

**2018 - 2019**



**Founded 1948**

**Membership Directory  
and  
Reference Guide**

# VIRGINIA CEMETERY ASSOCIATION 2018 - 2019 MEMBERSHIP DIRECTORY CODE OF ETHICS AND BY-LAWS

P.O. Box 74428  
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Website: [www.virginiacemeteryassociation.com](http://www.virginiacemeteryassociation.com)

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*Information current as of May 28, 2018*

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*This directory is only intended for personal use by VCA members. No part of this directory may be reproduced without written permission from the VCA Executive Board. Thank you.*

## **Distinguished Cemeterians Recipients**

Armstrong Cross \*  
Robert Casey \*  
Franklin Hibbs \*  
Phil Daly\*  
Hinton Hurff, Sr. (1994)  
Vernon Stuart, Sr., CCE (1995)

Mark Droughman, Jr.  
Brian Marlowe, CCE (2000)  
C. H. Doherty, Jr. (2003) \*  
Mike Doherty (2006)  
Jimmy Stuart (2013)  
David Gilliam (2016)

\* Denotes Deceased

### **How to Nominate Someone for the Distinguished Cemeterian Award:**

1. Distinguished Cemeterian Award should be awarded at least once every five years.
2. Distinguished Cemeterian Award can only be awarded to one individual each period.
3. Distinguished Cemeterian Award Recipient can be nominated by any past president.
4. Distinguished Cemeterian Award can only be voted on by the past presidents of the VCA.
5. Distinguished Cemeterian must go above and beyond the call of duty in representing the industry and the VCA.
6. To nominate someone for the Distinguished Cemeterian Award– Please call the VCA office.

### **In Order to be Considered for the Distinguished Cemeterian Award - the Following Guidelines Must be Met:**

1. Distinguished Cemeterian must have been a Past President or Past Board Member of the VCA
2. Distinguished Cemeterian must have owned or worked for a cemetery for over 25+ years.
3. Distinguished Cemeterian must have been an active member in the VCA for at least 20 years.
4. Distinguished Cemeterian must continue to be willing to be involved in the VCA through council or participation after leaving the industry through retirement.

## VCA Past Presidents

<b>Dates</b>	<b>Name</b>	<b>Cemetery</b>
1948-50	Paul H. Coffey*	Evergreen Burial Park, Roanoke
1950-52	Larry D. Fisher, Jr.*	Roselawn Burial Park, Martinsville
1952-53	Joseph L. Hendricks, Sr.*	Riverside Cemetery, Norfolk
1953-57	Vernon J. Berkhimer*	City of Richmond Cemeteries, Richmond
1957-58	Haskel G. Weaver*	Mountain View Cemetery, Bristol
1958-59	Charles J. Michael*	Monticello Gardens, Charlottesville
1959-60	W. Franklin Hibbs*	Stonewall Memory Gardens, Manassas
1960-61	John W. Anderson*	Mountain View Cemetery, Bristol
1961-62	Gordon H. Ware*	Rosewood Memorial Park, Virginia Beach
1962-63	Ned R. Thomas, Sr.*	Columbia Gardens, Arlington
1963-64	J. Russell Cronk*	Fair View Cemetery, Roanoke
1964-65	J. Kenneth Abshire*	Mount Comfort Cemetery, Alexandria
1965-66	Hinton D. Hurff, Sr.	Meadowbrook Memorial, Portsmouth
1966-67	Robert E. Casey*	Shenandoah Memorial Park, Winchester
1967-68	James E. Springer, Sr.*	Blue Ridge Memorial Gardens, Roanoke
1968-69	Jim Crawford*	Crestview Cemetery, LaCrosse
1969-70	Philip N. Daly*	Danville Memorial Gardens, Danville
1971-72	James Kyle*	Mount Comfort Cemetery, Alexandria
1972-73	William C. Wise, Sr.*	Greenwood Memorial Gardens, Richmond
1973-74	H. Barry Stitham	Fort Hill Cemetery, Lynchburg
1974-75	Vernon E. Stuart, Sr., CCE	Hampton Memorial Gardens, Hampton
1975-77	Mark A. Droughman, Jr.	Augusta Memorial Park, Waynesboro
1977-79	Darryl E. Windham	Panorama Memorial Gardens, Front Royal
1979-81	Robert F. Clarke*	Temple Hill Memorial Park, Castlewood
1981-82	Charles H. Gaudreau	Woodlawn Memorial Gardens, Norfolk
1982-84	James C. Sauls*	Monte Vista Cemetery, Galax
1984-85	Robert D. Howard*	Princess Anne Memorial Park, Virginia Beach
1985-87	Brian Marlowe, CCE	Richmond Memorial Parks, Chesterfield
1987-89	James W. Stuart	Hampton Memorial Gardens, Hampton
1989-90	William C. Wise, Jr.	Greenwood Memorial Gardens, Richmond
1990-91	Mark A. Droughman, Jr.	Augusta Memorial Park, Waynesboro
1991-93	Walter Melvin, CCE	Peninsula Memorial Park, Newport News
1993-94	Vernon Stuart, Sr. CCE	Parklawn Memorial Park, Hampton
1994-96	Charles W. Rhodes	Monticello Memory Gardens, Charlottesville
1996-98	David Gilliam	Hollywood Cemetery, Richmond
1998-2000	Randolph Gleason	Sherwood Memorial Park, Salem
2000-2002	Mike Doherty	Fairfax Memorial Park, Fairfax
2002-2004	Rich Miller	Dale Memorial Park, Chesterfield
2004-2005	Diane W. Munn	Forest Lawn Cemetery, Richmond
2005-2007	Ann Marie Samuel	Williamsburg Memorial Park, Lightfoot
2007-2008	Jeffrey Hodes, CCE	The Catholic Cemeteries, Silver Springs, MD
2008-2010	Steve Gillespie	Dale Memorial Park, Chesterfield
2010-2012	Caroline S. Smyth	Stafford Memorial Park, Stafford
2012-2014	Joe Morris	Rosewood Memorial Park, Virginia Beach
2014-2016	Angela Byrum	Williamsburg Memorial Park, Lightfoot, VA
2016-2018	Chad Aylestock	Fairfax Memorial Park, Fairfax

\* Denotes Deceased

VCA – Officers and Directors

**President:**

Chad Aylestock  
Fairfax Memorial Park  
9900 Braddock Rd.  
Fairfax, VA 22032  
Phone: 703-323-5202  
Fax: 703-323-5324  
Email: chada@fmpark.com

**1<sup>st</sup> Vice President & Director:**

Don Green (2020)  
StoneMor Partners L.P.  
7459 Old Hickory Drive, Suite 101  
Mechanicsville, VA 23111  
Phone: 804-746-1896  
Fax: 804-730-2076  
Email: dgree@stonemor.com

**2<sup>nd</sup> Vice President & Director:**

Susan Mini (2018)  
Sherwood Memorial Park  
P.O. Box 30  
Salem, VA 24152  
Phone: 540-389-2171  
Fax: 540-375-7335  
Email: susanm@sherwoodmemorialpark.com

**Secretary & Directory:**

David Gilliam (2020)  
Hollywood Cemetery  
412 S. Cherry Street  
Richmond, VA 23220  
Phone: 804-648-8501  
Fax: 804-644-7345  
Email: dgilliam@hollywoodcemetery.org

**Treasurer & Director:**

Jimmy Stuart (2021)  
Parklawn Memorial Park  
155 Butler Farm Rd.  
Hampton, VA 23666  
Phone: 757-766-1063  
Fax: 757-865-6091  
Email: james.stuart@sci-us.com

**Co-Supplier Representative:**

Al Fritz  
Matthews International  
1315 West Liberty Ave.  
Pittsburgh, PA 15226  
Phone: 304-288-6558  
Fax: 412-571-5638

**Co-Supplier Representative:**

Jackie Harper  
Roland Vaults, Ltd.  
1159 Harmony Road  
Norfolk, VA 23502  
Phone: 757-466-8800  
Fax: 757-461-1835  
Email: [rolandvlts@aol.com](mailto:rolandvlts@aol.com)

**Co-Supplier Representative:**

Paula Manson  
Wrenns Mill Enterprise  
14133 Bethany Church Rd  
Smithfield, VA 23430  
Phone: 757-356-9943  
Fax: 757-356-9998  
Email: [paulasmanson@gmail.com](mailto:paulasmanson@gmail.com)

Angela Byrum (2021)  
Williamsburg Memorial Park  
P.O. Box 980  
Lightfoot, VA 23090  
Phone: 757-565-2006  
Fax: 757-565-4707  
Email: abyrum@williamsburgmemorialpark.com

**Other Directors:**

Tony Peterson (2019)  
Highland Memory Garden  
5555 Lee Highway  
Dublin, VA 24084  
Phone: 540-674-5231

Daun Thomas Frankland (2020)  
Columbia Gardens Cemetery  
3411 Arlington Blvd  
Arlington, VA 22201  
Phone: 703-527-1235  
Fax: 703-525-1341  
Email: [daun@columbiagardenscemetery.org](mailto:daun@columbiagardenscemetery.org)

Stephen Gillespie (2019)  
Blue Ridge Memorial Gardens  
5737 Airport Drive  
Roanoke, VA 24012  
Phone: 540-366-6574  
Email: stephen.gillespie@dignitymemorial.com

Jim Laidler (2019)  
City of Richmond Cemeteries  
1401 S. Randolph St.  
Richmond, VA 23220  
Phone: 804-646-1402  
Fax: 804-646-1269  
Email: james.laidler@richmondgov.com

Jim Meadows (2018)  
Westhampton Memorial Park  
10000 Patterson Ave.  
Richmond, VA 23238  
Phone: 804-740-1948  
Fax: 804-740-9352  
Email: james.meadows@dignitymemorial.com

Bill Neeley (2018)  
Mountain Valley Memorial Park  
P.O. Box 99  
Big Rock, VA 24603  
Phone: 276-530-7336  
Fax: 276-530-7320  
Email: bneeley3@yahoo.com

Linda Martz (2021)  
Laurel Memorial Park  
10127 Plank Road  
Spotsylvania, VA 22553  
Phone: 540-972-1709  
Fax: 540-972-8879  
Email: [lmart@stonemor.com](mailto:lmart@stonemor.com)

Chad Aylestock  
David Gilliam  
Jimmy Stuart  
Angela Byrum

**Consumer protection**

Jimmy Stuart - Chairman  
Angela Byrum

**Ethics & Rules**

Steve Gillespie - Chairman  
David Gilliam

**Finance**

Jimmy Stuart - Chairman  
David Gilliam  
Bill Neely

**History**

David Gilliam - Chairman  
Angela Byrum  
Jim Laidler

**Legislative**

Mike Doherty - Chairman  
Jimmy Stuart  
Caroline Smyth

**Membership**

Jim Meadows, - Chairman  
Bill Neely  
Daun Frankland

**Spotlight /Website**

Jim Laidler - Chairman  
Daun Frankland  
Steve Gillespie

**Programs / Sponsorship**

Don Green - 1<sup>st</sup> VP - Chairman  
Susan Mini - 2<sup>nd</sup> VP  
Jim Meadows  
Linda Martz

**Supplier Representative**

Al Fritz - Matthews International  
Jackie Harper - Roland  
Paula Manson - Wrenn Mill Ent.

**Immediate Past President:**

**Executive Committee**

# **VCA Committees**

## **Volunteer Opportunities**

### **Committee Member Assignments**

#### **2018 - 2019**

All committee members, including Board Members, are volunteers. Without the many people who have donated their time and energy, VCA would not exist. We invite you to join a committee and welcome your assistance with making the VCA even better!

**EXECUTIVE** – The Executive Committee consist of the President, who is the chairman, the Vice President, and three (3) Directors chosen by the Board of Directors. The Executive Committee performs all duties of the Board of Directors while the Board is not in session.

Chairman: Chad Aylestock, President  
Don Green, 1st Vice President  
David Gilliam, Secretary  
Jimmy Stuart, Treasurer  
Angela Byrum, Past President

**CONSUMER PROTECTION** – The President shall appoint no less than three (3) Active Members of the Association. The committee shall receive and investigate complaints from consumers and intercede between the consumer and the cemetery for the purpose of negotiating an acceptable settlement between the two parties. The Chairman shall report to the Board of Directors all action taken at each Board meeting.

Chairman: Jimmy Stuart, Treasurer  
Angela Byrum

**ETHICS & RULES** - The President shall appoint no less than three (3) Active Members. The Committee shall recommend to the Board of Directors proposed changes in the Code of Ethics or in the By-Laws of the Association and shall participate in the investigation of all complaints concerning membership conduct and recommend to the Board of Directors disciplinary action. Committee members analyze current by-laws and review ideas for new or amended by-laws. Committee meets once a year, and conducts meetings throughout the year via e-mail or telephone.

Chairman: Steve Gillespie  
David Gilliam, Secretary

**FINANCE** – The Finance Committee consist of the Treasurer and three (3) Active Members who shall be appointed by the President. The committee should meet in person once a year. The duties of the Finance Committee shall be to review all budget request and prepare a budget for approval of the Board of Directors, to prepare and present a current statement of the financial affairs of the Association at each regular meeting of the Board of Directors, to approve the expenditure of all amounts not included in the approved budget, and to supervise the annual audit of the Association. Any additional meetings needed during the year are conducted by telephone.

Chairman: Jimmy Stuart, Treasurer  
David Gilliam, Secretary  
Bill Neely

**HISTORY** - The History Committee is responsible for the history of the Association to include but is not limited to the organization of association photo albums and membership records.

Chairman: David Gilliam, Secretary  
Angela Byrum  
Jim Laidler

**LEGISLATIVE** – The Legislative Committee shall be elected by the Active Members of the Association and will consist of three (3) Active Members. The Legislative Committee submits to the Board of Directors proposals for legislation which the Committee considers to be in the best interest of the cemeteries and the general public, and it recommends opposition to any proposed legislation believed harmful.

Chairman: Mike Doherty  
Jimmy Stuart, Treasurer  
Caroline Smyth

**MEMBERSHIP** – The Membership Committee consist of at least two (2) active members who are appointed by the President. All applications for membership shall be referred to the committee. The Committee will send application packets to all potential new members (cemeteries and suppliers). The Committee shall investigate the eligibility of an applicant for membership into the Association and recommend to the Board of Directors the desirability of accepting his application for membership. The Committee also encourages cemeteries in Virginia and qualified persons not belonging to the Association to submit applications for membership. This includes all suppliers within our industry. New ideas for recruiting and member retention will be discussed, along with updating application forms yearly.

Chairman: Jim Meadows  
Bill Neely  
Daun Frankland

**NOMINATIONS** - Volunteers are needed to seek nominations for candidates for office prior to making the official ballot. The Nominating Committee will consist of the Board of Directors. Nominations are sought three to four months before the annual meeting.

Board of Directors

**PROGRAM** – The Program Committee consist of the 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents and at least two (2) other active members. Members of this committee have the opportunity to plan all educational programs sponsored by VCA. Member duties include one or more of the following: make decision on number of programs for the year, suggest locations to the board, prepare program agenda, design annual conference brochures and flyers to incorporate the theme chosen for each meeting, select speakers, obtain sponsorship to support the program, attends the conference as a facilitator or a moderator, reviews and tallies evaluation forms.

Chairman: Don Green, 1st Vice President  
Susan Mini, 2<sup>nd</sup> Vice-President  
Jim Meadows  
Linda Martz

**SPOTLIGHT** – The Spotlight Committee consist of at least three (3) active members who are appointed by the President. All Spotlight material and issues will be handled by the committee. Spotlights are scheduled to go out 2-3 times a year (after sales conference, after annual meeting, each winter). Each Spotlight should include at least:

1. President's Letter
2. Legislative Update
3. Annual Sales Meeting Summary Article or Sales Tips for the industry
4. Membership Article to include focus on one cemetery and one supplier.
5. Annual Membership Conference Article or Program
6. Maintenance Tips for the season.
7. Vendor Ads

Chairman: Jim Laidler  
Daun Frankland  
Steve Gillespie

**WEBSITE AND DEVELOPMENT** - The Website and Development Committee consist of at least two (2) active members who are appointed by the President. All website and development issues will be handled by the committee. This includes updating the website, training new and old members on how to use the website, and making recommendations to the board on expansion/changes to the website.

Chairman: Jim Laidler  
Daun Frankland  
Steve Gillespie

**Membership input is always valuable to any committee. Feel free to let the chairpersons know your ideas and suggestions.**



## VCA Active Membership

### **Alleghany Memorial Park**

John Wineburg/ Christina Bowen  
7008 Winterberry Ave.  
Covington, VA 24426  
Phone: 540-862-7149  
Fax: 540-862-3159

### **Altavista Memorial Park**

Belinda Drewry-Bush  
642 Wards Road  
Altavista, VA 24517  
Phone: 434-369-5500  
Fax: 434-369-1224

### **American Cemetery Supplies, Inc.**

Del Doleman  
2001 Laigh Road  
Portsmouth, VA 23701  
Phone: 800-515-0400  
Fax: 757-488-1589

### **Aquatic Resource Management**

Steve Weekly  
6001 Miller Store Road  
Norfolk, VA 23502  
Phone: 757-375-9086

### **Associated Cemetery Consultants**

Gary Hall  
4819 Riverside Dr. Suite C  
Danville, VA 24541  
Phone: 434-822-1615  
Fax: 434-822-1647

### **Augusta Memorial Park**

Monica Dobson  
1775 Goose Creek Rd.  
Waynesboro, VA 22980  
Phone: 540-942-4727  
Fax: 540-943-1047

### **Bennett Funeral Home**

Charlie Morehead  
P.O. Box 170  
Studley, VA 23111  
Phone: 804-746-8665

### **Bermuda Memorial Park**

Paul Hazelgrove  
1771 N. Parham Road  
Richmond, VA 23229  
Phone: 804-545-7243  
Fax: 866-998-3557

### **Birchlawn Burial Park**

Kaitlyn Bailey  
177 Birchlawn Circle  
Pearisburg, VA 24134  
Phone: 540-921-1600  
Fax: 540-921-1758

### **Blandford Cemetery**

Angela Bonanno-Sweeney  
319 S. Crater Rd  
Petersburg, VA 23803  
Phone: 804-733-2397  
Fax: 804-861-1093

### **Blue Ridge Memorial Gardens**

Stephen Gillespie  
5737 Airport Drive  
Roanoke, VA 24012  
Phone: 540-366-6574

### **Briarwood Memorial Garden**

Belinda Drewry-Bush  
1823 S. Amherst Hwy  
Amherst, VA 24521  
Phone: 434-946-2704  
Fax: 434-234-0613

### **Chesapeake Memorial Gardens**

Michael T. Gipson  
1453 Kempsville Rd, Suite 101  
Virginia Beach, VA 23464  
Phone: 757-474-3550  
Fax: 757-474-3572

### **City of Norfolk - Elmwood Cemetery**

Armistead Dudley  
238 E. Princess Anne Rd.  
Norfolk, VA 23510  
Phone: 757-441-2653  
Fax: 757-441-1332

### **City of Richmond Cemeteries**

Jim Laidler  
1401 S. Randolph St.  
Richmond, VA 23220  
Phone: 804-646-1402  
Fax: 804-646-1269

### **Clinch Valley Memorial Cemetery**

Kristina McCormack  
P.O. Box 702  
Richlands, VA 24641  
Phone: 276-964-4410  
Fax: 276-963-6030

### **Coldspring Memorial Group/Granit-Bronz**

Walt Primer  
17482 Granite West Rd.  
Cold Spring, MN 56320  
Phone: 800-328-5040  
Fax: 320-685-5008

### **Colonial Grove Memorial Park**

Michael Gipson  
1453 Kempsville Rd Suite 101  
Virginia Beach, VA 23464  
Phone: 757-474-3550  
Fax: 757-427-1691

### **Columbia Gardens Cemetery**

Daun Thomas Frankland  
3411 Arlington Blvd.  
Arlington, VA 22201  
Phone: 703-527-1235  
Fax: 703-525-1341

### **Crestview Memorial Park**

Don Green  
18599 Hwy. 1, North  
LaCrosse, VA 23950  
Phone: 434-447-8085  
Fax: 434-447-6666

VCA Active Membership

**Dale Memorial Park**

Paul Hazelgrove  
P.O.Box 68  
Chesterfield, VA 23832  
Phone: 804-748-5843  
Fax: 804-748-2526

**Danville Memorial Gardens**

Larry Bray  
510 Church Ave  
Danville, VA 24541  
Phone: 434-822-2161  
Fax: 434-822-2739

**Dinwiddie Memorial Park**

Ronald D. Maxson  
7324 Church Road  
North Dinwiddie, VA 23803  
Phone: 804-733-7755  
Fax: 804-733-7225

**Dinwiddie Memorial Park**

Shannon J. Dehart  
7324 Church Road  
North Dinwiddie, VA 23803  
Phone: 804-733-7755  
Fax: 804-733-7225

**Duck Run Natural Cemetery**

Glenn Jennelle  
3173 Spotswood Trail  
Harrisonburg, VA 22801  
Phone: 540-432-8650  
Fax: 540-434-1679

**Eagle Granite Co.**

Sanford Butler  
P.O. Box 96  
Elberton, GA 30635  
Phone: 888-357-8452 x120  
Fax: 888-357-7381

**Eastlawn Memorial Gardens**

James Aliff  
3289 Spotswood Trail  
Harrisonburg, VA 22801  
Phone: 540-434-3827  
Fax: 540-574-0572

**Ensure-A-Seal**

Bill Matro  
7011 Fair Oaks Drive  
Export, PA 15632  
Phone: 800-864-4174  
Fax: 724-327-8047

**Evergreen Burial Park**

Donald E. Wilson  
1307 Summit Avenue, SW  
Roanoke, VA 24015  
Phone: 540-342-2593  
Fax: 540-342-4396

**Evergreen Memorial Gardens**

Michelle Pevahoust  
4917 Strasburg Rd  
Strasburg, VA 22835  
Phone: 540-636-9606  
Fax: 540-622-6328

**Fair View Cemetery / Cedar**

**Lawn Memorial Park**  
Myrteen C. Heslep  
P.O. Box 6231  
Roanoke, VA 24017  
Phone: 540-344-4263  
Fax: 540-345-4701

**Fairfax Memorial Park**

Mike Doherty  
9900 Braddock Rd.  
Fairfax, VA 22032  
Phone: 703-323-5202  
Fax: 703-323-5324

**Fairfax Memorial Park**

Chad Aylestock  
9900 Braddock Rd.  
Fairfax, VA 22032  
Phone: 703-323-5202  
Fax: 703-323-5324

**Family Bronze, Ltd.**

Gerald Goldstein  
2941 Broadway Avenue  
Cleveland, OH 44115  
Phone: 216-341-7800

**Floral Hills Memory Gardens**

Chris Williamson  
510 Church Ave  
Danville, VA 24540  
Phone: 434- 822-7342

**Flowers for Cemeteries, Inc**

Ruby Broel  
P.O. Box 1533  
Marietta, GA 30061  
Phone: 770-428-8883  
Fax: 770-442-4720

**Forest Hills Memory Gardens**

Kelly Farris  
P.O. Box 227  
Abingdon, VA 24212  
Phone: 276-623-2717  
Fax: 276-623-2719

**Forest Lawn Cemetery**

Carolyn Tuttle  
4000 Pilots Lane  
Richmond, VA 23222  
Phone: 804-321-7655  
Fax: 804-321-4238

**Fort Hill Memorial Park**

Ken Lee  
5196 Fort Ave.  
Lynchburg, VA 24502  
Phone: 434-239-6951  
Fax: 434-239-0613

**Grandview Memory Gardens**

Dennis Hayes  
P.O. Box 111  
Bluefield, VA 24605  
Phone: 276-322-5479  
Fax: 276-322-2008

**Greenhill Memory Gardens**

P.O. Box 56  
Pounding Mill, VA 24637  
Phone: 276-964-2535  
Fax: 276-963-3052

## VCA Active Membership

### **Greenlawn Memorial Gardens**

Hinton Hurff, Sr.  
P.O. Box 3007  
Portsmouth, VA 23701  
Phone: 757-488-2546  
Fax: 757-488-4514

### **Greenwood Memorial Gardens**

12609 Patterson Ave.  
Richmond, VA 23238  
Phone: 804-784-5214  
Fax: 804-784-0978

### **Hampton Memorial Gardens**

James W. Stuart  
155 Butler Farm Road  
Hampton, VA 23666  
Phone: 757-766-1063  
Fax: 757-865-6091

### **Hanover Memorial Park**

Meredith Monaghan  
4447 Mechanicsville Turnpike  
Mechanicsville, VA 23111  
Phone: 804-779-1003  
Fax: 804-779-7627

### **Henry Memorial Park**

Vicky Turner  
8443 N. Virginia Avenue  
Bassett, VA 24055  
Phone: 276-629-5391  
Fax: 276-629-5672

### **Highland Memory Gardens**

Tony Peterson  
5555 Lee Highway  
Dublin, VA 24084  
Phone: 540-674-5231  
Fax: 540-674-6338

### **Hillcrest Memory Garden**

Sherry Springer  
4160 Rixeyville Road  
Jeffersonton, VA 22724  
Phone: 540-937-5251  
Fax: 540-937-7239

### **Historyland Memorial Park**

David Storke  
11227 James Madison Parkway  
King George, VA 22485  
Phone: 540-775-7733

### **Holly Memorial Gardens**

Kenneth George  
3251 Seminole Trail  
Charlottesville, VA 22911  
Phone: 434-973-4311  
Fax: 434-973-6297

### **Hollywood Cemetery**

David Gilliam  
412 S. Cherry Street  
Richmond, VA 23220  
Phone: 804-648-8501  
Fax: 804-644-7345

### **Holston View Cemetery**

Carol Giles  
P.O. Box 2  
Gate City, VA 24251  
Phone: 276-386-3791

### **Holston View Cemetery**

Sherrie Rhoten  
P.O. Box 2  
Gate City, VA 24251  
Phone: 276-386-3791

### **Ingram Construction**

Jeff Ingram  
P.O. Box 1609  
Madison, MS 39130  
Phone: 601-856-4906

### **Kryprotek-Norwalk Wilbert Vault**

Mark Bates  
425 Harral Ave  
Bridgeport, CT 6604  
Phone: 203-366-5678  
Fax: 203-337-5433

### **Land & Coates, Inc.**

Tommy Sims  
P.O. Box 9229  
Richmond, VA 23227  
Phone: 804-329-5387  
Fax: 804-321-8443

### **Laurel Hill Memorial Park**

Linda Martz  
10127 Plank Road  
Spotsylvania, VA 22553  
Phone: 540-972-1709  
Fax: 540-972-8879

### **Lee Memorial Gardens**

Douglas McConnell  
1986 Hickory Flats Road  
Pennington Gap, VA 24277  
Phone: 276-546-2523  
Fax: 276-544-2523

### **Legacy Monument Design Co.**

Austin Branzelle  
P.O. Box 1168  
Petersburg, VA 23804  
Phone: 804-536-7182

### **Markham Burial Vault**

Earnie Markham  
PO Box 2309  
Chester 23831  
Phone: 804-271-1441  
Fax: 804-275-6784

### **Matthews International**

Al Fritz / Mike Ash  
Two North Shore Center  
Pittsburgh, PA 15212  
Phone: 412-571-5230  
Fax: 412-325-3902

### **Meadowbrook Memorial and Cremation Gardens**

Suzanne Rodman  
PO Box 5128  
Suffolk, VA 23435  
Phone: 757-488-4971  
Fax: 757-488-3520

VCA Active Membership

**Memorial Gardens of New River Valley**

James E. Lucas  
P.O. Box 1003  
Blacksburg, VA 24063  
Phone: 540-552-7800  
Fax: 540-951-7402

**Montgomery Vault**

F. Tom Claxton, CCE  
P.O. Box 1486  
Rockville, MD. 20849  
Phone: 301-340-2069  
Fax: 301-309-3894

**Monticello Memory Gardens**

Kenneth George  
670 Thomas Jefferson Pkwy  
Charlottesville, VA 22902  
Phone: 434-296-5682  
Fax: 434-296-8716

**Mount Calvary Cemetery and Mausoleum**

Jim Glass  
1400 S. Randolph Street  
Richmond, VA 23220  
Phone: 804-355-5271  
Fax: 804-355-5277

**Mount Comfort Cemetery**

6600 S. Kings Hwy.  
Alexandria, VA 22306  
Phone: 703-765-3800

**Mount Rose Cemetery**

Naomi McGlothlin  
10069 Crescent Road  
Glade Spring, VA 24340  
Phone: 276-429-2933  
Fax: 276-429-2478

**Mount Vernon Memorial Park**

Susan Sharon  
11220 Nuckols Road  
Glen Allen, VA 23059  
Phone: 804-270-7136  
Fax: 804-217-7009

**Mountain Valley Memorial Park**

William Neeley  
P.O. Box 99  
Big Rock, VA. 24603  
Phone: 276-530-7336  
Fax: 276-530-7320

**Mountain View Cemetery**

Don Wilson  
P.O. Box 325  
Vinton, VA 24179  
Phone: 540-342-7566  
Fax: 540-342-7696

**Mountain View Memorial Park**

Don Wilson  
P.O. Box 101  
Boones Mill, VA 24065  
Phone: 540-334-5410  
Fax: 540-334-3072

**Nansemond-Suffolk Cemetery**

Micheal J. Leonard  
1416 Kings Fork Rd.  
Suffolk, VA 23434  
Phone: 757-622-7353  
Fax: 757-925-1063

**National Memorial Park / King David Memorial**

Carrie Hare  
7482 Lee Highway  
Falls Church, VA 22042  
Phone: 703-560-4400  
Fax: 703-208-3219

**Northern Neck Memorial Gardens**

Denise Deshazo  
1902 Plank Road  
Fredericksburg, VA 22401  
Phone: 540-373-9104  
Fax: 540-373-6824

**Oak Hill Cemetery**

Jennifer Tyler  
1902 Plank Road  
Fredericksburg, VA 22401  
Phone: 540-373-9104  
Fax: 540-373-6824

**Oaklawn Mausoleum and Memory Garden**

Beverley Hott  
1921 Shutterlee Mill Rd.  
Staunton, VA 24401  
Phone: 540-885-8114  
Fax: 540-885-3403

**Oakwood Cemetery, Inc.**

Michelle Hatim  
14001-C St. Germain Drive #  
201  
Centerville 20121  
Phone: 571-365-5551

**Old Dominion Memorial Gardens**

Melissa Bower  
7271 Cloverdale Rd.  
Roanoke, VA 24019  
Phone: 540-992-5557  
Fax: 540-992-1201

**Panorama Memorial Gardens**

Michelle Pevahoust  
4917 Strasburg Rd  
Strasburg, VA 22657  
Phone: 540-636-9606  
Fax: 540-622-6328

**Parklawn Memorial Park**

James Stuart  
2551 N. Armistead Ave.  
Hampton, VA 23666  
Phone: 757-838-2068  
Fax: 757-838-8574

**Peninsula Memorial Park**

Walt Melvin  
12750 Warwick Blvd.  
Newport News, VA 23606  
Phone: 757-930-1197  
Fax: 757-930-3370

VCA Active Membership

**Pleasant Valley Memorial Park**

Ruth Pegeron  
8420 Little River Turnpike  
Annadale, VA 22003  
Phone: 703-978-3900

**Powell Valley Memorial Gardens**

Wendy Dillon  
5650 Powell Valley Rd.  
Big Stone Gap, VA 24219  
Phone: 276-679-0030

**Princess Anne Memorial Park**

Meyer Davis  
1110 North Great Neck Road  
Virginia Beach, VA 23454  
Phone: 757-481-1097

**Rest Haven Memorial Gardens**

Douglas M. Pence, Jr  
459 Noll Drive  
Harrisonburg, VA 22802  
Phone: 540-434-8409  
Fax: 540-574-0644

**Rockbridge Memorial Garden**

Nicole Duff  
116 Peaceful Lane  
Lexington, VA 24450  
Phone: 540-463-7750  
Fax: 540-463-6197

**Roland Vaults, Ltd.**

Jackie Harper  
1159 Harmony Road  
Norfolk, VA 23502  
Phone: 757-466-8800  
Fax: 757-461-1835

**Roosevelt Memorial Park**

Linda Whitehurst  
1101 Campostella Rd  
Chesapeake, VA 23320  
Phone: 757-543-2088  
Fax: 757-543-0324

**Rose Lawn Cemetery**

Terry Hayes  
4410 Lee Highway  
Marion, VA 24354  
Phone: 276-782-1999  
Fax: 276-782-1705

**Roselawn Burial Park**

Judith Owens  
P.O. Box 1242  
Martinsville, VA 24114  
Phone: 276-632-5141  
Fax: 276-632-3146

**Roselawn Memorial Garden**

Debra Hall  
2880 N. Franklin Street  
Christiansburg, VA 24073  
Phone: 540-382-8756  
Fax: 540-382-0537

**Rosewell Memorial Garden Cemetery**

David V. Bristow  
PO Box 380  
Gloucester Point, VA 23062  
Phone: 804-642-2910  
Fax: 804-642-9323

**Rosewood Memorial Gardens**

Amanda Hash  
7764 West Lee Hwy  
Rural Retreat, VA 24368  
Phone: 276-686-6422  
Fax: 276-686-4070

**Rosewood Memorial Park**

Meyer Davis  
601 N. Witchduck Rd.  
Virginia Beach, VA 23462  
Phone: 757-497-8925  
Fax: 757-201-3022

**Russell Memorial Cemetery, Inc.**

Melinda Heath  
154 Huckleberry Rd  
Lebnon, VA 24266  
Phone: 215-826-2800  
Fax: 215-826-2856

**Shenandoah Memorial Park**

Stacy DaHaven  
1270 Front Royal Pike  
Winchester, VA 22602  
Phone: 540-667-2012  
Fax: 540-667-2624

**Sherwood Memorial Park**

Susan Mini  
P.O. Box 30  
Salem, VA 24153  
Phone: 540-389-2171  
Fax: 540-375-7335

**Signal Hill Memorial Park**

Jim B. Richmond  
12360 Hanover Courthouse Rd.  
Hanover, VA 23069  
Phone: 804-643-6614  
Fax: 804-537-5771

**Smith Turf & Irrigation**

Chris Bassett  
2201 Dabney Road  
Richmond, VA 23230  
Phone: 804-382-9487  
Fax: 804-358-9189

**Southlawn Memorial Park**

Bianca Johnson  
1911 Birdsong Rd  
Petersburg, VA 23805  
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Fax: 804-732-4987

**Stafford Memorial Park**

Caroline Smyth  
154 Shelton Shop Road  
Stafford, VA 22554  
Phone: 540-659-2191  
Fax: 540-288-1021

**Star Granite & Bronze Company**

Erik Marnell  
1311 Bowman Hwy  
Elberton, GA 30635  
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Fax: 866-295-1978

## VCA Active Membership

### **Stonewall Memorial Gardens**

Carrie Hare  
12004 Lee Highway  
Manassas, VA 20109  
Phone: 703-754-4210

### **Sunrise Burial Park**

Stephen Gillespie  
5555 Lee Highway  
Dublin, VA 24084  
Phone: 540-674-5231  
Fax: 540-674-6338

### **Sunset Memorial Gardens**

Patrice Dickerson  
3702 Loren Dr  
Fredericksburg, VA 22408  
Phone: 540-898-3369  
Fax: 540-891-7747

### **Sunset Memorial Park and Mausoleum**

Bryan Villegas  
2901 West Hundred Road  
Chester, VA. 23831  
Phone: 804-748-2166  
Fax: 804-778-7625

### **The Davey Tree Expert Company**

David Pattishall  
1500 N. Manua Street  
Kent, OH 44240  
Phone: 757-538-5456

### **Temple Hill Memorial Park**

Kayla Baker  
2529 Memorial Drive  
Castlewood, VA 24224  
Phone: 276-762-5579  
Fax: 276-762-9035

### **Thornrose Cemetery**

Suzanne Berry-Campbell  
P.O. Box 808  
Staunton, VA 24401  
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Fax: 540-213-2419

### **Vantage Products Corp**

Marty Flynn  
960 Almon Road  
Covington, GA 30014  
Phone: 800-481-3303  
Fax: 770-788-0361

### **Virginia Memorial Park/Bedford County Memorial Park**

Eileen Haungs  
11490 Forest Road  
Forest, VA. 24551  
Phone: 434-525-8625  
Fax: 434-525-9196

### **Washington Memorial Park**

Samuel Caudle  
6217 Memorial Dr.  
Sandston, VA 23150  
Phone: 804-737-6006  
Fax: 804-737-3946

### **WebCemeteries/Vast Data Concepts**

Nick Timpe  
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Virginville, PA 19564  
Phone: 800-653-7049

### **Westhampton Memorial Park**

James A. Meadows, Jr.  
10000 Patterson Ave.  
Richmond, VA 23238  
Phone: 804-740-1948  
Fax: 804-740-9352

### **Wilkerson Memorial Cemetery**

Timothy Banks  
611 South Crater Road  
Petersburg, VA 23803  
Phone: 804-733-8138  
Fax: 804-733-8139

### **Williamsburg Memorial Park**

Angela M. Byrum  
130 King William Dr  
Williamsburg, VA 23185  
Phone: 757-565-2006  
Fax: 757-565-4707

### **Woodlawn Memorial Gardens**

Ken Bell  
6309 E. Virginia Beach Blvd.  
Norfolk, VA 23502  
Phone: 757-461-4054  
Fax: 757-274-1702

### **Wrenn's Mill Enterprises**

Paula Manson  
14133 Bethany Church Road  
Smithfield, VA 23430  
Phone: 757-356-9943

## **HONORARY MEMBERS**

Doris Casey

Conrad Childress

Betz Clouser

C.H. Doherty, Jr.

Mark Droughman

Parke Goodall

Madeline Kyle

Brian Marlowe

Cuck Rhodes

Linda Smith

Vernon Stuart, Sr.

VCA Active Membership By Manager

**Aliff, James**

Eastlawn Memorial Gardens  
Work: 540-434-3827

**Aylestock, Chad**

Fairfax Memorial Park  
Work: 703-323-5202

**Bailey, Kaitlyn**

Birchlawn Burial Park  
Work: 540-921-1600

**Baker, Kayla**

Temple Hill Memorial Park  
Work: 276-762-5579

**Banks, Timothy**

Wilkerson Memorial Cemetery  
Work: 804-733-8138

**Bell, Ken**

Woodlawn Memorial Gardens  
Work: 757-461-4054

**Berry-Campbell, Suzanne**

Thornrose Cemetery  
Work: 540-886-8241

**Bonanno-Sweeney, Angela**

Blandford Cemetery  
Work: 804-733-2397

**Bower, Melissa**

Old Dominion Memorial  
Gardens  
Work: 540-992-5557

**Bray, Larry**

Danville Memorial Gardens  
Work: 434-822-2161

**Bristow, David**

Rosewell Memorial Garden  
Cemetery  
Work: 804-642-2910

**Byrum, Angela**

Williamsburg Memorial Park  
Work: 757-565-2006

**Caudle, Samuel**

Washington Memorial Park  
Work: 804-737-6006

**DaHaven, Stacy**

Shenandoah Memorial Park  
Work: 540-667-2012

**Davis, Meyer**

Princess Anne Memorial Park  
Work: 757-481-1097

**Davis, Meyer**

Rosewood Memorial Park  
Work: 757-497-8925

**Dehart, Shannon**

Dinwiddie Memorial Park  
Work: 804-733-7755

**Deshazo, Denise**

Northern Neck Memorial  
Gardens  
Work: 540-373-9104

**Dickerson, Patrice**

Sunset Memorial Gardens  
Work: 540-898-3369

**Dillon, Wendy**

Powell Valley Memorial  
Gardens  
Work: 276-679-0030

**Dobson, Monica**

Augusta Memorial Park  
Work: 540-942-4727

**Doherty, Mike**

Fairfax Memorial Park  
Work: 703-323-5202

**Drewry-Bush, Belinda**

Altavista Memorial Park  
Work: 434-369-5500

**Drewry-Bush, Belinda**

Briarwood Memorial Garden  
Work: 434-946-2704

**Dudley, Armistead**

City of Norfolk - Elmwood  
Cemetery  
Work: 757-441-2653

**Duff, Nicole**

Rockbridge Memorial Garden  
Work: 540-463-7750

**Farris, Kelly**

Forest Hills Memory Gardens  
Work: 276-623-2717

**George, Kenneth**

Holly Memorial Gardens  
Work: 434-973-4311

**George, Kenneth**

Monticello Memory Gardens  
Work: 434-296-5682

**Giles, Carol**

Holston View Cemetery  
Work: 276-386-3791

**Gillespie, Stephen**

Sunrise Burial Park  
Work: 540-674-5231

**Gillespie, Stephen**

Blue Ridge Memorial Gardens  
Work: 540-366-6574

**Gilliam, David**

Hollywood Cemetery  
Work: 804-648-8501

**Gipson, Michael**

Chesapeake Memorial Gardens  
Work: 757-474-3550

**Gipson, Michael**

Colonial Grove Memorial Park  
Work: 757-474-3550

**Glass, Jim**

Mount Calvary Cemetery and  
Mausoleum  
Work: 804-355-5271

VCA Active Membership By Manager

**Green, Don**

Crestview Memorial Park  
Work: 434-447-8085

**Hall, Debra**

Roselawn Memorial Garden  
Work: 540-382-8756

**Hare, Carrie**

National Memorial Park / King  
David Memorial  
Work: 703-560-4400

**Hare, Carrie**

Stonewall Memorial Gardens  
Work: 703-754-4210

**Hash, Amanda**

Rosewood Memorial Gardens  
Work: 276-686-6422

**Hatim, Michelle**

Oakwood Cemetery, Inc.  
Work: 571-365-5551

**Haungs, Eileen**

Virginia Memorial Park/Bedford  
County Memorial Park  
Work: 434-525-8625

**Hayes, Dennis**

Grandview Memory Gardens  
Work: 276-322-5479

**Hayes, Terry**

Rose Lawn Cemetery  
Work: 276-782-1999

**Hazelgrove, Paul**

Dale Memorial Park  
Work: 804-748-5843

**Hazelgrove, Paul**

Bermuda Memorial Park  
Work: 804-545-7243

**Heath, Melinda**

Russell Memorial Cemetery,  
Inc.  
Work: 215-826-2800

**Heslep, Myrteen**

Fair View Cemetery / Cedar  
Lawn Memorial Park  
Work: 540-344-4263

**Hott, Beverley**

Oaklawn Mausoleum and  
Memory Garden  
Work: 540-885-8114

**Hurff, Sr., Hinton**

Greenlawn Memorial Gardens  
Work: 757-488-2546

**Jennelle, Glenn**

Duck Run Natural Cemetery  
Work: 540-432-8650

**Johnson, Bianca**

Southlawn Memorial Park  
Work: 804-732-4922

**Laidler, Jim**

City of Richmond Cemeteries  
Work: 804-646-1402

**Lee, Ken**

Fort Hill Memorial Park  
Work: 434-239-6951

**Leonard, Micheal**

Nansemond-Suffolk Cemetery  
Work: 757-622-7353

**Lucas, James**

Memorial Gardens of New  
River Valley  
Work: 540-552-7800

**Martz, Linda**

Laurel Hill Memorial Park  
Work: 540-972-1709

**Maxson, Ronald**

Dinwiddie Memorial Park  
Work: 804-733-7755

**McConnell, Douglas**

Lee Memorial Gardens  
Work: 276-546-2523

**McCormack, Kristina**

Clinch Valley Memorial  
Cemetery  
Work: 276-964-4410

**McGlothlin, Naomi**

Mount Rose Cemetery  
Work: 276-429-2933

**Meadows, Jr., James A.**

Westhampton Memorial Park  
Work: 804-740-1948

**Melvin, Walt**

Peninsula Memorial Park  
Work: 757-930-1197

**Mini, Susan**

Sherwood Memorial Park  
Work: 540-389-2171

**Monaghan, Meredith**

Hanover Memorial Park  
Work: 804-779-1003

**Morehead, Charlie**

Bennett Funeral Home  
Work: 804-746-8665

**Neeley, William**

Mountain Valley Memorial Park  
Work: 276-530-7336

**Newman, Elizabeth**

Greenwood Memorial Gardens  
Work: 804-784-5214

**Owens, Judith**

Roselawn Burial Park  
Work: 276-632-5141

**Pence, Jr, Douglas M.**

Rest Haven Memorial Gardens  
Work: 540-434-8409

**Peterson, Tony**

Highland Memory Gardens  
Work: 540-674-5231

**Pevahoust, Michelle**

Evergreen Memorial Gardens  
Work: 540-636-9606



VCA Active Membership By Manager

**Pevahoust, Michelle**

Panorama Memorial Gardens  
Work: 540-636-9606

**Rhoten, Sherrie**

Holston View Cemetery  
Work: 276-386-3791

**Richmond, Jim**

Signal Hill Memorial Park  
Work: 804-643-6614

**Rodman, Suzanne**

Meadowbrook Memorial and  
Cremation Gardens  
Work: 757-488-4971

**Sharon, Susan**

Mount Vernon Memorial Park  
Work: 804-270-7136

**Smyth, Caroline**

Stafford Memorial Park  
Work: 540-659-2191

**Springer, Sherry**

Hillcrest Memory Garden  
Work: 540-937-5251

**Storke, David**

Historyland Memorial Park  
Work: 540-775-7733

**Stuart, James**

Hampton Memorial Gardens  
Work: 757-766-1063

**Stuart, James**

Parklawn Memorial Park  
Work: 757-838-2068

**Thomas Frankland, Daun**

Columbia Gardens Cemetery  
Work: 703-527-1235

**Turner, Vicky**

Henry Memorial Park  
Work: 276-629-5391

**Tuttle, Carolyn**

Forest Lawn Cemetery  
Work: 804-321-7655

**Tyler, Jennifer**

Oak Hill Cemetery  
Work: 540-373-9104

**Villegas, Bryan**

Sunset Memorial Park and  
Mauso.  
Work: 804-748-2166

**Whitehurst, Linda**

Roosevelt Memorial Park  
Work: 757-543-2088

**Williamson, Chris**

Floral Hills Memory Gardens  
Work: 434- 822-7342

**Wilson, Donald**

Mountain View Memorial Park  
Work: 540-334-5410

**Wilson, Donald**

Evergreen Burial Park  
Work: 540-342-2593

**Wineburg, John**

Alleghany Memorial Park  
Work: 540-862-7149

VCA Supplier Membership 2018

**American Cemetery Supplies, Inc.**

Del Doleman  
2001 Laigh Road  
Portsmouth, VA 23701  
Phone: 800-515-0400  
Email: [del@acsupplies.com](mailto:del@acsupplies.com)

**Associated Cemetery Consultants**

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4819 Riverside Dr. Suite C  
Danville, VA 24541  
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Email: [acc@gamewood.net](mailto:acc@gamewood.net)

**Coldspring Memorial Group/ Granit-Bronz**

Walt Primer  
17482 Granite West Rd.  
Cold Spring, MN 56320  
Phone: 800-328-5040  
Email: [wprimer@coldspringusa.com](mailto:wprimer@coldspringusa.com)

**Eagle Granite Co.**

Sanford Butler  
P.O. Box 96  
Elberton, GA 30635  
Phone: 888-357-8452 x120  
Email: [sbutler@eaglegranite.com](mailto:sbutler@eaglegranite.com)

**Ensure-A-Seal**

Bill Matro  
7011 Fair Oaks Drive  
Export, PA 15632  
Phone: 800-864-4174  
Email: [bill@ensureaseal.com](mailto:bill@ensureaseal.com)

**Family Bronze, Ltd.**

Gerald Goldstein  
2941 Broadway Avenue  
Cleveland, OH 44115  
Phone: 216-341-7800

**Flowers for Cemeteries, Inc**

Ruby Broel  
P.O. Box 1533  
Marietta, GA 30061  
Phone: 770-428-8883  
Email: [customerservice@flowersforcemeteries.com](mailto:customerservice@flowersforcemeteries.com)

**Ingram Construction**

Jeff Ingram  
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Madison, MS 39130  
Phone: 601-856-4906  
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**Kryprotek-Norwalk Wilbert Vault**

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Phone: 203-366-5678  
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**Land & Coates, Inc.**

Tommy Sims  
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Richmond, VA 23227  
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**Legacy Monument Design Co.**

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**Smith Turf & Irrigation**

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**The Davey Tree Expert Company**

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### **The Davey Tree Expert Company**

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### **The Davey Tree Expert Company**

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### **Vantage Products Corp**

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Phone: 800-481-3303  
Email: [mflynn@vantageproducts.com](mailto:mflynn@vantageproducts.com)

### **WebCemeteries/Vast Data**

#### **Concepts**

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Virginville, PA 19564  
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Email: [nick@webcemeteries.com](mailto:nick@webcemeteries.com)

### **Wrenn's Mill Enterprises**

Paula Manson  
14133 Bethany Church Road  
Smithfield, VA 23430  
Phone: 757-356-9943  
Email: [paulasmanson@gmail.com](mailto:paulasmanson@gmail.com)

VCA Cemetery by City

**Abingdon, VA**

Forest Hills Memory Gardens

**Alexandria, VA**

Mount Comfort Cemetery

**Altavista, VA**

Altavista Memorial Park

**Amherst, VA**

Briarwood Memorial Garden

**Arlington, VA**

Columbia Gardens Cemetery

**Bassett, VA**

Henry Memorial Park

**Big Rock, VA.**

Mountain Valley Memorial Park

**Big Stone Gap, VA**

Powell Valley Memorial  
Gardens

**Blacksburg, VA**

Memorial Gardens of New  
River Valley

**Bluefield, VA**

Grandview Memory Gardens

**Boones Mill, VA**

Mountain View Memorial Park

**Castlewood, VA**

Temple Hill Memorial Park

**Centerville**

Oakwood Cemetery, Inc.

**Charlottesville, VA**

Holly Memorial Gardens

**Charlottesville, VA**

Monticello Memory Gardens

**Chesapeake, VA**

Roosevelt Memorial Park

**Chester, VA.**

Sunset Memorial Park and  
Mauso.

**Chesterfield, VA**

Dale Memorial Park

**Christiansburg, VA**

Roselawn Memorial Garden

**Covington, VA**

Alleghany Memorial Park

**Danville, VA**

Danville Memorial Gardens

**Danville, VA**

Floral Hills Memory Gardens

**Dublin, VA**

Highland Memory Gardens

**Dublin, VA**

Sunrise Burial Park

**Fairfax, VA**

Fairfax Memorial Park

**Fairfax, VA**

Fairfax Memorial Park

**Falls Church, VA**

National Memorial Park / King  
David Memorial

**Forest, VA.**

Virginia Memorial Park/Bedford  
County Memorial Park

**Fredericksburg, VA**

Northern Neck Memorial  
Gardens

**Fredericksburg, VA**

Oak Hill Cemetery

**Fredericksburg, VA**

Sunset Memorial Gardens

**Gate City, VA**

Holston View Cemetery

**Gate City, VA**

Holston View Cemetery

**Glade Spring, VA**

Mount Rose Cemetery

**Glen Allen, VA**

Mount Vernon Memorial Park

**Gloucester Point, VA**

Rosewell Memorial Garden  
Cemetery

**Hampton, VA**

Hampton Memorial Gardens

**Hampton, VA**

Parklawn Memorial Park

**Hanover, VA**

Signal Hill Memorial Park

**Harrisonburg, VA**

Duck Run Natural Cemetery

**Harrisonburg, VA**

Eastlawn Memorial Gardens

**Harrisonburg, VA**

Rest Haven Memorial Gardens

**Jeffersonton, VA**

Hillcrest Memory Garden

**King George, VA**

Historyland Memorial Park

**LaCrosse, VA**

Crestview Memorial Park

**Lebnon, VA**

Russell Memorial Cemetery,  
Inc.

**Lexington, VA**

Rockbridge Memorial Garden

**Lynchburg, VA**

Fort Hill Memorial Park

**Manassas, VA**

Stonewall Memorial Gardens

**Marion, VA**

Rose Lawn Cemetery

**Martinsville, VA**

Roselawn Burial Park

VCA Cemetery by City

**Mechanicsville, VA**

Hanover Memorial Park

**Newport News, VA**

Peninsula Memorial Park

**Norfolk, VA**

City of Norfolk - Elmwood Cemetery

**Norfolk, VA**

Woodlawn Memorial Gardens

**North Dinwiddie, VA**

Dinwiddie Memorial Park

**North Dinwiddie, VA**

Dinwiddie Memorial Park

**Pearisburg, VA**

Birchlawn Burial Park

**Pennington Gap, VA**

Lee Memorial Gardens

**Petersburg, VA**

Blandford Cemetery

**Petersburg, VA**

Southlawn Memorial Park

**Petersburg, VA**

Wilkerson Memorial Cemetery

**Portsmouth, VA**

Greenlawn Memorial Gardens

**Pounding Mill, VA**

Greenhill Memory Gardens

**Richlands, VA**

Clinch Valley Memorial Cemetery

**Richmond, VA**

Bermuda Memorial Park

**Richmond, VA**

City of Richmond Cemeteries

**Richmond, VA**

Forest Lawn Cemetery

**Richmond, VA**

Greenwood Memorial Gardens

**Richmond, VA**

Hollywood Cemetery

**Richmond, VA**

Mount Calvary Cemetery and Mausoleum

**Richmond, VA**

Westhampton Memorial Park

**Roanoke, VA**

Blue Ridge Memorial Gardens

**Roanoke, VA**

Evergreen Burial Park

**Roanoke, VA**

Fair View Cemetery / Cedar Lawn Memorial Park

**Roanoke, VA**

Old Dominion Memorial Gardens

**Rural Retreat, VA**

Rosewood Memorial Gardens

**Salem, VA**

Sherwood Memorial Park

**Sandston, VA**

Washington Memorial Park

**Spotsylvania, VA**

Laurel Hill Memorial Park

**Stafford, VA**

Stafford Memorial Park

**Staunton, VA**

Oaklawn Mausoleum and Memory Garden

**Staunton, VA**

Thornrose Cemetery

**Strasburg, VA**

Evergreen Memorial Gardens

**Strasburg, VA**

Panorama Memorial Gardens

**Studley, VA**

Bennett Funeral Home

**Suffolk, VA**

Meadowbrook Memorial and Cremation Gardens

**Suffolk, VA**

Nansemond-Suffolk Cemetery

**Vinton, VA**

Mountain View Cemetery

**Virginia Beach, VA**

Chesapeake Memorial Gardens

**Virginia Beach, VA**

Colonial Grove Memorial Park

**Virginia Beach, VA**

Princess Anne Memorial Park

**Virginia Beach, VA**

Rosewood Memorial Park

**Waynesboro, VA**

Augusta Memorial Park

**Williamsburg, VA**

Williamsburg Memorial Park

**Winchester, VA**

Shenandoah Memorial Park

## CODE OF ETHICS

1. The ladies and gentlemen of the interment industry in this state, known as the *Virginia Cemetery Association*, outlines and promulgates a creed which will serve to identify the character and integrity of those herein enrolled. This creed, known as a Code of Ethics, discloses to those unfamiliar with the cemetery industry the attitudes and intentions of the members of the Association while serving also as a guide and reminder to those within.

2. Ethics itself is the theory of what is good or worthwhile and therefore has to each of us a different meaning. It is necessary to recognize, however, that certain obligations are automatically born when individuals and private companies elect to combine and form an association. This Association created and maintained for the common good and advancement of its several hundred members must inevitably recognize the responsibility which accompanies the intangible strength of such an association. That strength, born through unity, obligates us to serve the public throughout the Commonwealth with a degree of devotion and sincerity greater than we could hope to individually achieve.

3. Since we are voluntarily charged with this obligation to serve, we herewith set forth a code to guide our efforts.

4. It is stated that our individual morals collectively applied is the only pressure which urges us to document our inner and most personal feeling. We freely accept and adopt this Code and recognize it as indispensable. All that ethics is or hopes to be could not be contained in a single document, but we feel that the statements herein issued are far reaching and broad enough in scope to encompass honest and exemplary conduct.

5. Each member is obliged:

A. To conduct our individual business in a manner which would always compliment and never embarrass the Association.

B. To do what good he can within the industry for those we serve or hope to serve.

C. To always act in whatever way will produce the greatest amount of honorable achievement.

6. Each member must remember that:

A. Their motivation is the major factor determining the moral goodness of their acts.

B. What is good or right is independent of our personal preferences.

7. Each member pledges:

A. To develop, where possible, beautiful areas for the purpose of burial or entombment recognizing an annual increase in deaths brought about by a greatly increased population.

B. To beautifully maintain those newly developed areas and those which already exist by providing those areas with a monetary trust fund adequate to the task of perpetual maintenance, permanent in design and irrevocable in purpose.

C. To insure by method of implementation or supervision that only honest and ethical practices are applied in the major areas of cemetery operations known as:

1. Administrative operations.

2. Maintenance and Interment operations.

3. Sales operations, both at time of need as well as in advance of actual need.

4. In all other areas of relations with the public which are not specifically covered in 7, A, B, or C.

8. We must also insure with equal determination that nothing in any area of our operations is intentionally omitted by either deed or word of mouth, that which we know from knowledge and experience could eventually prove harmful.

9. Each member pledges to aware themselves of all federal, state and local statutes and adhere strictly to them.

10. The foregoing is more than suggestion. It is our determined will, and it must be manifestly clear to all that we do not intend simple lip service or passive acceptance to these ethics. Moreover, we pledge to act forcefully or decisively either through expulsion or censoring any member of this association who has been proven an intentional violator of this code.

The following By-Laws, prepared by the By-Laws Committee, George Rolan, Chairman, Jean Renick, and Richard Allen, were approved by the Virginia Cemetery Association Board of Directors at its March 27, 1969, meeting held in Richmond, Virginia. The By-laws were presented for general membership approval at its annual meeting held in Virginia Beach, Virginia on June 22, 23, 24 and 25, 1969. It is the intent that the By-Laws supersede and replace in the entirety the then existing By-laws of the Virginia Cemetery Association.

This re-printing approved by the Board of Directors at its June 2011 meeting held in Irvington, Virginia at The Tides Inn.



# BY-LAWS OF THE VIRGINIA CEMETERY ASSOCIATION

## Article I Name and Objectives

### Section 1.

The organization shall be known as the Virginia Cemetery Association.

### Section 2.

The objectives of this Association shall be to promote the improvement of Virginia cemeteries, their management, operation and perpetuation; to create and maintain high ethical standards in cemetery administration; to protect the interests of such enterprises, their lot owners and the public; and to educate the American Public in the necessity of making cemetery provisions for themselves and their families in advance of need.

### Section 3.

Ethics itself is intangible and somewhat different to each of us. Each member is expected to abide by the VCA Code of Ethics. The members of this Association regard the following as the guidelines for honest, productive, and prudent operations, and each member, whether active, associate, or allied, believes in and endorses these guidelines.

### Section 4.

Each member cemetery should plan for the development of as much cemetery land or property as can prudently be used for eventual interment or entombment of human and/or pet remains. These plans should be designed to provide maximum utilization of that land or property so as to defend the cemetery and its public against inflationary trends while ensuring that a maximum amount of beauty will eventually be present in the development. Further, the execution of those plans should be wisely timed, using only the most efficient and effective methods of engineering and construction possible to perpetuate that development.

### Section 5.

Each member cemetery should provide those areas already developed and those henceforth developed with the finest possible methods of maintenance and care being ever mindful that the maintenance and care program in our profession must be efficient and effective enough to endure far beyond our own tenures. That maintenance and care, in part, must include the following: A. The cutting of grass and trimming of shrubs, trees, features and memorials as needed; the treatment of all soil to include fertilizer, irrigation, and other necessary chemical additives; B. All water systems, disposal facilities, drain, features and memorials and their foundations; C. All buildings, roadways and equipment. D. The provision of all customer services to include office area, equipment for burial services, employees' wages and legally accurate records management. E. All other items which each member knows should be provided to include implementation of facilities and methods which, in the future, supersede or make obsolete or impractical, methods and practices now in effect.

### Section 6.

Each member pledges to provide adequate funds for trust, and maintain records of the trust as required by law and the dictates of personal knowledge and moral scruples, being ever mindful that the purpose of the Cemetery Trust Fund is to provide income now and in the future for the care and maintenance of all cemetery land and property. Each member knows that without strict adherence to these premises our professional responsibilities to both the public and our successors cannot be met. Each member further pledges to protect those funds deposited for the purposes herein outlined against inflationary trends, improper trusteeship of those funds and dissolution either intentional or unintentional.

### Section 7.

Each member cemetery should provide the community it serves with the following: A. The best possible services and quality of merchandise in every area of cemetery operations. B. An attitude, conduct and spirit in the best interests of those we serve or hope to serve. C. Sales programs for services and merchandise designed to reach the community both prior to the time that service or merchandise is actually needed and when it is needed.



### **Section 8.**

Each member cemetery pledges to employ only honest methods of sales promotion and direct those methods toward service to the public. Each member further pledges to ensure that the methods of sales persuasion used in the community and on cemetery property for the public by people in its employ or under its direction be sound, honest, fair and free of threat or intimidation. This will ensure that each person in the field representing a member cemetery will be afforded the utmost respect by those in the community being ever mindful that the first experiences and impressions created by a representative is the attitude that generally endures throughout many subsequent confrontations, if not all future confrontations. The management of each member cemetery pledges to ensure the proper training and indoctrination of all sales representatives either in its employ or under its direction and to ensure the sales representative continues to use proper conduct throughout his employ.

### **Section 9 .**

Each member cemetery enrolled in this Association hereby notifies each dealer and supplier of cemetery products that it is our intent to provide the best merchandise for the money available and we therefore request each dealer and supplier to do its part in eliminating faulty, defective or inferior products.

### **Section 10.**

Each member cemetery pledges to work and cooperate with all members in the Association for the advancement and enhancement of both the Association and individual members thereby greatly increasing the quality of our services to the communities we serve.

## **Article II Membership**

### **Section 1.**

Membership in this Association shall be a privilege and not a right. It shall be the prerogative of the Board of Directors of the Association to grant, refuse, suspend or rescind this privilege at any time for good cause, except the membership shall automatically cease and be rescinded upon the sale or transfer of the ownership or the controlling interest of any firm, association, corporation or sole-proprietorship.

### **Section 2.**

Membership of this Association shall consist of the following classes:

#### **A. Active Membership**

##### ***1. Active Membership:***

Any cemetery operating within the State of Virginia may hold an Active Membership by complying with the requirements of the By-Laws, upon payment of the dues as hereinafter provided, and by subscribing to the Code of Ethics of this Association. Such Active Member shall designate one of its active full-time officers or its executive general manager as its representative in the Association who shall have the right to vote at all meetings of this Association and to exercise all the privileges, responsibilities and obligations of membership.

2. Voting: A representative can vote on behalf of a maximum of two cemeteries in good standing. Ballots will be distributed by the Secretary of the Association to the authorized representative or their proxy at the annual business meeting.

#### **B. Associate Membership**

##### ***1. Associate Memberships:***

Any person(s) employed by, or who is an officer of a firm, association, or corporation holding an Active Membership, upon the recommendation of that Active Member, may become as Associate Member by complying with the requirements of the By-Laws, upon payment of the dues as hereinafter provided, and by subscribing to the Code of Ethics of this Association. An Associate Member shall have the right to exercise all the privileges, responsibilities and obligations of membership other than the right to vote or to hold office. 2. In the event an Associate Member's employment by or association with that Active Member should cease, the Associate Membership shall terminate. New application can be made should the individual become identified with another Active Member.

### C. Allied Membership

#### 1. *Allied Membership:*

Any person, firm, association or corporation supplying materials or services to cemeteries, or any person, firm, association or corporation rendering professional services to cemeteries such as architectural, landscaping, etc. may become an Allied Member by complying with the requirements of these By-Laws, upon payment of the dues hereinafter provided, and by subscribing to the Code of Ethics of this Association, and, as such, may exercise all of the rights and privileges of membership other than the right to vote or hold office. Any number of persons in the employ of an Allied Member may, upon recommendation of that Allied Member, become Allied Members.

### D. Honorary Membership

#### 1. Honorary Membership:

Any person who within the past five years has been employed by, or who was an officer of a then Active Member, upon the recommendation of a current Active Member, may become an Honorary Member by complying with the requirements of the By-Laws, upon payment of the dues as hereinafter provided, and by subscribing to the code of Ethics of this Association. An Honorary Member shall have the right to exercise all the privileges, responsibilities and obligations of membership other than the right to vote or hold office.

### **Section 3.**

An application for membership in this Association shall be in the form and in such detail as may be prescribed by the Board of Directors, however, application for Active Membership shall be endorsed by at least two Active Members of the Association.

### **Section 4.**

Applications for membership shall be submitted to the Secretary, who shall refer the application to the Membership Committee and shall send a notice to all members, giving them a chance to object to the applicant, which objection, if any, must be submitted in writing within thirty days to the Membership Committee. Upon the recommendation of the Membership Committee, the Board of Directors shall accept or reject admission of the applicant and shall notify the applicant in writing, of their admittance or rejection. In the event of a rejection of the applicant, such applicant shall be notified in writing by the President, and if the applicant makes a request in writing to the Board of Directors for a review of the application, a hearing may be granted at the discretion of the Board at a suitable time to be fixed by the President. If the Board of Directors so determines, at such a hearing the applicant shall be admitted. The information upon which the Membership Committee may have acted shall be deemed confidential.

### **Section 5.**

A membership which has lapsed within the past five years may be reinstated upon submission of a new application for membership, along with payment of the current year dues, whereupon the Secretary, or its designee, shall accept the membership without the necessity of the procedures in Section 4 above.

### **Section 6.**

Whenever the President or Board of Directors or Executive Committee shall have received a complaint in writing concerning the conduct of a member which is deemed illegal, fraudulent, or likely to bring the cemetery industry or this Association into disrepute, or has violated the By-Laws of this Association or its Code of Ethics, such a member shall be notified by certified mail of such a complaint and requested to reply in writing within thirty days. The President shall refer the case to the Ethics and Rules Committee and shall appoint not less than two Active Members who shall, in conjunction with the Ethics and Rules Committee, serve as a Board of Investigation. The Board of Investigation may require the accused member to appear before it or to submit such information as may be pertinent to the charges. After hearing the evidence produced by the complainant and the accused member, or the complainant alone if the accused member does not appear or ignores the notice to appear or to submit such information as required, the Board of Investigation shall make recommendations to the Board of Directors as to the disposition of the case. It shall be the prerogative of the Board of Directors to suspend membership, or to put on probation for such period and upon such conditions as it may deem fit and proper, any member judged guilty of such charges or to rescind the membership of such member.

## **Article III Meeting of Members**

### **Section 1.**

A regular meeting of the Association shall be held annually on dates and at places to be designated by the Board of Directors for the election of officers and for the transaction of any other business that may properly come before the meeting. Notice of all annual meetings shall be given not less than thirty days prior thereto, by letter addressed to each member of this Association at the address as carried on the records of this Association.

### **Section 2.**

Special meetings of the Association may be called by the majority of the Board of Directors, or by the Executive Committee, or by 25% of the Active Membership, provided that at least ten days' notice be given in writing to each member of this Association by letter addressed to each member at the address as carried on the records of the Association. The notice of a special meeting shall state the purpose of said special meeting.

### **Section 3.**

Twenty-five percent of the Active Membership of the Association must be present to constitute a quorum at any meeting, except that for a special meeting called by 25% of the Active Members, a quorum shall be 51% of the Associations' Active Membership.

### **Section 4.**

Should the designated representative of any Active Member not be able to attend any meeting, the Active Membership which he represents may designate an alternate representative to that meeting, and shall notify the Secretary of the Association in writing before the opening of that meeting of such alternate representation.

### **Section 5.**

No Active Member shall have the right to vote at any meeting of this Association at anytime when dues or initiation fee of the firm, association or corporation holding the Active Membership are unpaid.

### **Section 6.**

Robert's Rules of Order Revised shall govern this Association in all cases to which they are applicable and not in conflict with these By-Laws.

### **Section 7.**

The order of business at all meetings shall, as nearly as practical, be as follows:

- (1) Call to order and roll call
- (2) Action on previous minutes
- (3) Reports of Officers
- (4) Reports of Committees
- (5) Election of Directors
- (6) Communication
- (7) Unfinished business
- (8) New business
- (9) Adjournment

The order of business may be altered or suspended at any meeting by the vote of the majority of those present, or at the discretion of the presiding officer.

## **Article IV Board of Directors**

### **Section 1.**

The business of this Association shall be managed by a Board of Directors. The Board shall consist of a range of seven (7) to 13 Active Members who must be the designated representative of an Active Member as provided in Article II, Section 2 (A) (1) above. The Board shall be elected by the Active Members, and shall include the Immediate Past President. An exception to the number of Directors will exist when the Board of Directors elects a President, First Vice President or Second Vice President who is not a Board Member or who is ending a term on the Board. Such elected officers shall serve as a Board Member for their entire term and in the case of the President one year after his term as President. A. Any Director who shall cease to be associated with an Active Member shall cease to be a Director. Upon written request of such individual, the Board may approve that the Director fill the remainder of his term.

### **Section 2 .**

At each annual meeting of the Association three (3) Directors shall be elected to serve for four (4) year terms.

### **Section 3 .**

If there is a vacancy or vacancies on the Board, a Director(s) shall be elected at the same time to fill the unexpired term.

### **Section 4.**

Any vacancy in the Board of Directors occurring between annual meetings may be filled by the remaining members of the Board for the unexpired term.

### **Section 5.**

No Director serving a full term shall be eligible for election for another term until at least one year shall have elapsed except where he or she is elected President, First Vice President or Second Vice President by the Board of Directors.

### **Section 6 .**

Any Director elected to fill a vacancy of less than four (4) years may be elected to a full four (4) year term immediately after serving an unexpired term.

### **Section 7.**

At the annual meeting, the Board of Directors shall serve as a nominating committee.

### **Section 8.**

The committee shall place in nomination the name of an Active Member or members for each office of Director to be filled, plus two (2) names more than the number to be elected.

### **Section 9.**

Additional nominations may be made from the floor.

### **Section 10 .**

The three (3) candidates receiving the largest number of votes of members shall be elected to the four (4) year terms. Candidates next in number of votes shall be elected to the shorter terms.

### **Section 11.**

The retiring President shall automatically become a member of the Board of Directors to serve for a term of one (1) year.

### **Section 12.**

If the retiring President's term on the Board of Directors does not expire at this election, an additional Director shall immediately be elected to serve for the year of that term in which the retiring president is automatically a member of the Board. The person next ranking in number of votes for Directors shall be declared so elected.

**Section 13.**

A Past President shall not be eligible to be elected to the Board of Directors after he has served a one year automatic term as Director following the expiration of his term as President until one year has elapsed.

**Section 14.**

Regular meetings of the Board of Directors shall be held at such time and place as the Board itself may designate.

**Section 15 .**

However, an annual meeting of the Board of Directors shall be held during the annual meeting of the members of the Association immediately after the election of Directors, at a time and place announced by the retiring President. The purpose of this meeting shall be to elect the officers of the Association and to transact such other business as may come before the meeting. Results of the election of officers shall be given to the convention promptly.

**Section 16.**

Special meetings may be called by the President and Secretary or any five members of the Board upon 5 days' notice. The call for a special meeting shall state the purpose thereof.

**Section 17.**

A majority of the members of the Board of Directors must be present to constitute a quorum at any meeting of said Board; and action by the Board on any matter shall require the affirmative vote of at least a majority of those Board members present.

**Section 18.**

The Order of Business as far as practical shall be the same as that designated for meetings of members.

**Section 19 .**

All Directors are required to attend all meetings of the Board of Directors unless excused prior to that date of said meeting by the President. Failure to comply with this procedure shall, at the option of the Board, be considered as a resignation of their office.

**Section 20.**

The Board of Directors shall constitute the governing body of the Association and is empowered to act for the Association.

**Section 21 .**

It may employ any agents it may deem advisable and may remove at its pleasure any agents so employed by it.

**Section 22.**

An Executive Secretary may be employed by the Board of Directors and shall perform such duties as they may require. The Executive Secretary shall be directly responsible to the Executive Committee and shall carry on the work of the Association under the direction of the President. The Executive Secretary shall maintain complete records of and for the Association; shall coordinate and provide information concerning the cemetery and its allied industries; shall render to any Association member any authorized assistance possible; shall officially represent the Association both within and without the State of Virginia when so designated by the Executive Committee; and shall perform any administrative task requested by the Executive Committee. The Executive Secretary shall not be a member of the Board of Directors and shall not have the right to vote in the affairs of the Association. However, should the Executive Secretary be the designated representative of an Active Member, the Executive Secretary shall have the right to vote on behalf of his cemetery and to exercise those privileges and responsibilities to which such members are entitled. The compensation of the Executive Secretary shall be fixed by the Board of Directors.

**Section 23 .**

The Board of Directors may appoint an Executive Committee comprised of the President, as Chairman, the Vice President, and three (3) other members of the Board. The Executive Committee shall keep a record of its acts and proceedings and report to the Board of Directors for its approval at its next regular or special meeting. Such reports shall be a part of the official record of acts of the Board of Directors.

**Section 24 .**

Although the Executive Committee shall carry on all formal functions of the Board of Directors between meetings of the Board, situations may arise of such importance and of such urgency that the members of the Executive Committee feel immediate action by the full Board of Directors is imperative. Therefore, business discussions and balloting on the part of the Board of Directors may be conducted by mail, e-mail, or telephone, but in any such case any three (3) members of the Board of Directors shall have the right to require the matter to be considered in an open meeting of the Board of Directors and such consideration shall be requisite prior to action on the matter in question. The result of any balloting by mail, e-mail, or telephone, shall be reported and record thereof made at the next meeting of the Board of Directors.

**Article V  
Officers****Section 1.**

The regular officers of the Association shall be elected by the Board of Directors and shall consist of a President, a Vice-President, a Secretary and a Treasurer, together with such other officers as the Board of Directors shall from time to time deem necessary.

A. No Board Member shall be eligible to be elected as an officer of the Board until he or she is the designated representative of an Active Member as provided in Article II, Section 2 (A) (1) above. B. Any Officer who shall cease to be associated with an Active Member shall cease to be an Officer. Upon written request of such individual, the Board may approve that the Officer fill the remainder of his term.

**Section 2.**

No person shall be eligible to hold two offices at the same time except those of Secretary and Treasurer.

**Section 3.**

No person shall be eligible to election to the same office, except that of Secretary and Treasurer, for more than two years in succession.

**Section 4.**

No officer shall receive any compensation unless provided by the Board of Directors in advance.

**Section 5.**

Newly elected officers shall take office immediately after their election, but the retiring President and officers shall be permitted to complete such duties as may be necessary to conduct the affairs of the Association during the balance of the Convention.

**Section 6.**

In the event of the death, resignation, inability or incapacity of the President, the Vice President shall perform the duties of the President.

**Section 7.**

In the event of a vacancy in the office of Vice President, Secretary, or Treasurer, by reason of death, resignation or inability of the incumbent to serve, a successor shall be appointed by the Executive Committee to serve until the next meeting of the Board of Directors, at which time the Board of Directors shall elect a successor to serve for the unexpired portion of the term.

**Section 8.**

The President shall be elected from the Board of Directors and shall continue to serve as Director during the term for which elected. A. The President shall be the Executive Officer of the Association and shall be a member ex officio of all committees, and shall direct the activities and manage the affairs of the Association in accordance with its purposes and subject to the approval of the Board of Directors. B. The President shall preside at all meeting of members, of the Executive Committee, and of the Board of Directors, and shall see that all orders and resolutions of the Board of Directors are carried into effect. He shall sign or countersign all instruments of this Association as

authorized by the Board of Directors, and shall make reports to the Directors and members and perform such other duties as are incident to his office or may properly be required of him.

**Section 9.**

The Vice President shall be elected from the Board of Directors and shall continue to serve as Director during the term for which elected. A. The Vice President shall, in the absence of the President, perform the duties and exercise the functions of the President and such other duties as may be delegated by the Board of Directors.

**Section 10.**

The Secretary may be elected from the Board of Directors or from the Active Members. If elected from the Board, the Secretary shall continue to serve as Director but otherwise shall not be Director. A. The Secretary shall issue notices for all meetings, shall keep the minutes of such meetings in a book provided for that purpose, shall have charge of the corporate seal and books, shall sign with the President such instruments as required, shall make such reports and perform such other duties as are incident to the office or are properly required by him by the Board of Directors and shall act as Secretary of all Committees if so requested by the Chairman of said Committees.

**Section 11 .**

The Treasurer may be elected from the Board of Directors or from the Active Members: If elected from the Board, the Treasurer shall continue to serve as Director but otherwise shall not be Director. A. The Treasurer shall have custody of all funds and securities of this Association and shall cause to be kept regular books of account. The Treasurer shall sign or countersign such instruments as required and shall render to the Directors, whenever they may require, an account of all transactions as Treasurer and of the financial condition of the Association, and shall perform all duties incident to the office or that may be properly required by the Board of Directors. B. The Treasurer shall annually engage a properly licensed certified public accountant to analyze the Association's financial records according to agreed upon procedures established in advance by the Board of Directors. C. The Treasurer shall automatically be a member of the Finance Committee.

**Article VI  
Committees**

**Section 1.**

The following shall be the Standing Committees of this Association:

A. Ethics and Rules

***1. Ethics and Rules Committee:***

The President shall appoint an Ethics and Rules Committee composed of not less than three (3) Active Members. The Committee shall recommend to the Board of Directors proposed changes in the Code of Ethics or in the By-Laws of this Association, and (as provided in Article II, Section 5) shall participate in the investigation of all complaints concerning membership conduct and recommend to the Board of Directors disciplinary action.

B. Executive

***1. Executive Committee:***

There shall be an Executive Committee consisting of the President, who shall act as chairman, the Vice President, and three (3) Directors to be chosen by the Board of Directors. The Executive Committee shall have and perform all the duties of the Board of Directors while the Board is not in session, and shall perform such other duties as the Board of Directors may require and as provided in Article IV, Section 23.

C. Finance

***1. Finance Committee:***

The Finance Committee shall consist of the Treasurer and three (3) Active Members who shall be appointed by the President. The duties of the Finance Committee shall be to prepare a budget for approval of the Board of Directors, to prepare and present a current statement of the financial affairs of the Association at each regular meeting of the Board of Directors, to approve the expenditure of all amounts not included in the approved budget, and to supervise the annual analysis of the financial records of the Association.

#### D. Legislative

##### ***1. Legislative Committee:***

A Legislative Committee shall be elected by the Active Members of this Association and shall consist of three (3) Active Members. At each Annual Meeting one member shall be elected to the Legislative Committee to serve a three year term, and he (she) shall be eligible for election for another term immediately after serving out the term to which he was elected.

2. Any vacancy on the Legislative Committee occurring between annual meetings may be filled by the Executive Committee who shall appoint an Active Member to fill that vacancy until the following Annual Meeting. At the Annual Meeting, a committeeman shall be elected to fill the balance, if any, of the vacated member's term.

3. At each Annual Meeting the Nominating Committee shall place in nomination the name of one (1) Active Member for each Committeeman to be elected. Additional nominations may be made from the floor. The candidate receiving the largest number of votes of members shall be elected to the three year term. The candidate next in number of votes shall be elected to the shorter term, if any.

4. The Legislative Committee shall submit to the Board of Directors for approval proposals for legislation which the Committee considers to be in the best interest of the cemeteries and the general public, and it shall recommend opposition to any proposed legislation believed harmful.

5. In an emergency, the Committee is authorized to take such action as is necessary and appropriate to combat such adverse legislation.

6. A full report shall be submitted to the Board of Directors by the Legislative Committee on any action taken.

#### E. Membership

##### ***1. Membership Committee:***

The Membership Committee shall consist of at least two (2) Active Members who shall be appointed by the President. All applications for membership shall be referred to the committee. The Committee shall investigate the eligibility of an applicant for membership into the Association and recommend to the Board of Directors the desirability of accepting his application for membership. The Committee shall also encourage cemeteries in Virginia and qualified persons not belonging to the Association to submit applications for membership.

#### F. Nominating

##### ***1. Nominating Committee:***

The Nominating Committee shall consist of the board of Directors. At the Annual Meeting the Committee shall place in nomination the name of an Active Member or members for each office of Director to be filled, plus two (2) names more than the number to be elected, and the name of one (1) Active Member for each member of the Legislative Committee to be elected. Following the presentation of the nominations proposed by the Nominating Committee to the Association, an opportunity shall be given for nominations from the floor before the nominations shall be closed.

#### G. Consumer Protection

##### ***1. Consumer Protection Committee:***

The President shall appoint a Consumer Protection Committee composed of not less than three (3) Active Members of the Association. The committee shall receive and investigate complaints from consumers and intercede between the consumer and the cemetery for the purpose of negotiating an acceptable settlement between the two parties. The Chairman shall report to the Board of Directors all actions taken on behalf of this committee and receive, where necessary, direction from the Board.

#### **Section 2.**

The President shall appoint the Chairman and may appoint the members of such other committees as deemed advisable, and, unless otherwise provided herein, each committee shall have the authority to formulate regulations for its own procedure.



**Article VII**  
**Dues and Assessments**

**Section 1.**

Initiation fees and dues for all classes of membership shall be as set in advance from time to time at the Annual Convention by the members of the Association, and shall be payable on January 1st of each year.

**Section 2.**

Should a member fail to pay his regular dues within three months after the same becomes payable, such member is automatically suspended from membership until such dues shall have been paid and shall be so notified in writing by the Secretary of the Association thirty days prior to such six month period.

**Section 3.**

No Active member whose dues at any time are unpaid shall have the right to vote at any meeting of this Association.

**Section 4.**

The Board of Directors shall determine from year to year the fees for the Annual Convention and for any other meetings held by this Association.

**Section 5.**

The fiscal year of this Association shall be the calendar year.

**Article VIII**  
**Indemnification of Directors**

**Section 1.**

The Association shall indemnify its Directors for all expenses (including attorney's fees) and liability in connection with any proceeding as that term is defined in and to the extent permitted by Article 9 of the Code of Virginia of 1950, as amended.

**Amendments**

The By-Laws of this Association may be amended at any Annual Meeting of the Active Members by a two-thirds majority vote of the members present and entitled to vote, provided that written notice of the intended amendment shall have been sent to each member at least twenty days before the date of such meeting.

Amended July 10, 1993

Amended June 22, 1996

Amended June 21, 1997

Amended June 20, 1998

Amended June 24, 2000

Amended June 25, 2005

Amended June 26, 2015

# **DPOR**

## **Department of Professional and Occupational Regulation**

Cemetery Board  
Perimeter Center, Suite 400  
9960 Mayland Drive  
Richmond, Virginia 23233  
804-367-0010  
[www.dpor.virginia.gov/Boards/Cemetery/](http://www.dpor.virginia.gov/Boards/Cemetery/)

Christine Martine, Executive Director  
804-367-8552

## **Contact Information for Related Organizations**

### **Southern Cemetery, Crematory & Funeral Association (SCCFA)**

P.O. Box 681053  
Marietta, GA 30068  
Phone: 770-880-7210  
Email: [SCCFA.office@gmail.com](mailto:SCCFA.office@gmail.com)  
Web: [www.sccfa.info](http://www.sccfa.info)

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### **International Cemetery, Cremation & Funeral Association (ICCFA)**

107 Carpenter Drive  
Suite 100  
Sterling, VA 20164  
Phone: 703-391-8400 or Toll Free 800-645-7700  
Fax: 703-391-8416  
Website: [www.iccfa.com](http://www.iccfa.com)

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### **Virginia Funeral Directors Association**

P.O. Box 395  
Hanover, VA 23069  
Phone: 804-264-0505  
Fax: 804-264-3260  
[www.vfda.net](http://www.vfda.net)