

*Fairview Cemetery
Preservation Association
P.O. Box 5958
Santa Fe, New Mexico 87502*



*Fairview Cemetery
Physical Location
1134 Cerrillos Rd.
Santa Fe, New Mexico*

<http://www.fairvi>

[ewcemeterysantafe.org/](http://www.fairviewcemeterysantafe.org/)

FAIRVIEW CEMETERY PRESERVATION ASSOCIATION

POLICY / PROCEDURE: 16-07

FAIRVIEW CEMETERY GOVERNANCE

1. This Policy / Procedure shall be the binding process for the governance and management of the Fairview Cemetery.
2. Any deviation from the policies and procedures outlined herein must be approved by the president of the association or a majority vote of the Board of Directors (the Board) of the Fairview Cemetery Preservation Association (FCPA). This Policy / Procedure may be changed or amended only by formal majority vote of the Board of the FCPA. Any such change or amendment shall be in writing and shall be published and added to this Policy / Procedure.
3. Fairview Cemetery shall be governed and managed by the Fairview Cemetery Preservation Association in accordance with this policy.
4. In accordance with the by-laws of the FCPA, the Association shall be governed by the FCPA Board of Directors. The Board shall consist of the following four (4) Officers and six (6) Members:
 1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Six Members-at-Large

The President, Vice-President, Secretary, and Treasurer are the Officers of the Board.

5. The Board of Directors shall at least once each calendar year, but preferably will meet quarterly or bi-annually. The Board of Directors shall meet at the call of the President or at the call of a majority of the members.
6. A general membership meeting of the Association shall be held at least once a year. The Board of Directors shall conduct the general membership meeting. The Board will afford the membership the opportunity to report concerns, make recommendations, and request any action be taken that members deem necessary or prudent.

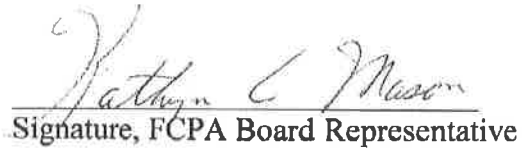
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POLICY / PROCEDURE: 16-07
FAIRVIEW CEMETERY GOVERNANCE

APPROVED:


Signature, FCPA President

5.19.2017
Date

Michael Mulligan
Printed Name


Signature, FCPA Board Representative

5/20/2017
Date of FCPA Board Approval

KATHRYN C. MASON
Printed Name