

**Bylaws
of the
Washington State Cemetery Association**

Article I - Name

The name of this non-profit association shall be Washington State Cemetery Association.

Article II - Purpose

The purpose of this society, organized as a non-profit association, shall be educational as provided in Section 501(c)(3) of the Internal Revenue Code. It shall be devoted to furthering research, restoration, and preservation of abandoned and neglected cemeteries in Washington State. It shall be devoted to educating the public about historic and abandoned cemeteries. It shall collect, preserve and publish records of genealogical and historical value.

Article III - Membership

Section 1. There shall be two (3) classes of membership:

A. Individual: Any individual interested in joining Washington State Cemetery Association to help further the items in Article II above may register as an individual member.

B. Corporate: Any business interested in joining Washington State Cemetery Association to help further the items in Article II above may register as a corporate member.

C. Chapter: Any cemetery association covering a specific geographical location within Washington State interested in joining Washington State Cemetery Association to help further the items in Article II above may pay \$50 and register as a chapter organization of Washington State Cemetery Association.

Article IV - Officers and Voting

Section 1. Officers of Washington State Cemetery Association shall be:

- A. President
- B. 1st Vice-President (Real Estate)
- C. 2nd Vice-President(Records)
- D. Treasurer
- E. Secretary

Section 2. These officers shall perform the duties prescribed by these bylaws, by the official notebook for each position, and by the parliamentary authority adopted by the society. Elected officers serve for a two-year period from 1 January of an odd year to 31 December of an even year or until their successors are elected. The 1st Vice-President (Real Estate) shall perform the duties of the President in his/her absence and should the President resign, act in his/her stead until such time as a new President is elected.

Section 3. Nominations for officers from the floor will be received during the September meeting every even year with voting being held during the October meeting that same year.

Section 4. A quorum for the transaction of business of Washington State Cemetery Association shall be as follows:

- A. At any regular or special Board of Directors meeting, a simple majority shall constitute a quorum.
- B. At any regular or special membership meeting, a quorum shall consist of a simple majority of those voting members present.

Section 5. Voting:

- A. Procedure of voting (verbal or ballot) shall be at the discretion of the Director.
- B. No individual shall hold more than one (1) voting position at any given time.
- C. There shall be no proxy voting.
- D. The President may only cast a vote when necessary for a tie-break.

Section 6. The elected officers shall be elected by a simple majority of all voting members present

Article V - Meetings

Section 1. Membership meetings shall be held quarterly at the discretion of the President. Notification of such meetings shall be by email, regular mail and/or phone and/or mail.

Section 2. Board of Directors meetings shall be held at the discretion of the President/Chairman of the Board and at a day, place, and time designated by the President/Chairman of the Board.

Section 3. Special meetings of the membership of Washington State Cemetery Association may be called at any time and for any purpose by the President/Chairman of the Board, the Board of Directors, or by thirty (30) percent of the voting members. Written notice of such a special meeting shall be given to the members at least thirty (20) days in advance and must specify the business to be transacted; only that business as stated may be discussed at the special membership meeting.

Section 4. Voting by members shall be conducted as necessary at the discretion of the President. A simple majority vote of those members present will constitute a quorum.

Article VI - Board of Directors

Section 1. The Board of Directors shall consist of:

- A. The elected officers as outlined in Article IV.
- B. The Immediate Past-President.
- C. Chapter Presidents

Section 2. The President shall be the Chairman of the Board of Directors.

Article VII - Chapters

Section 1. Chapters will be responsible for a specific geographic location in Washington State. Chapters shall be responsible for conducting chapter meetings in accordance with all Association Bylaws and guidelines, and shall follow guidelines as set forth in the official notebook for this position.

Section 2. Chapters accepted under the umbrella of the Washington State Cemetery Association shall pay a \$50 chapter membership fee and shall be provided with information and guidance.

Article VIII - Standing Committees and Special Committees

Section 1. Standing committees shall consist of the following:

A. Cemetery Overseer(s): Shall be responsible for overseeing one or more cemeteries throughout the year. They shall plan and execute clean-up days at the site(s) and direct volunteer efforts on those days.

B. Auditing: To annually (between the last and first meetings of the year) examine the financial status of the society, and at any other time at the request of the current President and/or Board of Directors. This committee shall be composed of three persons appointed by the Board of Directors.

C. Grants: To devise ways and means for increasing the revenue of the society.

Section 2. Special committees shall be any committees the Board of Directors deems necessary for the smooth operation of the society. Special Committee chairpersons answer to the Board of Directors and shall follow guidelines in the official notebook for the position.

Article IX - Amendments

Section 1. The Bylaws of Washington State Cemetery Association may be amended by the following procedure:

A. The Board of Directors shall adopt a resolution setting forth the proposed amendment(s) and submit the resolution for a vote of the membership.

B. Written or printed notice setting forth the proposed amendments shall be given to each member thirty (30) days prior to the vote.

C. A vote of the membership shall be taken on the proposed amendment(s) and shall be adopted upon receiving an affirmative majority vote of those members in attendance.

Section 2. Any member of Washington State Cemetery Association may submit an amendment in writing to the Board of Directors for forwarding to the membership. The Board of Directors will then follow the guidelines in Section 1B and 1C above.

Article X - Dissolution

Upon the dissolution of Washington State Cemetery Association, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the society, offer the assets of the society to any society or organization having objectives substantially like or similar to those of this organization under Section 501(c)(3) of the Internal Revenue Code.

Article XI - Parliamentary Authority

The Washington State Cemetery Association shall be conducted in accordance with the parliamentary procedures set forth in the most current edition of *Robert's Rules of Order, Revised*.