

# Bylaws of the Woodlawn Cemetery Association, Inc.

S-4443 South Buffalo Road • Orchard Park, NY 14127 • (716) 662-3714

Info@WoodlawnCemeteryOP.com • WoodlawnCemeteryOP.com

**Section No. 1.** The Cemetery grounds of the association shall be known as Woodlawn.

**Section No. 2.** The affairs and property of the Association shall be managed by a Board of seven Trustees, to be elected from among the members of the Association who are entitled to vote upon its affairs, and who shall hold office for the term of three years, or until the successors are chosen and qualify.

**Section No. 3.** Every lot owner shall be entitled to one vote per lot owned, upon all questions to be voted on in the affairs of the Association. A lot owner shall be deemed to include the legal heir or representative of the original lot owner since deceased, but in no case shall anyone be entitled to more than one vote, notwithstanding the same may be owned by two or more representatives of any deceased person.

**Section No. 4.** The annual meeting of the Association and elections of Trustees shall be held on the third Monday in January of each year. Notice of such meetings and election, or any special meeting, shall be given by publication in a newspaper with a circulation in the Township of Orchard Park once each week for three successive weeks next preceding the date of the meeting.

**Section No. 5.** A report shall be presented by the Treasurer at the annual meeting, showing the receipts and disbursements, and by the President on the management of the property of the Association.

**Section No. 6.** The Trustees shall immediately following the annual meeting, proceed to elect a President and Vice President and appoint a Treasurer and Secretary, also a Superintendent for the ensuing year.

**Section No. 7.** The Treasurer shall keep the funds of the Association and make disbursements as directed by the Board of Trustees. He or she shall render to the Board an accounting as often as requested, and shall give a surety bond for the faithful performance of his or her duties, in such amount as the Board shall designate.

**Section No. 8.** There shall be appointed from the Trustees annually by the President a Committee of three to be known as the Committee on Grounds. Its duties shall be the general supervision of the grounds and make recommendations to the Board of Trustees on matters which they deem necessary in the best interest of the Association.

**Section No. 9.** The By-Laws, rules, and regulations shall not be amended or changed except by a majority vote of the Trustees and at a meeting duly called for that purpose.

**Section No. 10.** The annual meeting of the Association shall be conducted by the incumbent Officers proceeding as follows:

## LOT OWNERS SESSION

1. Registration of lot owners.
2. Minutes of the last meeting.
3. Treasurer's Report.
4. President's Report.
5. Open discussions.
6. Nomination and elections of Trustees to fill vacancies.

## EXECUTIVE SESSION

1. Roll call of Trustees
2. Minutes of the last session.
3. Superintendents Report.
4. Report of Committees.
5. Unfinished Business.
6. New Business.
7. Open Discussion.
8. Nomination and Election of President and Vice President.
9. Appointment of Secretary and Treasurer, Appointment of Superintendent, Appointment of Grounds Committee by President.