

**OLATHE CEMETERY DISTRICT
BY-LAWS**

I. Authority

A. Notice is hereby provided that the Olathe Cemetery District By-Laws, (The By-Laws), will be drafted and approved by the Olathe Cemetery Board in Conformity with and permitted by CRS 32-1-1001(2)(m).

B. The Olathe Cemetery Rules and Regulations are incorporated herein by reference.

C. The Olathe Cemetery District By-Laws and the Rules and Regulations will apply to the Ash Mesa Cemetery as determined by resolutions of the Olathe Cemetery District Board of Directors.

II. Organization

A. Board of Directors

1. The Olathe Cemetery Board of Directors shall consist of three Directors to be appointed in accordance with CRS 36-16-1 et seq. and appointed By the Montrose County Commissioners from eligible residents within the Boundaries of the Olathe Cemetery District.

2. The Montrose County Commissioners shall appoint each member and each term shall be for six (6) years. One member shall be appointed every two (2) years, so the six year terms are staggered. Vacancies will be filled at the discretion of the Montrose County Commissioners and new appointees will from the date of their appointment until the final day and date of their predecessor's term in office would have expired before which time the Montrose County Commissioners will provide them thirty days notice of the expiration of their term and request they reapply, if they wish to do so, for a new six year term.

3. The Olathe Cemetery Board shall convene once every three (3) months on a day, date and at a time chosen by resolution during a regularly and lawfully scheduled meeting. The meeting place shall not be any personal or family residence or dwelling. Public notice of regularly scheduled meetings shall be posted along with the agenda at the Olathe Town Hall and the Olathe Post Office at least three (3) days before the meeting date.

4. Special meetings of the Board of Directors shall be called by the President of the Board by giving to each board member three (3) days notice of the time place and date of such. Or, such meetings may be scheduled during the course of a legal, and regularly scheduled meeting.

5. The Board of Directors shall formulate, all policies and standard operating procedures and publish them under the title: **Olathe Cemetery District Rules and Regulations.**

6. The Olathe Cemetery Board will elect from among its members, a **President** and a **Secretary** during a legal, regularly scheduled meeting.

7. It will be the President's responsibility to:

- a. Open and close all legal, regularly scheduled meetings.
- b. Proceed through the agenda sequentially
- c. Sign checks
- d. Call to vote any and all resolutions and
- e. Otherwise conduct the meetings in an orderly fashion.

8. It will be the Secretary's responsibility to:

a. Record in writing or by an electronic recording instrument the proceedings of all legal and regularly scheduled meetings, particularly any and all formal resolutions.

b. Post in writing, three days beforehand, the day, date, time and place of all legal and regularly scheduled meetings.

c. Make written drafts of the minutes all legal and regularly scheduled meetings for presentation at the next meeting.

d. Work with the bookkeeper/accountant and the County Treasurer's Office writing and recording checks, preparing financial statements, preparing the annual audit exemption report, other correspondence, assist the Caretaker in maintaining the burial books and electronic recording of burials, drafting the annual budget in concert with the other board members, work with the Montrose County Commissioners to set the district's mill levy for the upcoming year no later than December 15th of the current year.

e. Sign checks

9. Personnel/Human Resources

a. The Board will develop and approve a position description for at least one (1), full-time **Cemetery Manager** whose duties will be based on the duties enumerated in the *Olathe Cemetery District Rules and Regulations* including but not limited to :

1. Maintaining the cemetery according to the highest reasonable standard set by the Rules and Regulations and the Board of Directors.

2. Procure the equipment, fuel and supplies necessary or desirable to maintain the cemetery. Operational purchases for the day-to-day maintenance of the cemetery grounds up to \$1000 (dollars) can be made without

Board approval. Capital equipment purchases and in excess of \$1000 (dollars) for any single item or collection of items must have Board approval and either be a budget line item or specifically made part of a budget line item. Obtain all necessary receipts for purchases and forward them to the Board Secretary or bookkeeper/accountant.

3. Perform burial openings and closure.
4. Sell and record the sale of burial lots.
5. Maintain the burial records.
6. Assist the public in locating graves and burial plots.
7. Attend Board meetings.
8. Maintain reasonable cemetery security.
9. Act as primary cemetery operations contact.

b. The Board will hire part-time or contract for the services of a **bookkeeper/accountant** whose responsibility it will be to work with the Board and in particular the Secretary and the Montrose County Treasurer, the Montrose Board of County Commissioners, the Colorado State Division of Local Affairs and the Colorado State Auditor to :

1. Develop and draft the annual budget.
2. Develop and maintain financial budget.
3. Draft and file the annual audit exemption.
4. Draft financial reports for the Board.
5. Assist in maintaining electronic burial records.
6. Other duties as requested by the Board and /or included in the Rules and Regulations.

10. The Olathe Cemetery District Board of Directors reserves the right to hire any and all full or part time employees it deems necessary or desirable to maintain the Olathe Cemetery according to the highest reasonable standards.

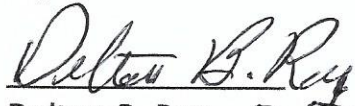
11. Olathe Cemetery Board Members are all volunteers and shall not be granted the status of full or part-time employee nor receive compensation as such nor contract to the Cemetery District for monetary compensation. Board members who, through necessity, pay for cemetery operational costs, such as stamps, paper etc. may be compensated by Board action after providing just cause for such expense and the appropriate receipts.

12. The Olathe Cemetery District Board may, at any time, by majority vote, resolve to change or amend, add to, or subtract from any word, clause, phrase, sentence, paragraph or provision of these By Laws only when such a

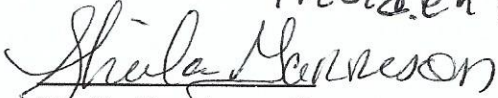
change or an amendment does not conflict with the Colorado State Constitution, Colorado Revised Statutes or Montrose County ordinances.

These By-Laws reviewed and accepted by resolution of the Olathe Cemetery District Board Of Directors on the 13th day of March, 2017.

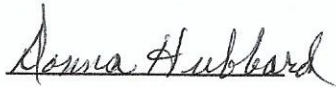
Signed:



Delton B. Ray *President*



Sheila Garrison, Secretary



Donna Hubbard