



**BY-LAWS
FOR THE CONDUCT, OPERATION AND REGULATION OF
CHRIST CHURCH – DURHAM PARISH CEMETERY
IRONSIDES, MD**

DECLARATION:

Christ Church, Durham Cemetery, Ironsides, Maryland is the property of Christ Church,
Durham Parish Episcopal Church, an organized congregation.

ARTICLE I. NAME:

This organization shall be known as Durham Church Cemetery Committee. For the purposes of
this document, from the point forward it shall be noted as the 'Cemetery Committee'.

ARTICLE II. OPERATION:

The Christ Church, Durham Cemetery shall be operated by the Cemetery Committee under
the auspices of Christ Church, Durham Parish Vestry and it's 501.C3 exempt status within the
Episcopal Diocese of Washington, D.C. The Cemetery Committee will provide for the care and
maintenance of the Durham Church Cemetery, Ironsides, Maryland, at the discretion of the Vestry.
All earnings, from the sales for right(s) of burial, endowments or otherwise shall be kept,
administered and maintained for perpetual care of the cemetery.

ARTICLE III. COMMITTEE MEMBERS:

The Cemetery Committee will have on its committee a designated Chairperson and three (2)
additional members, for a total of four (4). At least one (1) member of the committee must be a
member of the Christ Church, Durham Parish Vestry: this person will be the liaison to the Cemetery
Committee. In the event a member of the committee should vacate their position, the Christ Church,
Durham Parish Vestry shall select and appoint a member to the Cemetery Committee to fulfill the
requirements of these by-laws.

Persons not eligible to be members of the Cemetery Committee due to conflict of interest
issues that may arise:

- Any person that has connections to the funeral industry, such as owners, directors and employees of funeral homes.
- Any person that has connections to grave digging companies, such as owners, directors and employees of grave digging companies.
- Any person that has connections to monument companies, such as owners, directors and employees of monument companies.

ARTICLE IV. MEETINGS:

Meetings of the Cemetery Committee will be held quarterly at the Christ Church, Durham Parish Hall and as required by circumstance. Minutes will be taken and a copy kept with the cemetery files.

ARTICLE V. DUTIES:

Christ Church, Durham Parish Cemetery Committee:

- Will make and approve all rules and regulations governing the cemetery.
- No member will receive compensation for any work done in support of the cemetery.
- Will keep records of all right(s) of burial transactions (receipts). Cemetery records; such as burial transaction receipts, or burial transit permits, etc, should be stored or archived in a location such as a Cemetery Office.

Chairperson:

- Chairperson will preside at all meetings of the Cemetery Committee.
- Chairperson will call meetings of the Cemetery Committee as required and/as deemed necessary, or whenever requested by the Director or a committee member.
- Shall perform other duties as may be prescribed.

Director:

- Director will attend to the operation of and care of the cemetery.
- Will handle all right(s) of burial transactions, collect fees, and officially record these transactions in the cemetery records.
- Will appoint an assistant to handle cemetery operations and transactions when the Director is not available to carry out these duties.
- Will attend all Cemetery Committee Meetings.
- Will attend Vestry Meetings when requested.
- Will follow and uphold the Cemetery By-Laws.

Treasurer:

The official Treasurer for the Cemetery Committee shall be the Parish Treasurer.

ARTICLE VI. RULES AND REGULATIONS:

Right(s) of Burial Plots Sales:

1. Cemetery Committee Responsibilities. The Director and/or designated appointee will be responsible for all sales of right(s) of burial plots and record keeping.
2. All monies received shall be maintained as part of the Christ Church, Durham Parish Cemetery Endowment Fund.

3. Only Endowment Fund investment interest monies accrued shall be used for perpetual care and improvements of the cemetery.
4. Purchase of Plots. Right(s) of burial plots are limited to members of Christ Church, Durham Parish, as defined in the church by-laws (see #5), unless otherwise approved by the Cemetery Committee.
5. Parish Member Definition shall be the same as the Christ Church, Durham Parish Bylaws:
 - All persons who have received the Sacrament of Holy Baptism whether in this church or in any other Christian Church and who's Baptisms have been duly recorded in the Christ Church Durham Parish Register;
 - Any person who has been received or confirmed in the Episcopal Church and has been recorded as such in the Christ Church Durham Parish Register;
 - All members of this Church (Christ Church Durham Parish) who have received Holy Communion in this Church (Christ Church Durham Parish) at least three times during the preceding year;
 - A member who has given to the general operating fund of the church unless prevented for good cause, in such a manner that the gift is an identifiable contribution and captured and recorded by the Treasurer. The amount is not an issue;
 - Members 18 years of age and over; and
 - Members who have met all these requirements at the last Annual Parish Meeting or, any special meeting held between Annual Parish Meetings.
6. The number of right(s) of burial plots a family, or individual, may purchase shall be restricted to immediate family (spouse/partner and minor/dependent children) only.
7. Non-members with a family connection to Christ Church, Durham Parish can petition the Cemetery Committee in writing for permission to purchase a right to burial plot, with the Vestry retaining the right of final approval. The Rector and Director, together, can use their discretion in case of an emergency.
8. Should there be a church member who, in the judgment of the Director and Rector, is unable to satisfy the costs required for a right of burial plot can petition the Cemetery Committee with Vestry approval to waive these costs.
9. All monies owed for plots purchases; fees or other cemetery related services must be paid in full before any interment takes place. All disbursements will be made only by written order of the Director. If the Director is unavailable for a period of time, he may appoint his assistant to complete this task until the Director is able to resume this task. (E.g. for lawn care maintenance, tree removal and trimming). The cemetery income and expenses should be made available for the Cemetery Committee's review at their scheduled meetings.
10. Right(s) of burial plots dimensions will be 4-1/2 feet by 9 feet.
11. Cremated remains burial requires the purchase of a right(s) of burial plot. This plot may contain cremated ashes of up to no more than two (2) persons. This number restriction is due to the space available for markers.

12. Christ Church, Durham Parish right(s) of burial plot prices are established, placed into effect by the Cemetery Committee at the discretion of the Vestry and subject to change at any meeting. All cemetery pricing and sales include the plot and perpetual care.
13. Current Price List will be stored with the bylaws, cemetery plot map of gravesites and shall be reviewed annually. This list shall be kept in the Cemetery office location.
14. Documentation of Ownership. A document indicating the person purchasing the right(s) of burial plot, address, telephone number, who is expected to use the plot, plot location, if the person is a veteran, purchasing person's signature, and other information that the Cemetery Committee deems necessary to capture to best conduct cemetery business will be kept on file by the Cemetery Committee for each plot. Collection of complete information on each right(s) of burial sold will better serve Christ Church, Durham Parish, future Cemetery Committees and Directors by providing a written census and history of persons residing in our cemetery.
15. A copy of right(s) of burial shall be given to the purchaser at the time of purchase, with the original to be kept on file by the Cemetery Committee. A copy of the brochure, cemetery map indicating the plot location shall also be given to the purchaser at the time of the transaction. Signatures shall be affixed on each right(s) of burial plot location documents. The original maintained by the Cemetery Committee. Each right of burial plot will have its own receipt with the person who is expected to be buried, plot location, relationship to the purchaser, military service, etc. Should the purchaser of a plot desire to use the plot for someone other than the designated (at the time of purchase) person, the purchaser will need to petition the Cemetery Committee to approve the change.
16. If the buyer, transactions before the enactment of these by-laws, did not make a decision on placement of remains on their plot(s) at the time of purchase, the surviving immediate family members will make that decision.
17. Transfer of Plots. The original purchaser of a plot, an estate trustee official or family member, cannot sell, transfer or trade any plots to another person.
18. If the claimant and all members of his/her immediate family are deceased, any remaining unused gravesites shall revert to the Parish. The Cemetery Committee reserves the right to remove any markers, stakes, and cornerstones involved in such a procedure.

Burial Procedures:

1. Vault and Casket. An outside receptacle (vault), in addition to the casket is required for burials. The receptacle will be fabricated of sufficiently rigid materials so as to resist collapse caused by the weight of the earth, moisture, and snow.
2. Should the State of Maryland have on record specifications for vaults or containers, then those specifications shall be followed. Otherwise; materials of which such vaults or containers are fabricated will be left to the good sense and sound judgment of the funeral directors and other persons of concern

3. Headstones, Tombstones and Markers. The owner of each plot must erect a proper monument there on, made of stone (no wooden markers), and is responsible for proper maintenance. The placement design must be presented to and approved by the Cemetery Committee. The monument is to be placed in the row and lined up with other stones to maintain a straight row.
4. All placements of cemetery memorials, headstones or monuments are to be first approved by the Cemetery Committee. Proper foundation for the monument will be a minimum of eighteen (18) inches deep. A sketch or drawing shall be maintained on file with the Cemetery Committee to support this requirement. The Director, or his designated person, must be present when the stone is set.
5. In the case of United States military veterans, the United States Government issued stone/brass plate marker can be placed either as a headstone or placed at the foot of the grave.
6. In case of a person, or persons, whose estate cannot afford a proper monument, the Cemetery Committee and Vestry shall evaluate each circumstance on a case-by-case basis and make provisions for a proper marker accordingly. Proper marker: Small stone marker containing the person's name, date of birth and date of death, e.g. foot stone.
7. No enclosures of plots of any kind are allowed.
8. No mausoleum type/style grave will be allowed on any plot.
9. Effective, as of the date of ratification of these by-laws, no markers of any kind shall be affixed to the front brick wall bordering the entrance of the church and cemetery grounds. All markers/plates currently affixed to the wall, and prior to ratification of these by-laws are 'grandfathered' in for the purpose of these by-laws, shall be identified and documented as such.
10. Excavating Plots. In addition to being subject to the rules and regulations of the Cemetery Committee, all interments, disinterment and removals are subject to the laws of the constituted authorities of the county and state.
11. All digging, interments and disinterment are to be authorized and done through the Cemetery Committee and performed by the gravedigger contactor.
12. All cemetery activity, other than visits or placement of decorations, must be first cleared and approved by the Cemetery Committee.

ARTICLE VII. CEMETERY DECORATIVE ITEMS:

Cemetery Grounds

1. The Cemetery Committee reserve s the right and power to plant, transplant and cultivate such trees, shrubs and flowers as they deem proper in and on any part of the cemetery grounds; also to supervise and control all improvements on any plot or plots.
2. Planting of live plants, shrubs or trees on any gravesite or plot is not allowed.

3. Cut flowers, potted plants and wreaths may be placed upon the graves at any time, but not inserted in the ground. After the flowers have died, they, along with the containers, will be removed by the cemetery groundskeeper and disposed of accordingly. The Cemetery Committee and groundskeeper are not responsible for any valuable containers, which were used for decoration that may be broken or lost.
4. The Cemetery Committee reserves and maintains the right to remove from plots, without notice to the owner, all withered flowers, plants, boxes, cans, shells, toys, flags balloons, wood or iron cases, brick, rock or any such objects that are deemed either detracting, unsightly or inappropriate to the plot and cemetery grounds or impacts the safety of the groundskeepers and visitors. All such items will be removed immediately. Christ Church, Durham Parish Vestry and the Cemetery Committee are not responsible for personal injury.
5. The Cemetery Committee will tour the cemetery, on a routine basis, to assess the upkeep condition of the grounds and note any improvements required to include designating decorative items noted previously within this article for removal as applicable.

ARTICLE VIII. AMENDMENTS:

These by-laws shall be reviewed once or more per year by the Cemetery Committee as circumstances require, and may be altered or amended at any point during a Cemetery Committee meeting, or any special meeting called for that purpose and subject to the same rules and regulations as published in the Christ Church, Durham Parish By-Laws. Upon annual review and/or revision, these by-laws will be presented to the vestry for final approval.

Sr. Warden:	<u>Willie Harrison</u>	Date: <u>12-4-2011</u>
Jr. Warden:	<u>Millie Hamman</u>	Date: <u>12-4-2011</u>
Vestry:	<u>Agustina Shoemaker</u>	Date: <u>12-4-11</u>
	<u>Willie E. Wiley</u>	Date: <u>12-4-2011</u>
	<u>Ray D. Squires</u>	Date: <u>12/4/2011</u>
	<u>George E. Hinkle</u>	Date: <u>12/4/2011</u>
	<u>Kathy Ruman</u>	Date: <u>12/4/11</u>
	_____	Date: _____
	_____	Date: _____