

# PRAIRIE VIEW CEMETERY

## RULES AND REGULATIONS

### BY-LAWS

#### ARTICLE I

##### Nature of the Association

**NON-PROFIT** Prairie View Cemetery Association is a non-stock, non-profit organization. Its activities shall be limited to (1) owning and selling burial rights for burial purposes, and (2) maintaining the sold and unsold lots and the cemetery roads in a suitable state of upkeep and repair. It shall never acquire or hold property for resale. The earnings of Prairie View Cemetery Association shall be used only (1) to pay the ordinary expenses of operating, maintaining and improving the cemetery. (2) to acquire additional land for cemetery purposes, (3) To create a fund as a source of income for the perpetual care of the cemetery and (4) to provide a reasonable reserve for ordinary and necessary purposes directly related to operation of the cemetery. No part of the net earnings of the association shall inure to the benefit of any individual.

#### ARTICLE II

##### Governing Body

**ELECTION** The property, business and affairs of Prairie View Cemetery Association shall be governed by a Board of Trustees, elected at the annual meeting of the members of the Association, or appointed to fill vacancies as hereinafter provided.

**BOARD OF TRUSTEES** The Board of the Association shall consist of nine members divided into three classes of three members each. One class of trustees shall be elected at each annual meeting of members of the Association. The term of office of each trustee shall be three years and until a successor is chosen.

**FILLING VACANCIES** Any vacancy occurring in the Board of Trustees may be filled for the unexpired term by the vote of a majority of the trustees in attendance at a board meeting called for that purpose.

#### ARTICLE III

##### Membership

**MEMBERS** Every person owning a lot or burial space in Prairie View Cemetery is a member of Prairie View Cemetery Association and shall be entitled to one vote at meetings of members of the Association.

#### ARTICLE IV

##### Meetings

**ANNUAL MEETING** The annual meeting of members of the Association shall be held on the Tuesday preceding the week of Memorial Day in May at such a time and place as the Board of Trustees shall determine. At such meeting trustees shall be elected by a majority of the members present.

**NOTICE OF ANNUAL MEETING** Notice of the time and place of the annual meeting of members shall be given by publishing such notice once each week for two successive weeks in a newspaper of general circulation published in the City of Chippewa Falls, Wisconsin.

**REGULAR MEETINGS** Regular meetings of the Board of Trustees shall be held on the second (2) Monday of each month. This schedule may be altered at any regular meeting of the Board by adoption of motion or resolution authorizing such change in meeting schedule. A majority of the Board of Trustees shall constitute a quorum.

**SPECIAL MEETINGS** Special meetings of the Association may be called by the President of the Board of Trustees or at the request of three or more members of the Board.

## **ARTICLE V**

### **Officers**

**PRINCIPAL OFFICERS** The principal officer of Prairie View Cemetery Association shall be a President, a Vice-President, a Secretary and a Treasurer. The offices of Secretary and Treasurer may be held by the same person, in which event the title of such office shall be Secretary-Treasurer. The principal officers shall be elected by a majority vote of the Board of Trustees.

**OTHER OFFICERS** The Board of Trustees may elect or appoint such other officers and assistant officers as may be deemed necessary.

**ELECTION** Officers of the Association shall be elected annually by the Board of Trustees and shall hold office until their successors shall have been elected and have qualified, or until death, resignation or removal.

**POWER AND DUTIES** All Officers shall have such powers and perform such duties as may be determined from time to time by the Board of Trustees. In the absence of specific directives by the Board, such officers shall have such powers and duties as generally pertain to their respective officers.

**ABSENCES** In the absence of an officer or when any cause shall affect the ability of an officer to serve, the Board of Trustees may delegate the powers and duties of such officer to any officer or to a member of the Board.

**COMMITTEES** The Board of Trustees may designate one or more committees, which, to the extent provided in the resolution designating such committees, shall have and may exercise, when the Board of Trustees is not in session, powers of the Board of Trustees in the management of the business and affairs of the Association.

## **ARTICLE VI**

### **Superintendent**

**APPOINTMENT** The Board of Trustees shall appoint a Cemetery Superintendent with such powers and duties as the Board may from time to time assign to him.

**AUTHORITY** The Superintendent shall have charge of the cemetery grounds and buildings, and shall at all times have complete control of all persons in the cemetery, including employees, lot owners, funerals, traffic and visitors. He is empowered to enforce the rules and regulations of the Association and to exclude from the cemetery any person who is in violation thereof. The Superintendent shall have such other authority as may be hereinafter set forth in these rules and/or stipulated in rules or resolutions adopted by the Board of Trustees.

## ARTICLE VII

### Cemetery Rules And Regulations Definitions

1. **CEMETERY** The term cemetery is hereby defined to include a burial park for earth interments, a mausoleum for vault or crypt interments or entombment.
2. **BURIAL SPACE** The term burial space or plot is a space large enough for one adult interment.
3. **LOT** A lot is a numbered division as shown on the record plat consisting of two or more grave spaces.
4. **MEMORIAL** The term memorial includes a monument, marker, tablet, headstone, private mausoleum or tomb for individual family use, tombstone, coping lot enclosure, urn, crypt and niche place.
5. **MONUMENT** The term monument means a tombstone or memorial of granite, marble or brass extending above the surface of the ground, and placed on a flush foundation. The Cemetery will not be responsible for discoloration due to weather or other elements for monuments or markers.
6. **MARKERS** The term marker means a memorial flush with the ground, of a good grade of granite, bronze or blue marble.
7. **LOT MARKERS** The term marker means a peg used by the cemetery to locate lot corners.
8. **DEED OR TITLE TO LOTS AND GRAVE SPACES** Legal title to all lots and grave spaces in Prairie View Cemetery shall be vested in Prairie View Cemetery Association. Purchases of lots and grave spaces simply acquire the right to bury their dead and to erect monuments and markers subject to the rules and regulations now in force and such other rules and regulations as may be adopted from time to time by the Board of Trustees.
9. **MAUSOLEUM OR TOMB** A structure built above the ground for interment or entombment with approval of the Board of Trustees, in compliance with State Laws and Board of Health rules and specifications.
10. **MANAGEMENT AND SUPERINTENDENT** The term management and/or Superintendent shall mean the person duly appointed by the Board of Trustees, for the purpose of conducting the operations of the Cemetery, the care, maintenance and preservation of property, both real and personal.
11. **SALE OF LOTS** Persons or their agents desiring to purchase a lot in the cemetery are referred to the superintendent or to his duly authorized agent. The superintendent will have available suitable plats, showing size and price of lots, and such other information as may be required, and will render assistance to those desiring to make lot purchases.

12. **RESALE OF LOTS OR PLOTS** The Cemetery Association and /or Board of Trustees reserves the right of priority in the sale, resale or transfer of ownership of lots or plots by the present owner, provided such priority is not inconsistent with State Laws or Board of Health regulations. A fee will be charged for transfer of ownership.
13. **LOT PRICES** The Board of Trustees has the power to set or change the prices of lots or parts of lots or plots.
14. **AUTHORITY OF BOARD OF TRUSTEES** The Board of Trustees has the right to enlarge, reduce, replot and/or change the boundaries of the cemetery or any part thereof, including the right to regrade roads, walks, drives, or any part thereof. The right to lay, maintain and operate, or alter pipe lines for sprinkling systems. The Board of Trustees reserves to itself, and to those lawfully entitled thereto, the right to ingress or egress over plots for the purpose of passage to and from other lots or plots, as well as the use of same whenever necessary, in the work of opening and closing graves on adjoining lots.
15. **CARE OF LOTS** Improvements and landscape work and all planting, trimming, cutting and removal of trees and shrubs shall be done exclusively by the Prairie View Cemetery Association and it's duly appointed Superintendent.
16. **LOT MAINTENANCE** Includes lawn care, leaf disposal, caring for roads, fences, building and grounds in general. Lot maintenance is made possible by a portion of the money received from each lot sale. This is enhanced by gifts, bequests, a portion of burial charges and other service revenues.
17. **IMPROVEMENTS** All property in the cemetery shall be under the control of the Association and the Superintendent. Alterations shall be made only under the direction of the Superintendent, and should improvements or alterations be made without his consent, he and the grounds committee shall have the right to remove, alter or change same at the expense of the lot owner. At a time, in the judgment of the superintendent and grounds committee, should improvements become unsightly they may take what action is necessary to correct or restore same; cost to be borne by lot owner.
18. **FLOWERS, PLANTS AND ORNAMENTS RECEPTACLES** Cut flowers or plants may be placed on lots only if they are constructed or non-breakable material and set flush with the ground. Flower bed planting shall be limited to not more than 12 inches from markers, or only in front of monument bases. "Flower bed" means live plants not in containers, but planted directly in the soil. No extra pots or boxes of plants are permitted. The Association shall not be liable for lost or broken flower vases or plantings damaged by thieves or vandals, or destroyed by cause beyond the control of the Association. The Association reserves the right to supervise lot decorations in order to maintain the uniform appearance of the cemetery and to remove floral designs, trees, shrubs and ornaments whenever in the judgment of the Superintendent they are unsightly or detrimental to the appearance of the cemetery. Illuminated ornaments, toys, plastic flowers, metal objects and glass, iron or foam ornaments are prohibited and will be removed. Plants may be placed on lots on special occasions such as Memorial Day, but will be removed by cemetery employees when they become unsightly.

19. **WINTER DECORATIONS** Artificial pieces, including wreaths, grave blankets and decorations may be used between November 1 and April 1. They will be removed by the cemetery employees after April 1<sup>st</sup>.
20. **TREES, SHRUBS AND BUSHES** All planting shall be done by or under the direction of Cemetery personnel. Shrubs or bushes may be planted only at the ends of the monuments and when planted shall not be taller than the monument unless special permission is obtained from the Superintendent. A planting and maintenance fee shall be paid to the Prairie View Cemetery before such planting is made, and when removal is necessary a charge is assessed to cover removal and reseeding etc. Landscape rock or shavings are not permitted.
21. **INTERMENTS** No interments on Sundays or Holidays unless authorized by the superintendent. (Additional charges for Sundays and Holidays.) No interment of two or more bodies shall be made in one grave, except with permission of the Superintendent and President of the Association. The number of cremated remains per space will be limited to not more than 2 per plot, and the number of markers limited to not more than one. The scattering of cremated remains on the surface of the ground is not permitted anywhere within the cemetery. Only cemetery personnel are permitted to inter cremated remains. All cremation burials are required to be placed in a cremation urn vault consisting of concrete. The use of a cremation vault will not be allowed on an existing grave that already contains a standard size burial vault. Forty-eight (48) hour's notice of all interments exclusive of Sundays and Holidays is required. The Superintendent may alter this rule when circumstances or emergency exists. Tents and awnings are to be set up for burial only in inclement weather and with the permission and supervision of the superintendent. All openings shall be made by the Cemetery personnel or someone appointed by and under the supervision of the superintendent. A charge for opening and closing a grave including the restoration of the plot will be made at a current rate set by the Board of Trustees. No interment shall be permitted, no memorials may be set, or work of any kind done on any lot or plot which has not been fully paid for unless satisfactory arrangements are made for the payment of same. Only concrete vaults and/or steel of equal or greater durability are to be used for burials. The scattering of cremated remains on the surface of the ground is not permitted anywhere within the cemetery. Only cemetery personnel are permitted to inter cremated remains. All cremation burials are required to be placed in a cremation urn vault consisting of concrete. The only exception will be for baby vaults. Human remains only may be interred in the cemetery.
22. **DISINTERMENTS** Disinterment of bodies from graves in the cemetery will be made only with the requirements of the State Board of Health. All charges set by the Board of Trustees must be paid in advance. Lot owners or their heirs, desiring graves opened may secure the necessary disinterment permit from the State and deliver same to the superintendent. For sanitary reasons, graves will not be re-opened for inspection except for official investigation.
23. **MONUMENTS AND MARKERS** Monuments markers and foundations will be set only by cemetery personnel to regulations specified by the Board of Trustees and directed by the Superintendent.

### **Monument or Marker Sections:**

- A. Monuments or marker section: Blocks 1 -10 inclusive, one monument one monument on designated 2-4 or 5 grave lots and/or one marker per plot except the following lots will be marker lots only:  
Blk. 1, lots 119 – 134 and 138 – 141 inclusive  
Blk. 2, lots 91 – 104 inclusive  
Blk. 3, lots 71 – 98 and 119 – 122 inclusive  
Blk. 4, lots 71 – 98 inclusive  
Blk. 5, lots 106 – 116 inclusive
- B. Blk. 11 &15A, Flush markers only/no collars. Two (2) side by side are allowed per space but combined total width not to exceed 42". Foundations are allowed on military markers with collar not to exceed 2" beyond the marker.
- C. Blk. 12, one monument (not to exceed 36" high) on designated 2 or 4 grave lots and one double or 2 single head markers per 2 space lots.
- D. Blk. 13-14-15, one monument (not to exceed 36" high) on designated 2 or 4 grave lots and one double or 2 single head markers per 2 space lots.
- E. Blk. 16, Slanted monument only (not to exceed 16" high) on allowed spaces. Granite bases are not allowed to be added between the foundation and the slanted marker. Foundation cannot exceed 36" width.
- F. Markers must be at least four inches thick, flush with the ground, and without raised letters, vases or photographs extending above ground level. The Association will not be liable for any damage to such letters, photographs or numerals.
- G. Monument foundations must extend at least four inches, but not more than six inches beyond the monument. Foundations on military markers must not exceed 2 inches beyond the marker.
- H. Should any memorial become unsightly, dilapidated, or a menace, the superintendent shall have the right to either correct the condition or remove the same. Expenses involved will be charged to the lot owner.
- I. Double monuments not to exceed 50" long, 14" wide and 36 " high. 4 or 5 space monuments not to exceed 80" long, 14" wide and 36" high. Single markers not to exceed 38" long and 14" wide. Double markers not to exceed 50" long and 14" wide.

24. **USE OF CHAPEL VAULT** Families wishing to use the chapel vaults must obtain permission from the cemetery Superintendent. A charge will be made when a body is placed in the vault for temporary storage before interment in another

cemetery. The chapel vaults are for temporary use only. The placing of a body in this vault shall under no circumstances be considered as a burial, interment, or final disposition. A burial transit permit must be obtained from health authorities before the receiving vault may be used for holding the remains of a person who has died of an infectious or contagious disease.