

MICHIGAN TREE FARM COMMITTEE BYLAWS

Adopted March 18, 2005
Revised December 2007
Revised March 1, 2018

I. NAME

The name of this organization shall be the Michigan Tree Farm Committee, established in 1949 when Michigan became the 24th state to join the American Tree Farm System. The American Tree Farm System was founded in 1941 by the Weyerhaeuser forest products company and is now administered nationally by the American Forest Foundation.

II. PURPOSE

The purposes of the Michigan Tree Farm Committee are 1) to administer the American Tree Farm System forest certification program in Michigan, 2) to fulfill specific obligations to the American Forest Foundation as specified in a Memorandum of Understanding and 3) to promote the American Tree Farm System to eligible forest landowners in Michigan.

III. AFFILIATION

The American Forest Foundation, a 501(c)(3) nonprofit organization, is the sponsor and national administrator of the American Tree Farm System. The American Forest Foundation sponsors state committees to administer the American Tree Farm System in its state. The Michigan Tree Farm Committee functions under the oversight of the American Forest Foundation and exists to administer the American Tree Farm System in Michigan. The Michigan Tree Farm Committee is also affiliated with the Independently Managed Groups that offer American Tree Farm System forest certification in Michigan.

IV. MEMBERSHIP

- A. Voting membership of the Michigan Tree Farm Committee shall be restricted to the owners of Certified Tree Farms and Certified Inspecting Foresters. All Tree Farmers, both Pioneer and Certified, are eligible to serve on the committee and Tree Farmers of the Year are specifically invited to serve on the committee as at large members.
- B. Committee meetings are open to the public and other landowners or natural resource professionals are welcome to attend including loggers, wildlife biologists, industry foresters, government agency staff, educators, or consulting foresters.

V. EXECUTIVE COMMITTEE

The Michigan Tree Farm Committee shall be governed by an Executive Committee made up of the five officer positions listed below. Each elected person shall remain in office for a period of two years. Persons may be elected for additional terms, although serving more than three consecutive terms is discouraged to allow for new leadership to emerge. Those elected shall take office at the start of the first meeting of the calendar year. Vacancies that occur in the middle of a term shall be filled by appointment of the Chair. The Executive Committee shall have the power to remove any member who, without just cause, fails to attend a majority of the committee meetings or otherwise fulfill the duties of their office.

The Executive Committee shall have authority to manage the Michigan Tree Farm Committee, to raise funds in any manner consistent with the policies of the American Tree Farm System and American Forest Foundation and to perform all other necessary functions. Except as

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specified in Section VIII VOTING or XII AMENDMENTS, a majority vote of the committee will rule.

- A. Chair. The Chair arranges and presides over the meetings of the Michigan Tree Farm Committee. The Chair assigns tasks to other committee members and holds members accountable for completing those assigned tasks. The Chair provides oversight and leadership regarding the direction of the committee and the delivery of the American Tree Farm System in Michigan. The Chair also reviews and approves inspections in the www.ATFSdatabase.org.
- B. Vice Chair. The Vice Chair is responsible for annual awards and field days. The Vice Chair shall partner with Inspecting Foresters and Tree Farmers to host multiple field days each year to recruit new Tree Farmers and to develop Outstanding Tree Farmers. The Vice Chair partners with Regional Coordinators to nominate multiple people for Outstanding Tree Farmer of the Year, Inspecting Forester of the Year, and other Tree Farm awards. The Vice Chair shall represent the Chair in his or her absence.
- C. Secretary. The Secretary records minutes and keeps all records of the Michigan Tree Farm Committee. Minutes of meetings will be taken and distributed to the full committee within two weeks after the meeting so that all members have a record of their action items that are due at the next meeting. The Secretary shall encourage the use of electronic record keeping through www.ATFSdatabase.org.
- D. Treasurer. The Treasurer keeps all financial records, pay bills as authorized and reports on finances to the Committee.
- E. Administrator. The Administrator provides guidance and oversight to the Committee. The Administrator manages the www.ATFSddatabase.org to approve inspections, create new Tree Farmer records and send certificates and welcome letters to new Tree Farmers.

VI. FULL COMMITTEE

The full Michigan Tree Farm Committee shall be made up of the Executive Committee and the positions described below. New members are added to the committee by vote of the current Committee members. Each elected person shall remain in office for a period of two years and may be elected for additional terms.

- A. Regional Coordinators. The committee shall elect Regional Coordinators to cover assigned geographic portions of Michigan for managing Tree Farm inspections. Regional Coordinators partner with the Inspecting Foresters in their region to assign and complete the Required, Optional and Initial inspections.
- B. Communications Coordinator. The Communications Coordinator maintains a social media presence for the Michigan Tree Farm Committee. The Communications Coordinator is responsible for the website at www.TreeFarmSystem.org/Michigan. The Communications Coordinator should send an annual report and at least one newsletter each year to all Certified and Pioneer Tree Farmers in Michigan.
- C. Training Facilitator. The Training Facilitator trains new Inspecting Foresters and provides annual refresher training for current Inspecting Foresters. The Facilitator sends out quarterly email newsletters to all Inspecting Foresters after committee meetings to keep them informed of Tree Farm business. The Facilitator maintains a directory of current Inspecting Foresters at www.TreeFarmSystem.org/Michigan. The

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Facilitator should offer trainings at Michigan State University and Michigan Technological University each spring for graduating foresters. The Facilitator must obtain training from the American Forest Foundation at a National Leadership Conference to become a certified Facilitator. There may be more than one Facilitator.

- D. Past Officers. Past officers are always welcome to remain on the committee to mentor the incoming officers and provide institutional memory for new members.
- E. Independently Managed Groups. Representatives from Independently Managed Groups are welcome to attend and vote at meetings of the Michigan Tree Farm Committee to coordinate the delivery of the American Tree Farm System in Michigan.
- F. At Large Members. The committee may include at large members including but not limited to recent Tree Farmers of the Year and representatives from other organizations and agencies.

VII. MEETINGS

The Michigan Tree Farm Committee shall meet no less than quarterly. A quorum is a simple majority of the Committee. Meetings may be held by conference call or by webinar but at least two meetings each year must be held in person at a location near the middle of the state.

VIII. VOTING

Voting will be based on issue. Normal operations, items with budget, those not changing policy, etc. will be by simple majority vote of those members attending. Issues of program obligation, change in administration or policy, etc. will be by two-thirds vote of the Committee.

IX. FINANCES

Financial matters shall be under the control of the Executive Committee. The Michigan Tree Farm Committee may acquire real and intangible property, including equipment, literature and other materials for use by and on behalf of the membership. Generally accepted accounting practices shall be used to account for all assets.

- A. The fiscal year shall correspond to the calendar year.
- B. The Executive Committee shall authorize the Chair and Treasurer to enter into contracts and make payments.
- C. The Committee shall hire an accounting firm to conduct an independent review of the books every three years or when the Committee deems necessary.
- D. The Michigan Tree Farm Committee shall maintain a financial status as a 501(c)(3) non-profit organization to allow for tax deductible gifts and become eligible to apply for certain grant opportunities.

X. COMMITTEES

The Executive Committee may create standing or ad hoc committees as deemed appropriate to accommodate routine or special interests and needs. The Executive Committee may appoint members to such committees such as Scholarship, Awards, Finance, Administrative, Nominating, Audit, Public Affairs, etc.

XI. PARTNERS

The Michigan Tree Farm Committee seeks to maintain partnerships with the Michigan Sustainable Forestry Initiative Implementation Committee, Michigan Forest Products Council,

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Michigan Forest Association, Michigan Forest Foundation, Michigan Association of Timbermen, Michigan Department of Natural Resources, Michigan Department of Agriculture and Rural Development, local Conservation Districts, United States Forest Service, Natural Resources Conservation Service, Society of American Foresters, Michigan State University, Michigan Technological University and other educational, wildlife or conservation organizations that promote sustainable forest management in Michigan.

XII. AMENDMENTS

All proposed amendments to these bylaws must be presented to Certified Tree Farmers and current Inspecting Foresters. Notice shall be given at least thirty days prior of the place, date, and time of the meeting at which the amendments will be considered for adoption. Adoption of the amendments shall require a two-thirds vote of the Michigan Tree Farm Committee.

XIII. DOCUMENTS

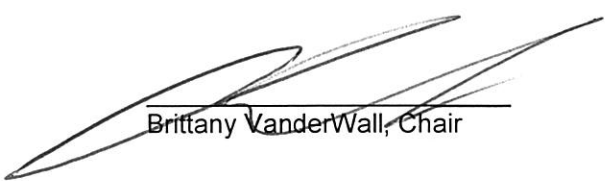
The Secretary shall maintain electronic and hard copies of all Michigan Tree Farm Committee documents including but not limited to Bylaws, Memorandum of Understanding, Leadership Manual, Strategic Plan, Audit Reports, Inspector Directory, Committee Roster, Regional Map, Awardees, Meeting Minutes and Financial Reports. These documents shall be made available to Committee members, Inspectors and Tree Farmers upon request. Documents may be posted at www.TreeFarmSystem.org/Michigan at the discretion of the Committee.

XIV. DISSOLUTION

In the event of the dissolution of the Michigan Tree Farm Committee, any property or other assets held by the Committee shall revert to the national administrators of the American Tree Farm System.

VOTED UPON AND APPROVED BY THE MICHIGAN TREE FARM COMMITTEE ON MARCH 18, 2005.
EXECUTED THIS 5TH DAY OF APRIL 2005 AS BEING A TRUE COPY OF THE BYLAWS ADOPTED BY
THE MICHIGAN TREE FARM COMMITTEE.

Revised and adopted March 1, 2018.




Brittany VanderWall, Chair



Kayti Brinkman, ViceChair



Nick Sanchez, Secretary



Julie Crick, Treasurer