

BY-LAWS OF
DRAWDY-ROUSE FAMILY CEMETERY, INC.

PREAMBLE

We, the citizens of central Florida, and the surrounding areas, believing that the proper care and beautification of our cemetery shows dignity, love, honor, and appreciation for our loved ones who have passed on before us, do hereby band together and establish the By-Laws of the Drawdy-Rouse Family Cemetery, Inc. as our guide.

ARTICLE I

Name

Section 1. **Name.** The name of this corporation shall be Drawdy-Rouse Family Cemetery, Inc.

ARTICLE II

Purpose

The purpose of this corporation shall be:

Section 1. To assure the perpetuation, maintenance and beautification of the Drawdy-Rouse Family Cemetery.

Section 2. To promote hearty cooperation in our service and gifts in the upkeep of the cemetery.

Section 3. To promote the systematic maintenance and development of the Drawdy-Rouse Family Cemetery and its improvements.

ARTICLE III

Membership

Section 1. **Eligibility or Qualifications for Membership**

- a) **Descendants.** Any person who is a lineal descendant may become a member in good standing upon payment of fees or assessment as set forth in these By-Laws.
- b) **Non-Descendants.** Any person who has an interest in the Drawdy-Rouse Family Cemetery by a previous burial of a relative may become a member of this corporation by paying the fees and assessments as set forth in these By-Laws.
- c) **Lot Owners.** Any person owning a lot in the Drawdy-Rouse Family Cemetery, Inc. may become a member of this corporation by paying the proper fees and assessments set forth in these By-Laws.

- d) Member in Good Standing. A member in good standing is any person whether descendant, non-descendant, or lot owner who has paid the annual membership fees cumulative for five years.

ARTICLE IV

Cemetery Use, Fees And Assessments

Section 1. **Use of the Cemetery.** Burial in the Drawdy-Rouse Family Cemetery, Inc. shall be granted and limited to descendants, non-descendants and those owning lots.

- a) Descendants. Any person who is a lineal descendant of the Drawdy or Rouse family and spouse is entitled by inheritance to a burial or urn garden place in the cemetery. This right is not transferrable.
- b) Non-Descendants. Any person having a relative by a previous burial may secure burial privileges by becoming a member in good standing of this corporation by payment of all fees and assessments set forth in these By-Laws; provided the space is available.

Section 2. **Fees and Assessments.** The corporation, by the action of the Executive Board, may set a scale of fees for burial plots, as well as membership and maintenance fees for the proper care of graves now and hereafter occupied.

- a) Annual membership fees have been set at \$50.00 per family, due March 1st and delinquent May 1st.
- b) Per family is defined as a living descendant, non-descendant, or lot owner and spouse and children or stepchildren living together as a unit.
- c) Initial charge for a non-descendant burial plot will be not less than \$1500.
- d) The charge for a non-descendant urn garden plot will be not less than \$500.
- e) A discount for burial or urn garden plots for members in good standing will be given as follows. After 5 years of cumulative membership discount is 5% and 1% additional for every year member in good standing thereafter. Example: 4 years no discount; 6 years = 6% discount; 30 years = 30% discount.
- f) Deposit of \$350 with the Drawdy-Rouse Family Cemetery, Inc. to be applied only on a standard monument, approved by the corporation or a receipt is provided showing proof monument has been ordered. If no monument is put down by the family of the deceased within six months of interment, the deposit will be forfeited to the corporation and a marker will be installed that includes deceased first, middle, and last name, date of birth and date of death. The deposit will be refunded if monument is placed within six months.

ARTICLE V

Officers, Duties, Election, Tenure

Section 1. **Officers.** The officers of this corporation shall consist of the president, vice president, secretary, treasurer, and historian.

Section 2. **Duties of Officers.**

- a) **President.** It shall be the duty of the president to preside over all meetings, to appoint committees, and other special appointees as necessary, and to perform such other duties as prescribed by these By-Laws.
- b) **Vice President.** It shall be the duty of the vice-president to serve and act in the absence or incapacitation of the president, and to assist the president in the program, activities and business of the corporation.
- c) **Secretary.** It shall be the duty of the secretary to keep minutes of all meetings of the corporation, both regular and special meetings, as well as those of the executive board, and to perform such other duties as shall be required of this office.
- d) **Treasurer.** It shall be the duty of the treasurer to collect all fees voted by the membership, to receive and hold these and all other funds of the corporation, to disburse said funds upon the proper voucher approved by the chairman of the trustees, to keep a careful account of the same and make a report thereof as requested by the president. The treasurer shall also be responsible for filing required state and federal reports and taxes.
- e) **Historian.** It shall be the duty of the historian to collect, to record, and to keep as much information as possible on the Drawdy-Rouse Family Cemetery, Inc. and its members, as well as those buried therein to keep a record of all burials, to preserve all historical records of the corporation.

Section 3. **Election of Officers.** The election of officers, namely president, vice president, secretary, treasurer and historian shall be held annually at the annual meeting of the corporation. Provisions are made for a nominating committee, but the membership shall be encouraged to make nominations from the floor.

Section 4. **Term and Tenure of Office.** The term of office for the elected officers shall be for the calendar year and shall serve until their successors have been selected.

Section 5. **Vacancy in Office.** If the office of any board member is vacated prior to new elections on the first Saturday in April, the directors shall elect a replacement to serve the remaining term.

ARTICLE VI

Board of Directors

Section 1. **Trustee - Duties.** It shall be the duties of the Trustees to be responsible for all of the legal affairs of the cemetery, to approve or disapprove requests for burial

space, to see that appropriate monuments are placed at each grave, to assist the treasurer in the collection of those fees voted by the membership and to be the final authority in the management and maintenance of the cemetery.

ARTICLE VII

Committees

- Section 1. **Executive Board.** The Executive Board shall be composed of the president, vice president, secretary, treasurer, historian and the five trustees of the board. In order for the corporation to continue functioning between regular meetings, this board shall have supervision over business matters of general interest to the corporation and shall meet as needed to care for such business.
- Section 2. **Standing Committee.** The standing committees appointed by the president with the approval of the Executive Board shall be:
- a) Landscape and Beautification Committee for the purpose of coordinating the landscape design of the cemetery.
 - b) Nominating Committee for the purpose of seeking out nominees of good report who are willing to assist the corporation as an officer.
- Section 3. **Special Committees.** The President has the authority to appoint special committees at any time to facilitate the work and business of the corporation.

ARTICLE VIII

Meetings

- Section 1. **Regular Meetings.** Two regular meeting shall be held each year, one the first Saturday in April, one to be held the first Saturday in November. The purpose of which shall be to carry on business by the membership. The April meeting shall be considered the annual meeting at which time the officers would be elected as set forth in these By-Laws.
- Section 2. **Special Meeting.** Special meetings may be called by the president with the approval of the Executive Board. In such case the membership shall be advised not less than two weeks in advance of such meeting.

ARTICLE IX

Parliamentary Procedure, Quorum and Voting

- Section 1. **Parliamentary Procedure.** Roberts Rules of Order shall be the authority on all points of parliamentary procedure not otherwise specified in these By-Laws.
- Section 2. **Quorum.**
- a) **Membership Meetings.** A quorum for the purpose of transacting business at any regular meeting shall be twenty five members in good standing.

- b) Executive Board Meetings. A majority of the Executive Board shall constitute a quorum for that body.
- c) Board of Trustees. For the purpose of transacting business of the corporation, a quorum for the Board of Trustees shall be two-thirds of its members.
- d) Committees. A majority of the membership of any committee shall constitute a quorum for that committee.

Section 3. **Voting.** Each member present and voting is entitled to one vote on each business transaction. The manner of voting shall be at the discretion of the president, unless otherwise instructed by membership.

ARTICLE X
Amendments

These By-Laws may be amended (except Article VI) by a two-thirds vote of the membership present, provided said amendment has been submitted and read at a previous regular meeting of the corporation and provided that the membership shall have been notified of the amendment intent not less than thirty days prior to said meeting.

These By-Laws adopted this 2nd day of April, 2022 .