

Hillside Interfaith Cemetery

Constitution and By – Laws

Article I.

Name and Objective

Section 1. The Committee will be known as the Hillside Interfaith Cemetery Administration Committee, located in the Town of Stephenville, in the province of Newfoundland and Labrador.

Section 2. The objective of the Committee is to provide for the burial of the dead or any legal disposition of human remains and to maintain the cemetery in a perpetual order. The cemetery shall be available for public use.

Section 3. The Hillside Interfaith Cemetery will be controlled by a board of committee members made up of Town Representatives and established Church Representatives. In all aspects it shall be governed by the constitution and by-laws in which the members shall adopt.

Article II.

Non-Profit Declaration

Section 1. The function of the committee is exclusively for non-profit purposes as a community service. All income from the sales of cemetery lots, columbarium niches and from annual contributions from the Town of Stephenville and the Town of Kippens shall be used as follows:

- a. To pay ordinary expenses for operating, maintaining, and improvement of the cemetery grounds.
- b. To secure any new property needed for the expansion of the cemetery.
- c. To maintain perpetual care of grave plots.

Section 2. No portion of the earnings of the committee shall be used for the benefit of or be distributed to the members of the committee for their services or participation on the committee. The committee shall be authorized and empowered to pay reasonable expenses for services in the maintenance and operation of the cemetery.

Article III.

Election of Members

Section 1. Members shall be elected / appointed by the governing council from the following churches and towns located in the Stephenville area:

- a. Town of Stephenville
- b. Town of Kippens
- c. St Augustine's Anglican Church
- d. First United Church
- e. St Stephen's Roman Catholic Church
- f. Salvation Army
- g. Zion Pentecostal Church

Section 2. The committee will consist of the following executive positions:

- a. Chairperson
- b. Vice Chairperson
- c. Secretary
- d. Treasurer

Other positions include:

- e. Church Representatives
- f. Funeral Director Observers
- g. Clergy for consultation purposes

Section 3. Executive members shall serve for a minimum period of three years. Members can serve an unlimited number of terms or as long as they are willing and able to perform their respective duties.

Section 4. The governing councils of the above organizations listed in Article III, Section I, have the option to provide newly elected members from their respective councils on a required basis. Each organization are to provide a primary and a secondary member.

Section 5. In the event the Chairperson position becomes vacant t due to death, resignation or otherwise, the vacant position is to be filled by the Vice Chairperson.

Article IV

Duties of Committee Members

Section 1. The duties of the committee members are to administer all aspects of cemetery including: set and administer rules and regulations, manage finances, manage maintenance and upkeep, plan for the future, maintain lot records and keep the cemetery a respectful place.

Section 2. The committee shall meet in the spring of each year to conduct and discuss cemetery business. Regular meetings shall be scheduled throughout the summer and fall seasons or any committee member may request a special meeting if any matter requires further attention.

Section 3. In order to conduct official Cemetery business, a minimum of fifty percent, plus one, of the board of members must be present at the meetings.

Section 4. In the event that a situation requires immediate attention and a meeting cannot be held within a suitable time frame, the Chairperson can use email services to get a decision. In this case, an official vote shall be documented at the next scheduled committee meeting.

Article V

Elected Officers and Their Duties

Section 1. The Chairperson, Vice Chairperson, Secretary and Treasurer shall be elected from the members of the committee for a term of three years.

Section 2. The Chairperson shall call the meetings to order and shall preside over the business of the committee. The meetings shall be conducted in an orderly manner. In the absence of the Chairperson the Vice Chairperson shall preside.

Section 3. The Secretary shall keep correct minutes of all business conducted and keep an accurate record of all proceedings. In the absence of the Secretary another member shall be assign to record the minutes.

Section 4. The Treasurer shall receive any monies from lots or niches sold, and from other sources, and pay bills, on the order of the Chairperson and Secretary. Also, the Treasurer shall maintain an accurate accounting of all money received and paid out. The Treasurer shall provide financial reports to committee members during schedule meetings or upon request if the need arises. In the absence of the Treasurer another member shall provide a financial report as required.

Article VII

Lot / Niche Price

Section 1. The price for plots and Niches shall be determined by the members of the Hillside Interfaith Cemetery Committee and provider of Funeral services. Prices may be adjusted from time to time.

Article VIII

Cemetery Ground Rules and Regulations

Section 1.

- a. The entire cemetery is to be a lawn type cemetery.
- b. The cost of a cemetery plot will be less for residents of the supporting towns of Stephenville and Kippens.
- c. The use of concrete, metal, wooden, plastic or any fabricated border around a plot is not permitted.
- d. Any plants, shrubs, ornaments, stones, seats, lights, and other items placed on the gravesite are not permitted; such items will be removed and discarded during maintenance of the cemetery.
- e. At the time a cemetery plot is purchased the usual maximum space allotted will be one double plot. In the case of a child who dies before his/her parents or similar special circumstances an additional plot maybe allocated.
- f. The maximum width of a base for a monument for a single plot is 42 inches and for a double plot it is 72 inches. Maximum overall height for a single or double monument is 42 inches.
- g. When new remains are interred on existing graves, a marker is permitted with the stipulation that it is flush to the ground and it will not interfere with mowing maintenance. The size of the marker will not exceed 24 inches by 14 inches.
- h. Flowers and other tributes are permitted on the monument or grave marker only. The committee encourages use of an appropriate holder as a part of the monument for display of such tributes.
- i. No remains are permitted to be buried in this cemetery without a Burial Permit and approval of the clergy for the section of the cemetery in which the remains are to be interred.

Section 2. The only information permitted on the face of the niche door of the Columbarium is the name of the deceased, date of birth, date of death and a small single ceramic picture.

Article IX

Burial Regulations

Section 1. Interment at the Hillside Interfaith Cemetery shall be limited to human remains or cremains.

Section 2. The committee is not responsible for any burial expenses including snow removal from entrance ways.

Section 3. A total of two additional cremains can be buried over top of existing interments. Any additional burials must be marked with a grave marker as per cemetery regulations or markings on the existing upright monument.

Section 4. Only approved funeral directors inventory of caskets or cremains' containers are permitted for interment.

Section 5. Burial permits are mandatory for interment in accordance with provincial laws and are issued by licensed funeral directors. Clergy of the respected religion are to be notified of any such burials.

Section 6. Disinterment must be coordinated by a licensed funeral director or Department of Justice.

Section 7. In the event that another clergy member conducts a committal of remains outside their respected religion that clergy member must notify the clergy member responsible for that area of interment.

Section 8. Excavation of graves must be completed by an approved contractor hired by the funeral director. The excavation contractor shall be responsible for digging, leveling and seeding of the grave and grounds damaged by the grave excavation and interment process for a period of one year after the initial excavation. The committee is not responsible for grave excavation expenses.

Section 9. Family members shall be responsible for the maintenance of grave plots, excluding the mowing of grass.

Article X

Issues / Concerns

Section 1. **Under Development**

Article XI

By- Laws and Amendments

Section 1. This Constitution and By –laws may be amended from time to time by a vote of fifty percent, plus one of the entire board of committee members at a scheduled meeting.