

Payne Gap Cemetery Association

Charter

Bylaws

Organization

The Payne Gap Cemetery Association was established in June 2021 in accordance with Tex. Health & Safety Code §§ 711.021 for the purposes of managing, maintaining, and preserving the cemetery, including its grounds, graves, and memorials. The cemetery's address is:

1511 FM 572 E
Goldthwaite, TX 76844

Membership

The Association is composed of members who meet burial eligibility requirements. Members have voting rights at the annual meeting.

Management

These bylaws provide guidance for the management, maintenance, and preservation of the Payne Gap Cemetery, which is facilitated by a board of officers.

Officers

Officers shall be elected biennially by a formal vote of Association members present at the annual meeting. The vote requires a quorum and simple majority of those members present.

Officers of the Association shall be a president, vice president, and secretary/treasurer. These officers may succeed themselves.

Officer Duties

1. **The president shall** preside at all meetings and shall be charged with carrying out the Association's charter. The president may appoint individuals and committees as necessary to accomplish the duties of the Association. The president shall also prepare an agenda for the annual meeting.
2. **The vice president shall**, in the absence of the president, preside at all meetings of the Association and perform other assignments requested by the president.
3. **The secretary/treasurer shall** keep the minutes of the Association's annual meeting and maintain other important records of the Association, including burial and cremation records. The secretary/treasurer shall be responsible for managing the Association's financial assets and shall report on the financial health of the Association at the annual meeting.

Meetings

An annual meeting, held on the first Saturday of April, provides the main forum for the board of officers to update the membership on its activities, set goals for the coming year, and for the membership to discuss any issues related to the cemetery's management, maintenance, and preservation. Any community member may attend the annual meeting, but only members may vote. Notice of the annual meeting should be shared in local newspapers, email, social media, and other distribution outlets no less than seven days prior to the annual meeting.

Finance

The Payne Gap Cemetery Association shall be operated as a non-profit organization, with no personal benefit to any of its members. The Association relies on donations to support its activities. The membership shall select a depository for funds of the Association. All financial transactions require the signature of the president, vice president, or secretary/treasurer.

Amendments

Any amendment to these bylaws shall be discussed and voted on at the annual meeting.

Rules And Regulations

Rules and regulations for the governance of Payne Gap Cemetery Association provide officers full authority to prescribe such rules and regulations as necessary to insure proper management, maintenance, and preservation of the Payne Gap Cemetery.

Burial Eligibility

Burial sites will not be sold. For a person to be buried at the Payne Gap Cemetery, the following conditions must apply:

1. The deceased is a bloodline descendent or spouse of someone buried at the cemetery.
2. The deceased is a past or current officer or a descendent or spouse of a past or current officer.
3. Burial requests for deceased who do not meet conditions 1 or 2 will be reviewed by officers.

Burial Sites and Monuments

Requests for burial or disposition of cremains must either be approved by the officers or by the members present at the annual meeting.

Monument Design

For longevity, major memorial elements such as headstones must be made of stone. Headstones should have a reinforced concrete foundation or similar. Complete material and design specifications for the headstone, footstone, cremains urn, and other memorial elements, must be submitted to and approved by the Association. Bronze markers, such as those designating military service, are allowed.

Cremains

The Association does not require that a memorial include all or part of a deceased's cremains, i.e. there may be a headstone or other memorial element memorializing a deceased person that does not include cremains.

Burial Sites and Grounds Maintenance

Volunteers perform various aspects of maintenance, including mowing, weed eating, and trimming trees/bushes. The Association underscores its reliance on family members and other associated parties to maintain graves, including monuments. After being abandoned, the Association assumes maintenance responsibility for graves and monuments. There is no water supply available at the cemetery, and the Association assumes no responsibility for watering.

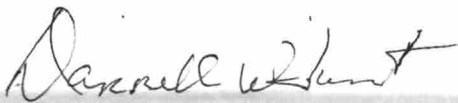
To facilitate the care of the cemetery, the Payne Gap Cemetery Association adopts the following rules:

1. Family members and other interested parties should maintain graves and monuments.

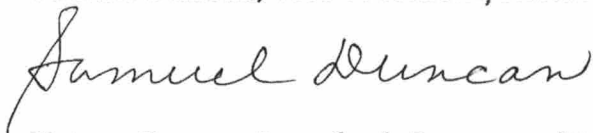
2. The Association assumes no responsibility should flower receptacles and their contents be lost, turned over, broken, or removed. Empty receptacles should be removed from gravesites except when they are an integral part of the headstone or monument. Similarly, the Association assumes no responsibility for damaged monuments or graves.
3. Curbs and permanent features such as chairs, settees, benches, or flower stands are not allowed because they are impediments to mowing and weed eating.
4. Families and other affiliated parties may plant trees, bushes, etc., near graves and monuments; however, the Association, at its discretion, may prune and/or remove these plants if they become overgrown so that they encroach on nearby graves or monuments.
5. The metal temporary grave marker furnished by the funeral home should be removed when the permanent headstone has been installed.
6. Permanent or temporary markers, flags, etc., that represent patriotism or services to our country, state, or community are permitted. Examples are American Legion, VFW, Masons, and military veterans. These temporary markers shall be removed once they have reached end-of-life.

Signed this day, June 10, 2025, by the Association's board of officers.

Darrell Hunt, President



Samuel Duncan, Vice President/Historian



Norma Duncan Langford, Secretary/Treasurer

