

Mount Vernon Cemetery Association Bylaws and Rules and Regulations

BYLAWS

- I. **Name of Association** – The Association is to be known as the “Mount Vernon Cemetery Association.”
- II. **History of the Association** – The Mount Vernon Cemetery Association was established May 9th, 1892. The Association Bylaws and Rules and Regulations were repealed and replaced on May 4th, 2015.
- III. **Purpose of the Association** – The purpose of the Association shall be:
 - a. To provide orderly administration and operation of the Mount Vernon Cemetery in accordance with Subchapter II, Section 157 of the Wisconsin Statutes. Lot ownership and burial are open to anyone who abides by the Rules and Regulations, and the Bylaws of the Association.
 - b. To provide care and maintenance of the aforementioned Cemetery to insure its beauty, efficiency, and accessibility for the living, for properly identifying and honoring our dead for all time.
- IV. **Purpose of the Bylaws** – The purpose of the Bylaws shall be:
 - a. To act as a guideline for the Board of Trustees. As the needs of the Association change, these bylaws can be changed or amended in order that the Association, through the Board of Trustees, may continue to perform its duties in an effective manner. The Annual Meeting or a Special Meeting called for that purpose shall be the time and place for amending the Bylaws.
- V. **Association Meetings**
 - a. The Annual Meeting of the Association shall be held on the Second Monday of May every year or at such other time if deemed necessary by the Board. The time and place shall be determined by the Board.
 - b. Meetings will be called by the Chairperson. The Secretary shall be responsible for announcing this meeting once in the local newspaper and any other necessary means to inform the public of the meeting. This procedure shall also be used for any Special Meetings of the Association.
 - c. There must be a quorum of two-thirds (2/3) of members of the Board of Trustees present to hold all Annual and Special Meetings.
 - d. The Annual Meeting is the forum in which Trustees are elected or re-elected.
 - e. All meetings shall be presided over by the Chairperson. In the absence of the Chairperson, the Secretary shall preside. The Secretary shall also take minutes at all Association Meetings.
 - f. “Robert’s Rules of Order” shall govern the conduct of all meetings.
 - g. All public physically present at any meeting shall have the right to address the Board of Trustees about concerns they have on the affairs of the Association, as identified on the agenda as “Public Input.”
 - h. Board members may participate in meetings via conference call or other technological methods in the event they are unable to attend in person.
- VI. **Board of Trustees**
 - a. The business and property of the Association shall be managed in accordance with the statutes of the State of Wisconsin and Bylaws of the Association as herein described and by a Board of Trustees.
 - b. The Board of Trustees shall consist of five (5) members.
 - c. Each trustee shall serve a three year term with each term expiring in staggering 3 year increments.
 - d. Whenever a vacancy shall occur on the Board of Trustees or in any office of the Association, such vacancy shall be filled without undue delay by a majority vote of the remaining members of the Board.

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- e. Trustees shall determine compensation for their services as members of the Board, but may only be compensated for actual work performed or services rendered, at direction of the Board, in furtherance of the care and preservation of the property of the Association.
- f. There can only be one member of a family serving on the Board at one time.
- g. A two-thirds (2/3) majority of members of the Board of Trustees shall be deemed a quorum. A quorum is necessary for the Board to conduct any business or vote on any matter.
- h. The Board of Trustees may create and appoint members to committees by a majority of the Board. Each committee shall consist of at least one Trustee and such other persons as the Board may appoint. Each committee shall serve at the pleasure of the Board, and shall have and may exercise such powers as the Board may authorize in creating the committee.
- i. At the Association's Annual Meeting, the Board of Trustees shall elect officers. The officers shall consist of a Chairperson, Secretary, and Treasurer.

VII. Officers and Duties – The officers of the Association shall be a Chairperson, a Secretary, and a Treasurer. Officers shall be elected to a one year term or until successors are elected and do qualify. Officials of the Association shall be elected by the Board of Trustees at the Annual Meeting. All officers must be members of the Board of Trustees.

- a. **Chairperson** – The Chairperson shall be responsible for calling to order meetings of the Board. This includes naming the time and place of all such meetings which shall be communicated to all Trustees. The Chairperson shall be responsible for making the agenda for any meeting of the Board.
- b. **Secretary** – The Secretary shall record the minutes of the meetings of the Board and submit to each Trustee at the next meeting. The Secretary shall provide for the issuance of notices, agendas, and supporting documents of all meetings. The Secretary shall maintain all minutes, agendas, Bylaws, Rules and Regulations, and other documents pertaining to the governance of the Association.
- c. **Treasurer** – The Treasurer shall maintain and oversee the keeping of the financial records of the Association. The Treasurer will insure that all monies received and all monies paid out are properly recorded. The Treasurer shall report to the Board the financial status of the Association on a regular basis. The Treasurer shall authorize the issuance of checks for payment of all current cemetery maintenance bills or accounts and make such other payments as directed by the Board of Trustees. The Board may impose dollar limits over which the Treasurer may not spend on any item without the approval of the Board.
- d. Any officer may be relieved of his or her duties by majority vote of the Board of Trustees at any meeting.
- e. The Association may have such other officers, assistants to officers, acting officers, and agents as the Board of Trustees may deem necessary and may appoint. Each such person shall act under his or her appointment for such period, have such authority, and perform such duties as may be provided in the Bylaws, or as the Board may from time to time determine.

VIII. Rules and Regulations – It is the responsibility of the Board to establish Rules and Regulations to control and manage the operation of the cemetery; the conveyance of grave spaces; and controlling the over-all appearance of the cemetery including the authority to define what will be acceptable and unacceptable when decorating individual graves and grave spaces. It is important to think of the proper decorum of the cemetery as a whole and not just some individual graves. Consideration for the feelings of owners of other grave spaces is necessary. The Board shall make these Rules and Regulations available to the public.

IX. Applicable Laws – In interpreting these Bylaws, Wisconsin law shall apply. These Bylaws do not become effective and cannot be amended without a two-thirds majority vote of the Board of Trustees.

These Bylaws were adopted and approved by the Mount Vernon Cemetery Association Board of Trustees on the 4th day of May, 2015.

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Attest:

Richard Selenski
Chad E. Hamer
Mitra Chrysnagal
Roger Selenski
Ad Sel

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RULES AND REGULATIONS

It is the desire of the Mount Vernon Cemetery Association Board of Trustees to make the Cemetery in Hillsboro a quiet, beautiful resting place for the deceased. Anything which would mar the general beauty and harmony of the cemetery must be avoided. Peace and order must prevail, and the sacredness of the place be maintained at all times. It is to this end that these Rules and Regulations have been adopted.

Glossary of terms:

Grave space: One grave area measuring 44" wide X 12' long which includes an area for a memorial stone.

Lot: A group of multiple grave spaces as recorded at the Vernon County Register of Deeds.

Cemetery Management: The Mount Vernon Cemetery Association Board of Trustees and any other entity the Board of Trustees has given authority for the maintenance and care of cemetery property.

Perpetual Care: Obligation of the Cemetery Association to maintain and care for the Mount Vernon Cemetery sites from funds derived from the segregated perpetual care fund.

Outer Burial Container: Shall mean a container that surrounds a casket in order to prevent the ground from collapsing.

Cremains: Incinerated human remains.

Memorials: Shall mean any headstone, memorial marker or structure placed upon a grave space for the purpose of identification or memory of the interred.

Cemetery: Shall mean the Mount Vernon Cemetery located on Water Ave. in the City of Hillsboro, WI.

Cemetery Deed: Shall mean the official document produced by the Cemetery Management for the conveyance of ownership of interment rights to a designated lot or grave space located within the cemetery.

I. General Rules and Regulations

- a. The cemetery is open to visitors from sunrise to sunset daily.
- b. Picking flowers, breaking or injuring trees, shrubs, or any planting, marring or defacing any stone work, object or structure will subject the offender to the penalties of the laws of the State of Wisconsin and Ordinances of the City of Hillsboro.
- c. No dogs or other domestic animals will be permitted in the cemetery without special permission, except for seeing eye dogs or service dogs.

II. Care of Lots and Improvements

- a. General care provided by the Cemetery Management includes keeping the grass cut, pruning trees, shrubs and plantings, maintenance of roads, entrances and fencing when and where it is deemed necessary.
- b. Lot or grave space owners may not cut, remove or disturb the sod or turf without permission of the Cemetery Management.
- c. No trees, shrubs, flowers or evergreens may be planted, pruned or removed, without permission of the Cemetery Management.
- d. If any tree, plant, shrub, evergreen, or real or artificial flower arrangement or decoration interferes with the appearance or proper care of a lot or grave space, or appears dangerous to any cemetery structure, it may be removed without notice. Glass jars, vases, wires, or flowers with wires are not allowed.
- e. No enclosure of any nature such as curbing, fencing, coping, hedge or ditch will be allowed around any lot or grave space.
- f. Lot owners must keep in good repair any structure erected on their lot or grave space. Failure to do so will compel the Cemetery Management to order it repaired or removed at the owner's expense.
- g. For the purpose of a general cemetery cleanup, flowers must be removed by April 1 & October 1 of each year. Flowers left will be removed.

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- h. The Cemetery Association and Management is not responsible for damage done to any flowers or bushes during normal maintenance or digging of graves, and for any lost or stolen items.

III. Burials

- a. Burial is for human remains only.
- b. Persons desiring to obtain interment rights in the Mount Vernon Cemetery shall select the location of the grave site and no change thereafter will be made except at the cost of the family. The Cemetery Management will issue a deed. Upon issue, that location is final. Any changes will require purchase of another site.
- c. No burial space may be opened except by permission of proper authority. All caskets must be enclosed in an outer burial container (i.e. standard vault or grave liner) constructed of concrete and/or stone only. Funeral directors shall be responsible for the charge of opening and closing the burial space.
- d. All funerals and burials entering the cemetery shall be under the supervision of Cemetery Management.

IV. Interments & Disinterments

- a. The cost of interment, disinterment, or re-interment will be at the requester's expense.
- b. No body will be disinterred without the consent in writing by proper authority.
- c. Interment of 2 casketed bodies in one burial space will not be permitted.
- d. Burials will only go to the depth of one interment.
- e. No more than 2 cremains or 1 casket per burial space with the exception of 2 children or 1 parent & 1 infant child who are buried at the same time will be permitted.
- f. The Cemetery Association reserves and shall have the right to correct any errors that may be made by it; either in making interments, disinterments, removals, or in the description, transfer, conveyance or substituting in lieu thereof other property of like or equal value so far as be possible.

V. Lots and Title Thereto

- a. The cemetery is subdivided so that single or multiple graves spaces may be purchased.
- b. No burial will be allowed on any lot until the purchase price of the lot is paid in full, unless otherwise directed by the Board of Trustees.
- c. A single grave space shall be paid for in full at the time of purchase.
- d. When a lot or single grave space is paid for, a deed will be issued giving location and grave site identification. The purchase price includes perpetual care.

VI. Sale of Grave Spaces or Lots

- a. The Cemetery Management shall have full authority over the sale of lots or single grave spaces. Authorized designees may assist the Cemetery Management in lot or single grave space sales. Authorized designees will notify the Cemetery Management of sales within 30 days of said sale.
- b. The owner(s) of a grave space or lot may only sell or surrender the site back to the cemetery conditional upon there being no interment and providing proof of purchase. The Cemetery Management may agree to purchase the space or lot for an amount not to exceed the original purchase price less the amount paid for Perpetual Care.

VII. Memorials

- a. All memorials must be made of granite, marble, bronze or stainless steel. If stainless steel is to be used, the design of the marker must be presented to the Cemetery Management for approval prior to installation.
- b. The placement of memorials is subject to the control and supervision of the Cemetery Management.
- c. Contractors will be held responsible for any damage done to the cemetery property including roads, turf and plantings. Contractors must restore the lots and grave spaces to the same condition as before the work was begun.
- d. Unless expressly allowed, no memorial setter or cement contractor will be permitted to leave litter or building materials in the cemetery.

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- e. Out of due respect, during funeral services in the cemetery, all contractors are required to cease working until the services are completed.

VIII. Miscellaneous Rules

These rules may be amended at any meeting of the Mount Vernon Cemetery Association Board of Trustees by a majority vote of the quorum present and are subject to change without notice.

IX. Rules Governing Penalties and Fines

- a. Any person violating any of the rules of the Association shall be liable to prosecution as provided by Wisconsin State Statutes and City of Hillsboro Code of Ordinances.

These Rules and Regulations were adopted and approved by the Mount Vernon Cemetery Association Board of Trustees on the 4th day of May, 2015.

Attest:

Richard Schramke
Chas E Hamm
Heidi Christensen
Roger Sibourby
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