

## Bylaws

Mission Statement: The mission of the Good Shepherd Cemetery Corporation is to maintain the Good Shepherd Cemetery at the intersection of Crites Run and Road Run On 3rd Run Road in the village of Tanner, West Virginia. The Corporation raises funds to pay service providers for lawn and sign maintenance, hires service providers, and monitors the condition of the property. The Corporation keeps the records of who has been buried in the cemetery, in which plot. The Corporation decides who may be buried in the cemetery within the "Rules of Interment" outlined in these bylaws.

### Board of Directors:

- The board of directors shall consist of at least five persons.
- These persons need not live in the state of West Virginia, as consistent with the Articles of Incorporation.
- The board elections will be held whenever a board member resigns. Prospective candidates will be recruited among the parishioners and priests of Good Shepherd Catholic Church, and their family members, and the family members of those interred in Good Shepherd Cemetery

### Membership and Voting

- The board of directors shall maintain a list of active members who wish to be included in voting for new board members and other issues that arise. According to the Articles of Incorporation, everyone with proof of title to a plot in Good Shepherd Cemetery is eligible to be a member. We hereby extend that option to all family members of those interred in the cemetery, and any members of Good Shepherd Catholic Church in Glenville, WV
- Membership is voluntary.
- There are no dues for membership, but a yearly donation of \$25 is requested for maintenance of the cemetery.
- Voting will occur virtually over email, on-line meeting rooms, or conference calls as issues arise or board members resign.

### Meetings of the Board of Directors:

- When a request is made for a burial, the board will meet virtually to discuss location of plot, if already purchased, or where a plot will be if purchased.
- Anyone on the Board of Directors may request a virtual meeting for any reason, including improper maintenance, lack of funds to cover lawn maintenance etc.
- Minutes of board meetings will be taken by a designated secretary, which may be any board member.

### Rules Of Interment:

- Cost per 2-person Plot: \$300, negotiable among the board members consistent with inflation and local economy

- Anyone who is a member of Good Shepherd Catholic Church, or a family member of a member of Good Shepherd Catholic Church, Past or Present, may be buried in Good Shepherd Cemetery, space permitting.
- Anyone else approved by the board of directors may be interred in the cemetery, space permitting.
- Cremated remains may be interred in Good Shepherd Cemetery. In the case of cremation, more than two urns may be buried in a 2-person plot, at the discretion of the family who has purchased the plot, as long as markers do not encroach on other plots.
- The family or friends of the deceased will arrange to have the grave dug and the grave-marker placed.
- The family or friends will arrange to have the Catholic priest of their choosing to bless the ground of their plot if so desired, as this cemetery has not been dedicated to the church, nor declared sacred ground.
- The deceased need not be Catholic, nor practicing Christian to be buried in Good Shepherd Cemetery.
- The grave-marker must be flat, and protrude from the ground no more than 4 inches.
- No plants, trees or shrubs may be planted on the plot, nor may the plot be enclosed in any manner.
- The family or friends of the deceased must be apprised of these rules in advance. They will not be held responsible for installing a non-compliant grave marker if they have not been informed.

## Records

A virtual binder will be maintained in an archival safe manner (backed up to various locations in the cloud, for example) which contains:

- A chart which visually represents the plots and plot owners
- A copy of the deed to the property
- A copy of the Articles of Incorporation
- A copy of the Bylaws
- Minutes of board meetings
- Treasury reports of donations or other funds raised, and plot sales, and payments rendered
- A spreadsheet of names of those interred, birth and death years, and their plot identification code, for example:  
A 7: Patrick W. Gainer 1903-1981

A physical book of deeds to the plots will be maintained by the Board in a binder. A blank deed is on the last page of these bylaws. It must be signed by a member of the board of directors and witnessed by a second party. A copy must be provided to the owner of the plot.

A record of user names and passwords for the virtual space such as Google Drive, IRS and Onestop.wv.gov will be provided to all board members for continuity of operations. Instructions

for annual filings to the IRS and the state of West Virginia will also be included. Passwords must be changed when a board member steps down.

#### Maintenance

- Mowing must be done as needed from May to October with especial attention in advance of Memorial Day
- The corporation will pay for mowing and weeding, negotiable with the service provider
- The sign at the road should be clean and legible, with paint or stain renewed every five years, for a fee negotiated with the service provider.
- The fence must be maintained or removed.
- The large juniper must be trimmed yearly, in March, for a fee to be negotiated with the service provider.

#### Fundraising

Fundraising must be done for maintenance costs including:

- Mowing
- Clearing of debris after storms
- Sign maintenance
- New Sign to be made as needed

#### Treasurer Duties

Funds raised by the cemetery must be placed in a bank account designated for the use of the corporation, accessed by the designated treasurer of the Corporation, which is chosen by the board of directors among the board of directors. The treasurer must

- Render payment to service providers promptly
- Deposit payments for plots or other donations promptly into the Corporation's bank account
- Keep monthly treasurer reports
- Do the annual filing with the West Virginia State Department
- Do the annual filing with the IRS

**Deed to a Cemetery Plot in Good Shepherd Cemetery, Gilmer County, West Virginia**

The proprietors of Good Shepherd Cemetery in the Village of Tanner, City of Glenville, Gilmer County, West Virginia (hereinafter "Proprietors") in exchange for good and valuable consideration, the receipt of which is hereby acknowledged, do sell, convey and transfer to

\_\_\_\_\_ of

\_\_\_\_\_ (hereinafter "Grantee"), their heirs and assigns, one lot located at the plot numbered as \_\_\_\_\_ on the Plan of Good Shepherd Cemetery (hereinafter "Plot") to have and to hold by the Grantee, their heir and assigns, subject to conditions and limitations set forth hereinafter:

1. That the Plot shall be used for the burial of the dead; and
2. That the Plot shall not be enclosed in any manner nor shall the Plot be divided; and
3. That the Plot may be adorned by one monument or stone memorializing the deceased (one stone per person interred in the Plot); and
4. That no tree, shrub, plant or flower shall be planted on the plot without permission of the Proprietors, and
5. That the Plot shall be subject to the Bylaws of Good Shepherd Cemetery Corporation as they presently stand or are later amended; and
6. That for any break of the Bylaws of Good Shepherd Cemetery Corporation, the Proprietors may enter the Plot and take steps to remove any plant, structure or item in violation of the same, or to do whatever else is reasonable or necessary to make good the breach.

The Proprietors covenant to the Grantee, that the Proprietors hold title to the Plot and cemetery premises in fee simple and free from all encumbrances and that the Proprietors have the right to sell, and convey the Plot to the Grantee, their heirs and assigns as heretofore described, and will indemnify and hold harmless the Grantor, their heirs and assigns for costs, including reasonable attorney's fees incurred in defending or making good title.

IN WITNESS WHEREOF, the Proprietors have caused this instrument to be signed and sealed by its member of the board of directors, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Proprietor-Grantor

Recorded in Good Shepherd Cemetery Corporation records, Book of Deeds, Page \_\_\_\_\_.

\_\_\_\_\_  
Proprietor-Grantor

\_\_\_\_\_  
Witness