**Sisseton City Cemetery Association**

**By-Laws**

**Section 1 MEMBERSHIP**

The owner or representative of a gravesite shall have a voice at the annual meetings

**Section 2 ANNUAL MEETING**

The annual meeting will be called by the Cemetery Board President in the early Spring of the year. Public notice of the place and time of such meeting shall be given by publishing notices in the local paper *once* prior to the meeting

**Section 3 CEMETERY BOARD OF DIRECTORS**

At the annual meeting, there shall be elected to the Cemetery Board a minimum of seven (7) directors who shall hold office for one year. If any vacancy in the Cemetery Board of Directors should occur during the year, the same shall be filled by a majority vote of the remaining directors.

**Section 4 CEMETERY BOARD OF TRUSTEES**

 One Trustee shall be elected from the Cemetery Board to act as Treasurer of the Trustee account. The Trustee treasurer shall keep a record of the trustee funds.

**Section 5 ELECTION OF OFFICERS**

As soon after their election as convenient, a meeting of the directors shall be held, and they shall elect from their number a President, a Secretary, a Treasurer, and a Sexton, all of whom shall hold office for one year.

**Section 6 MEETINGS OF DIRECTORS**

The President, Secretary, or Treasurer may call meetings of the Cemetery Board of Directors, which shall be held at the time and place designated by the person calling the meeting, and verbal notice to members of the Cemetery Board shall be sufficient.

**Section 7 TRUSTEES**

 The Trustee Treasurer shall present a financial report to the Cemetery Board at the annual meeting.

**Section 8 Special meetings of the Members**

Special meetings of the members of this corporation may be called by the President, treasurer, or Secretary. Public notice of the time and place and object of such meetings shall be given by the publishing the same once prior to the day of such meeting in a newspaper in said city, and no business shall be transacted as such meeting, except such as mentioned in such notice.

**Section 9 QUORUM**

ive directors shall constitute a quorum of the Cemetery Board of Directors.

**Section 10 PRESIDENT**

The President is the head and managing officer of the corporation and his duties shall be such as are ordinarily performed by such officer. He may, at the discretion of the Cemetery Board, appoint committees as may be necessary.

**Section 11 SECRETARY AND TREASURER**

* The Secretary shall attend all meetings and shall record their proceedings.
* The Treasurer shall have charge of the financial records
* The Secretary shall keep a correct record of all conveyances of lots in the cemetery, whom, and when conveyed
* The Treasures shall keep a correct record of the price paid therefore.

**Section 12 SEXTON**

From their numbers, the Cemetery Board of Direction shall elect a member to serve as Sexton. The Sexton will execute sale and deliver receipts of lots in the cemetery upon full payment for the same to the Treasurer. The Sexton shall receive and record burial permits and deliver copies to the Register of Deeds and the Secretary.

**Section 13 COMMITTEE ON GROUNDS**

The Grounds Committee shall consist of two member and the President. It shall be the duty of such committee to visit the cemetery at least once each month, from April to October. It shall have general supervision of all labor and improvements on the grounds. The committee shall bring to the Cemetery Board any suggestions for major improvements for approval or denial.

**Section 14 AUDITING**

An independent audit may be called by the Cemetery Board to review all the financial records and general accounts of the Treasurer and of the Trustee. This optional audit may be called at any point in time and this audit will be presented at the annual meeting.

**Section 15 SALE OF GRAVESITES AND Columbarium niches**

The sale of gravesites and Columbarium niches shall be under the direction of the Cemetery Board. The Cemetery Board will authorize the Sexton to execute the sale and conveyance of gravesites and niches in the columbarium in the cemetery. The Cemetery Board of Directors are hereby authorized and directed to, by resolution, to fix and determine the price on all gravesites and niches in the columbarium not platted and unsold; and they are hereby further authorized to plat the unplaced and any newly acquired tracts into lots and gravesites. No gravesites or niches in the columbarium shall be sold unless the purchase price is paid, and in no case shall a receipt be executed or delivered until the full purchase price is paid. and all charges due the cemetery are paid, burials on grave site are not allowed.

**Section 16 FINANCIAL**

* ***GENERAL FUND***
	+ The general fund shall be administered by the Treasurer. Income placed into the general fund shall be received from
		- the sales of lots and columbarium niches
		- the fees received from charging for perpetual care of graves
		- the fee charged for stone settings
		- interest from CD’s,
		- memorials
		- gifts/donations.
* ***TRUSTEE FUND***
	+ The Trustee Fund shall be administered by The Trustee Treasurer. Income placed into the trustee fund shall be received from the general fund at the discretion of the Cemetery Board. Review of the financial records at the annual meeting will be made by the Cemetery Board and at that time the Cemetery Board will designate the addition of funds from the general fund to the trustee fund.
	+ No part of the principal of such trustee fund shall ever be spent, but said Cemetery Board of Trustees shall invest and keep the same invested in such interest bearing securities as in their best judgment will bring good income and at the same time be perfectly safe. The trustee shall, at each annual meeting of the members of this corporation, account for all income arising from such trustee fund and pay same over to the treasurer of said corporation. They shall make a full and detailed report of the condition of such fund whenever required by the Cemetery Board of Directors, and such directors shall also have power to require bonds from such trustees, from time to time, conditioned for the faithful discharge of their duties, in such amounts as such directors may deem necessary for the safety and proper security of such fund.
	+ Interest received from the Trustee Fund shall be transferred into the general account and spent as directed by the Cemetery Board.

 **Section 17 Care of Lots**

The income from the Trustee Fund shall be transferred to the general fund for the perpetual care of the cemeter.

**Section 18 BEQUESTS FOR SISSETON CEMETERY ASSOCIATION**

All bequests to the Sisseton Cemetery Association need to be accepted and approved by the Cemetery Board of Directors

**Section 19 RULES REGARDING INTERMENTS**

All burials must have a permit. This permit shall state the full name of the deceased, sex, date, and place of death, so far as such facts can be given; and no burial or disinterments shall be allowed without this permit and the sexton’s endorsement

**Section 19 Opening and closing of graves**

* **Section 19a**. All graves must be opened and filled by the grave digger appointed by the Cemetery Board.
* **19b**. All disinterment must be done by the grave digger appointed by the Cemetery Board. Fees for disinterment shall be set by the Cemetery Board.
* **Section 19c**. All outside fees and the expense of scaring of the landscape are the responsibility of the family.

**Section 20 AMENDMENTS OF BY-LAWS**

 These by-laws may be altered, amended, or repealed by the Cemetery Board of Directors at any meeting thereof by a vote of two-thirds (2//30 of the directors elected.

**Section 21 Veteran’s section**

The Veteran’s section is authorized under the discretion of the Sisseton Cemetery Association and is subject to the rules of such. The VFW and the American Legion’s representative may address any concerns to the Cemetery Board of Directors. The Sisseton Cemetery Association may waive all gravesite fees. The Veteran’s section of the Sisseton Cemetery Association will have a designated stone setter who will be determined by the VFW and American Legion. The grave digger will be specified by the Sisseton Cemetery Board.

**Officers:**

* Wayne Deutsch, President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tim Hanson Vice President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Yvonne Hippen, Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Judy Groos, Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Jodi Veflin, Trustee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directors:**

* Rick Brooks\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Edwin Greseth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Shelva Landmark \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Donna Salembiern , s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Mark Tasa\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Arlin Thompson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_