

CEMETERY ASSOCIATION CONSTITUTION

Rev. 2007

The Church Council shall appoint for a term of one year, three members of the congregation in good standing, as the Cemetery Board of Trustees, who shall be responsible for the care and management of the church cemetery as set forth in the By-laws. A trustee appointed by the Council shall be one of these members, and will act as a liaison between the Church Council and this association. Members of the Cemetery Board of Trustees may be re-appointed from year to year.

The Church Council shall fill any vacancy caused by resignation or death within 30 days of the vacancy.

Within twenty days after their appointment, the Cemetery Board of Trustees shall meet and elect from among their number a President, a Vice-President, and a Secretary-Treasurer.

The duties of the President shall be to preside at all meetings of the Cemetery Board of Trustees. He shall be authorized to sign all checks, burial grants and perpetual care agreements. He shall generally perform all such other duties as usually devolve upon such office, and do and perform all duties as may be required of him by the Cemetery Board of Trustees.

The duties of the Vice-President shall be to discharge the duties of the President in the event of his absence or disability, or any cause whatever, and such other duties as may be required of him by the Cemetery Board of Trustees.

The duties of the Secretary-Treasurer shall be to keep and account for all the monies of the Cemetery Board of Trustees and shall disburse the same by check signed by the President and counter-signed by the Secretary-Treasurer. The Secretary-Treasurer shall keep a record of the proceedings of the meetings of the Cemetery Board of Trustees, and keep a record of the burials made in the cemetery. He shall keep such further records, as the Cemetery Board of Trustees shall deem necessary to carry out the requirements of the Board. He shall sign all burial grants and perpetual care agreements. He shall be furnished with such a bond as is fixed by the Cemetery Board of Trustees. The Cemetery Board of Trustees may make a reasonable annual assessment upon all members of St. John United Church of Christ for cleaning, care and improvement of the cemetery as a whole. Such assessment shall not exceed \$10.00 per year, per member. Holders of perpetual care agreements shall also be subject to this assessment. The Secretary-Treasurer shall forthwith mail notice of such assessment to each member of the church, directing payment to the Secretary-Treasurer of the Cemetery Board of Trustees within thirty (30) days of the date of the notice.

Grave spaces for burial may be granted to any active member in good standing as defined in the Church constitution under By-Laws 1 and 3, page 8, to children of active members, or to a former member who left the congregation in good standing. Burial spaces shall be provided in the Church cemetery by rotation, except that two (2) adjacent burial spaces may be reserved for a wife, husband, or children at the time of the designation of a burial space. All members, or former members, granted a grave space for burial shall be given a perpetual care certificate. Payment for the burial grant of this grave space, and any adjacent grave shall be made to the

Secretary-Treasurer of the Board of Trustees before burial shall be permitted, or through the funeral director responsible for funeral arrangements.

The cost of the burial grant to an active member, their spouse, or children, for each grave, which includes perpetual care, shall be \$200. This does not include the cost for the grave opening.

The cost of the burial grant for each grave for former members who left the congregation in good standing and their spouse or children, which includes perpetual care, shall be \$400. This does not include the cost for the grave opening.

In the event the holder of burial grant and perpetual care certificate leaves the church, the holder may retain the right to burial on such space as was purchased and assigned.

No burial grant or perpetual care certificate is assignable without permission of the Cemetery Board of Trustees.

All funds received by the Secretary-Treasurer shall be deposited and invested in the name of the Cemetery Board of Trustees in a General Fund, and a Trust Fund. Funds received from the sale of burial grants, or special gifts or donations so designated, except when otherwise provided, shall be deposited in the Trust Fund, and may only be drawn upon to make investments, or used to purchase additional cemetery land. Interest income from the Trust Fund investments shall be used for the payment of such expenses as necessarily incurred in the operation and maintenance of the cemetery. All other funds received such as interest, annual assessments, or special gifts so designated shall be deposited in the General Fund from which shall be drawn the monies necessary to maintain the cemetery.

All investments made by the Cemetery Board of Trustees with funds from the Trust Fund shall be made subject to Chapter 320 of the Revised Statutes of the State of Wisconsin and acts amendatory thereto, or in such manner as may be approved by the County Judge of Washington County.

The Cemetery Board of Trustees, appointed by the Church Council, shall be responsible for the care and management of the cemetery grounds in all respects except the buying and selling of real estate which power shall remain with the congregation. Only the Board of Trustees shall issue burial grants and perpetual care certificates. The board may set up rules and regulations covering the care and management of the church cemetery, the church council must approve the adoption of which.

The cemetery board of trustees shall present a written report of its yearly activities to the church council at its January meeting, and to the entire congregation at its annual meeting.