

# Rules and Regulations

Of the Historic

## Columbia Cemetery

## Association, Inc.

P.O. Box 65

West Columbia, Texas 77486

Amended  
July 31, 2024

## DEFINITION OF TERMS

CEMETERY	A place that is used or intended to be used for interment and includes a graveyard, burial park, mausoleum, columbarium or any other area containing one or more graves. <sup>1</sup>
SECTION	Portion of the cemetery defined by the time it was added
01	Before 1950 Addition – Original cemetery circa 1824-1834, Addition of 1852, Addition of 1869 and Addition of 1933
02	1950 Addition
03	1984 Addition
BLOCK	Portion of a SECTION
LOT	Portion of a BLOCK
GRAVE	Portion of a LOT A space of ground that contains interred human remains or is in a burial park and that is used or intended to be used for interment of human remains in the ground. <sup>1</sup>
COLUMBARIUM	A structure designed for the respectful storage of memorial urns containing cremated remains.
NICHE	A secure, single compartment within the columbarium in which cremation urn(s) are kept.
NICHE FACE PLATE	The exterior granite covering for a niche. It may be engraved to identify the person(s) whose urn(s) is/are within the niche.
CREMATED REMAINS	Bone fragments remaining after the cremation process, which may include the residue of any foreign materials that were cremated with the human remains. <sup>1</sup>
PERMANENT GROUND RECEPTACLES	As of November 2010, a box constructed of concrete, steel or Polyguard <sup>2</sup> .
RIGHT TO INTER	Ownership of the exclusive right to bury or place in a particular grave, crypt or niche in the Association's cemetery.
MONUMENTS AND MARKERS	Any <i>permanent</i> decoration containing the name, initial or nickname of a deceased person is considered a monument.

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<sup>1</sup> Texas Health and Safety Code, TITLE 8. Death and Disposition of the Body, SUBTITLE c. Cemeteries and Crematories, CHAPTER 711. General Provisions Relating to Cemeteries, SUBCHAPTER a. General Provisions

<sup>2</sup> Polyguard and Company

**RULES AND REGULATIONS**  
**OF HISTORIC**  
**COLUMBIA CEMETERY ASSOCIATION, INCORPORATED**

***ARTICLE I***

The Columbia Cemetery Association, hereinafter known as "Association" is operated as a non-profit 501(c)(3) cemetery established to conform to the laws of the State Texas.

***ARTICLE II***

**LOT REGULATIONS**

- Section 1. The grades of graves have been set by the Association and shall not be changed without the advance written approval of the Association management.
- Section 2. No fences, hedges, flower borders, curbing, coping or enclosures of any kind will be permitted around lots without the consent of the Association. The Association shall not be responsible for any movable or permanent object, or anything of a movable or permanent nature that may be lost, misplaced, stolen, or broken.
- Section 3. No sale, transfer, assignment, or alienation of the exclusive right to inter in this cemetery shall be valid until duly authorized and approved in writing by the Association.
- Section 4. The Association has the full right to fill and level graves and plant grass and/or landscape at any time. Enclosures around individual graves are not permitted.
- Section 5. All improvements of lots and all excavation for graves, statues, and monuments, and the building of foundations for every class of work must be done with consent of the Association at the expense of the right to inter owner(s).
- Section 6. If any trees, shrubs, or other plants situated in any lot becomes detrimental or injurious to graves or avenues, or becomes unsightly or inconvenient for visitors or others, it will be the duty of the Association and its agents to remove the trees or shrubs or any part thereof that is deemed detrimental, injurious, unsightly, or inconvenient. The Association, its agents or employees, have the right to remove any shrub, tree, or other plant which may be infected with scales or diseases and to plant and mow grass on all lots and graves.
- Section 7. Permanent receptacles for flowers must be metal or stone and must be of such character as to not interfere with the mower or appear unsightly when not filled.
- Section 8. No planting of any trees, shrubs, flowers, or plants of any kind will be permitted anywhere on the cemetery grounds without the consent of the Association.

## **ARTICLE III**

### **BURIAL REGULATIONS**

- Section 1. No right to inter in this cemetery shall be valid until the full amount of the purchase money and all other charges due has been paid. The Association reserves the right to remove all interred items (caskets and contents, boxes, and urns) which may have been, or which may be interred in violation of this Section and place them in such other locations in the cemetery deemed appropriate by the Association.
- Section 2. The Association must grant permission before the digging of all graves for caskets and cremains. If the right to inter in any particular location is owned by two or more persons jointly, a written order from any one owner, or the heirs or assigns of any one of them will be sufficient to obtain a burial permit for that location.
- Section 3. All interments in caskets shall be made in permanent ground receptacles as described in the DEFINITION OF TERMS.  
"Green" or natural burials shall be covered with an inverted concrete box or equivalent strength structure.
- Section 4. Interment, disinterments, and removals shall be made only between the hours 8:00 a.m. and 5:00 p.m. Monday through Sunday, except on certain holidays (determined by the Association) and shall be made in the manner approved by the Association. The Association reserves the right to fix the actual time of interments or disinterments to prevent the development of conflicts and to maintain order in the handling thereof. The Association shall be given at least one day's notice prior to interment and at least two days prior to a disinterment or removal. Interments will be made only on written application by a right to inter owner. Disinterments or removals will be made only upon written application by the next of kin (as provided in Section 701.004 (a) of the Texas Health and Safety Code). The Association shall never be liable for error in the execution of an interment instruction given orally or by telephone, or by reason of an indefinite interment instruction.
- Section 5. Individual burial spaces as platted on the official cemetery map shall contain no more than one (1) casket and two (2) cremains.
- Section 6. A mausoleum crypt may contain one (1) casket OR up to two (2) urns.
- Section 7. The ground interment of cremation urns shall be covered by 8" – 12" of soil and capped by a 1"x12"x12" concrete paver and covered with dirt.
- Section 8. Interment in a columbarium will be by the Association. Each niche may contain a maximum of two (2) urns if size permits. The cost of interring a subsequent second urn and engraving the niche cover will be in addition to the cost of the niche and engraving at time of purchase and subject to Association prices at time of the subsequent interment.

## **ARTICLE IV**

### **INTERMENTS AND DISINTERMENTS**

- Section 1. Undertakers must furnish the Association a proper death report within seven (7) days of burial. Undertakers or responsible party for cremains must furnish the Association a proper death certificate within twenty-one (21) days of burial.
- Section 2. Interments properly made cannot be changed or disturbed except by written permit from the original right to inter owner of the grave, crypt, or niche involved, or by the heirs or assigns of such original owner, and then only with the consent and under the direction of the Association.

## **ARTICLE V**

### **ERECTION OF MONUMENTS**

- Section 1. All markers and monuments will be constructed of bronze, marble or granite or a combination of such and installed on a concrete foundation.
- Section 2. Persons owning rights to inter in a grave shall have the right to erect one (1) monument or structure upon a grave and one (1) flat military marker and one (1) flat cremains marker per cremains provided that the size and dimensions conform to the requirements of the Association, and provided further that such monument, structure or marker is erected in the location designated by the Association. Flat markers must be 14"x 8"x 4", mounted on a concrete foundation as shown in Section 6 below.
- The Association also reserves the right to designate at any time certain areas within the cemetery in which no monuments or structures of any kind will be permitted.
- Section 3. Slabs will not be permitted as coverings for graves.
- Section 4. Plans for monuments and other structures including inscriptions-must be submitted to and approved by the Association before such monuments or other structures are erected
- Section 5. The Association reserves the right to prohibit the erection of any monument, statue, or other structure that the Association may consider inappropriate either in inscription, material, design, workmanship, size, location, or which might interfere with general view or effect.
- Section 6. Monument work of every description shall have a foundation of a minimum of 3 ½ inches deep and six (6) inches wider and six (6) inches longer than the base stone resting upon it. It must not project more than 1" above the surface of the ground, and it must be approved by the Association. All monument work will be at the expense of the right to inter owner(s).

Section 7. Columbarium niche cover plates will be engraved by the Association or its contractors.  
ALL engravings must adhere to Association criteria. See **Addendum A**.  
The Association will replace broken niche cover plates. Engravings resulting from errors by the purchaser or purchaser's agent will be the responsibility of the purchaser.

Section 8. Memorial benches must be of granite and approved by the Association Board of Directors. Dimensions must be 48 inches long with a seat 14 inches wide and 4 inches thick. The top of the bench must be 14 inches high with legs 4 inches thick that do not protrude beyond the length or width of the seat and placed on a foundation of 3 ½ inches thickness that is the length and width of the bench.

## **ARTICLE VI**

### **DECORATIONS**

Any item not meeting the requirements of a monument is a *temporary* decoration. All such decorations on any space in the cemetery must meet the following requirements.

Section 1. No glass containers of any kind.

Section 2. No containers, labels, decals, emblems, insignias or items that advertise, promote, denote, contain or have contained alcohol, illegal substance or profanity or its use.

Section 3. Funeral designs and floral pieces will be removed from graves when they become wilted and unsightly.

Section 4. All trinkets including crosses, angels, bottles, stuffed animals, figurines, glass items, balloons, ribbons, etc. will be removed after one week.

Section 5. Solar lighting, wind chimes, fabric, seasonal items, wind spinners, etc. are not permitted and will be removed.

Section 6. Persons desiring to retain these decorations must remove them within one week after the interment. Should any of the above items remain on the premises beyond the above-described periods, the Association shall have the right to remove them without previous notice to anyone. In no case will employees of the Association attempt to locate such designs, floral pieces or trinkets after their removal.

Section 7. Decorations are not permitted anywhere on the columbarium. Temporary decorations for those interred in the columbarium are permitted at the base of the columbarium and will be removed after 7 days. Any item attached to a granite niche cover plate will be removed. If the cover plate is damaged in any way by chiseling, scratching, or attaching something to it, the cover plate will be removed and a blank cover plate installed. A new inscribed cover plate will cost \$600.00 or later updated cost and be at the expense of the responsible person(s).

## ***ARTICLE VII***

### **CONTRACTORS AND WORKMEN**

- Section 1. The Association will not permit work of any kind or description to be done to or placed upon any lot or grave unless a written order from the right to inter owner(s) or his or her representative is presented to the Association and a permit is received. This rule applies, but is not limited to the cutting of inscriptions, setting of monuments, etc., and to the removal of anything from a lot or grave.
- Section 2. All orders for work and all work done are subject to the rules and regulations of the Association.

## ***ARTICLE VIII***

### **HISTORIC CEMETERY ACKNOWLEDGMENT**

The grounds of the historic Columbia Cemetery were first used for burials before the Republic of Texas was established. The location of some graves and the records of some burials have been lost over time, or they may not have been recorded. The Association has made considerable effort, and continues its efforts, to identify all burial sites. However, this process is inexact. Therefore, purchasers of rights to inter must acknowledge a) the possibility that an unknown grave may be discovered while digging a new grave, b) the Association has no liability for a heretofore unidentified grave and c) the Association will provide an alternative burial site at a different location in the cemetery. Should an alternative site not be agreeable to the purchaser, the Association will offer a full refund of the purchasers right to inter providing the burial site was purchased from the Association and not from a private party.

## ***ARTICLE IX***

### **AMENDMENTS**

The Rules and Regulations may be amended at any time without notice to right to inter owners. These Rules and Regulations adopted April 2013 incorporate amendments to those of November 2010 and November 1978.

## ***ARTICLE X***

### **SAVING CLAUSE**

Should any part or any provisions of these Rules and Regulations be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, such invalidation of that part or portion of these rules and regulations shall not invalidate the remaining portions and they shall remain in full force and effect.

## Addendum A

### Columbarium Niche Cover Plate Order Form

Line	Description	Maximum Characters
A	Family Name	14
B	Optional Memory Phrase	22
C	Given Name	17
D	Date of Birth	14
E	Date of Death	14
F	Optional Memory Phrase	22
G	Given Name of 2nd Person	17
H	Date of Birth of 2nd Person	14
I	Date of Death of 2nd Person	14

### EXAMPLE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
A	W	E	A	T	H	E	R	S	-	S	M	I	T	H								
B	C	h	e	r	i	s	h	e	d		M	o	t	h	e	r						
C	B	E	T	T	Y		L	O	U	I	S	E										
D	J	U	N	E		1	,		1	9	8	4										
E	A	P	R		1	4	,		2	0	0	8										
F	B	e	l	o	v	e	d		D	a	u	g	h	t	e	r						
G	E	L	I	Z	A	B	E	T	H		A	N	N									
H	M	A	R		1	9	,		2	0	0	4										
I	A	P	R		1	4	,		2	0	0	8										



**Standard Words**<sup>1</sup>

A	Always	And	Angel	Aunt
Beloved	Brother	Caring	Cherished	Dad
Daddy	Darling	Daughter	Dearest	Father
Grandfather <sup>2</sup>	Grandmother <sup>2</sup>	Heart	Honored	Husband
In	Little	Loved	Loving	Memory
Mom	Mommy	Mother	My	Of
Our	Partner	Precious	Respected	Sister
Son	Uncle	Wife	Wonderful	( - )
Army Vet.	Coast Guard Vet.	Marine Corps Vet.	Navy Vet.	Space Force Vet.
( . )	( “ )	( ‘ )		

<sup>1</sup> – Non-standard words must be approved by the Columbia Cemetery Association

<sup>2</sup> – Nicknames for grandparents must be approved by the Columbia Cemetery Association

**Months**

JAN	FEB	MAR	APR	MAY	JUNE
JULY	AUG	SEPT	OCT	NOV	DEC

### Niche Lettering Form

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22


- A Last Name
- B Optional Phrase
- C Given Name
- D Birth Date
- E Death Date
- F Optional Phrase
- G Given Name
- H Birth Date
- I Death Date

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

B	E	L	L																			
H	u	s	b	a	n	d																
J	O	S	I	A	H		H	U	G	H	E	S										
A	U	G	.		2	2	,		1	7	9	1										
M	A	Y			1	7	,		1	8	3	8										
W	i	f	e																			
M	A	R	Y		E	V	A	G	A	L	I	N	E									
N	O	V	.		1	6	,		1	7	9	9										
M	A	Y			3	0	,		1	8	5	6										

- EXAMPLE**
- A Last Name
  - B Optional Phrase
  - C Given Name
  - D Birth Date
  - E Death Date
  - F Optional Phrase
  - G Given Name
  - H Birth Date
  - I Death Date

Start with the left box and continue to the right. Each line of inscription will be centered. Only one (1) character per box, absolutely no exceptions.

FOURNIE

Husband, Dad and Poppa

EDWARD RICHARD

MAY 19, 1939

DEC. 23, 2016

Wife, Mom and Nana

EDITH McDONALD

JULY 6, 1939

1.25" Modified Roman

.625" Palatine

1" Cond Roman

.75" Cond Roman

.75" Cond Roman

.625" Palatine

1" Cond Roman

.75" Cond Roman

.75" Cond Roman