

**Converse County Senior Citizens Service District
Bylaws**

Article I – Special District

1. This special district shall be known as the Converse County Senior Citizens Service District, the “District”.
2. The purpose of the District shall be as follows: to provide solely for senior citizen programs or services authorized by W.S.18-15-108 and for the payment of bond premiums. For purposes of this section, senior citizen programs or services are limited to the following: (i) Establishment, expansion, renovation, improvement or maintenance of facilities owned, occupied or to be occupied by senior citizen centers and operational expenses of senior citizen centers, including utilities and other recurring expenses; (ii) The continuation or the expansion of existing programs or services, or the establishment of new programs or services, provided by or through a senior citizen center including but not limited to nutrition, health, mental health, dementia services, in-home services, socialization or transportation; (iii) Participation in programs or services administered through the aging division of the Wyoming department of health, but only programs offered by the department as of January 1, 2017; (iv) Assistance to income based or income restricted housing facilities within the district that are designated for senior citizens and that are operated by the senior citizen service district or another governmental entity to provide affordable housing to senior citizens within the district. Assistance under this subsection may include maintenance costs and upgrades to address code or safety issues with the income based or income restricted housing facilities.
3. The Bylaws of the District may be amended or additional Bylaws enacted by a two-thirds (2/3) vote of the Board of Trustees.
4. This District shall encompass all of Converse County, Wyoming. Under the terms and provisions of W.S. 18-15-105, this District shall be governed by a Board of Trustees consisting of 5 trustees. All trustees must be residents within the District boundaries.

Article II – Board of Trustees

1. The Board of Trustees shall operate and manage the District so as to comply fully with the terms and provisions of W.S. 18-15-101 through 18-15-111.
2. There shall be one (1) meeting a month to be held on the second Monday of the month rotating between Douglas and Glenrock with a minimum of 10 meetings per calendar year. Meetings shall be held in accordance with W.S. 16-4-401 through 408. Special meetings, emergency meetings and work sessions for any purpose(s) as described in the meeting notice may be called by the Board. A special meeting, emergency meeting or work session shall be held in accordance with Wyoming State Statutes.

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3. At their meeting in January, the Board of Trustees shall adopt the meeting dates for the Calendar Year.
4. An annual meeting shall be held on the second (2nd) Monday of November each year and pursuant to W.S. 18-15-109, the Board of Trustees shall elect a President, Vice-President, Secretary and Treasurer.
5. To enter into an Executive Session, a trustee will make a motion stating a valid reason to enter into an Executive Session.
6. No meetings shall be conducted by electronic means or any other form of communication that does not permit the public to hear, read or otherwise discern discussion contemporaneously.
7. Members of the Board of Trustees may attend meetings on a conference call or other electronic means.
8. It shall be the duty of the Board of Trustees to hear and act on all complaints and initiate disciplinary action for the infraction of these Bylaws.
9. The Board shall have the authority to appoint committees for special assignments to aid them in their duties. All committees shall act in accordance with Wyoming State Statutes.

Article III – Converse County Senior Citizens Service District Officers

1. The officers of the Board shall be President, Vice-President, Secretary and Treasurer, each of whom shall be elected by the Board. Vacancies in officer positions may be filled by appointment. Any two or more offices may be held by the same person.
2. This Board shall follow Roberts Rules of Order.
3. President:
 - a. Shall preside at all meetings
 - b. Call the meeting to order on time
 - c. Determine the presence of a quorum
 - d. Announce the business before the assembly in the order prescribed in the agenda
 - e. Recognize members who are entitled to the floor
 - f. Process all motions
 - g. Expedite all business
 - h. Rule on any points of order
 - i. Conduct meetings in a fair and equitable manner
 - j. Serve as the representative of the District
 - k. Sign documents on behalf of the District

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- l. Serve as an ex-officio member on committees as specified in the Bylaws
 - m. Work with the secretary to prepare the agenda for the meetings
 - n. Vote on any motion before the Board
- 4. Vice-President
 - a. Preside when the President is absent or must vacate the chair and fills a vacancy in the office of President; assists the President
- 5. Secretary – Official record keeper of the organization
 - a. Works with the President to prepare the agenda
 - b. Distributes to members before the meeting any packets of material needed at the meeting
 - c. Sends notice of all meetings
 - d. Keep current membership list, current committees and members, and official attendance lists
 - e. Take minutes at all meetings and distributes the minutes to the Board and other interested parties
 - f. Makes notes of amendments to governing documents and distributes new copies to the Board and appropriate parties
 - g. Notifies officers, delegates and committee members of their election or appointment
 - h. Administers the Oath of Office to new Trustees
- 6. Treasurer – Custodian of the funds of the special district
 - a. Shall be bonded by a reputable bonding company
 - b. Receives all incoming money and disperses that money according to instructions from the District Board
 - c. Makes sure the financial records are audited
 - d. Completes appropriate forms on behalf of the District
 - e. Keeps accurate records and reports at each meeting to the Board of Trustees and shall include the following:
 - i. Balance on hand at the beginning of the reporting period
 - ii. Receipts
 - iii. Disbursements
 - iv. Balance on hand at the end of the reporting period
 - f. Provides an annual report which includes balance at the beginning of the report year, all receipts, all disbursements and balance at the end of the reporting year

Article IV – Vacancies on Board of Trustees

- 1. All vacancies on the Board are to be filled by appointment by the Board of Trustees and shall serve until such time as a replacement may be duly elected.

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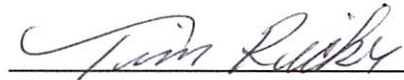
Article V – Complaints, Disciplinary Actions

1. The Board of Trustees shall have the authority to initiate disciplinary action in connection with infractions of the Bylaws of the District and any such other complaints as may be properly presented.


Article VI – Bylaws

1. The provisions of the Bylaws shall be retroactive and apply to all transactions authorized.

Adopted this 8th day of January, 2024.



Tim Ricker, President



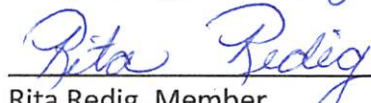
Don Luhrsen, Vice-President



Lucile K. Taylor, Secretary



Kathy Patceg, Treasurer



Rita Redig, Member