



PLEASANT HILL CEMETERY IMPROVEMENT ASSOCIATION

BY LAWS

Revised September 11, 2023

BY-LAWS

Provision of the By Laws shall not be in conflict with the Rules and Regulations Document.

ARTICLE I NAME and PURPOSE

- A. The name of the organization shall be the Pleasant Hill Cemetery Improvement Association, hereafter referred to as Board of Officers/Committee Members and/or Lot Owners.
- B. The Association consists of the following members:
 - 1. Board of Officers/Committee Members (elected at the annual meeting)
 - 2. Lot Owners (ownership of a burial space entitles an owner to be a member of the association.
- C. Purpose of The Pleasant Hill Cemetery Association:
 - 1. The elected Board of Officers/ Committee Members are responsible for the maintenance and improvement of the Pleasant Hill Cemetery. They are also responsible for making any revisions to the by-laws and revisions and implementation of rules and regulations governing the use of the cemetery located at Steele Creek Presbyterian Church at Pleasant Hill, 15000 York Rd., Charlotte, NC. 28278.
 - 2. Lot owners are members of the association and will be invited to the Annual Meeting to vote on previous annual meeting minutes, current year's financial report, Officers/Committee members for the ensuing year and any changes to by-laws and any new business the board presents.
 - 3. The Ruling Body, The Board of Officers/Committee Members, operate independently, including financially, from both Ruling Bodies of Central Steele Creek Presbyterian Church and Steele Creek Presbyterian Church at Pleasant Hill.

ARTICLE II OWNERSHIP OF BURIAL SPACES

- A. Ownership of burial spaces in Pleasant Hill Cemetery is open to all active church members, as defined in the Book of Order, which governs Central Steele Creek Presbyterian Church and Steele Creek Presbyterian Church at Pleasant Hill. Any changes to Ownership rules may only be approved by consensus of the Board of officers/Committee Members. Changes to ownership rules that can be considered are:

- Non-Membership Status
- Cost of Burial Space(s)

B. The Lot Registrars will oversee the sale of lots/spaces and assist members in their selection of a final, peaceful resting place in Pleasant Hill Cemetery, whether it is a traditional burial or cremation remains for members of Steele Creek Presbyterian Church at Pleasant Hill and Central Steele Creek Presbyterian Church.

ARTICLE III – MEETINGS

- A.** **The Association** shall meet once each year on the third Sunday in September. The purpose of this meeting shall be to address any new business, vote on the previous annual meeting minutes, current year's financial report, Officers for the ensuing year and any changes to By-laws and to inform members of the improvements that have been completed during the past year.
- B.** **The Board of Officers/Committee Members** shall meet as often as deemed necessary to conduct business to maintain and improve the Pleasant Hill Cemetery. No meeting shall be opened unless there is a quorum present, including two of the Board of Officers. All members of the Board of Officers and Committee Members are eligible to vote on any business pertaining to the cemetery. At any scheduled meeting, a quorum is required to vote.
- C.** **Quorum.** A quorum shall constitute two thirds of the members of the Board of Officers and Committee Members.

ARTICLE IV – OFFICERS

- A.** The Board of Officers shall be: President, Vice-President, Secretary and Treasurer.

ARTICLE V - DUTIES OF THE OFFICERS

- A.** The duties of the **President** shall be to preside at all the meetings of the organization and serve as ex officio member of all committees. The selection of this person should be made alternately between the Central Steele Creek and Steele Creek Presbyterian Church at Pleasant Hill congregations, if possible. The term of this office shall be two years.
- B.** The duties of the **Vice President** shall be to preside at meetings in the absence of the President, This position shall be held alternately by the ministers of Central Steele Presbyterian Church and Steele Creek Presbyterian Church at Pleasant Hill. If the minister is not able to serve, it will be a member from the congregation that is a member of the

association. The term of office shall be two years, coinciding with the two-year President's term. The President and Vice President shall come from opposite churches, for instance, the President from Steele Creek Presbyterian Church at Pleasant Hill, the Vice President from Central Steele Creek. The next two-years will be reversed. If either church has a vacancy in the position of minister, the Clerk of Session from that church shall serve that term.

- C. The duties of the **Secretary** shall be to keep a record of all meetings and transactions, take care of all correspondence, including invitations to the Annual Meeting and announcements for church bulletins and newsletters. The Secretary shall be elected annually, with no set limit to the number of terms.
- D. The duties of the **Treasurer** shall be to keep adequate financial records of all receipts and disbursements. He/She should be responsible for making bank deposits for checks received and for issuing checks for payment to vendors for services rendered. He/She should be responsible for investments of funds and work closely with the Board of the Association to report these investments. A report will be made at each Annual Meeting of the financial position of the Association. The Treasurer shall be elected annually, with no set limit to the number of terms.
- E. Detailed job descriptions and/or addendums to the association's Rules and Regulations and will be implemented by the Board of Officers and Committee Members of the Association.

ARTICLE VI - COMMITTEES

The following committees will be elected annually: The Work Committee, the Nominating Committee, and the Lot Registrars

- A. The **Work Committee** shall be composed of members from Steele Creek Presbyterian Church at Pleasant Hill and Central Steele Creek congregations. The primary responsibility of the Work Committee is the maintenance and beautification of the cemetery grounds.
- B. The **Nominating Committee** shall be composed of at least two members, one from Central Steele Creek Church and one from Steele Creek Presbyterian Church at Pleasant Hill. They shall secure officers and committee members for the Association.
- C. The **Lot Registrars** will show lots for sale and should be contacted before any grave is opened. He/She is responsible for marking the opening for a grave, as well as marking the placement for monuments and markers. He/She is to work with the Association's secretary to make sure all up-to-date maps are accessible.
- D. Detailed job descriptions or addendums to the association's Rules and Regulations will be implemented by The Board of Officers and Committee Members of the Association.

ARTICLE VII - ELECTIONS OF OFFICERS AND COMMITTEE MEMBERS

- A. Board of Officers and Committee Members shall be filled by the Nominating Committee and voted on at the annual meeting on the third Sunday in September. Should a vacancy occur between annual meetings, the position may be temporarily filled by a recommendation from the Nominating Committee with The Board of Officers/Committee Members approval.
- B. The Nominating Committee recommendations shall be elected by a majority of the Members present at the annual meeting.

ARTICLE VIII - CHANGES AND AMENDMENTS TO THESE BY LAWS

- A, Changes and amendments to these By Laws may only be made by an affirmative majority vote of The Board of Officers/Committee Members of the Association and once approved must be presented at the annual meeting.
- B. A majority of the members present at the annual meeting must approve these changes.