

## The Lee County Cemetery Preservation Commission By-Laws

### Article I - Name

The name of this organization shall be The Lee County Cemetery Preservation Commission. In this document it will be referenced LCCPC.

### Article II - Objectives and purposes

Section 1. To protect the cemeteries in Lee County.

Section 2. To provide for the maintenance and reasonable care of cemeteries in Lee County.

Section 3. To provide civil and criminal immunity to members of the commission and to their agents or employees or anyone working on their behalf in a cemetery or investigating a complaint.

Section 4. To accept the cemetery records created by The Genealogical Society of East Alabama and to share any new locations and listings with the same.

### Article III - Officers and Elections

Section 1. The officers of The LCCPC shall be: Chair and Vice-Chair.

Section 2. The Chair and Vice-Chair shall be elected with their consent, annually from among the commissioners,

Section 3. Term of office shall be four years. Each Chair and Vice Chair will serve for a term of one year. Each officer can serve more than one term if willing and elected.

Section 4. A vacancy in the Commission shall be filled by appointment by the Lee County Commission on recommendation of The LCCPC.

### Article IV - Duties of the Commissioners

Section 1. The Chair shall preside at all meetings of the LCCPC. In the Chair's absence, the Vice-Chair shall preside. In the event the Chair and Vice-Chair are both absent, any one of the other three commissioners may preside.

Section 2. There will be a Secretary and Treasurer appointed by the chair or elected among the commissioners.

Section 3. The secretary will keep an accurate record of the minutes of the LCCPC.

Section 4. The Treasurer shall be the custodian of all funds of the LCCPC and account for the same. The Treasurer shall sign all checks issued and give a financial report at each regular meeting.

Section 5. In the event of a vacancy on the board, any LCCPC member who is willing may fill the duties of any of the above officers.

### Article V - Quorum

Section 1. Three of the five members shall constitute a quorum at any meeting of the LCCPC.

#### Article VI - Meetings

Section 1. The LCCPC shall hold four regular meetings per year during the months of January, April, July and October. Additional meetings may be called as the Chair or LCCPC shall deem necessary. The date, place, and time of the meetings shall be fixed by the LCCPC. Notice to the public of all meetings will be given through the local newspaper.

#### Article VII - Amendments

Section 1. These By-Laws may be amended at any regular meeting of the LCCPC by a quorum.

#### Article VIII - Incorporation

Section 1. The LCCPC shall be incorporated under the laws of the State of Alabama relating to the incorporation of nonprofit corporations.

#### Article IX - Community Agreements

Section 1. The Cities of Auburn and Opelika have their own cemetery provisions. The LCCPC acknowledges the cities' rights to make their own provisions for their cemeteries respectively. The LCCPC recognizes the majority of graves in Lee County are in cemeteries in Auburn and Opelika and when/if this commission has revenue to share, both cities may receive funds for upkeep and or repairs when/if available.

#### Article X - Accountability

Section 1. The LCCPC shall provide an annual and semi-annual report of its work and financial records to the Lee County Commission.

Section 2. The commission members shall conduct business to the highest and best practice standards with a balance of fairness.

Section 3. All cemetery work shall meet acceptable methods and reasonable standards.

#### Article XI - Parliamentary Authority

Section 1. The current edition of "Roberts Rules of Order" shall be the parliamentary authority.

#### Article XII - Dissolution

Section 1. In the event of any dissolution of the Commission, its assets shall be transferred to The Genealogical Society of East Alabama or divided between other Preservation groups with an IRS 501 (c) 3 Internal Revenue Service tax exemption and provided they are located in Lee County, Alabama.