

Bylaws of the Blanco Historic Cemetery Association
A Non-Profit Organization
P.O. Box 473, Blanco, Texas 78606-0473

BYLAWS: A secondary law or rule adopted by an organization or assembly for governing its own meetings or affairs. The Bylaws are the daily working procedures of the organization containing the detailed processes of the Association.

HISTORY:

Note: The following history is as contained in the 1968 issue of the Blanco Historic Cemetery Association (BHCA) Rules and Regulations pamphlet. The reference in paragraph 3 probably applies to the original Cemetery Constitution.

One of the most important parts of a community's life is the final resting place of the human individual. In most instances it will be through the desire and the efforts of the living that the buried dead will rest in dignity and respect. For this reason alone the cemetery is for the living as well as the dead.

PERSUANT TO THE RULES AND REGULATIONS FOR THE OPERATION OF THE BLANCO CEMETERY, 1968 ISSUE:

“The Blanco Cemetery was established by the Pittsburg Land Company as recorded in the deed records of Comal County, Texas several years before Blanco County was organized in 1858. The use of the Blanco Cemetery began with the interment of two people in the year 1856. No formal survey of the cemetery grounds into plots or grave spaces was ever made and the use of the cemetery grounds was there for the taking **but with the implied understanding that each user thereof would see to the maintenance and care, not only of the grave space used but also the remaining cemetery premises.** As a result of informal supervision or lack of supervision much wastage of cemetery grounds has taken place caused primarily by the irregular spacing of grave lots and a large number of spaces curbed off for entire families but now no longer needed or abandoned many long years ago. As early as January 18, 1954, cemetery records refer to the need “to acquire additional land for cemetery purposes.” Many people who relied on the assumption that things would take care of themselves and that there would always be adequate space for burial purposes learned in shocked surprise that unless something was done to formally organize a cemetery association it would be only a matter of a short time until the cemetery grounds would have to be closed or else result in a complete state of community deterioration. Many people who were growing old and who had served long and faithfully on cemetery affairs were passing on or else unable to continue with their services. Something had to be done.

“At the request and urging of a number of prominent citizens such as Mr. P.T. Brigham, Mr. A. J. Wagner and others and after written notification to all cemetery contributors of record and public notification thru the newspapers to the general public, a public meeting was held on July 23, 1963 and a formal constitution was adopted for the Blanco Cemetery Association and

subscribed thereto by those in attendance and a Declaration of Dedication was approved and filed for record in the deed records of Blanco County, Texas as provided by the civil statutes of the State of Texas.

“Pursuant to Article IV of the Association’s Constitution of the governing body of the Association for the Blanco Cemetery shall be a Board of Directors which shall have the authority to conduct all the affairs and business of the Association and this shall mean all business and purposes requisite or necessary for / or incident to establishing, preserving, maintaining, managing, operating, improving or conducting a cemetery and the interring of the human dead and the care, preservation and embellishment of cemetery property.

“Cognizant of the arduous duties and serious responsibilities involved for the proper conduct of the business of the Association and the protection and safeguarding of the cemetery grounds and the principals, plans and ideals on which the cemetery association was formally organized, the Board of Directors has authorized the publishing of important rules and regulations relating to policies established for cemetery operations, reserving the right and the authority that from time to time, as warranted, such rules and regulations may be amended, added to, revised, changed, and / or modified.”

COMMUNITY INVOLVEMENT:

It is the fervent hope of the Board of Directors that all members of the Association will volunteer their services, time, effort and support as the need arises to serve as directors and officers in carrying on this important community work of the Association.

Special Note: In January 2009, a new Board of five (5) Directors was elected for the Blanco Historic Cemetery Association. After extensive search, the Directors were unable to find a copy of the organization’s Constitution or Bylaws. Consequently, operation of this cemetery will be in accordance with these Bylaws and the current Constitution. Should Bylaws of an earlier date be found, the content of older and newer documents will be compared and any conflicting content will be adjusted at that time.

ARTICLE I - ASSOCIATION NAME, LOCATION and MAILING ADDRESS

The name of the Association shall be the Blanco Historic Cemetery Association (BHCA). The office of the BHCA shall be at the building on Callahan Street by the entrance to the original section of the cemetery, Blanco, Texas.

The permanent mailing address of the Blanco Historic Cemetery Association is P.O. Box 473, Blanco, Texas 78606-0473. The physical location is 401 Chandler Street, Blanco, Texas.

ARTICLE II - FUNDS and FINANCIAL REPORTS

The Board of Directors (the Board) shall present an annual financial report to the membership at the annual meeting. The Board is authorized to manage the financial affairs of the Association, including the right to invest the assets of the Association, to pay for necessary expenses, repairs, maintenance, and improvements at the discretion of the Board, and to invest the funds of the Association in operating, reserve, or perpetual fund accounts.

The Board shall arrange for the investment of the funds of the Association in accounts insured by the United States Government. Funds may be withdrawn only with two (2) signatures from either the Treasurer, the President, or a designated Director.

ARTICLE III - THE BOARD OF DIRECTORS / OFFICERS

The Directors of the Association shall elect among themselves for a term of one (1) year, a President, a Vice-President, a Secretary, a Treasurer, a Grounds Superintendent, and an Operations Manager. The offices and duties of the Grounds Superintendent and Operations Manager may be combined with other offices as necessary. This election shall take place in a Directors' meeting, to be conducted immediately following the Annual Membership Meeting held on the fourth (4th) Saturday of February of each year.

Nominations for any candidate for director will be made from the floor by an Association member at the Annual Membership Meeting. A nominee should be a person who has demonstrated a positive and active interest in the operation and management of this cemetery. Following the nominations, the members present will elect directors to serve a two (2) year term by a simple majority vote. Vacancies created by a director failing or unable to execute his/her duties will be replaced by appointment by the Board for the remainder of the unexpired term.

ARTICLE IV - DUTIES of DIRECTORS / OFFICERS

IV.1 - President: The duties of the President shall be to transact the general business of the Cemetery Association; preside at all meetings subsequent to his / her election; co-sign checks along with the Treasurer or Alternate for disbursement of funds; call annual and special meetings of the membership; serve as chairman of the Board.

IV.2 Vice-President: The duties of the Vice-President shall be to (a) succeed and serve in the capacity of the President should the President for any reason become unable to execute his/her duties during the term of office; (b) cross-train with and assist the Operations Manager in the performance of the duties of that office.

IV.3 Secretary: The duties of the Secretary shall be to (a) keep the minutes of all meetings of the membership and of the Board; (b) carry on all correspondence of the Association; (c) maintain official membership records; and (d) accept and maintain BHCA files.

IV.4 Treasurer: The duties of the Treasurer shall be to (a) prepare an annual budget and maintain all financial records of the operating account through which all disbursements shall be made; (b) maintain records of the accounts which hold the Association's certificates of deposit; (c) make and provide a report of the economic status of the Association at each annual meeting of the membership; (d) record all contributions and other income from any source which the Association might receive; (e) present a monthly reconciliation of the operating account to the Board.

IV.5 Grounds Superintendent: The duties of the Grounds Superintendent shall be to (a) monitor plots and markers which might need maintenance attention; (b) coordinate appropriate work to these plots and/or markers; (c) monitor landscape maintenance; (d) facilitate special events.

IV.6 Operations Manager: The duties of the Operations Manager shall be to (a) be a liaison between the Association and funeral homes / directors; (b) verify through Certificates of Sepulture and/or payment records the ownership of plots and the eligibility of the deceased to be buried in the Blanco Historic Cemetery; (c) prior to interment, mark the correct plot, and coordinate any digging in the Cemetery to ensure protection of the surrounding plots and accurate placement of the deceased.

IV.7 Replacement / Removal of a Director : Directors may remove a director from office (President, Vice-President, etc) by majority vote of all directors present. The director being considered for removal will be invited to the meeting but his/her attendance is not required. The directors may also remove, in the same manner, any director they may have appointed to fill a vacancy. At any meeting wherein members are voting, the membership may, by majority vote, remove a director from the board, using removal criteria, such as described below.

Examples of reasons for removal are as follows:

- A. Failure to follow Constitution, Bylaws, or Rules and Regulations.
- B. Continued absence from meetings without adequate reason.
- C. Failure to fulfill assigned duties or tasks.
- D. Board majority recommendation to the membership. Only generalized reasons for Board recommendations are required. Personal & personnel issues will not be discussed in open session.

IV.8 Activities Pertaining to the Cemetery: All activities (policy, programs, projects) pertaining to the Cemetery must have approval of the Board before implementation.

ARTICLE V - COMMITTEES

The President, with the approval of the Directors, may designate such committees as he/she shall deem necessary to properly carry on the functions of this Association.

ARTICLE VI - COSTS OF BURIAL PLOTS

VI.1 - The burial plot purchase price is \$ 500.00. Only the President, Treasurer, Secretary, or Operations Manager is authorized to accept payment. Certificates of Assignment of Sepulture are to be signed by the President and Secretary.

VI.2 - An annual cemetery maintenance contribution of \$_____ per plot is requested of all owners of plots purchased prior to (date)_____ and an annual maintenance fee of \$_____ per plot is required for plots purchased after (date)_____.

ARTICLE VII - ADMENDMENTS TO THE BYLAWS

These Bylaws of the Association may be amended at any annual or special meeting of the Association by a 75% vote by Directors and members attending, but there must be at least ten (10) members and a quorum of Directors present for a valid meeting to be held. Proposed amendment(s) must be submitted by a member to the Board, in writing, with at least sixty (60) days notice. Proposed amendment(s) must be posted for at least thirty (30) days on the Cemetery bulletin board. The proposed amendment(s) may also be publicized by notices in the newspaper, email, telephone, etc.

ARTICLE VIII - QUORUM

A majority of the Board of Directors must be present before the Board can transact business. A majority vote of the Directors and members present at an annual or special membership meeting shall govern the actions of the Association. No meeting of the Board shall sit for the transaction of business or the determination of any matter unless a quorum is present.

These Bylaws were approved by the Board and the membership of the Blanco Historic Cemetery Association on this the 25th day of February, 2012.

Attested by:

Gail McClellan, President/Director

Diane Hostetler, Vice-President
/Director

Connie Russell, Secretary/Director

Dennis Moore, Treasurer/Director

Rebecca Howerton, Grounds Superintendent
/Director

Clara Gourley, Director