

BY-LAWS

I. The name of this organization shall be the STATE ASSOCIATION FOR THE PRESERVATION OF IOWA CEMETERIES.

II. The goals of this organization shall be:

- A. To identify all cemeteries in Iowa.
- B. To take such measures as are necessary, possible, and reasonable to protect these cemeteries and the monuments contained in them from danger, from natural causes and from human encroachment.
- C. To provide guidance and educational materials for use by the people entrusted with the preservation of these cemeteries and the monuments contained in them.
- D. To compile and distribute information about the proper maintenance techniques for these cemeteries and the monuments contained in them.
- E. To provide advice and information to legislative bodies empowered to pass legislation creating a legal framework for the protection, the preservation, and the maintenance of these cemeteries and the monuments contained in them.
- F. To act as a monitor of the administrative and management personnel of these cemeteries, to ensure that the legal measures for the protection, preservation, and maintenance of these cemeteries and the monuments contained in them are enforced.
- G. To develop a system of determining who has the right to clean, repair, re-set, and otherwise work with the monuments in a cemetery.
- H. To develop a system of determining who has the legal ownership of cemetery plots and monuments.
- I. To encourage state and county cemetery commissions, work to help form them, and to cooperate with such organizations after they are formed.

III. This organization shall be a membership organization. Membership is open to persons and organizations interested in the protection, preservation, maintenance, and use of cemeteries and the monuments contained in them. Organizational membership shall be considered one vote each for the purposes of voting in elections.

IV. The Board of Trustees of this organization shall consist of no less than seven (7) and no more than thirteen (13) members. Officers and members of the Board of Trustees shall be elected by the general membership at a regularly scheduled meeting held during the fourth quarter of each calendar year. A quorum of the membership shall consist of those members present at the regularly scheduled public meeting, provided that at least ten (10) association members are present at said meeting.

Nominations may be made by a Nominating Committee, and from the floor of the meeting. Ballot may be by voice, by a show of hands, or by paper ballot. Voting may be for individuals or for a slate of candidates. Election shall be by a plurality vote of the membership present, eligible, and voting.

At the initial election to the Board of Trustees of this organization, all persons elected shall draw lots to determine the length of terms. At least three (3) persons shall be elected for a three (3) year term, at least three (3) persons shall be elected for a two (2) year term, and at least one (1) person shall be elected for a one (1) year term. In the following elections, all terms shall be for three (3) years.

All persons elected to the Board of Trustees shall be members of the organization, and must be members in good standing during their entire terms of office.

The officers and Board of Trustees shall act as the Executive Committee of the

organization, or may designate a sub-committee of the Board of Trustees to act as the Executive Committee for a specified period of time.

- V. The officers of this organization shall be a President, a Vice President, a Secretary, and a Treasurer.

The President and Vice President shall be elected annually for a term of one (1) year, and may serve no more than three (3) successive terms.

The Secretary and Treasurer shall be elected every two (2) years for a term of two (2) years, and may serve no more than three (3) successive terms.

- VI. Vacancies on the Board of Trustees or on the roster of officers shall be filled by the Board of Trustees, or by a special meeting of the membership called for that purpose. It shall be the decision of the Executive Committee as to which method of filling vacancies shall be used at any given time. Any trustee or officer may be removed and replaced if the Executive Committee, with the concurrence of the full Board of Trustees, deem such trustee or officer incapacitated, or are otherwise unable to fulfill the assigned duties.

- VII. This organization shall hold four (4) general public quarterly meetings of each calendar year, in January, April, July, and October, unless otherwise changed by action of the Board of Trustees. Each meeting will be held on the second Saturday of the month, with the exception of the 4th quarterly meeting, which shall be held in conjunction with the Iowa Genealogical Society Conference. The entire membership shall be notified of the date and place of each meeting at least one (1) month prior to the date of the meeting. This notification shall be by mail. A notification of the meeting placed in the quarterly newsletter is acceptable, and fulfills this qualification.

This organization may hold as many additional general public meetings as seems to fit the goals and needs of the organization. Upon the request of no fewer than ten (10) members in good standing of the organization for a special meeting, such a special meeting shall be scheduled. Notification of the date and location of such a special meeting shall be by the same procedure as that used for a general meeting. A request for a special meeting must be made in writing.

- VIII. All proposed amendments to the documents of governance of this organization must be submitted in writing, and presented to the Board of Trustees prior to September 1 of the year in which they are to be considered. These proposed amendments will be placed on the agenda to be voted on at the annual meeting next after the September 1 when they are submitted to the Board of Trustees. Any member in good standing may prepare and submit amendments.

- IX. Individual officers and members of the Board of Trustees of this organization shall not be held personally liable for any financial obligations incurred by the organization itself, and they may not be sued individually for the debts of the organization.

Note: These By-Laws were revised by the membership on October 7, 2000, after hearing a reading of the proposed changes at the January, April, and July, 2000 meetings. Revisions may be viewed in the January, 2000 SAPIC newsletter, *Grave News* or by requesting a copy from Pat Shaw.