

BYLAWS
Laurel Hill Cemetery Association

ARTICLE I
Title

Section 1.01

This Association shall be known as the Laurel Hill Cemetery Association being located in the Borough of Orangeville and Orange Township, Columbia County, Pennsylvania.

Section 1.02

The Laurel Hill Cemetery is located on Mount Pleasant Road in Orangeville.

ARTICLE II
Purpose of the Association

Section 2.01

The objective of the Laurel Hill Cemetery Association is to obtain and preserve land to be used exclusively as a cemetery, and to bear exceptional service to the public in providing for the sale of graves, a dignified final resting place for the deceased persons, and the burial process that takes place within the Cemetery.

Section 2.02

The objective of the Association shall be subject to the full control of a Board of Trustees. The objective shall be governed by the Bylaws which the Trustees adopt.

Section 2.03

The Association will provide basic care of lots, which consists of keeping the grounds clean, keeping grass cut, and ensuring the cemetery has a cared-for appearance.

ARTICLE III
Members

Section 3.01

The members of the Association shall be comprised of the living Certificate of Ownership owners or the heirs thereof, or a member of the community appointed to the Association by the Board of Trustees.

Section 3.02

Grave space ownership is open to anyone who abides by the Bylaws and Rules and Regulations of the Association.

ARTICLE IV
Board of Trustees

Section 4.01

The Board of Trustees shall consist of members of the Association.

Section 4.02

An odd number of members of the Association shall serve on the Board of Trustees, with a minimum of three members and a maximum of nine members.

The Trustees shall be chosen by a majority (51%) of the members present at the annual meeting. The Trustees shall be elected to a term of four (4) years and shall serve without pay.

Term years shall be staggered such that no more than one-half of the Board of Trustees shall be up for re-election at any vote.

Any member of the Association can be nominated to sit on the Board of Trustees with one exception: No paid employee of the Association can be an officer.

Section 4.03

A Trustee may be removed by a majority vote (51%) of the membership present at the meeting called for that purpose.

Removal of a Trustee must be for a lawful and legitimate reason, such as acting inconsistent with the Bylaws, but is not limited to that situation.

Section 4.04

In the event of the death, resignation, or removal of a Trustee, a successor trustee shall be elected by a majority (51%) of the Board of Trustees present at the voting meeting. The successor trustee elected will serve for the remaining balance of that elected term.

Section 4.05

Trustees can serve an unlimited number of terms, or as long as they are willing and able to perform the duties of a trustee.

ARTICLE V
Duties of Trustees

Section 5.01

The Trustees are to administer all aspects of the Cemetery, including but not limited to: set and administer rules and regulations to govern burials, manage finances, manage maintenance and upkeep, plan for the future, secure land as needed, maintain accurate lot records and maps, and keep the cemetery a respectful place to visit.

Section 5.02

To conduct official Association business, two-thirds of the entire Board of Trustees must be in agreement of the action and/or plan.

ARTICLE VI
Officers and Their Duties

Section 6.01

A President, Vice-President, Secretary, and Treasurer shall be elected from the Board of Trustees by the Board of Trustees for a term of two years.

The President and Secretary shall be elected in even numbered years; the Vice-President and Treasurer in odd numbered years.

The positions shall be filled from a majority vote (51%) of the Board of Trustees.

Section 6.02

The President shall call the meetings to order, and shall so preside that the business of the Association shall be transacted in a dignified and orderly manner. This includes naming the time and place of all such meetings which shall be communicated to all Trustees.

The President shall be responsible for making the agenda for any meeting of the Board, except for Special Meetings. There is no required agenda for Special Meetings other than the reason it was called.

In the absence of the President, the Vice-President shall perform the duties as set forth in this section.

Section 6.03

The Secretary shall keep correct minutes of all the business that is done at the meetings and record the same in a book provided for this purpose.

The Secretary will be appointed business manager for the Cemetery. As the business manager, the Secretary will be responsible for maintaining Cemetery lot records, issuing new lot Certificates of Ownership, corresponding with new and existing lot owners, and serving as the point of contact for the Cemetery.

Section 6.04

The Treasurer shall keep, or oversee the keeping of, financial records of the Association. The Treasurer will insure all monies received from lots sold, and from other sources, and all monies used to pay bills are properly recorded. It is the Treasurer's responsibility to pay the bills at the direction of the President. The Treasurer shall also maintain a correct accounting of all monies received and disbursed.

ARTICLE VII
Meetings and Notice

Section 7.01

An annual meeting of members of the Association will be held on the fourth Monday in March of each year.

At least two weeks notice of the meeting shall be given to members of the Association.

Regular meetings of the Board of Trustees will be held as needed.

Special meetings of the Association may be held at the time and location agreed upon by the Trustees, and members of the Association will be given notice of the special meeting by publication at least two weeks in advance of said meeting.

The meetings shall be conducted in accordance with Robert's Rules of Order.

Section 7.02

All members physically present at any such meetings shall have the right to address the President, or other members of the Board, about concerns they have on the activities of the Association.

Section 7.03

If a member of the Board of Trustees is absent for three consecutive meetings over a two year period, the remaining members of the Board have the right to call for a vote requesting that Board member vacate his position on the Board.

ARTICLE VIII
Cemetery Funds

Section 8.01

The Association shall establish an account in a financial institution for the purpose of maintenance and preservation of the Cemetery.

ARTICLE IX
Lot Layout Plan

Section 9.01

A complete plan shall be made of all lots and avenues in the Cemetery. The plan shall be kept on file.

ARTICLE X
Cost of Lots

Section 10.01

The Board of Trustees may set the price of cemetery grave spaces in the cemetery that remain unsold and also the cost of opening and closing the graves for a burial. The set prices may both be adjusted from time to time. The price will include the cost of the space, cornerstones, and the care of the lot.

Section 10.02

The grave spaces shall be sold to whoever desires to purchase them and shall be used only for the purpose of burying a deceased human or their cremated remains. Only cremated remains of pets may be buried with the human remains or cremated remains with permission from the Board of Trustees and in compliance with the rules of the Commonwealth of Pennsylvania. The grave spaces become the property of the purchaser subject to these Bylaws of the Association.

Section 10.03

The Association shall transfer the use of burial lots to purchasers by issuing an Association Certificate of Ownership. The Certificate of Ownership must be signed by the President, Secretary and Treasurer. The Certificate of Ownership shall be recorded in the Association's records.

No Certificate of Ownership will be issued until the price for the lot has been fully paid.

ARTICLE XI
Tax Exempt Status

Section 11.01

Purposes. The corporation's purposes are limited to those charitable functions that come within the meaning of Section 501(c)(3) of the Internal Revenue Code (the "Code"), and no substantial part of the corporation's activities shall constitute the carrying on of propaganda or attempting to influence legislation. Subject to the limitations set forth in the preceding sentence, the corporation shall have all of the powers created by law, including (but not limited to) the power to accept gifts, grants, devises, bequests of funds, or any other property from any public or governmental body, private foundation, public charity, corporation, or individual.

Section 11.02

Private Inurement; Dissolution. No part of the income of the corporation shall be paid, distributed, or otherwise inure to the benefit or use of its trustees or officers or other private persons, except that the corporation shall be authorized to pay compensation in a reasonable amount to its trustees or officers for services rendered, and to make payments and distributions in furtherance of its general corporate purposes including contributions and donations for charitable purposes. Upon dissolution of the corporation, the assets of the corporation shall not be distributed to its trustees or officers or other private persons. Upon such dissolution, the Board of Trustees of the corporation (the "Board" or the "Board of Trustees") shall, after paying or making provision for the payment of all corporate liabilities and for the disposition of any property committed to charitable purposes as required by court order, transfer and convey the remaining assets to such charitable organization or organizations as the Board of Trustees shall determine to be similar to the corporation's character, purpose, and method of operation.

ARTICLE XII
Amendments to Bylaws

Section 12.01

The Bylaws of this Association may be amended or added to by the Cemetery Association by a two-thirds vote of the entire Board of Trustees at a special meeting called for that purpose, provided that at least two weeks' notice of the meeting shall have been given.

Section 12.02

Any Amendment to these Bylaws shall be proposed by resolution in writing by the Board of Trustees. The Board of Trustees must provide notice and the language of the propose Amendment at the prior meeting. No notice must be mailed or otherwise provided.

Adopted October 18, 2023

Harold W. Kocher, President

Robert D Edwards, Vice-President

Rich C. Mezwell, Secretary

Clare M. Edwards, Treasurer