

GLENWOOD CEMETERY ASSOCIATION

BY-LAWS FOR THE GOVERNMENT OF THE
BOARD OF TRUSTEES OF GLENWOOD CEMETERY

ADOPTED AT MEETING HELD JULY 25, 1904

SECTION 7. The lots dedicated for cemetery purposes and embraced in these certain tracts of land conveyed by T. W. House to W. D. Cleveland, et al, Trustees, BY-LAWS FOR THE GOVERNMENT OF THE BOARD OF TRUSTEES Record of Deeds for Harris County, Volume 162, page 35, O F be conveyed to purchasers of said lots by deed or deeds in proper GLENWOOD CEMETERY lot or lots, duly signed by the President or Vice President of the Board of Trustees, and the Secretary Adopted at meeting held July 25, 1904. conveying said lots dedicated to cemetery purposes shall be sufficient to pass all of the title of the Trustees to the lot or lots described in said MANAGEMENT deeds.

SECTION 1. Messrs. T. W. House, W. D. Cleveland, E. A. Peden, Andrew Dow, John F. Dickson, J. C. Hutcheson, James A. Baker, Jr., E. W. Sewall, C. G. Pillot, A. P. Root, John J. Sweeney, J. O. Ross, O. L. Cochran, T. H. Scanlan and F. A. Heitmann having acquired all of that certain property dedicated to cemetery purposes formerly belonging to the Houston Cemetery Company (also known as Glenwood Cemetery Association) and described in a certain deed from T. W. House to W. D. Cleveland and others, Trustees, dated January 7th 1904, and recorded in the Record of Deeds for Harris County, in Volume 162, page 35, said Trustees, the grantees in said deed do hereby re-dedicate said property to cemetery purposes, to be forever known as "Glenwood Cemetery." It is not the purpose of said Trustees at this time, or at any time hereafter (unless they change their minds in respect thereto) to dedicate to cemetery purposes any of the property described in that certain deed from T. W. House to W. D. Cleveland et al, Trustees, dated January 7th, 1903, and recorded in Harris County Record of Deed, Volume 162, page 33, and none of the property described in the last mentioned deed has been heretofore dedicated to cemetery purposes.

SECTION 2. The entire management and control of Glenwood Cemetery shall be vested in a Board of fifteen trustees and their successors in office. The names of the first Trustees are, T. W. House, W. D. Cleveland, E. A. Peden, Andrew Dow, John F. Dickson, J. C. Hutcheson, James A. Baker, Jr., E. W. Sewall, C. G. Pillot, A. P. Root, John J. Sweeney, J. O. Ross, O. L. Cochran, T. H. Scanlan and F. A. Heitmann. The duties of the Board of Trustees shall be to keep full and accurate minutes of the transactions of the Board of Trustees, and of all meetings of the Board of Trustees. He shall set of books, showing at all times the true state of the affairs of Glenwood Cemetery. He shall file and preserve all documents and shall collect all moneys due the Trustees and pay the same over to the Treasurer (if there is a Treasurer separate from the Secretary), taking his receipt therefor. He shall examine all bills and accounts against Glenwood Cemetery found just and correct, shall pay the same. He shall also sign all cemetery lots and he shall perform such other duties as the Board of Trustees may from time to time prescribe.

SECTION 3. The Treasurer shall keep the keeping of all moneys of the Trustees which the Secretary shall receive to him. He shall open a bank of deposit account with some bank of Houston in the name of Glenwood Cemetery, and to the credit of O. L. Cochran place all moneys on receipt thereof. He shall pay out the moneys of Glenwood Cemetery upon the signature of the Secretary counter signed by the Treasurer.

all of whom reside in Harris County, Texas. Each and all of the Trustees named and their successors in office, shall serve during good behavior, unless removed by the Board of Trustees, as provided in these by-laws, subject only to the orders and directions of the President, or in his absence, the Vice President, and the Secretary.

SECTION 3. No person shall be eligible as a member of the Board of Trustees, unless at the time of his election he is twenty-one years of age or more, and a bona fide male citizen resident in the city of Houston, Harris County, Texas.

SECTION 4. If at any time a Trustee shall absent himself from the city of Houston for twelve months or more continuously with the intent of not returning to said city, his place in the Board may be declared vacant by resolution of the Board of Trustees, and may be filled by the Board.

SECTION 5. Any vacancy in the Board of Trustees caused by death, resignation, removal from the city of Houston or otherwise, shall be filled by the remaining members of the board.

SECTION 6. A majority of the Board of Trustees shall constitute a quorum for the transaction of business, and a lesser number of the Board may adjourn from time to time until a quorum of the Board is present.

SECTION 7. The lots dedicated for cemetery purposes and embraced in those certain tracts of land conveyed by T. W. House to W. D. Cleveland, et al, Trustees, by deed dated January 7th, 1904, and recorded in the Record of Deeds for Harris County, Volume 162, page 35, may be conveyed to purchasers of said lots by deed or deeds in proper form conveying said lot or lots, duly signed by the President or Vice President of the Board of Trustees, and the Secretary of said Board, and the deed or deeds so conveying said lots dedicated to cemetery purposes shall be sufficient to pass all of the title of the Trustees to the lot or lots described in said deed or deeds.

SECTION 8. The purpose of transacting such business as may properly come before such meetings. Notice of such bi-monthly meetings, OFFICERS the day, hour and place of such meetings shall be given in writing by the Secretary to each of the members of the Board of Trustees.

SECTION 1. The officers of the Board of Trustees of Glenwood Cemetery shall consist of a President, Vice President, Secretary, Treasurer and Superintendent. The office of secretary and the office of Treasurer may be filled by one person, or by separate persons, as the Board of Trustees may in their discretion determine. or in his absence, the Vice President, upon one days written notice to the members of the Board, to be given in the manner prescribed in section 2.

SECTION 2. The President shall preside at all meetings of the Board of Trustees; shall appoint all committees and be ex-officio Chairman of such committees. He shall have the chief management and supervision of all of the affairs of Glenwood Cemetery, subject only to the control of the Board of Trustees. He shall prepare and lay before the Trustees at their annual meetings and at such other times as the Board may request, a clear and definite statement of the operations of Glenwood Cemetery during the time he has had control and management thereof. He shall sign all deeds conveying cemetery lots.

SECTION 3. In the absence of the president, the Vice President shall fill his place and be clothed with all of the powers and duties of his office.

SECTION 4. It shall be the duty of the Secretary to keep full and accurate minutes of the transactions of the Board of Trustees, and of all meetings of the Board of Trustees. He shall keep a correct set of books, showing at all times the true state of the affairs of the Trustees of Glenwood Cemetery. He shall file and preserve all documents and vouchers; shall collect all moneys due the Trustees and pay the same over to the Treasurer (if there is a Treasurer separate from the Secretary), taking his receipt for the same. He shall examine all bills and accounts against Glenwood Cemetery, and if found just and correct, shall pay the same. He shall also sign all deeds conveying cemetery lots and he shall perform such other duties as the Board of Trustees may from time to time prescribe.

SECTION 5. The treasurer shall have the keeping of all moneys of the Trustees which the Secretary shall receive and pay over to him. He shall open a book of deposit account with some bank in the city of Houston in the name of Glenwood Cemetery, and to the credit of same account place all moneys on receipt thereof. He shall pay out the moneys of Glenwood Cemetery upon the signature of the Secretary counter signed by the President.

SECTION 6. The superintendent shall be the executive officer immediately in charge of the grounds of Glenwood Cemetery, and as such he shall have the entire supervision and control of the grounds and of all employees, subject only to the orders and directions of the President, or in his absence, the Vice President, and the Board of Trustees. It shall be his duty to make to the President weekly reports showing the number of men employed by him, the amount of wages paid, the number of interments and the lots in which such interments were made, and such other reports as may be required of him from time to time by the President or Board of Trustees.

SECTION 7. Each and all of the officers above mentioned shall hold their office until their successors have been elected.

SECTION 8. The superintendent shall allow no interment to take place in the grounds until the friends of the deceased have first obtained a permit from the Secretary of the Board of Trustees.

MEETINGS

Section 1. There shall be an annual meeting of the Trustees to be held in the city of Houston, Texas, on the first Wednesday in May of each year, for the election of officers for the ensuing year, and for the transaction of such other business as may come before the meeting. Notice of such annual meeting,

SECTION 4. Should any trees or shrubs situated on any of the lots, by reason of the deterioration and requiring the action of the Board of Trustees. The President shall be ex-officio Chairman of such Committee. The Committee may be

stating the day, hour and place of such meeting, shall be given in writing by the Secretary to each of the members of the Board of Trustees by mailing such notice to the address of each of said Trustees three days before the date of such meeting.

SECTION 2. There shall be bi-monthly meetings of the Board of Trustees to be held in the city of Houston, Texas, on the first Wednesday in the months Of October, December, February, April, June and August of each year, for the purpose of transacting such business as may properly come before such meetings. Notice of such bi-monthly meetings, stating the day, hour and place of such meetings shall be given in writing by the Secretary to each of the members of the Board of Trustees by mailing such notice to the address of each of said Trustees three days before the day of such meeting.

SECTION 3. Special meetings of the Board of Trustees may be called at any time by the President, or in his absence, the Vice President, upon one days written notice to the members of the Board, to be given in the manner prescribed in section 2 hereof.

SECTION 4. It shall be the duty of the president or vice president, in case of the absence of the President, or his refusal to act, and upon the written request of five members of the Board of Trustees, to call a special meeting of the board of trustees; notice of such meeting to be given for the length of time and in the manner prescribed in Section 2 hereof.

PERMANENT TRUST FUND

SECTION 1. Ten per cent. of the gross proceeds of all sales of lots of the cemetery hereafter made shall be set aside as a Trust Fund, to be known as the "Permanent Trust Fund," which fund shall be invested in bonds or loaned out in mortgages upon real estate situated in the County of Harris, said real estate to be in valuation at least twice the amount of the money loaned thereon, and otherwise unincumbered, and the interest of said investments or loans shall be used by the Trustees for the preservation and beautifying of the grounds and the expense incident thereto, while the principal shall be preserved as a Trust Fund to be loaned and re-loaned from time to time.

The trust fund herein provided for shall be turned over every six months to the Trustees appointed by the District Court of Harris County for the management thereof.

SECTION 2. In the sale of all lots hereafter made, the purchaser shall have the choice of holding in perpetuity his lot free from all assessments thereon by paying at the rate of One Hundred Dollars per lot (counting 20 by 20 feet as a lot) in addition to its value at the time of his choice, or to hold the lot subject to an annual assessment at the rate of Five Dollars per lot of 20 by 20 feet; and should any purchaser so elect to buy in perpetuity the extra One Hundred Dollars in money received shall be added to the Permanent Trust Fund and become an intrinsic part and parcel thereof, subject to all of its conditions and requirements.

GENERAL

SECTION 1. If any monument, effigy, or any structure whatever, or any inscription, be placed in or upon any lot which shall be considered by the President or Board of Trustees as offensive or improper or obnoxious, same shall be removed forthwith by the person or persons placing the same thereon, and the Board of Trustees shall have the right, and it shall be their duty to see that such offensive, or improper or obnoxious inscription or object is removed from the cemetery grounds.

SECTION 2. The Superintendent shall allow no interment to take place in the grounds until the friends of the deceased have first obtained a permit from the Secretary of the Board of Trustees.

SECTION 3. All applicants for permits of burial are required to give to the Secretary such particulars as to the person to be interred, and the lot in which the interment is to take place as he may desire, and to pay to him, or the superintendent or treasurer the regular fee of five Dollars for digging the grave.

SECTION 4. Should any trees or shrubs situated on any of the lots, by means

of roots, branches, or otherwise, become detrimental to adjacent lots or avenues, or grow unsightly or inconvenient to the possessors of adjoining or surrounding lots, it shall be the duty of the Superintendent or Board of Trustees to enter upon said lot and to remove such roots or branches or such part of the trees or shrubs as are detrimental, unsightly or inconvenient; and if the said lot or any inscription thereon shall, by the neglect of the holder thereof become unsightly, it shall be the duty of the Trustees, and they shall have the right, by their proper officers, to enter upon said lot and put the same in proper condition and repair, and make a reasonable charge for the same, and the amount so charged shall be paid by the owner of the lot upon demand.

SECTION 5. All earth, or rubbish of any kind, accumulated by the holder of lot or lots, or his agents or representatives, must be carefully removed as soon as possible and deposited wherever the Superintendent of the Cemetery may direct. In default of which the Board of Trustees, through their proper officers, shall have the right to remove the same and make a reasonable charge therefor.

SECTION 6. It shall be the duty and right of the Board of Trustees, through their proper officers, from time to time to lay out, close or alter such avenues and walks as they may see fit.

SECTION 7. The holder of any lot or lots and his family shall be allowed access to the grounds only during those hours when the Cemetery is open to visitors, observing strictly the rules which are or may be adopted for the regulation of visitors.

SECTION 8. No interment shall be allowed to be made in any lot if any moneys, dues, or assessments are owing to the Board of Trustees for any purpose whatever in connection therewith. And in case said moneys, dues or assessments remain unpaid and in default for the space of one year after they become due, then the Board of Trustees may use the said lot for any burials they may see fit until said moneys, or dues shall have been fully paid, or they may at their option, rescind the privilege of burial and deny the use of the lot to the owner and his descendants.

SECTION 9. The owners of lots shall be required to set granite, good limestone, or marble posts not less than five, nor more than eight inches square and two feet deep to mark the boundaries of his or her lot or lots.

SECTION 10. No more than one interment shall be allowed in each burial space.

SECTION 11. All enclosures of lots must be placed entirely on the lots themselves, except where adjoining holders unite in the same enclosure. No brick walls, iron or wooden fences can be erected as an enclosure of lots, and no enclosure of any kind can be erected until permission so to do has been obtained from the superintendent and the lines of the lot upon which the enclosure is to be erected has been clearly designated by him. Coping must not exceed one foot in width and eighteen inches in height above the surface. Hedges must not be used, except by express permission of the Board of Trustees, evidenced by a certified copy of the resolution of the Board of Trustees allowing thereof.

SECTION 12. No disinterment shall be allowed without permission of the Superintendent or Board of Trustees, and the cost of the disinterment paid to the Secretary or Treasurer.

SECTION 13. All workmen employed in the erection of monuments, etc., must be subject to the control and direction of the superintendent, or other agent of the Board of Trustees, and any workman failing to comply with these regulations will not be permitted to work in the cemetery grounds.

The following by-law was adopted by the Trustees of Glenwood Cemetery at a meeting held at the office of T. W. House in the City of Houston on the 11th day of January, 1905:

"At the first meeting of the Trustees in January of each year, or at the regular annual meeting in May of each year, it shall be the duty of the President to appoint a committee of five, of which the President shall be one, to serve for the ensuing year, to be known as the Executive Committee; and it shall be the duty of the said Executive Committee to look after and give attention to all minor matters of the Association, such as the collection of dues, payment of current bills, the maintenance of the Cemetery grounds, and generally all minor affairs of the Association not requiring the action of the Board of Trustees. The President shall be Ex-officio Chairman of such Committee. The Committee may be

called together at any time by the Chairman, or by a majority of the Committee, and a majority of the Committee shall constitute a quorum to do business, and shall have power to act upon all matters entrusted to its management and control by this by-law. It shall be the duty of the Secretary of the Association to keep a record of the proceedings of the Executive Committee.

AMENDMENTS TO BY-LAWS

SECTION 6. of the By-Laws under the title of "OFFICERS" was by resolution adopted June 7, 1915, amended, adding thereto the following: "He shall be appointed by the president and shall be subject to removal at any time by the president, vice president, or a majority vote of the executive committee."

HOUSTON LAND & TRUST COMPANY
HOUSTON, TEXAS

FORM LG-10