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Prairie View Memorial Park Association

Prairie View A&M College

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Agreed that the word festival
can be continuously the memorial
Park

PRELIMINARY DRAFT OF CONSTITUTION
For The
PRAIRIE VIEW COMMUNITY
MEMORIAL PARK ASSOCIATION

August 3, 1961.

ARTICLE I NAME ✓

Section 1 The name of this organization shall be the Prairie View Community Memorial Park Association, herein after in this constitution referred to as the Memorial Park Association, the Association or M.P.A. *OK*

Section 2 The land purchased or otherwise ^{obtained} ^{for use} by the M.P. A. shall be designated as the College Community Memorial Park. *see art II?*

Section 3 A permanent plaque bearing the names of the charter members of this project be attached and maintained in the proper place at such a time that funds are available and construction of entrances completed. Said charter members shall be those persons identified in Article III, Section I of this Constitution. *?*

** add art II of arts of Assn -
add art III " " " "
add art V " " " "*

ARTICLE II PURPOSE ✓

Section I The purpose of the M. P. A. shall be: *State as in art. IV of Arts of Assn*

A. To secure land for the purpose of placing the last remains of employees, former employees and members of their immediate families and residents of the Prairie View Community.

B. To manage, operate and maintain perpetual care of such properties at a first class level.

C. To sponsor at the proper times ceremonies in the memory of those who served in the Prairie View Community.

Article III MEMBERSHIPS

Section 1 Charter Members

All employees or former employees of Prairie View A & M College or members of their immediate families or residents of the Prairie View

Community paying \$50.00 within five months after the adoption date of this

constitution shall be considered as charter members of this Association and shall be given a title to two grave lots.

Define "grave lot and"
"immediate family"

Section 2 Regular Members

All employees or former employees of Prairie View A & M College or members of their immediate families or residents of the Prairie View

Community purchasing grave lots at cost set by the charter members of the M.P.A.

in the first regular or called meeting five months after the adoption date of this constitution.

Section 3 Rights of Members

All members shall have the same rights with the exception of

~~members~~ who shall not have voting privileges.

minor
Should be
further explained ?
4

Article IV MANAGEMENT

Section 1 Legislative Power ✓

A. The Legislative body of the M.P.A. shall be the adult members of the Association being currently in good financial standing at the time of regular or called meetings.

B. All rules and regulations of the M.P.A. shall be the sole responsibility of this body.

✓ Section 2 Administrative Authority

The business affairs of the M.P.A. shall be handled by an executive committee of the following positions and responsibilities:

Transferred
A Board of Trustees

Consisting of members elected by and from the members in good financial standing.

The Board of Trustees shall be elected by the qualified voters of the Association. Board members shall be elected to three year terms. The Board will be the President of the Association and Chairman of the Executive Committee.

The officers of the Association shall consist of the President, Vice-President, Secretary, Treasurer, Chairman, Membership & Finance and Historian.

1. Call and preside over all meetings.
2. Appoint committees not provided for in the constitution.
3. Review reports and prepare annual reports.
4. Sign checks.
5. Prepare proposed annual budgets.

B. Vice-President

B. Vice-President Cont'd

1. Investigate all legal matters relative to the M.P.A. and advise the Executive Committee of same.
2. Prepare, develop and supervise the layout plot plan.
3. Direct release of lots and titles handling the paper work and records of this operation.
4. Assist the President and serve as president in his absence.

C. Secretary

1. Keep records of Executive Committee and Association meetings.
2. Receive all funds of the M.P.A. and turn same over to the treasurer.
3. Sign all orders for the paying of bills and pass on to treasurer for the writing of checks.

D. Treasurer

1. Receive all funds from Secretary, bank and keep records of same.
2. Sign all checks as per order from the Secretary, obtain counter signature of President or Vice-President and pay to person or persons due.

E. Chairman of Maintenance Committee (5 Members)

Article IV Management Cont'd.

E. Chairman of Maintenance Committee (5 Members) Cont'd.

1. Supervise the day to day maintenance and care of the Community Memorial Park.
2. Let all contracts for maintenance and improvements.
3. Sign all orders for payment of maintenance and improvement bills.
4. Solicit donated labor and services in maintenance and care.

F. Chairman of Membership and Finance (5 members)

1. Organize and direct membership and finance drives.
2. Collect funds for lots and maintenance and report same to Secretary of M.P.A.
3. Turn in to Vice-President the necessary orders for insurance of titles to grave lots.
4. Solicit funds for maintenance and care from clubs and organization.

G. Historian

1. Keep a permanent record of the organization and development of the M.P.A.

Article IV Management Cont'd.

G. Historian (Cont'd)

- 2. Keep a permanent record of the obituaries of persons placed in the Community Memorial Park.
- 3. To direct all ceremonies in the memory and honor of persons placed in the Memorial Park at the proper time and in the proper manner.

Article V ELECTION OF OFFICERS

By Laws

1 - Duties of officers

Section 1 Terms

All officers shall be elected for terms of one year not to succeed himself more than once, and for as many terms as desired by the association.

start

Section 2 Election System

- A. A nominating committee appointed by the President thirty days before the date for election shall nominate one or more persons for each position provided in the Constitution.
- B. Voting shall be done by ballot prepared by the committee in a regular meeting of the Association
- C. Only adult members present at regular or called meetings shall have the right to vote.

Fees Here

Section 3 Title of Lots

De [unclear]

A. Location of grave lots to charter members shall be drawn under the direct supervision of the Vice-President in a general meeting of the association, at a time proceeding the ~~sale~~ ^{assignment} of lots to regular members.

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B. Title to lots will be issued only and immediately upon full payment; ^{required fee} However, a contract form should be issued as early after the initial payment as possible.

C. Charter members shall be given a two-year option on as many additional lots requested at the time of the drawing.

D. The authority to release any grave for opening shall rest with the official designated by the association.

Section 4 Committee Reports

Board of Trustees

A. The Executive Committee shall determine the system of committee reports and records.

B. The chairman of each committee shall be responsible for reports as required by the association.

Article VI MAINTENANCE AND IMPROVEMENT

Section 1 Maintenance and Improvement Fee

- A. An annual per lot maintenance and improvement fee to be set by the association will be charged each member of the association.
- B. An amount determined by the association of the maintenance and improvement fee shall be placed in the trust fund of the association.
- C. When families of non members purchase a lot for immediate use a maintenance and improvement fee in an amount set by the association shall be added to the cost of the lot. This fee is to be set in a general meeting of the association.
- D. *Board of Trustees*
The executive committee of the association will be responsible for developing a quality maintenance program to be made available to families desiring special care of lots that have been used.

Section 2 Maintenance and Improvement Operation

- A. The association members shall assume the moral obligation of donating labor, equipment and money for the maintenance and improvement of the community park.
- B. The maintenance and improvement committee shall plan and

Section 2

Maintenance and Improvement Operation (Cont'd)

B.

direct all maintenance and improvement of the Community Memorial Park.

C. Expenditures for maintenance and improvement may not exceed the amount voted by the association in a regular or called meeting.

D. The standards of maintenance and improvement are to be directed toward the best examples of modern Memorial Parks.

Article VII BY-LAWS

1. REGULAR ASSOCIATION MEETINGS

The Regular meeting of the Association shall be ^{annually} twice per year on the following dates or as near these dates as is convenient:

1. The fourth Sunday in October.

2. The fourth Sunday in April.

At a time and place to be set by the President of the Association.

2. CALLED MEETINGS

At the descretion of the President or on petition of 20% of members in good standing.

3. QUORUM OF THE M.P.A.

Twenty per cent of members in good financial standing when notified by mail.

4. EXECUTIVE COMMITTEE MEETINGS

The Executive Committee will meet at least once per month at a time and place agreeable with the majority of the members or on call from the President.

5. QUORUM OF EXECUTIVE COMMITTEE

When five members are present and all members have been given notice of the meeting.

6. STANDING COMMITTEE MEETINGS

A minimum of once monthly and as often as necessary for the work of the committee.

7. QUORUM FOR STANDING COMMITTEES

Three of the five members - when notices have been given all members.

8. RELEASE OF FUNDS

Funds of the association are to be released in the following manners:

1. Orders for payment of funds must originate from one of the following sources:

- 1. ^{Board} The Executive Committee
- 2. The Maintenance and Improvement Committee
- 3. From members at annual meeting

2. Orders ^{shall be submitted} ^{Board for approval} ^{The President, Sec & Tr} should bear the signature of ~~three~~ members of the committee and presented to the Secretary in two copies.

3. The Secretary should record the expenditures, file one copy of the order and pass to the treasurer for payment.

4. The Treasurer shall prepare the check ^{and sign} and secure the signature of either the President or Vice-President ^{and} release for payment.

5. Unless otherwise agreed all payments should be made within thirty days.

8. AMENDMENT TO THE CONSTITUTION

The Constitution of this organization may be amended only in the regular meeting of the Association and by 2/3 majority vote of members present.

at proposed amendment shall be circulated at least 30 days prior to the annual meeting

9. ENDOWMENT TRUST

One hundred % of all unrestricted donations for the first twelve months and at least 50% for the second twelve months shall be used to establish a permanent endowment fund. The interest there from to be used in providing perpetual care of the Memorial Park.

10. The official year of the association shall be July 1 to June 31. All

at annual meeting
officers shall be elected in the Spring meeting and assume their jobs July 1.

