

By-Laws of Holy Rosary Cemetery Association
Revised 2017

- I. This organization will be called the Holy Rosary Cemetery Association

- II. The membership of the Holy Rosary Cemetery Association shall consist of a President, Vice-President, Treasurer, and Maintenance Person.
 - A. The President shall be appointed by the Pastor or Parochial Administrator of Holy Rosary Parish. He or she should be a member of Holy Rosary Parish, a practicing Catholic, and competent to perform the duties of the president. These duties are as follows:
 - 1. Coordinate the day-to-day operations of the cemetery
 - 2. To oversee the keeping of accurate cemetery records
 - 3. To act as the agent of the Cemetery Association in transactions involving lot issues, including sales, buybacks, and transfers
 - 4. To make recommendations to the pastor or parochial administrator of prudent practices to institute to keep the cemetery well functioning
 - B. The Vice-President shall be appointed by the Pastor or Parochial Administrator of Holy Rosary Parish. He or she should be a member or employee of Holy Rosary Parish, a practicing Catholic, and competent for the office of the Vice-Presidency of this association. The Vice- President shall act in the stead of the President, if the President is legitimately impeded from exercising his or her office.
 - C. The treasurer shall be appointed by the Pastor or Parochial Administrator of Holy Rosary Parish. He or she should be a member or employee of Holy Rosary Parish, a practicing Catholic, and competent for the office of treasurer of this association. The treasurer of the Association shall be responsible for collecting fees from the sale of lots, payment of all debts incurred by the cemetery, and oversee the perpetual care fund for the cemetery.
 - D. The maintenance person shall be contracted by the Pastor or Parochial Administrator of Holy Rosary Parish. Ideally, the person holding this position should be a member of Holy Rosary Parish and concerned for the welfare of the cemetery. The maintenance person shall be charged with the upkeep of the cemetery including the cutting and trimming of the grass and making recommendations to the cemetery association for needed maintenance items.

As of August, 2017, the members of this association are:

- President: Scott Costello
- Vice-President: Debbie Brown
- **Treasurer: Diane Grimes**
- Maintenance: Matt Flake

- III. The Holy Rosary Cemetery Association will meet annually in January. Other meetings will be held when deemed necessary.

- IV. The scope of this association will be to address the needs of the cemetery through the implementation of suitable policies governing the use and care of the facility.

- V. The use of the cemetery is normally restricted to the following persons, unless a waiver is granted by the parochial administrator or pastor:
 - A. Current Parishioners
 - B. Spouses of parishioners, even if they are not Catholic
 - C. Immediate family members of parishioners (i.e. parent, sibling)
 - D. Former Parishioners

VI. Cemetery care:

- A. The Holy Rosary Cemetery Association commits to providing a cemetery that is conducive for reverence for faith in the resurrection to eternal life.
- B. To this end, the association will provide perpetual care of the cemetery, including the cutting and trimming of grass, trimming of any trees or shrubbery, and the upkeep of the driveways and any monuments or buildings erected by the association or parish.
- C. In order to further the desired atmosphere for the cemetery, the following guidelines are given:
 - 1. Potted plants, votive and solar lights, balloons, bird houses, wind chimes and other unsightly decorations that detract from the spirit of reverence of the cemetery are not appropriate in the cemetery and are subject to removal by cemetery maintenance personnel.
 - 2. Plastic or artificial flowers are allowed to be placed on graves
 - 3. No glass containers or figurines of ceramic, plastic, metal, porcelain or similar material will be allowed in the cemetery and will be removed for the safety of those visiting the cemetery.
 - 4. One shepherd staff may be placed on a grave that is no more than 4 feet in height
 - 5. The planting of trees or bushes is not allowed unless prior approval is obtained from the parochial administrator or pastor and the cemetery association. Unauthorized plantings are subject to removal by cemetery maintenance personnel.
- D. Holy Rosary Parish and Cemetery Association are not to be held liable for any missing or stolen items placed in the cemetery.

VII. Monuments, Grave Markers, and Vaults

- A. Monuments should be conducive to the spirit of reverence of faith in the resurrection to eternal life. If one is concerned that a planned monument is not conducive for this spirit, they should consult the parochial administrator or pastor.
- B. All foot markers must be flush to the ground.
- C. No more than one headstone and one foot marker may be placed on a grave. The markers must be reflective of who is (or will be) buried in the grave.
 - 1. A military marker for a deceased veteran may be placed on the grave of another person in the direct bloodline (parent, child, or sibling).
- D. The cemetery requires the use of a vault on all casket burials.
- E. Suitable time shall pass before the installation of any monument or grave marker to allow the grave to settle.

VIII. Price of lots

- A. The price of a lot shall be \$400
- B. The price of lots shall be reviewed at the yearly meeting of the Cemetery Association and be adjusted to provide suitable income for the perpetual care fund.