

**CONSTITUTION AND BYLAWS OF THE
ROBINSON CEMETERY ASSOCIATION
(MEMBERSHIP APPROVAL DATE – OCTOBER 25,2025)**

**ARTICLE I
NATURE**

The Robinson Cemetery Association (RCA), located in Robinson (McClennan County) Texas, is a voluntary, non-profit organization composed of descendants of the deceased interred in the Robinson Cemetery.

**ARTICLE II
PURPOSE**

The purpose of the Robinson Cemetery Association (RCA) shall be: To have and to hold in perpetuity the Legal Title to the grave spaces constituting the Robinson Cemetery, being the same area transferred by warranty deed and recorded in the Deed Records of McLennan County, Texas.

**ARTICLE III
MEMBERSHIP**

The members of the Robinson Cemetery Association (RCA), shall consist of the known descendants of those persons interred in the Robinson Cemetery and owners of unused burial spaces.

**ARTICLE IV
DURATION**

It is the intent of the members constituting the Robinson Cemetery Association (RCA), as evidenced by their adoption of these By-Laws, that the Association shall continue to exist and to function in perpetuity. However, if no related descendants or interested parties can be found to discharge the duties of the Association, then and in that event, the County Judge of McLennan County, Texas, shall be empowered to act for the Association and to discharge its functions according to this Constitution and By-Laws.

**ARTICLE V
OFFICERS**

Section 1. The Officers of the Association shall be: President, Vice President/President Elect, Secretary and Treasurer. Each office is to be filled by a different person.

The President shall appoint the following Standing Committees: Standing Committees shall serve for one year after the appointment and may be re-appointed to that position by the President.

- Historical Committee

- Sales and Sales Records Committee

Section 2.

The term of office for elected officers shall be four (4) years from the date of election or until the election of a successor. Officers shall be eligible for re-election to the same office only once, limiting them to a total of eight (8) years in a given office. After having been out of office for a four (4) year period, an individual shall again be eligible to serve. Officers shall be elected by the Board.

Officers shall be comprised of individuals, preferably family members of those interred in the RCA, with an interest in the care and perpetuity of the Robinson Cemetery Association (RCA).

Section 5

Trustees shall be elected by the Board at the time of a vacancy. Board members and officers shall be announced at the Annual Robinson Cemetery Association (RCA) meeting.

Section 6. Removal of Officer or Board Member. The President is authorized to remove an officer or a Board member for good cause. Good cause is defined as financial impropriety, inability to regularly attend Board meetings, or behavior that is unbecoming.

ARTICLE VI DUTIES OF OFFICERS, TRUSTEES AND STANDING COMMITTEES

Section 1. The Officers (4) and Trustees (7) shall constitute the governing Board. They shall be responsible for the proper maintenance of the Robinson Cemetery including amendments to the Bylaws and Rules and Regulations.

Section 2. The President shall preside at each regular and called meeting; represent the Association in any capacity prescribed by the Association; have the authority to sign legal and financial documents as required; call meetings and appoint committees as deemed necessary.

Section 3. The Vice President/President Elect shall assume the duties of an absent President; be trained in the duties of the President with the assumption that he/she will serve as the next president.

Section 4. The Secretary shall be able to address rules of business as recorded in Robert's Rules of Order; records the minutes; send notices of meetings; handle correspondence and order supplies.

Section 5. The Treasurer shall receive and keep accurate financial records of all funds. The Treasurer shall deposit said funds in financial institutions insured by the Federal Deposit Insurance Corporation and maintain a safety deposit box for certificates of deposit and other valuable effects. The Treasurer shall send proper signature cards to be placed on record for the signing of checks to designated financial institutions.

- (A) Upon receipt of proper expense statements, the Treasurer or President shall have the power to sign checks. The Treasurer shall disburse funds ordered either by these By-Laws or the President.
- (B) The Treasurer shall present a quarterly report to the Board and a year-end report at the Annual Meeting of the Association.
- (C) At the end of the fiscal year, the Treasurer shall have the financial records audited.

Section 6. The Officers and Board shall attend meetings, make recommendations and transact all business between annual meetings. The Officers and Board shall determine fee structures for burials commensurate with Fair Market Value of comparable cemeteries. The Robinson Cemetery Association (RCA) shall be notified on or before the Annual Meeting of significant changes and decisions.

Section 7. The duties of the Standing Committee shall be as follows:

- (A) The Historical Committee shall keep historical data current, map and up-date lots on the map and in the record book. The Historian shall work closely with the Sales and Sales Records Committee.
- (B) The Sales and Sales Records Committee shall provide oversight in the selling lots/spaces; reporting each sale to the President and Historian as well as the location of sold lots/spaces; turning in monies to the Treasurer with terms of sale; and transferring deeds to those having paid in full for their lots/spaces.

ARTICLE VII TRANSITION OF OFFICERS

The Board shall be responsible for the development of a process to ensure the smooth transitions of Officers and of the Board.

In case of a vacancy, the President shall appoint a person or persons to fill the vacancy/vacancies of un-expired terms until the following regular election.

ARTICLE VIII FUNDS

Section 1. The Robinson Cemetery Association (RCA) receives its monies from Endowment and Memorial gifts, sale of lots/spaces, rent, gifts and donations, interest and fund raising events.

Section 2. All monies are deposited in the General Fund for disbursement as follows:

- (A) The Trust Fund receives all Endowments, one-half the monies from sale of lots/spaces and other funds as designated by the Board. The principal amount so deposited may never decrease and the interest earned shall be deposited to the General Fund to be used for maintenance.

- (B) The Development Fund receives contributions and funds as designated by the Board. These funds and interest thereof may be used only for the development of the cemetery.
- (C) Other funds received may be invested, used for maintenance or operation of the cemetery.
- (D) Endowment and Memorial gifts shall be recorded in "A Book of Loving Memory and Tributes". This book is to be displayed at all meetings.

ARTICLE IX RULES AND REGULATIONS

The Officers and Trustees may amend the Rules and Regulations at any time. The Membership shall be notified at the Annual Meeting of changes to the Rules and Regulations and they shall be posted in visible locations at the Cemetery and on the Robinson Cemetery Association (RCA) Website.

ARTICLE X AMENDMENTS

The Constitution and By-Laws may be amended by a two-thirds majority affirmative vote of the members of the Association present at any meeting; provided, that notice of such proposed amendment or amendments shall have been mailed to each and every member on record by the secretary, not less than fifteen (15) days prior to the date of such meeting.

The same conditions and requirements shall be observed for the adoption of any proposed amendments to the By-Laws.

This Revised By-Laws was adopted by the members of the Robinson Cemetery Association at their Annual Meeting, October 25, 2025.