

FORT WASHAKIE RECREATION DISTRICT

BY-LAWS PREAMBLE

The Board of Trustees of School District No. 21, Fremont County, Wyoming (hereinafter called Board of Trustees), having by Resolution dated September 18, 1996, resolved to form and create a recreation district pursuant to the power vested in it by the Wyoming Statutes; and recognizing a need for providing recreation outlets for the citizenship within the boundaries of the recreation district; the Board of the Fort Washakie Recreation District (hereinafter called Recreation Board), does hereby make and publish these By-Laws by which to govern themselves and future Boards, in the conduct of the affairs of said Recreation District.

ARTICLE I

Name and Scope of Activities

Section 1. The official name of the District shall be: Fort Washakie Recreation District.

Section 2. The activities of Fort Washakie Recreation District shall be limited to recreational activities which benefit those citizens of Fremont County, Wyoming, who reside within the interior boundaries of School District No.21, Fremont County, Wyoming.

ARTICLE II

Board of Directors

Section 1. Number and Terms: The affairs of the Recreation District shall be managed by a Board of Members consisting of not less than five (5) voting members. The term of each current member of the Recreation Board beginning on October 1, 2016 shall be until (October 1, 2017; October 1, 2018; October 1, 2019; October 1, 2020; and October 1, 2021). Thereafter, all terms shall be for a standard five (5) year term. A member may succeed himself/herself after his or her staggered appointment term has expired.

Section 2. Appointing/Removing Members: Members of the Recreation Board shall be appointed by the Board of Trustees of Fremont County, School District No 21, on or before the first day of October each year as the terms of the Members expires or as vacancies occur on

the Board. The Recreation Board must report any vacancies immediately when known to the Fremont County School District #21 Board.

The Recreation Board shall advertise in the local media for a period of two weeks any openings that occur on the Board to ensure the public is aware and may apply of any Rec Board opening. The Recreation Board shall notify the School Superintendent in writing no later than July 1st of each year advising him or her of the names of members whose terms are expiring. The Recreation Board shall provide the Board of Trustees with a list of applicants who have applied for vacant seats. The candidates will be provided a copy of the Recreation Board By-laws and shall read, initial each page and sign to signify they have read and understand the responsibilities and workings of the Recreation Board. This will be a required part of the appointment process. While the Recreation Board may have a recommended candidate to fill a vacancy, it shall be the right of the Board of Trustees to make the final decision and select the candidate that they feel will best serve the community at the August Board meeting prior to the expiration of terms.

Any Recreation Board member may be removed by the District 21 School Board whenever in its judgment; the best interest of the board would be served thereby. A majority of the Recreation Board members may also make a recommendation to remove a Board member with documented cause. If removed the Board member position will be filled per Article II section 2.

Section 3. Powers and Responsibilities:

The Fort Washakie Recreation Board shall have the responsibility of assessing the recreational needs of the District; establishing recreational priorities; and implementing projects and/or activities that best meet those needs.

The Recreation Board shall be responsible for all operating policies, rules and regulations relating to the administration of the public recreational activities undertaken by the Recreational Board. The Recreation Board must adopt such rules as provided for in the Wyoming Administrative Procedures Act. Such written operating policies, rules, and regulations shall be included in a binder and a copy provided to the Superintendent as a resource document for members of the Fremont County School Board #21. These operating

policies, rules and regulations shall be reviewed and approved by the Fremont County School District #21 Board.

The Recreation Board has a responsibility to attend quarterly and special meetings. If a Recreation Board Member misses three consecutive quarterly meetings they will be recommended for removal from the Recreation Board. A majority of the Recreation Board members may also make a recommendation to remove a Recreation Board member with documented cause. If removed the Board member position will be filled per Article II section 2.

The Fremont County School District 21 Board makes the final decision.

All Recreation Board approved programs shall be payable from such appropriation of tax levy as may be made by Board of Commissioners of Fremont County, donations from other political subdivisions or other public or private sources, or private gifts that may be received.

The Recreation Board shall have the power to enter into contracts with other parties or person, be they public or private, or agencies of any government, be it federal, state or local, for any legitimate cause which is authorized by law.

The Recreation Board shall have the power, at its discretion, to take charge of and use any grounds, buildings, or other facilities which may be offered to it, either temporarily or permanently for recreational purposes.

The Recreation Board shall have the power and authority to levy and assess reasonable fees and charges which it deems appropriate and necessary in providing recreational services.

In addition, the Recreation Board shall have the powers specifically authorized by Sections 18-9-201 through 18-9-202. Wyoming Statutes, as amended.

ARTICLE III **Meetings of Board Members**

Section 1. Annual Meeting: The Recreation Board shall hold its annual meeting on the 2nd Wednesday of October. At the annual meeting, the Recreation Board shall determine vacancies; select officers; determine location and time of meetings; review financial reports for the prior fiscal year and approve such other business as may come before the meeting. In

addition, the Recreation Board shall hold quarterly meetings on the second Wednesday of January, April and July.

Section 2. Special Meetings: Special meetings may from time to time, be called by the president or by request of any three (3) voting members of the Recreation Board. Such special meetings may be held at any place designated by either the president or a majority of the Recreation Board, provided that sufficient notice of the time and place of such meeting shall have been given at least twenty-four (24) hours prior to such meeting.

Section 3. Place of Meeting: Regular and Special meetings shall be held at the location and time identified in the annual meeting provided sufficient notice of such meeting place shall have been given to each member at least twenty-four (24) hours prior to such meeting. In order to provide for interested citizens to attend such meetings, the location of the upcoming meeting shall be included in all notice of meetings.

Section 4. Notice of Meetings: Written notice stating the place, day and hour of any meeting of the members of this Recreation Board shall be made either personally or by mail to each member entitled to vote at such meeting, not less than twenty-four hours before the date of such meeting. In addition, written notice of all meetings shall be posted at the Hines General Store, Fort Washakie Post Office, Fort Washakie Tribal Office, Shoshone Rose, and the front door of the Fremont County School District #21 Administration Building and website.

Section 5. Quorum: A quorum for the conduction of business of the Board Members shall consist of three members. For purposes of a quorum, a Member may use the telephone, video conference, or other communications technology which allows a member to listen to and converse with the other board members during the meeting, vote during the meeting, and otherwise fully participate as if he or she were present in the meeting room.

Section 6. Order of Business: The order of Business shall be as follows at all the meetings of the Fort Washakie Recreation Board Members and committees:

- Call meeting to order and roll call
- Approval of agenda
- Approval of minutes
- Old Business
- Reports of Officer(s)

New Business
Adjournment

This order of business may be altered or suspended at any meeting by a majority vote of the members present.

Section 7 Conduct of Meeting - Financial Records and Minutes

7.1 The Recreation Board shall keep financial records of all transactions and shall also keep minutes of the proceedings of the Board.

7.2 Board Minutes and Recording Votes

- The minutes of regular and special meetings of the Recreation Board shall include:
The classification (regular and special), date, time and place of meeting; the call to order starting time, person presiding and person's office; the record of Recreation Board members in attendance, times of late arrivals and early departures; a record of any corrections to the minutes of the previous meeting and the action approving them;
- A record of each motion placed before the Recreation Board to include the member making the motion and the member seconding, if any; a record of each member's votes. Members may request that their vote be changed if such request is made prior to consideration of the next order of business. Motions to go into executive session and motions to go out of executive session shall be made as required by Wyoming law. Tape recordings of all Recreation Board Meetings shall be destroyed after the approval of the minutes. Official Board meeting minutes will be provided to the Fremont County School District #21 Board.

Conduct Of The Meeting

7.3 The following Rules of Order should be used for conducting meetings of the Recreation Board and reaching a consensus of its members:

- The Recreation Board President shall call for directed discussion. That may proceed as follows: each member is invited to address the question; each member may pass until others have spoken; no one may attempt to formulate a consensus, with directed discussion continuing until the Recreation Board President has, in his or her judgment, expressed the consensus of the group and directs that the final formulation of the consensus be recorded as such in the minutes.
- The Recreation Board President may permit free discussion until he or she is satisfied with the formulation of a consensus. If the President appears to cut off discussion while some members have not been heard or wish to continue making their specific point, any member may ask that the Board render a decision regarding continuing discussion or ending it.
- Meetings will be conducted in the same manner as FCSD 21 Board meetings.
- If any member makes a formal motion at any time during the meeting with the stated intention of invoking parliamentary procedure, the consideration of the motion and any amendments to it shall be conducted in accordance with Robert's Rules of Order.

7.4 Voting – No act shall be valid unless approved at a meeting of the Recreation Board by a majority vote of the members of the Board and a proper record made of the vote.

7.5 Abstentions shall not be counted as votes, but shall be recorded and are deemed to acquiesce in the outcome of the vote.

7.6 The Recreation Board President may cast his or her vote on every resolution after all other members have cast their votes.

7.7 All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member is recorded. Any member may request that the Recreation Board be polled.

ARTICLE IV

Officers

Section 1. Officers: Officers of the Board Members of the Recreation Board shall be elected from the Board appointed or elected pursuant to the provisions of Article II of these

By-Laws and shall consist of a President; a Vice-President, a Secretary, Treasurer and such other officers as the Board Members may from time to time, determine as necessary.

Section 2 . Election and Term of Office: The officers of this Recreation Board shall be elected annually at the October quarterly meeting of such Board. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office until his successor shall have been duly elected and shall have qualified.

Section 3. Removal: Any officer elected or appointed may be removed by the School Board whenever in its judgment; the best interest of the board would be served thereby.

Section 4. Vacancies: A vacancy in any office because of death, resignation, removal, disqualification or otherwise, will be filled by the Recreation Board.

Section 5. President: The Recreation Board President shall be the principal executive officer of the Recreation Board and shall, in general, supervise all of the business and affairs of the Recreation Board. He shall perform all duties incident to the office of President and such other duties as may be prescribed by the Recreation Board from time to time. The President will co-sign all checks.

Section 6. Vice-President: In the absence of the Recreation Board President or in the event of his/her ability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all restrictions upon the president. The Vice President shall also perform other duties as from time to time may be assigned to him by membership of the Recreation Board.

Section 7. Treasurer (The Treasurer shall have charge and custody of and be responsible for all funds and monies held by the Recreation Board, receive and give receipts for monies due and payable to the Recreation Board from any source whatsoever, and in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President or by the membership of the Recreation Board including the responsibility of making a full account of monies coming into his hands. The Treasurer shall be bonded in such sums as may be determined by the Fremont County School District #21 Board of Trustees and Recreation District.

Section 8. Secretary The Recreation Board Secretary shall keep meeting minutes of the Recreation Board in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these By-Laws or as required by Law; be the

custodian of the Recreation Board records, keep a register of the post office addresses of each member which shall be furnished to the Secretary by such members; and in general, perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned to him/her by the Recreation Board President or by the membership of the Recreation Board.

Section 9. Transparency. It is expected that all meetings of the Recreation Board will reflect transparency with the opportunity for any recognized citizen to speak to the Recreation Board, ask for clarification, and receive responses to questions asked. Recreation Board members will provide information to all requests that would not violate the Wyoming Public Records Act. It is required that notice of meetings occur sufficiently in advance of the meeting to allow community input rather than last minute postings that largely go unnoticed. Recreation Board members shall schedule quarterly meetings that are known by children, parents, and members of the community so that all have a fair opportunity to submit a funding request.

Section 10. Expected Operational Criteria for Fund Distribution. It is expected that the Recreation Board will fund projects using the following guidelines:

- a. The Recreation Board is to make sound judgments that best serve the community of Fort Washakie and areas within the boundaries of the Fort Washakie School District #21.
- b. The Recreation Board is expected to place children's needs ahead of those of an adult.
- c. The Recreation Board is expected to make decisions that affect the students' needs of the Fort Washakie School District ahead of children from other attendance boundaries that go to school in another school district.
- d. The Recreation Board is expected to make decisions that ideally allow large groups of children to benefit at a higher priority level than an individual child or adult.
- e. The Recreation Board is encouraged to fund projects that benefit the community directly as opposed to one-time or out-of-state approvals. This guideline does not restrict one-time or out-of-state projects but asks the Recreation Board to consider the long-term greater good of the community.
- f. Recreation Board members may not vote on a funding distribution that benefits an immediate member of their family.

- g. Recreation Board members shall not use funds for personal gain or use funds for dinners, bonuses or any other such benefit. Recreation Board members serve on a voluntary basis and exist for the benefit of the community.

**ARTICLE V
Report**

Section 1. The financial records shall be audited annually with Fremont School District #21 auditors. A report of the audit shall be submitted to the Fremont County School District #21 Board of Trustees.

**ARTICLE VI
Expenditures**

All expenditures of Recreation District monies shall be authorized by approval of the Board of Directors. The accounts payable format shall include the following headings:

- o Vendor/person receiving payment
- o Student/adult
- o Local resident
- o Purpose
- o Amount
- o Check Number

The Assistant Superintendent for Business of the Fremont County School District shall receive a copy of each monthly accounts payable report.

Such reports are to be on file and available to any member of the public.

ARTICLE VII

Fiscal Year. The Fiscal year of the Recreation Board shall begin on the first day of July of each year and end on the last day of June in each year.

ARTICLE VIII

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a majority vote of the members of the Recreation Board present at any annual meeting or any special meeting if at least ten day written notice is given of intention to alter, amend or repeal or to adopt new By-Laws at such meeting: subject however, to the approval of the Board of Trustees of School District No. 21. The Fremont County School District #21 Board may at its discretion and a majority vote alter, amend or repeal all or parts to adopt new By-laws.

The above and foregoing By-Laws were read, discussed, studied, amended, approved and adopted by a quorum of the Board of Trustees present at a regular meeting of the Board of Trustees of Fort Washakie Recreation District 21.

Fremont County, Wyoming on the 21st Day of September, 2016.

Fremont County School District #21

ATTEST: _____
Carla Mann, Board Chairman Date

CLERK: _____
Bonnie Washakie, Board Clerk Date