

## THE GREEN CEMETERY ASSOCIATION BYLAWS

### ARTICLE I

#### MEMBERS

Members of The Association shall be owner(s), or duly recognized representatives of owner(s) of Burial Lots or of Burial Privileges issued by The Association since its organization. Each member shall have one vote at meetings of The Association. Voting may be done in person or by signed and witnessed proxy, duly executed for a specified meeting. Due recognition of representatives shall be solely at the discretion of the Executive Committee with any question resolved by a majority vote of said committee.

### ARTICLE II

#### OBJECT OF THE ASSOCIATION

The Association is formed under the provisions of Section 1868 of the General Statutes, as amended by Chapter 104 of the Public Acts of the State of Connecticut passed at the January session of 1897, for the purpose of procuring establishing and caring for The Cemetery or place of sepulture, located near the northeast corner of the intersection of Main and Hubbard Streets, and such additions thereto, and other grounds, as may hereafter be procured by The Association for cemetery purposes. The Association shall specify the type of gravesite markers to be used but shall not be responsible for the markers.

### ARTICLE III

#### OFFICERS

The Officers of The Association shall be President, Vice-president, Secretary, and Treasurer who shall be elected by majority ballot and installed at the annual meeting of The Association. They will hold office for one year or until their successors be chosen and qualified.

### ARTICLE IV

#### COMMITTEES

##### Section 1. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers named in Article III, and up to two (2) other members of the Association to be chosen by majority ballot at the annual meeting. The Executive Committee shall contract with a Superintendent for The Cemetery, appoint a Chairperson of the Finance Committee, appoint an Historian, fill vacancies in the offices until the next annual meeting and have the general management of the affairs of The Association in the interim between annual meetings. Any member of the Executive Committee may convene the Committee by giving each member a minimum of two (2) days' notice of the time and place of the meetings, or The Committee may meet without notice if all the members are present. Three (3) members of the committee shall be a quorum for business.

##### Section 2. FINANCE COMMITTEE

The Finance Committee shall consist of the Chairperson, the Treasurer, and three (3) other members of The Association. It is responsible for investing the assets of The Association to insure the continuing availability of resources to support the operation of The Cemetery. All decisions of The Committee relative to fiscal matters must be supported by a majority of its members at a meeting of The Committee. A vote by The Committee can be conducted by the Chairperson by telephone if a meeting is not scheduled, and an immediate decision of The Committee is necessary for an investment decision. The Committee will appoint an Auditor to review the financial records of the Treasurer annually for presentation and acceptance at the annual meeting.

##### Section 3. NOMINATING COMMITTEE

The Nominating Committee shall consist of three (3) members of The Association appointed by the President. It shall prepare a slate of officers and committee members for presentation and election at the annual meeting of The Association.

## ARTICLE V

### DUTIES OF OFFICERS, CEMETERY SUPERINTENDENT AND HISTORIAN

Section 1. The PRESIDENT shall preside at all meetings of The Association and of The Executive Committee.

Section 2. The VICE PRESIDENT shall perform the duties of The President if The President is absent or unable to perform the duties described in Section 1. above.

Section 3. The SECRETARY shall keep a record of all meetings of The Association, attend to the correspondence and warn all meetings of The Association as provided in Article VII.

Section 4. The TREASURER shall receive all moneys of The Association and pay invoices verified by the President or Superintendent. The Executive Committee may require that The Treasurer be bonded to a level it will establish.

Section 5. The SUPERINTENDENT, under the direction of The Executive Committee, shall have the entire charge of the grounds of The Association and as an agent of The Executive Committee, shall have authority to engage and discharge workmen on the grounds, and order and arrange their duties in accordance with an approved budget. The Superintendent shall see that the rules of The Association are complied with by all parties. The Superintendent shall keep regular and accurate records of all interments and assure that burial vaults are properly marked. All contracts made with owners of Lots or Burial Privileges shall be invoiced through the Treasurer. The Superintendent shall have charge of the collection of moneys from the sale of lots, interments, and disinterments, and pay the same to The Treasurer. The Superintendent shall forward all invoices for all other services provided to lot owners to The Treasurer for action.

Section 6. The HISTORIAN is the custodian of the historic records, books, and papers of The Association, and is responsible for placing documents in the appropriate files when provided by members of the Association and The Executive Committee.

## ARTICLE VI

### FINANCIAL POLICY

Income from all sources, including lot sales, investments, and contributions shall be disposed of as follows:

1. For ordinary and necessary expenses of operating, maintaining and improving the cemetery.
2. As payment for the acquisition of additional cemetery property,
3. For creating a fund to be known as the "PERPETUAL CARE FUND" to provide a source of income for the perpetual care of the cemetery.
4. To create a reasonable reserve for any ordinary or necessary purpose.

## ARTICLE VII

### MEETINGS

The annual meeting of The Association for the election of officers and the transaction of business shall be held not later than the 30th of April. Special meetings may be held on the order of The President, two members of The Executive Committee, or five members of The Association. The Secretary shall warn all meetings of The Association by publishing a legal notice of the time, place, and object of the meeting in a paper generally circulated in Hartford County, Connecticut at least five (5) days before the day of the meeting.

## ARTICLE VIII

### QUORUM

Seven (7) members shall constitute a quorum for the transaction of business at any meeting of The Association.