

Oakwood Historical Restoration Committee

Bylaws

ARTICLE I - Name

The name of this group shall be Oakwood Cemetery Restoration Committee, hereinafter referred to as Oakwood Committee.

ARTICLE II - Object

The object of the Oakwood Committee shall be to preserve Oakwood Cemetery, both esthetically and historically, for future generations, by providing marker restoration, cemetery improvements, and research and documentation on individuals buried therein.

ARTICLE III - Members

Section 1. Active Member. The membership of Oakwood Committee shall consist of volunteers dedicated to the preservation of Oakwood Cemetery. The active membership shall not exceed twenty (20) individuals who are willing to adhere to these bylaws and work together for the preservation of the cemetery.

Section 2. City of Tyler Involvement. There will be at least one representative of the City of Tyler who is an active member of the Oakwood Committee, typically the Tyler City Cemeterian. This city representative will serve as a liaison between the Oakwood Committee and the city, and may hold an office, if so voted by the Oakwood Committee.

Section 3. Prospective Members. Prospective members shall attend a minimum of three (3) consecutive monthly meetings before applying for active membership. To become an active member, after meeting the required attendance and provided the maximum number of active members cited in Article III – Section 1 is not exceeded and prior notice has been given to Oakwood Committee members, the prospective member can be nominated

and seconded by two or more active members and approved by a two-thirds (2/3) vote of members present and voting.

Section 4. Inactive Members. Active members who wish to become inactive, may do so by making such a request to the Oakwood Committee Chairman (herein known as the Chairman), who may grant inactive status. Inactive members requesting a return to active status must make a formal request to the Chairman and will be reinstated to active membership as long as the maximum number of active members will not be exceeded and there are no objections. In the event of an objection, the inactive member can be reinstated in the manner prescribed in Section 3 for the election of prospective members.

Section 5: Dues. No annual dues are assessed for active or inactive members of the Oakwood Committee.

ARTICLE IV - Officers

Section 1. Elected Officers. The elected officers of the Oakwood Committee shall be the chairman, vice chairman, recording secretary, and treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Oakwood Committee, along with other duties as assigned.

Section 2. Appointed Officers. The appointed officer of the Oakwood Committee shall be a parliamentarian. The Chairman shall appoint the parliamentarian with the approval of the Executive Board. The parliamentarian shall have all the rights and privileges other Oakwood Committee members have and shall not be restricted to an advisory role only. The parliamentarian shall monitor and review these bylaws for any additions or deletions or membership submitted amendments for compliance with these bylaws and *Robert's Rules of Order Newly Revised, Current Edition* (RONR). These amendments shall be presented to the membership in compliance with Article X, Amendment.

Section 3. Nominating Committee. In even numbered years, the Executive Board shall put forth a slate of proposed officers to be nominated at the August monthly meeting.

Section 4. Elections. The officers shall be nominated and elected at the August monthly meeting held in the even numbered years. Nominations will be accepted from the floor. The Executive Board shall provide ballots and all officers shall be elected by ballot to serve for two (2) years or until their successors are elected. In the event there is one nominee for any office, the vote for that office may be by voice vote or by acclamation. Their term of office shall begin at the close of the monthly meeting where elected.

Section 5. Office Vacancies. A vacancy in any office other than Chairman shall be filled by the chairman with the approval of the Executive Board. A vacancy in the Chairman's office shall be filled by the Vice Chairman with the approval of the Executive Board. Alternatively, a special election may be called to fill office vacancies.

ARTICLE V - Meetings

Section 1. Monthly Meetings. The regular monthly meetings of the Oakwood Committee shall be held on the second Tuesday of each month, unless otherwise ordered by the Chairman, Oakwood Committee members, or the Executive Board.

Section 2. Special Called Meeting. A Special Called Meeting may be called by the Chairman, the Executive Board or three (3) Oakwood Committee members in the case of emergencies or items requiring immediate attention. The time and place will be determined by the Chairman. All items to be discussed must be listed in the meeting call. Any items not listed in said meeting call may not be discussed.

Section 3. Quorum. A quorum for regular monthly meetings or special called meetings shall be eight (8) members or sixty (60) percent of the active members, whichever is lower, with at least two (2) of those present being members of the Executive Board. A quorum is required to conduct the following business at any monthly or special called meetings:

- Amending these bylaws
- Electing new members
- Electing new officers
- Approving an annual budget

Approving the annual treasurer's report and associated Financial Review Committee report

- Authorizing non-budgeted expenditures in excess of one hundred dollars (\$100.00)

ARTICLE VI - Executive Board

Section 1. Membership. There shall be five (5) members composing the Executive Board. The four elected officers and one City of Tyler official or at least one (1) elected member-at-large shall constitute the Board. The Executive Board parliamentarian shall serve in an advisory capacity and is not allowed to make motions, debate, and vote.

Section 2. In addition to the authority and powers granted to the Executive Board by other sections of these bylaws, additional Executive Boards duties and powers shall be the following:

Shall prepare and submit for the Oakwood Committee's approval an Annual Budget that outlines current funds, expected revenues, approved expenditures, expected expenditures and an estimate of available surplus funds. The Annual Budget shall follow the City of Tyler's fiscal year of October 1 through September 30.

The authority to approve individual expenditures of one hundred dollars (\$100.00) or less provided there are un-budgeted funds available.

The power to discipline or remove members from the Oakwood Committee for cause. In the event the Executive Board takes disciplinary action against an Oakwood Committee member, they will follow the guidelines as defined in RONR.

Section 3. A quorum shall be three (3) members of the Executive Board.

Section 4. The Executive Board shall meet as needed.

ARTICLE VII - Committees

Section 1. The Standing Committees shall be the following:

The Spirits of Oakwood Committee. The Vice Chairman will also chair of the Spirits of Oakwood Standing Committee. This committee's primary purpose shall be to plan and execute the annual Spirits of Oakwood event. Other duties shall be, but not limited to, the following:

Appointing Spirits of Oakwood Committee members, various task coordinators and enlisting additional Oakwood Committee members and other volunteers as needed to achieve the Spirits of Oakwood Committee's overall goals and objectives

Annually conducting an entertaining event that increases community awareness of Oakwood Cemetery

Raising funds, through ticket and merchandise sales, that are used to advance the Oakwood Committee's mission.

Providing a report of the event at the next Oakwood Committee monthly meeting following that event.

Financial Review Committee. The Financial Review Committee shall have three (3) members appointed by the Chairman with the approval of the Executive Board. The committee shall review the treasurer's accounts and an annual fiscal year report in October of each year. The Financial Review Committee will subsequently report its findings at the November Oakwood Committee Monthly Meeting and either submit the treasurer's annual report for approval or issue its own report citing any irregularities found during its review.

Section 2. Special Committees. Special Committees needed to carry out the work of the Oakwood Committee shall be created as needed by either the Chairman, Executive Board or the Oakwood Committee members. Members shall be appointed by the Chairman with the approval of the Executive Board.

ARTICLE VIII - Electronic Meeting

Section 1. Membership Meetings. Electronic meetings via telephone or email may be held between monthly meetings to poll members about questions that require an immediate opinion.

Section 2. Meetings of the Executive Board shall be held in person except when either the Chairman or Vice Chairman has obtained consent for an electronic meeting from every Board member. With such consent, the Executive Board can take actions and make decisions as defined in Article VI, Executive Board, Section 2.

Section 3. Telephone or email meetings of the active membership or Executive Board shall be subject to all rules adopted by the same to govern such meetings. Any such rules adopted by the Board shall supersede any conflicting rules in the parliamentary authority.

ARTICLE IX - Dissolution

Section 1. The dissolution of the Oakwood Cemetery Restoration Committee shall occur if two-thirds (2/3) of all active members vote to dissolve it.

Section 2. Should the Oakwood Committee be dissolved, all funds will remain in the City of Tyler Maintenance / Oakwood Cemetery Restoration Donation Account #216-0458-453.08-47 administered by the City of Tyler Cemeterian and be designated for the repair of monuments and cemetery improvements at Oakwood Cemetery until such time that these funds are depleted. In addition to any remaining unsold merchandise, all Oakwood Committee files, and records (excluding personal property and copies) held by members shall also be turned over to the City of Tyler Cemeterian.

ARTICLE X - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised, Current Edition* shall govern the Oakwood Committee in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Oakwood Committee may adopted.

ARTICLE XI - Amendment

These bylaws may be amended at any regular business meeting of the Oakwood Committee by a two-thirds (2/3) vote of members present and voting, provided a quorum is present and the amendment has been submitted in writing to all members ten (10) days prior to the previous regular business meeting.

Adopted September 12, 2017