

**BYLAWS
OF THE
NORTHERN KENTUCKY URBAN AND
COMMUNITY FORESTRY COUNCIL
(REVISED SEPTEMBER 16, 2009)**

ARTICLE I NAME

Section 1. The name of this non-profit organization shall be the Northern Kentucky Urban and Community Forestry Council, hereinafter referred to as the Council.

ARTICLE II VISION AND MISSION STATEMENT

Section 1. Vision Statement. To foster healthy and beautiful Northern Kentucky communities through responsible environmental stewardship.

Section 2. Mission Statement. To create an awareness in our communities about the value of urban forestry as an integral part of comprehensive planning and action for the purpose of improving our quality of life and shared landscape. The challenge is to merge the man-made and natural environment so both are accommodated and valued in the process. Toward that purpose we need to:

- Serve as a forum for the exchange of information – a resource clearinghouse.
- Serve as a catalyst in the development and promotion of urban forestry concepts, practices, techniques, education, and public policy.
- Facilitate the involvement of youth in urban forestry projects and education to provide for tomorrow's leaders.
- Provide a forum for the exchange of ideas among all segments of our communities; to include businesses, builders, developers, utilities, citizens, environmental organizations, and government.
- Be a leader and advocate in our community for responsible land development and management and for the protection, maintenance, and renewal of our urban and community forests.

ARTICLE III AFFILIATIONS

Section 1. The Council may affiliate with other organizations as the Council may deem necessary to achieve the objectives stated in ARTICLE II.

ARTICLE IV MEMBERSHIP

Section 1. Eligibility for Membership. Membership shall be open to any organization, society, association, business, public agency, group, professional, or layperson having an interest in urban forestry.

Section 2. Membership Categories. The Executive Committee may establish categories of membership and a dues schedule as it deems appropriate.

Section 3. Membership Participation. Members may be appointed to serve on committees or elected to the Executive Committee. Members will be encouraged to attend all meetings of the Council and to support and participate in achieving the objectives of the Council.

Section 4. To the extent possible membership will be sought from:

- One member from the Kentucky Division of Forestry.
- One member from the Cooperative Extension Service.
- One member from a Northern Kentucky Utility Company.
- One member from the Municipal Government League of Northern Kentucky.
- One member from a conservation organization.
- One member from the Kentucky Nurserymen's Association.
- One member from a Northern Kentucky Conservation District.
- One member who is a landscape Architect.
- One member from the Northern Kentucky Homebuilders Association.
- One member from a local arboretum.
- Two at large members.
- Two members from local planning and zoning commissions.
- No more than 12 total members from local (Boone, Kenton, Campbell) counties tree boards, commissions, and/or park boards that may include no more than two members from any one group.

ARTICLE V EXECUTIVE COMMITTEE

Section 1. Membership. To the extent possible, the governing body of the council shall be the Executive Committee and shall be composed of the current officers of the council, as follows:

- President
- Vice President
- Secretary
- Treasurer
- All active previous officers of the council

Section 2. Duties. The Executive Committee will consider the following responsibilities:

- Administrative and personnel decisions (when applicable)
- Grant applications
- Financial matters
- Contractual issues
- Conflict of interest items
- Removing members from the council
- Ethical issues

ARTICLE VI OFFICERS AND EXECUTIVE DIRECTOR

Section 1. Council Officers. The Council officers shall be the President, Vice President, Secretary and Treasurer of the Council. The President, or Vice President in

the absence of the President, shall preside at all meetings of the Council and Executive Committee. The Secretary shall keep minutes of all Executive Committee and Council Meetings, and maintain records of attendance at all meetings. The Treasurer shall safeguard all documents, collect dues or donations, (if applicable), and make financial reports as directed by the Executive Committee. The Executive Committee may establish such additional officers as it deems appropriate.

Section 2. Terms of Office. The President and Vice President shall each serve terms of two years. The Vice President shall accede to the office of president at the expiration of the President's term. The Council officers shall be elected from the membership of the council and appointed for a term of 2 years by the council at the first meeting of the year.

Section 3. Voting. Election shall take place at this last meeting of the appropriate year.

Section 4. Vacancy. In the event the President's office becomes vacant, the Vice President shall serve in the capacity of President for the unexpired term.

Section 5. Executive Director. The Council may have a non-voting Executive Director for the purpose of assisting the Council in fostering a healthy and beautiful Northern Kentucky community (Boone, Kenton, and Campbell Counties) through appropriate management of the region's urban forest resource. The following priority tasks are in support of this mission:

- 1) Administration and development of urban forestry public education programs.
- 2) Development and maintenance of public outreach, public relations, and media relations efforts.
- 3) Acquisition of financial resources for programs and administration.
- 4) Organizational and technical assistance to Council and Council committees.
- 5) Plus other assigned tasks.

ARTICLE VII MEETINGS

Section 1. Council Meetings. The council shall meet at least 4 times (quarterly) each year. The president shall develop an agenda before each meeting. The agenda shall be distributed to the entire council by email at least one week in advance of each meeting.

Section 2. Executive Committee Meetings. The Executive Committee shall meet when necessary. The president shall develop an agenda before each meeting. The agenda shall be distributed to the entire council by email at least one week in advance of each meeting.

Section 3. Quorum and Valid Voting. Three members of the Executive Committee shall constitute a quorum for any meeting. There will be no vote by proxy. All present at a meeting may vote.

ARTICLE VIII COMPENSATION OF MEMBERS

Section 1. All members of the Council and Executive Committee shall serve on a voluntary basis. Expenses associated with Council business incurred by a Council member may be reimbursed subject to approval by the Executive Committee.

ARTICLE IX COMMITTEES

Section 1. Standing Committees. The standing committees of the Council shall be appointed by the President.

Section 2. Ad Hoc Committees. The President with majority approval of the Executive Committee may appoint or discontinue ad hoc committees as it deems necessary to achieve the objectives of the Council.

ARTICLE X FISCAL YEAR AND REVENUE

Section 1. Fiscal Year. The fiscal year of the Council shall be from January 1 to December 31 of each year.

Section 2. Revenue. The revenue of the Council may be from membership dues, donations, **grants** and any other source of revenue approved by the Executive Committee.

ARTICLE XI RULES OF ORDER

Section 1. The rules contained in the newly revised Robert's Rules of Order shall govern all Council meetings and all meetings of the Executive Committee, whether a regular or special meeting, unless specifically stated otherwise in these Bylaws.

ARTICLE XII AMENDMENTS

Section 1. These Bylaws may be amended by a majority affirmative vote of the council provided that written notice of the proposed amendment has been distributed to the council at least 30 days prior to the deadline for balloting.

Section 2. These Bylaws are hereby adopted by the Northern Kentucky Urban and Community Forestry Council this 19th day of September, 2009.



Secretary,
Northern Kentucky Urban and Community Forestry Council