

WALTON CEMETERY  
ASSOCIATION BY-LAWS



WALTON, N.Y.  
Revised 2007

WALTON CEMETERY ACCOCIATION INC.

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NYS Division of Cemeteries, Albany, NY

Phone: 518-474-6226

ID #: Delaware County 13048

**Walton Cemetery Association**

This Association was incorporated on April 23, 1852, under and by virtue of an 1847 act of the New York State Legislature, and is operated under the New York State Not-For-Profit Corporation Law, related statutory enactments, and rules of procedure promulgated by the State Division of Cemeteries.

Walton Cemetery Association

BY-LAWS  
of the  
Walton Cemetery Association Inc.

Article I- Membership

SECTION 1. All owners of lots in the Walton Cemetery are members of the Walton Cemetery Association, and as such are entitled to attend annual meetings of the Association, to vote on Association matters at such meetings, and to hold office in the Association.

Article II- Meetings

Section 1. A meeting of Association members shall be held on the first Monday in June of each year. The purpose of this meeting is to elect members of the Board of Trustees and to discuss matters pertinent to the operation of the cemetery. The time and place of this meeting shall be announced in at least one newspaper published in Delaware County, for a period of three consecutive weeks immediately preceding the meeting. The election of officers and other issues that may come up at this annual meeting shall be decided by a simple majority vote of the members present at the meeting.

Article III- Board of Trustees

Section 1. The Trustees elected at the annual meeting shall hold office for a term of three years. There shall be nine (9) trustees. The terms of office shall be staggered so that three positions become vacant each year. Members of the Board of Trustees shall serve without remuneration of any kind.

Section 2. The Trustees shall hold a meeting, within ten days after the annual meeting, for the purpose of choosing officers of the Board, i.e., a president, vice president, secretary, and treasurer. Those elected shall hold office until the next annual meeting of members. However, the offices of secretary and treasurer may be combined into one office and may be held by members of the Board of Trustees or by a person or persons employed by the Board. If a vacancy occurs in the Board between elections, the President of the Board of Trustees shall fill such vacancy by appointment until the next annual meeting of the Association.

Section 3. The Board of Trustees shall operate the cemetery and manage the affairs of the Association in such a way that burials are performed efficiently, the cemetery is a credit to the community, and the Association remains solvent. The actions of the Board shall conform to guidelines set forth by the New York State Division of Cemeteries and shall be subject to review by the membership at the annual meetings.

Section 4. The President of the Board of Trustees or in his/her absence the Vice President, shall preside over all meetings of the Board, and may call a meeting of the Board when ever he/she deems necessary or when requested to do so by any two

members of the Board. A quorum for the transaction of any business, including election of officers, at any meeting of the Board shall consist of at least five members.

Section 5. The Secretary/Treasurer shall keep minutes of all meetings of the Association and the Board of Trustees and shall maintain records of all financial transactions involving the cemetery. The Treasurer shall be bonded by the Association for proper performance of duties. The Treasurer and the President or Vice President of the Board shall countersign payments made by the Association. An independent professional accountant shall audit the finances of the Association each year.

Section 6. The Board of Trustees shall employ a Superintendent to manage the day-to-day operation of the cemetery. The Superintendent shall also be bonded by the Association.

The Superintendent:

- shall see to the opening and closing of graves and attend all interments;
- shall keep a record of interments and maintain maps of the cemetery grounds showing roadways, plots, and graves;
- Shall maintain the cemetery grounds in an exemplary manner and in compliance with the recommendations of the Board;
- shall see to it that all rules and regulations of the Board are observed by visitors and employees;
- shall have general control, under the direction of the Board, over all improvements made on cemetery grounds;
- shall have charge of, and keep an account of, all tools, equipment, and structures belonging to the Walton Cemetery Association;
- shall perform such other duties as may be required by the Board of Trustees.

#### Article IV- Amendments

Section 1. These by-laws may be amended at the annual membership meeting by a two-thirds majority of Association members present at the meeting, but no amendments shall be effective until approved by the New York State Cemetery Board.