

MAINE VETERANS MEMORIAL CEMETERY ASSOCIATION
BYLAWS

ARTICLE I
NAME

The name of this organization shall be the VETERANS MEMORIAL CEMETERY ASSOCIATION, INC. We were incorporated 3/24/1970 and received our Tax Exempt Number on Sept 19, 1985

ARTICLE II
OBJECTIVES

The objectives of this association shall be:

Section 1. To raise funds to assist the State of Maine in the beautification of the cemeteries. This includes beautification and maintenance of monuments sponsored or procured by this Association, the non-denominational chapel and similar monuments located at the State of Maine Veterans Memorial Cemeteries in Augusta, Maine.

Section 2. To cooperate with all public, private, religious agencies and professional groups in the furtherance of our goal. Serve as a clearing house for gatherings and giving out information regarding projects. And to solicit, receive funds and materials for the accomplishment of the above purposes.

ARTICLE III
MEMBERS

Section 1. Membership to this Association will be open to:

a. Persons of good character and community standing who express an interest in the furtherance of the objects stated in Article II.

b. The Members shall consist of two types;

1. Ex-Officio Members (Non-voting members):

(a). A representative from The State Maine of Legislative bodies as nominated by them.

(b). The Commissioner of the Maine Department of Defense, Veterans and Emergency

Management.

(c). The Director of the Maine Bureau of Veterans Services.

(d). Maine Veterans Memorial Cemetery and Superintendent or their Representatives.

2. Members (Voting Members):

(a). The Officers as listed in Article IV.

(b). A member of the major veterans service organizations in Maine.

(c). A representative of the Funeral Directors of Maine as nominated by the President of the Association.

(d). Other interested persons representing the general public who are dedicated to the Association's objectives.

Section 2. There will be no membership fees or annual dues.

Section 3. Election of Members and Voting Members:

- a. A person nominated for membership shall be elected by majority vote of the members present at any regular meeting.
- b. Membership shall be limited to members who qualify as specified above.
- c. The only voting members shall be those stated in Article III Section 1, b., 2.
- d. There shall be no voting by proxy

ARTICLE IV
OFFICERS

Section 1. The officers of this association shall consist of Chairman, Vice-Chairman, Treasurer and Secretary. These officers shall perform the duties prescribed by these Bylaws and the Parliamentary Authority adopted by this Association.

Section 2. The duties of the officers shall be:

- a. The Chairman shall be the executive officer of the Association and will preside at meetings of the Association. He shall present the views and aspirations of the Association and promote the growth of the Association in every way as best he/she can do to the people of the State of Maine. He/she shall perform such other duties as usually pertain to this office. The Chairman shall be authorized to sign checks.
- b. The Vice-Chairman shall assist the Chairman in the work of the Association. In the absence of the Chairman he/she shall perform all duties of that office and serve as Chairman till next scheduled election should a vacancy occur. The Vice-Chairman is the keeper of these Bylaws.
- c. The Treasurer shall receive all funds paid to this Association and shall deposit same in the official depositories, and shall disburse same in accordance with the vote of the membership. He/she shall present an annual report in March and an abbreviated report at each quarterly meeting as well as other times as requested. The Treasurer's accounts and books shall be open for inspection at all times to the members and authorized auditors. The Chairman shall appoint a committee to audit the books prior to the Annual Meeting. The Treasurer shall be bonded.
- d. The Secretary shall keep a record of all meetings and retain a file for future reference. He/she will maintain the Association's official membership list to include name, contact information, organization they represent and voting status of this organization.

Section 3. Elections: At the December meeting, a nomination committee of three shall be elected by the Association. It shall be the duty of this committee to nominate candidates for any needed offices to be filled at the Annual Meeting. Additional nominations may be made from the floor at the Annual Meeting. If more than one candidate is nominated for an office, elections shall be by ballot; otherwise, election may be by voice vote.

Section 4. Term of Office: The officers shall be elected to serve for a period of two years or until their successors are elected, and their term shall begin at the close of the Annual Meeting at which they are elected.

Section 5. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. If necessary, the Secretary and Treasurer positions may be held by one member until a qualified replacement can be found for one of the positions. If for the good of the association an officer position becomes vacant before the two year term expires, nominations and a majority vote of members can be made to fill the remainder of term at any Annual, Regular or Special meeting.

ARTICLE V MEETINGS

Section 1. Regular meetings of this Association shall be held quarterly at a time and place decided by the membership. These meetings usually will be held on the second Tuesday of March, June, September and December.

Section 2. The Annual Meeting will be held in March.

Section 3. Special and Emergency Meetings: Special meetings may be called by the Chairman or at the request of four members of the Association. Special Meetings require five days notice. Emergency meetings require 24 hours notice and must be requested by four members. The purpose of the either meeting will be stated when called.

Section 4. Five members of this Association, including two officers, one of which should be Chairman or Vice Chairman, shall constitute a quorum for any meeting.

Section 5. Members who miss (3) three consecutive unexcused meetings may be dropped from membership. A letter of intent will be forwarded to the member stating that the individual has thirty days to respond. The general membership shall have final action.

ARTICLE VI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE VII AMENDMENTS

Any amendment or revisions to these Bylaws may be adopted by a two thirds (2/3) vote of the membership present at any meeting of this Association provided written notice of the proposed amendment shall have been given to the members at least two (2) weeks prior to the meeting.

Revised September 15, 1992
December 13, 1994
December 10, 1998
September 28, 1999

September 23, 2002
June 12, 2007
September 13, 2011
October 22, 2021 Approved by membership on Dec. 8, 2021