responsible for taking the Minutes of all the NEA MGI meetings and maintaining copies of said Minutes and send to all members of the Board within 3 weeks of the meeting and post a copy to NEA MGI's Google Drive.
- vi. The Treasurer shall have care and custody of all the NEA MGI funds and maintain bank accounts as designated by the Board. Complete a monthly financial report and send to all members of the Board and post a copy to NEA MGI's Google Drive.
- vii. Directors and Cemetery Representatives will complete all duties as assigned by the Board of NEA MGI.
- viii. Committee Chairs will chair and lead the Committee for which they chair.
- ix. A full and more comprehensive list of Duties and Responsibilities of all the Members of .the Board of NEA MGI are listed and defined in NEA MGI Policy and Procedure Manual.

### Add in

The Past Chair will be a voting Position and will act as an advisor to the Board as a whole.