

NHCA By-Laws

Amended October 8, 2024

Highlighted sections below are effective at the October 2025 NHCA meeting

ARTICLE I

Section 1. The name of this Association shall be the New Hampshire Cemetery Association (NHCA).

ARTICLE II

Section 1. Purpose. The purpose for which this Association is organized shall be to promote the advancement of knowledge in the operation and maintenance of cemeteries, to facilitate the exchange of information, to create and maintain high ethical standards in the conduct of cemetery administration, both active and historical, and to secure the advantage to be obtained by mutual cooperation.

ARTICLE III - Membership

Section 1. Regular Member. Any person directly engaged in the operation of a New Hampshire cemetery may hold membership in this Association, or any organization or association, whether religious, municipal, or otherwise, or any partnership or corporation, whether organized under general or special laws, directly engaged in the operation of a cemetery within the State of New Hampshire may become a member of this Association.

Section 2. Supplier Member. There shall be a class of membership known as Supplier Members. Any individual or organization actively engaged in the business of supplying either goods or services to cemeteries in New Hampshire may become a supplying member. Supplier Members are non-voting members.

Section 3. Associate Member. Any member who no longer is directly engaged in the operation of a cemetery, who has left in good standing, upon written notification to the secretary may remain as a member of the Association, however, they shall not be eligible to hold a position on the Board of Directors and are non-voting members.

Section 4. Sponsor Member. There shall be a class of membership known as Sponsor Members. Any individual or organization desiring to support the missions and goals of

the Association may become a sponsor member. The dues will be at a higher amount and the association will place the sponsor logo on the website and mailings. The Board may vote to accept services or products in lieu of a monetary dues payment. Sponsor members are non-voting members.

Section 5. Suspension or Termination of Membership. The Board may vote to suspend or terminate any member for cause when in the best interest of the Association.

ARTICLE IV - Meetings

Section 1. The Annual Meeting of the Association shall be held in the month of October each year, on a date and at a place to be determined by the President and Board of Directors. Fourteen (14) days notice by mail or email shall be given to each member stating the time and place of such meeting. The meeting may be in person, hybrid or full remote format as determined by the Board.

Section 2. The semi-annual meeting of the Association shall be held in the month of April, requiring the same notice as Section 1.

Section 3. Special Meetings may be called by the President, upon request of five (5) or more members, on at least fourteen (14) days notice by mail or email. The purpose and tentative agenda of the meeting shall be included in the notice to members. The meeting may be in person, hybrid or full remote format as determined by the Board.

Section 4. Annual meetings and semi-annual meetings may be delayed, postponed or cancelled by a vote of the Board when extenuating circumstances prevent a meeting of the membership.

ARTICLE V - Dues

Section 1. The dues of this Association shall be determined from time to time by a majority vote of the members at an Annual Meeting.

Section 2. The dues of the Association may be waived by a majority vote of the Board when circumstances indicate that a waiver is in the best interest of the association. The waiver shall not exceed one year.

ARTICLE VI - Officers

Section 1. The Officers shall consist of a President; a Vice-President; a Secretary/Treasurer, and an Assistant Secretary/Treasurer. They shall be elected to serve a two year term by a majority vote of the members present at the Annual Meeting of the Association.

(New) **Section 1.** The Officers shall consist of a President; a Vice-President; a Secretary, and a Treasurer. They shall be elected to serve a two year term by a majority vote of the members present at the Annual Meeting of the Association.

Section 2. The President shall preside at all meetings of the Association and of the Board of Directors.

(New) **Section 2. Duties of the Officers**

A. President

It shall be the duty of the President to call meetings of the NHCA and preside over those meetings; to supervise the ongoing operations of the Association; to supervise all officers in the exercise of their respective duties; to be responsible for the maintenance of records of the ongoing operations of the Association, and to ensure that such records are passed on to the appropriate elected successors.

B. Vice President

It shall be the duty of the Vice President to perform the duties of the President in the President's absence; and to perform such duties as may be delegated by the President.

C. Secretary

It shall be the duty of the Secretary to maintain and distribute accurate minutes of Association meetings; to post notice of meetings; to annually solicit memberships, to create and send out meeting registrations for membership meetings, to update and publish a membership booklet for each spring and fall meeting, to coordinate website updates, and to keep such records as may be required; and to act in the absence of the President and Vice President.

D. Treasurer

It shall be the duty of the Treasurer to be responsible for the custody of all funds of the Association; to keep a full and accurate record of all receipts and disbursements; to deposit all moneys in the name of the NH Cemetery Association in a recognized bank or credit union; to disburse said funds as may be ordered by the Board of Directors, to give a full financial report to the President, the Board of Directors, and the NHCA membership upon request; to ensure an annual audit is accomplished, to sign all checks, drafts, and orders for payment of money, and to act in the absence of the President, Vice President, and Secretary.

ARTICLE VII - Board of Directors

Section 1. The Board of Directors shall consist of the President, Vice-President, Secretary/Treasurer, Assistant Secretary/Treasurer, the immediate Past-President and six (6) members of the Cemetery Association.

(new) **Section 1.** The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, the immediate Past-President and six (6) members of the Cemetery Association.

Section 2. Two members of the Board of Directors shall be elected each year for a three-year term by a majority vote of the members present at the annual Meeting of the Association.

Section 3. Any vacancy on the Board of Directors occurring through any cause shall be filled for the unexpired term of the individual whose office becomes vacant by a majority vote of the remaining Directors at a meeting (in person, hybrid or remote).

Section 4. Meetings of the Board of Directors may be called by the President at any time that is deemed necessary. Any special meeting may be called by any Officer on a written (including email) request of any two or more Officers or Directors. The meeting may be in person, hybrid or full remote format as determined by the Board.

Section 5. The terms of the Officers and Board may be extended by a majority vote of the Board when extenuating circumstances do not allow the association to conduct a full membership meeting. The extension shall not exceed one year.

ARTICLE VIII - Committees

Section 1. The Board of Directors shall have the power to appoint all committees, which in their judgment may be deemed necessary for the best interest of the members of the Association, and to delegate the duties thereto.

Section 2. There shall be a Nominating Committee, to consist of the three (3) most recent active Past-Presidents. The Chairman of this committee shall be the immediate Past-President.

Section 3. There shall be an Auditing Committee of two, selected from the membership by the Board of Directors, excluding those on said Board. Said Committee shall perform a yearly fiscal audit and report to the members at the Annual Meeting of the Association.

ARTICLE IX - Amendments

Section 1. These By-Laws may be amended or revised at any ANNUAL MEETING or SPECIAL MEETING of the Association by a majority vote of the members present, provided the notice of the meeting specifies the proposed amendment to the Constitution and By-Laws are among the objects of the meeting. The meeting may be in person, hybrid or full remote format as determined by the Board.