



LEWIS CEMETERY
COMMITTEE

Organizational Charter & Bylaws

Mission Statement

The mission of the Lewis Cemetery Committee is to protect, preserve, and maintain the Lewis Cemetery in Alma, Arkansas through responsible stewardship, community involvement, and the careful use of donated funds, ensuring the cemetery remains a dignified and peaceful place of remembrance for current and future generations.

Vision Statement

The Lewis Cemetery Committee envisions a well-maintained and respectfully preserved cemetery that reflects the care, heritage, and commitment of the Alma community, supported by transparency, volunteer engagement, and long-term sustainability.

ARTICLE I - NAME

The name of this organization shall be the **Lewis Cemetery Committee**, hereafter referred to as "the Committee."

ARTICLE II - PURPOSE

The Committee exists to:

- Protect and maintain the Lewis Cemetery grounds
 - Oversee routine and long-term maintenance and preservation efforts
 - Manage and steward donated funds responsibly
 - Encourage community involvement and volunteer support
 - Ensure transparency and accountability in all activities
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ARTICLE III - MEMBERSHIP

General Body Membership

- Membership is open to any individual who supports the mission of the Committee
- Members may attend meetings, volunteer, and provide input on Committee matters
- Voting privileges may be defined by attendance or contribution requirements as determined by the Executive Board

Code of Conduct

Members are expected to:

- Act respectfully toward fellow members and the community
 - Support the mission and decisions of the Committee
 - Conduct themselves in a manner that reflects the dignity of the cemetery
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ARTICLE IV - EXECUTIVE BOARD

Board Composition

The Executive Board shall consist of the following volunteer positions:

- President
 - Vice President
 - Secretary
 - Treasurer Co-Chair (Finance & Reporting)
 - Treasurer Co-Chair (Payments & Compliance)
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ARTICLE V - DUTIES OF EXECUTIVE BOARD MEMBERS

President

- Presides over all meetings
- Provides leadership and direction
- Serves as primary spokesperson
- Oversees committees and projects
- Ensures approved actions are implemented

Vice President

- Assists the President
- Presides in the President's absence
- Coordinates special projects and volunteer efforts
- Supports leadership continuity

Secretary

- Records and maintains meeting minutes
- Maintains official records and governing documents
- Distributes meeting notices and materials
- Maintains membership and contact records

Treasurer Co-Chair (Finance & Reporting)

- Tracks all income and expenses
- Maintains financial records
- Prepares financial reports
- Assists with budgeting and planning
- Ensures transparency of funds

Treasurer Co-Chair (Payments & Compliance)

- Deposits donations
- Issues payments for approved expenses
- Maintains documentation of transactions
- Assists with compliance and reporting requirements
- Works jointly with Finance Co-Chair to ensure checks and balances

ARTICLE VI - COMMITTEES

The Executive Board may establish standing or ad hoc committees as needed, including but not limited to:

Maintenance & Grounds Committee

- Oversees routine cemetery maintenance
- Coordinates cleanup days and repairs

Fundraising Committee

- Plans and executes fundraising efforts
- Encourages donations and community support

Community & Outreach Committee

- Serves as liaison to the community
 - Manages communications and public awareness
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ARTICLE VII - MEETINGS

- Regular meetings shall be held as scheduled by the Executive Board
 - Special meetings may be called by the President or majority of the Board
 - Meetings shall be conducted in an orderly manner, loosely following Robert's Rules of Order
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ARTICLE VIII - TERMS OF OFFICE & ELECTIONS

- Executive Board members serve **two (2) year terms**
 - Officers may serve consecutive terms if re-elected
 - Elections shall be held in **March of odd-numbered years**
 - The **next scheduled election shall be held in March 2027**
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ARTICLE IX - VACANCIES & REMOVAL

- Vacancies may be filled by Executive Board appointment until the next election
 - Board members may be removed for misconduct or failure to perform duties by majority vote of the Board
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ARTICLE X - FINANCIAL GOVERNANCE

- All funds shall be used solely for cemetery purposes
 - Dual oversight of finances is required through the Treasurer Co-Chair structure
 - Financial reports shall be made available to the general body
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ARTICLE XI - AMENDMENTS

These bylaws may be amended by a majority vote of the Executive Board, with notice provided to the general body prior to adoption.
