

# VETERANS MEMORIAL CEMETERY ASSOCIATION BYLAWS

## ARTICLE I NAME

The name of this organization shall be the VETERANS MEMORIAL CEMETERY ASSOCIATION, INC.

We were incorporated 3/24/1970 and received our Tax Exempt Number on Sept 19, 1985

## ARTICLE II OBJECTS

The objects of this association shall be:

1. To have the power to raise funds to assist the State of Maine in the continued Beautification of the non-denominational chapel and cemetery grounds at the State of Maine Veterans Memorial Cemetery located at Augusta, Maine.
2. To cooperate with all public, private and religious agencies and professional Groups in the furtherance of our goal; and to serve as a clearing house for gatherings and giving out information regarding projects; and to solicit and receive funds and materials for the accomplishment of the above purposes.

## ARTICLE III MEMBERS

Section 1. Membership to this Association will be open to:

- a. Persons of good character and community standing who express an interest in the furtherance of the objects stated in Article II. Specific representation is desired.
  1. The Commissioner of the Department of Defense, Veterans and Emergency Management
  2. The Director of the Bureau of Veterans Services
  3. Maine Veterans Memorial Cemetery, Superintendent or Representative.
  4. A member of the major service organizations in Maine recognized by the USDVA
  5. A representative of the Funeral Directors of Maine as nominated by The President.
  6. A representative from Maine's Legislative bodies as nominated.
  7. Other interested persons representing the general public residing in the State of Maine.
- b. A person nominated for membership shall be elected by majority vote of the members present and voting at any regular meeting.
- c. Membership shall be limited to qualified members as specified above.
- d. The only voting members shall be the representatives of the Organizations or Elected Officers of the Association.

Section 2. There will be no membership fees or annual dues.

## ARTICLE IV OFFICERS

Section 1. The officers of this association shall consist of Chairman, Vice-Chairman, Treasurer, and Secretary. These officers shall perform the duties prescribed by these Bylaws and the Parliamentary Authority adopted by this Association.

Section 2. The duties of the officers shall be:

- a. The Chairman shall be the executive officer of the Association and will preside at meetings of the Association. He shall present the views and aspirations of the Association and promote the growth of the Association in every way as best he can do to the people of the State of Maine. He shall perform such other duties as usually pertains to this office.

The Chairman shall be authorized to sign checks.

- b. The Vice-Chairman shall assist the Chairman in the work of the Association. In the absence of the Chairman he shall perform all duties of that office and serve as Chairman should a vacancy occur.
- c. The Treasurer shall receive all funds paid to this Association and shall deposit same in the official depositories, and shall disburse same in accordance with the vote of the membership. He shall present an annual report in March and at other times as requested. The Treasurer's accounts and books shall be open for inspection at all times to the members and authorized auditors. The Chairman shall appoint a committee to audit the books prior to the Annual Meeting. The Treasurer shall be bonded.
- d. The Secretary shall keep a record of all meetings and retain a file for future reference.

Section 3. At the December meeting, a nomination committee of three shall be elected by the Association. It shall be the duty of this committee to nominate candidates for the offices to be filled at the Annual Meeting. Additional nominations may be made from the floor at that time. If more than one candidate is nominated for an office, elections shall be by ballot; otherwise, election may be by voice vote.

Section 4. The officers shall be elected to serve for a period of two years or until their successors are elected, and their term shall begin at the close of the Annual Meeting at which they are elected. Vacancies shall be filled by the membership at any regular meeting.

Section 5. No member shall hold more than one office at a time, and no member shall be Eligible to serve more than two consecutive terms in the same office with the Exception of the **Secretary/Treasurer**.

**ARTICLE V  
MEETINGS**

- Section 1. Regular meetings of this Association shall be held quarterly at a time and place decided by the membership. These meetings usually will be held On the second Tuesday of March, June, September and December.
- Section 2. The Annual Meeting will be held in March.
- Section 3. Special Meetings may be called by the Chairman or at the request of five Members of the Association. The purpose of the meeting must be stated in The call. Except in cases of emergency, at least five days notice shall be Given.
- Section 4. Seven members of this Association, including one officer, shall constitute A quorum.
- Section 5. Members who miss (3) three consecutive unexcused meetings may be dropped from membership. A letter of intent will be forwarded to the Member stating that the individual has thirty days to respond. The general Membership shall have final action.

**ARTICLE VI  
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the Association in all cases to which they are applicable and in Which they are not inconsistent with these Bylaws.

**ARTICLE VII  
AMENDMENTS**

Any amendment to these Bylaws may be adopted by a two thirds (2/3) vote of the membership present at any meeting of this Association provided written notice of the proposed amendment shall have been given to the members at least two (2) weeks prior to the meeting. There shall be no voting by proxy.

Revised September 15, 1992  
December 13, 1994  
December 10, 1998  
September 28, 1999  
September 23, 2002  
June 12, 2007