

**CONSTITUTION AND BY-LAWS OF
THE MILLWOOD CEMETERY AND
MILLWOOD CEMETERY ASSOCIATION**

- I. MILLWOOD CEMETERY, located in the Southeast section of Collin County at the end of County Road #535, has as a principal office for the transaction of business for the MILLWOOD CEMETERY ASSOCIATION located at:

5918 Firecrest Drive
Garland, TX 75044-4206
(972) 955-5619
- II. The names of MILLWOOD CEMETERY and MILLWOOD CEMETERY ASSOCIATION have been registered with the I.R.S. with the Tax-Exempt Employee Identification Number (UEIN") of 75-2465977, and DNL Number of 316249044.
- III. The purpose of the MILLWOOD CEMETERY is for the burial of the deceased in beautiful, pleasant surroundings.
- IV. The purpose of the MILLWOOD CEMETERY ASSOCIATION is to administer all funds collected for maintenance and improvements.
- V. The names and addresses of the persons who are to act in the capacity of Executive Officers and Directors of the Association until the selection of their successors and who may be given such titles under the By-Laws of this Association as may be deemed appropriate may be found at the principle office of the Association.
- VI. Authority is hereby granted to change the number of Directors of the Association by an amendment to these articles adopted as required by law or the By-Laws of this Association, when duly adopted.

ARTICLE #1 - NAME

The name of the cemetery shall be known as THE MILLWOOD CEMETERY, named after the old town of MILLWOOD, TEXAS, which was founded in the 1840's. The name MILLWOOD CEMETERY ASSOCIATION was established to compliment the name of the cemetery.

ARTICLE #2 - PURPOSE

- A. MILLWOOD CEMETERY, a final resting place for the deceased with beautiful, pleasant surroundings.
- B. MILLWOOD CEMETERY ASSOCIATION is to collect revenue from contributions and the sale of burial lots, administer the funds for maintenance, improvements, and gratuities.

ARTICLE #3 - MEETINGS

- A. An annual homecoming is to be held on the second Saturday of June of each year. The date may be changed by a vote of the Executive Board and Directors.
- B. A Board Meeting may be called at any time that business decisions are necessary to discuss and a vote is required.
 - 1. A quorum shall consist of the members of the Executive Board and Directors who are present at the meeting.
 - 2. In the event an Executive Board Member or Director misses two Board Meetings in a row, without a justified excuse, they may be removed by the President. The President will then have the authority to appoint an interested party to fill the unexpired term.

ARTICLE #4 - BOARD

- A. Management of MILLWOOD CEMETERY AND MILLWOOD CEMETERY ASSOCIATION
- B. Management shall be made up of:

President	One Year
Vice-President	One Year
Secretary/Treasurer	One Year
Directors (7)	Four elected for a two-year term in even years. Three elected for a two-year term in odd years.

Advisory Board (4)
Advisory Board Members will be appointed by the President to serve a one-year term, these having a special skill needed to help assist the Board in making wise decisions. These four do not have a voting privilege
- C. A General Meeting shall be held the second Saturday of June of each year at which time the chairperson will submit names of recommended people to fill all vacant positions for the coming year. A vote will be taken by the general membership to approve the proposed new Board Members.

ARTICLE #5 - COMMITTEES

- A. The President shall have the authority to appoint chairpersons of the following committees:
1. Nominating Committee - Shall be made up of all four Advisory Board Members
 2. Maintenance Committee
 3. Fund Raising Committee
 4. Homecoming Committee
 5. Auditing Committee
 6. Constitution and By-Laws Committee
 7. Special Events Committee

ARTICLE #6 - CEMETERY ANNEX

This being considered as a completely new burial grounds, it is necessary to establish rules and regulations for a smooth, successful operation.

LOT SIZES

- A. 10 feet by 10 feet - space for two bodies - Price \$850.00
- B. 5 feet by 10 feet - space for one body - Price \$500.00

NOTE: This will cover the expenses required to establish the ownership of the lots. The remainder will be placed in the funds of the Cemetery.

- C. Ten spaces shall be reserved for PAUPERS GRAVES.
1. The Association Board of Directors shall make the decision of who is a Pauper.
 2. Lots 291 through 300 in Katelyn Lilac Garden will be assigned to Pauper's Graves. (see amendment #7)
- D. Service lanes designed to control flow of traffic.
1. Beginning at the North-East corner just outside the present MILLWOOD CEMETERY, a 25-foot lane is to be established, leading to the North-West corner, then South to the present County Road #535. The new section will have a lane leading down the center to the West boundary, then turn South to the South boundary with a turn leading back on the South side to the main lane leading out to County Road #535.
- E. Grave markers shall be of the type that will allow the mowing over by mechanical equipment, except in Section C, which allows headstones.
1. Curbing around plots shall be forbidden.
 2. A permanent type marker must be installed within one year, listing full name, date of birth and date of birth.

F. The annex shall be divided into three areas for identification purposes:

1. RYANN ROSE GARDEN: Section 3
2. KATELYN LILAC GARDEN: Section 4
3. FALLON SUE FLORAL HILL - which will be divided in four sections which are 5,6,7 and 8.

G. The lanes shall also be named for identification purposes:

1. The East-West Lane - STANFIELD LANE
2. The North-South Lane - SPEARMAN LANE
3. The West & South Loop - BRUNDIDGE LOOP

AMENDMENT #1 - SALE OF PLOTS FOR BURIALS

1. Plots must be paid for before burial, except for Paupers.
2. Plots purchased on time must be paid for within one year.
3. Delinquent purchasers who have missed 12 consecutive months of payments shall be notified by registered mail, with return receipt requested, that unless payment is made in the next six weeks, the plot will be returned to the Cemetery for resale, and no refunds will be made for payments already received.
4. Refunds will not be made should the purchaser decide they no longer wish to keep the plot(s) purchased. The owner may resale their plot(s) at their discretion, being bound by the By-Laws of the Association.
5. The new sections in the Annex shall be divided into three sections for identification purposes:
 - A. RYANN ROSE GARDEN - located to the north of Stanfield Lane, starting at the North-East entrance and consisting of 234 Plots.
 - B. KATELYN LILAC GARDEN - continuing to the North of Stanfield Lane at the intersection of Spearman Lane, continuing to the West property line, consisting of 300 plots. (see amendment 7)
 - C. FALLON SUE FLORAL HILL - the largest of the three sections, bound by Stanfield Lane to the North, Brundidge Loop to the West and South to the property line, back to Spearman Lane to the East, consisting of a total of 682 plots, with 160 in Section 5, 173 in Section 6, 208 in Section 7, and 141 in Section 8.

AMENDMENT #2 - CONTACT PERSON

The contact person for conducting the business of the Cemetery shall be the current elected Secretary/Treasurer of the Cemetery Association.

AMENDMENT #3 - GRAVE OPENING AND BURIAL VAULTS

1. Grave Openings and Closings: The opening and closing of a grave shall be under the direction of the Funeral Home in charge of the burial and the Funeral Home will collect for this service. The Funeral Home will be instructed to collect \$100.00 to be paid to the Cemetery for cleanup and to level the lot after the settling of the gravesite.
2. Burial Vaults: Burial Vaults are required for the protection of the casket and its contents. The Vaults shall be made of concrete or heavy gauge metal. Wooden Vaults will not be accepted.

AMENDMENT #4 - CREMAINS

All cremains shall be interred in a sealed container, not cardboard. There shall be only one headstone showing full names with date of birth and date of death of each deceased person. All containers must be buried 18-inches deep. A small pin, peg, or other marker, shall be placed above each burial spot level with the ground.

AMENDMENT #5 – GRAVE MARKERS

Upright grave markers will continue to be allowed in Section 3 (Ryann Rose Garden) but flat markers only will be allowed in Section 4 (Katelyn Lilac Garden) and Section 5 to 8 (Fallon Sue Floral Hill).

AMENDMENT #6 – GRAVE MAINTENANCE (June 14, 2025)

1. The purpose of this proposed amendment is to define the maintenance responsibilities of the Millwood Cemetery Association (MCA).
2. The \$100 gate fee collected by the funeral home pays for the leveling of the grave after settling of the dirt following a burial (see Amendment #3).
3. The MCA is comprised of a group of volunteer senior citizens who oversee the cemetery. The MCA attempts to keep the grounds as clean and tidy as possible given our limited abilities for manual labor. The MCA hires people to keep the cemetery mowed on a regular schedule as weather permits and also hires people to pick up limbs which fall and place them in an area for later burning.
4. The MCA attempts to keep the cemetery lots affordable and therefore does not charge an ongoing maintenance fee for individual gravesite maintenance. Any maintenance beyond what is described above is deemed to be the responsibility of the lot owner or family members.

AMENDMENT #7 – REMOVING LOTS IN SECTION 4 (June 14, 2025)

1. The plat created for the annex area of the cemetery was created shortly after the acquisition of the annex land. Subsequently, the outhouse was erected on one of the lots.
2. To accommodate access to the outhouse, lots 1-10 are withdrawn from sale in order to allow a pathway without foot traffic on graves.
3. The numbering of the lots will begin at 1 in the next row.
4. The lots allocated to pauper sites will be renumbered from 301 – 310 to 291 – 300. See Article #6 - item C.