



<http://www.clarkcemetery.org>

Revised 2022

I. **Clark Cemetery Association** was organized by family members who are descendants of the original families buried in Clark Cemetery. The purpose of the Association is to preserve family heritage, provide burial plots for family members, maintain the cemetery grounds, collect donations, and to manage the cemetery finances.

II. **PURPOSES:**

- A. To promote membership interest in the care and maintenance of Clark Cemetery.
- B. To preserve Land Deeds donated in the early nineteenth century.
- C. The Cemetery Association shall be operated as a nonprofit organization with no personal benefit to any member.
- D. No cemetery plots shall be sold.

III. **MEMBERS:**

The Clark Cemetery Association membership is composed of ancestors buried in Clark Cemetery, Parker County, Texas. Family members are only allowed to be buried in Clark Cemetery, no others qualify. The only exception possibly are county indigents.

IV. **OFFICERS:**

A President, six Trustees, and a Secretary / Treasurer to be elected, by the cemetery membership, at the Annual Meeting should vacancies occur.

V. **MEETINGS:**

- A. A yearly meeting of association members shall be held on the fourth Saturday of April.
- B. Notification by mailing list which each member has the responsibility for keeping addresses current.
- C. Trustee meetings shall be called as needed throughout the year.
- D. The current Association President shall preside over all meetings.
- E. A simple majority vote for all business, with the exception of the By-Laws, which require a two-thirds vote.



VI. BASIC POLICIES:

- A. **Reserved cemetery plots must be curbed.** Curbs to be no less than six inches wide and no more than eighteen inches wide on the West side of the plot, and to be no higher than two inches above the ground. The eighteen inch width makes a solid foundation to set family headstones. East-West dimensions eight feet inside, ten feet outside.
North-South dimensions four feet inside dimensions (six inch end curb optional). This provides one to four grave spaces maximum.
 - All Clark Cemetery burials shall be in a concrete box or vault.
- B. **Flowers** that become faded, wilted and or out of season, shall be removed.
 - All flowers must be secured in an upright position in containers or in the ground. Scattered flowers shall be removed.
 - Flowers are welcome on or against headstones only.
- C. **Funeral Homes** are responsible for grave openings, funeral services and closings.
- D. **Grave opening** fee is 200 dollars. The fee may be prepaid.
- E. A Clark Cemetery Trustee must be notified of upcoming funerals and any maintenance done on the cemetery grounds.
- F. **Permanent headstones** are required to be set within twelve months of the family member's passing. The headstone must be inscribed with the name, birth and death date of the deceased.
- G. **Plantings** of trees, shrubs, and or flowers must be approved by the Trustees.

VII. OFFICERS AND TRUSTEES RESPONSIBILITIES:

- A. Trustees and elected officers shall receive no payment for time and labor therefore it is considered a donation.
- B. Trustees are required to attend all meetings and oversee all activities involving the cemetery.
- C. Trustees are responsible for procuring contractors to mow and trim the cemetery and oversee all donated time and labor.
- D. Trustees are responsible for overseeing the collection of donations and management of funds and finances.



E. The **duties of the Secretary/Treasurer** include the following:

- Collection of cemetery donations.
- Recording of minutes of the Trustee meetings, and Annual meetings.
- Presenting the Clark Cemetery Records for review by the membership.
- Issue checks for all expenses approved by the Trustees.
- Update current membership mailing list addresses.
- Responsible for the membership reminder cards for the Annual Meeting.

VIII. FINANCES

- A. **Endowment Fund** invested in CD's must require two signatures of the Trustees
- B. The **Money Market Fund** requires one signature of a Trustee.
- C. The **Checking Account** requires one signature, Secretary/Treasurer or Trustee.

IX. COMMITTEES

- A. Committee members elected each year for possible projects as needed by Trustees.

X. PARLIAMENTARY AUTHORITY

- A. Robert's Rules of Order

XI. AMENDMENT OF BY-LAWS

- A. Accomplished at the Annual Meeting in April on the recommendation of the Trustees. Amendment of the By-Laws requires a two-thirds vote.