

Buchanan Tree Friends Bylaws

Adopted: 2025

Amended: February 11, 2026

Article I. Name

The name of this organization shall be Buchanan Tree Friends, hereafter referred to as the “Board.”

Article II. Purpose

The Buchanan Tree Friends is a volunteer advisory board of the City of Buchanan, reporting to the City Commission through the Planning Commission, working with the City and its residents to preserve, enhance, and maintain the urban tree canopy. The Board supports tree planting, education, and stewardship to promote the environmental, aesthetic, and health benefits of trees within the City of Buchanan. The Board also assists the City in maintaining its Tree City USA designation.

Article III. Responsibilities

The responsibilities of Buchanan Tree Friends include, but are not limited to:

1. Advising the City of Buchanan on its Urban Forestry Plan.
2. Advocating with the City on the planting, maintenance, and preservation of trees.
3. Coordinating community outreach and public education regarding urban forestry.
4. Supporting fundraising and grant-seeking efforts for tree-related initiatives.
5. Managing and maintaining the Tribute Tree Program.
6. Conducting or assisting with tree inventories.
7. Providing input on city plans, ordinances, or projects affecting trees.

Article IV. Membership

The Board shall consist of up to ten (11) members. A majority of members shall be residents or business owners within the City of Buchanan. Members may also include community members from neighboring jurisdictions. There shall be designated board seats for (1) a member of the Planning Commission and (2) a representative of the Buchanan Community Schools. A representative of the City shall be an ex officio (non-voting) member.

Members shall serve terms of three (3) calendar years and may serve no more than three (3) consecutive terms. After a one-year break, a member may be eligible for reappointment.

Vacancies occurring mid-term may be filled by Board appointment. Appointees shall serve the remainder of the unexpired term.

Article V. Officers

The officers of the Board shall be Chairperson, Vice Chairperson, Secretary, and Treasurer.

1. The Chairperson shall preside at meetings, represent the Board as needed, and coordinate with City officials.
2. The Vice Chairperson shall act in the absence or request of the Chairperson.
3. The Secretary shall record attendance, prepare and distribute minutes, and maintain official records.
4. The Treasurer shall manage and report on Board funds and financial activities in coordination with the City.

Officers shall be elected annually, by majority vote at the first regular meeting of the fiscal year.

Article VI. Standing Committees

The Board shall maintain the following standing committees to support its mission:

1. Executive Committee (Officers and Planning Commission Representative)
2. Planting & Maintenance Committee
3. Governance & Financial Committee
4. Fundraising, Marketing and Volunteer Recruitment Committee

Committees shall report to the Board regularly and, except for the Executive Committee, may include non-Board volunteers as appropriate.

Article VII. Meetings

The Board shall meet regularly as determined by the members, typically on the second Wednesday of each month. Special meetings may be called by the Chairperson or a majority of members.

Meetings may be held in person or virtually via video or teleconference. All meetings shall comply with applicable open meeting laws and public notice requirements.

Article VIII. Quorum and Voting

A quorum shall consist of a majority of current members. All decisions of the Board shall require a majority vote of those present and voting.

Article IX. Attendance

Members are expected to attend meetings regularly. Members who miss more than fifty percent (50%) of meetings in a calendar year may be subject to removal by majority vote of the Board.

Article X. Fiscal Year and Finances

The fiscal year of the Buchanan Tree Friends shall be from July 1 through June 30. The City maintains all board funds, and all financial activities shall be conducted in coordination with the City and in accordance with applicable fiscal policies.

Article XI. Records and Reporting

The Board shall maintain official records, including minutes, membership, and financial documents. Approved minutes shall be filed with the City of Buchanan and made available to the public.

Article XII. Conflict of Interest

Members shall disclose any personal or financial interest in matters before the Board and shall abstain from discussion or voting on such matters.

Article XIII. Amendments

These bylaws may be amended by a majority vote of the full Board at any regular meeting, provided that proposed amendments have been submitted in writing at least one meeting prior to the vote.

Article XIV. Dissolution

In the event of dissolution, the City of Buchanan will be responsible for continuing to support tree-related programs, including the maintenance of the City’s annual Tree City USA designation.

Adopted by vote of the Buchanan Tree Friends Board on this ____ day of _____, 2025.

Chairperson: _____

Vice Chairperson: _____

Secretary: _____

Treasurer: _____