

Friends of McCoy Creek Trail Bylaws

Article 1. Name

The name of this board shall be the Friends of McCoy Creek Trail, hereafter referred to as the “Board.” This Board is a subcommittee of the Buchanan Area Recreation Board (BARB).

Article 2. Mission Statement

The Board is a volunteer group working in concert with the City of Buchanan and its residents to help maintain, advocate for, and promote the McCoy Creek Trail and the history of the area.

Article 3. Vision Statement

To promote an active outdoor lifestyle in Michigan and to connect to other communities.

Article 4. Responsibilities

The Board’s responsibilities include, but are not limited to:

1. Advising and assisting the City of Buchanan in maintaining the trail
2. Promoting activities on the trail
3. Fundraising to support trail-related projects and programming

Article 5. Officers and Members

Section 1. Board Membership

Board Size: The Board shall consist of up to twelve (12) members.

Eligibility: Board Membership shall be comprised of residents of the City of Buchanan and adjacent townships.

Term Length: Board Members shall serve three (3) calendar-year terms, with the option to renew with Board approval.

Initial Terms: The first term begins upon adoption and approval of these bylaws.

Compensation: Board Members shall serve without compensation.

Section 2. Vacancies

In the event of a vacancy among members or officers, the Board shall designate a successor to serve until the next regular election or appointment.

Section 3. Officers

The officers of the Board shall be elected by the Board and shall include:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer

Section 4. Officer Elections

Officer elections shall be held at the first regular meeting of each calendar year, provided a quorum is present.

Section 5. Term of Office

All officers shall take office upon election. The term of each office shall be one (1) year.

Section 6. Officer's Duties

A. Chairperson

The Chairperson shall preside at all meetings of the Board and work with the City Commissioner and BARB as needed.

B. Vice-Chairperson

The Vice-Chairperson shall, in the absence of the Chairperson or at the Chairperson's request, perform the duties of that office.

C. Secretary

The Secretary shall record attendance, actions, and proceedings of meetings of the Board and provide copies of approved minutes to the City of Buchanan.

D. Treasurer

The Treasurer shall track all funds and financial activity of the Board in conjunction with the City Treasurer, consistent with City procedures.

Article 6. Meetings

The Board is currently scheduled to meet on the third (3rd) Thursday of each month at 9:00 a.m. Eastern Time.

Special Meetings may be called by the Chairperson or upon the request of two (2) board members. Notice must be given at least 24 hours prior to the meeting and be given in a reasonable manner under circumstances then existing.

Article 7. Attendance

Members who miss more than 50% of regular meetings during a calendar year may be deemed ineligible to retain their seat. The Board shall vote on continued eligibility.

Article 8. Records

The Board shall keep official minutes of its proceedings and file approved minutes with the City of Buchanan once approved by the McCoy Creek Trail Board.

Article 9. Rules of Order and Amendments

The Board shall follow procedures and rules set forth in these bylaws. When not covered by these bylaws, the most recent edition of Robert's Rules of Order shall apply. No changes shall be made to these bylaws without an affirmative vote of a majority of the Board membership.

Article 10. Quorum

A quorum shall consist of a majority of the seated Board members. No official business or votes may take place unless a quorum is present.

Article 11. Removal of Members

A member may be recommended for removal from the Board for cause, including but not limited to:

Failure to meet attendance requirements (see Article 7)

1. Conduct detrimental to the Board's mission
2. Inability to fulfill the responsibilities of membership

Removal shall require:

1. Notice to the member prior to the meeting when the vote will occur; and
2. An affirmative vote of a majority of the seated Board members, provided a quorum is present.

Article 12. Conflict of Interest

Board members shall avoid conflicts of interest and shall disclose any financial or personal interest in matters under discussion.

If a conflict exists, the member shall: Disclose the conflict to the Board; and Refrain from voting on the matter, and when appropriate, abstain from discussion.

Article 13. Financial Controls

All funds raised or managed by the Board shall be handled in coordination with the City of Buchanan and the City Treasurer, consistent with City financial policies and procedures.

The Treasurer shall provide a financial update to the Board as requested and at a minimum once per year, or more frequently if the Board directs.

Signature / Adoption Section

Chairperson Vice-Chairperson

Adopted by vote of membership: _____ Date: _____

Revised (if applicable): _____

Approved by the Buchanan Area Recreation Board (BARB) on the ____ day of _____, 2026.

Attest: _____