

MEETEETSE RECREATION DISTRICT
BY-LAWS, POLICY, & PROCEDURES
INCORPORATED: MAY 1988; REVISED MARCH 2024
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(A) SECTION TITLE: BY-LAWS

(A) SUB-SECTION TITLE: BYLAW GOALS

INCORPORATED DATE: 5/88

REVISED: 9/97

NUMBER- 1A

THIS ORGANIZATION SHALL BE KNOWN AS THE MEETEETSE RECREATION DISTRICT AND SHALL BE ADMINISTERED BY THE MEETEETSE RECREATION DISTRICT BOARD OF DIRECTORS.

NUMBER- 2A

1. THE MEETEETSE RECREATION DISTRICT HAS A COMMON GOAL OF PROVIDING HEALTHFUL AND CREATIVE RECREATION PROGRAMS AND FACILITIES AND ACTIVITIES TO MEET THE NEEDS OF ALL RESIDENTS OF THE DISTRICT REGARDLESS OF AGE, RACE, PHYSICAL CONDITION, OR FINANCIAL STATUS.
2. TO COOPERATE WITH PARK COUNTY SCHOOL DISTRICT #16 IN PLANNING AND SCHEDULING OR SCHOOL DISTRICT FACILITIES DURING NON-SCHOOL USE HOURS, IN ORDER TO INCREASE THE OPPORTUNITY FOR THE EXTENSIVE USE OF SCHOOL FACILITIES.
3. TO COOPERATE WITH THE TOWN OF MEETEETSE IN PLANNING AND DEVELOPMENT OF PARKS AND RECREATION AREAS.
4. THESE RULES AND REGULATIONS SHALL BE CONSTRUED LIBERALLY TO ACCOMPLISH THE PURPOSE AND INTENT OF THE AGREE BETWEEN PARK COUNTY SCHOOL DISTRICT #16 AND THE POLICIES OF THE MEETEETSE RECREATION DISTRICT.

(A) SUB-SECTION TITLE: BY-LAW BOARD FUNCTIONS

INCORPORATED DATE: 5/88

REVISED: 1/2000 & 8/2023 & 4/24

NUMBER- 3A

THE BOARD SHALL EXERCISE GENERAL SUPERVISION OF THE RECREATION SYSTEM OF THE DISTRICT WITH ITS MAJOR FUNCTIONS BEING THAT OF THE POLICY MAKING AND EVALUATION. THE BOARD MAY TAKE ANY STEPS NECESSARY TO INSURE THE SAFE, ECONOMICAL, AND ENJOYABLE OPERATION OF THE SYSTEM, INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:

MEETEETSE RECREATION DISTRICT POLICY & PROCEDURES

1. THE BOARD SHALL ENCOURAGE INDIVIDUALS, CITIZENS, GROUPS, AND ORGANIZATIONS TO GIVE FUNDS, PROPERTIES, MANPOWER, AND LEADERSHIP FOR DEVELOPMENT AND OPERATION OF PARK, RECREATION, AND CULTURAL ACTIVITIES.
2. THE BOARD SHALL STUDY AND DETERMINE PRESENT AND FUTURE COMMUNITY NEEDS, SERVICES, AND RESOURCES.
3. THE BOARD SHALL DETERMINE AND ESTABLISH THE POLICIES TO BE FOLLOWED IN CARRYING OUT THE PURPOSE FOR WHICH THE DISTRICT WAS ESTABLISHED.
4. THE BOARD SHALL SELECT AND HIRE A RECREATION DIRECTOR AND DEFINE THE SCOPE OF THE RECREATION DIRECTOR'S POWERS, DUTIES, AND RESPONSIBILITIES.
5. THE BOARD SHALL SECURE THE REQUIRED FUNDS, PREPARE, AND APPROVE THE DISTRICT'S ANNUAL BUDGET, AND AUTHORIZE ALL EXPENDITURES.
6. THE BOARD SHALL ACT AS A FORUM FOR THE MEMBERS OF THE PUBLIC IN OBTAINING INTERPRETATIONS OF POLICY AND IN PROCEDURE AND IN OBTAINING INFORMATION CONCERNING THE DISTRICT'S OPERATIONS.
7. THE BOARD SHALL CONSIDER REQUESTS, SUGGESTIONS, AND RECOMMENDATIONS CONCERNING THE DISTRICT AND ITS ACTIVITIES MADE BY MEMBERS OF THE PUBLIC.
8. THE BOARD MAY TRANSACT BUSINESS ONLY AT OFFICIAL MEETINGS.
9. THE BOARD SHALL HOLD REGULAR MEETINGS CONDUCTED IN ACCORDANCE WITH "ROBERTS RULE OF ORDER". REGULAR MEETINGS WILL BE HELD ON THE SECOND TUESDAY OF EACH MONTH.
10. SPECIAL MEETINGS MAY BE CALLED, IN ACCORDANCE WITH LEGAL NOTICE, WHEN CONSIDERED NECESSARY BY THE RECREATION DIRECTOR AND THE BOARD PRESIDENT.
11. THE BOARD SHALL CONSIST OF A MINIMUM OF FIVE (5) AND A MAXIMUM OF NINE (9) MEMBERS. ALL OF WHOM MUST BE OF LEGAL AGE AND RESIDE WITHIN THE BOUNDARIES OF THE MEETEETSE RECREATION DISTRICT. A MEMBER REPRESENTING THE SCHOOL DISTRICT #16 AND A MEMBER REPRESENTING THE TOWN OF THE MEETEETSE SHALL BE INCLUDED AS PART OF THE BOARD. MEMBERS REPRESENTING THE SCHOOL DISTRICT #16 AND TOWN OF MEETEETSE SHALL BE APPOINTED TO ONE-YEAR TERMS AND MAY SERVE NO MORE THAN SIX CONSECUTIVE YEARS REPRESENTING THEIR RESPECTIVE BOARD OR COUNCIL.
12. BOARD MEMBERS SHALL BE APPOINTED BY THE PARK COUNTY SCHOOL DISTRICT #16 BOARD OF DIRECTORS, UPON THE RECOMMENDATION OF THE MEETEETSE RECREATION DISTRICT'S BOARD OF DIRECTORS.
13. ALL MEMBERS NOT REPRESENTING THE SCHOOL DISTRICT OR THE TOWN OF MEETEETSE WILL BE APPOINTED TO A FIVE-YEAR TERM. MEMBERS ARE LIMITED TO THREE CONSECUTIVE TERMS AND ARE ELIGIBLE FOR REAPPOINTMENT AFTER BEING OFF THE BOARD FOR ONE TERM.

MEETEETSE RECREATION DISTRICT POLICY & PROCEDURES

14. SHOULD A VACANCY OCCUR, A REPLACEMENT FOR THE UNEXPIRED TERM SHALL BE APPOINTED AT THE NEXT REGULAR MEETING OF THE SCHOOL BOARD AND THE NEW MEMBERS SHALL TAKE THE OFFICE IMMEDIATELY.
15. NEW BOARD MEMBERS WILL ASSUME THE OFFICE IN JANUARY OF THE YEAR FOLLOWING THEIR APPOINTMENT BY THE SCHOOL BOARD IN DECEMBER.
16. NO MEMBER OF THE BOARD MAY RECEIVE COMPENSATION FOR ACTIVITIES AS A BOARD MEMBER OF THE RECREATION DISTRICT.
17. ALL OFFICIAL ACTS OF THE BOARD SHALL BE MADE IN THE NAME OF THE MEETEETSE RECREATION DISTRICT, AND ALL WRITTEN DOCUMENTS, CONTRACTS, NOTES, DEEDS, BONDS, AND OTHER OFFICIAL PAPERS SHALL BE SIGNED BY THE PRESIDENT OR VICE PRESIDENT OF THE BOARD AND ATTESTED BY THE SECRETARY.
18. THE BOARD SHALL EXERCISE DUE CARE AND CAUTION TO AVOID POTENTIAL OR ACTUAL CONFLICTS OF INTEREST, IN ACCORDANCE WITH [W.S. 6-5-106 AND W.S.16-6-118] WHICH MAY ARISE IN ANY BUSINESS RELATIONSHIP BETWEEN THE DISTRICT AND THE BOARD MEMBERS' PLACE OF BUSINESS OR EMPLOYMENT IN COMPLIANCE TO STATE STATUES.
19. ELECTION OF OFFICERS WILL BE HELD DURING THE FIRST MEETING IN THE NEW CALENDAR YEAR.
20. BOARD OFFICERS WILL INCLUDE A PRESIDENT, VICE PRESIDENT, SECRETARY, AND TREASURER.
21. THE PRESIDENT, ELECTED BY BALLOT VOTE AND FAMILIAR WITH PARLIAMENTARY PROCEDURE, SHALL PRESIDE AT ALL MEETINGS OF THE BOARD. THE PRESIDENT SHALL CONDUCT THE MEETINGS IN A BUSINESS-LIKE MANNER AND ACT ON BEHALF OF THE BOARD AS A WHOLE ONLY FOLLOWING BOARD AUTHORIZATION. THE PRESIDENT SHALL MAKE APPOINTMENTS TO SPECIAL COMMITTEES AS THE NEED ARISES.
22. THE VICE PRESIDENT SHALL ACT AS PRESIDENT IN THE ABSENCE OF THE PRESIDENT.
23. THE SECRETARY OF THE BOARD SHALL BE THE CUSTODIAN OF ALL OF RECORDS AND REPORTS OF THE BOARD. THE SECRETARY SHALL CONSULT WITH THE ADMINISTRATION CONCERNING ALL RECORDS AND REPORTS.
23. THE TREASURER OF THE BOARD SHALL BE RESPONSIBLE FOR GIVING AN ANNUAL BUDGET REPORT TO THE BOARD ON THE DISTRICT'S FINANCES. THESE REPORTS WILL BE PROVIDED TO THE TREASURER VIA THE ADMINISTRATION.
24. TWO BOARD MEMBERS DESIGNATED WITH AUTHORIZED SIGNATURES MUST SIGN ALL MONETARY TRANSACTIONS.
25. THE BOARD WILL ANNUALLY REVIEW THE AGREEMENT WITH THE TOWN OF MEETEETSE.

(B) SECTION TITLE: PERSONNEL

(B)SUB- SECTION TITLE: PERSONNEL: EMPLOYMENT PROCEDURES

INCORPORATED DATE: 5/88

REVISED: 9/97 & 8/2023

NUMBER- 1B

A RECREATION DIRECTOR AND AN ADMINISTRATION/PROGRAM ASSISTANT MAY BE HIRED BY THE BOARD ON A FIRM CONTRACT FOR ONE YEAR.

NUMBER- 2B

PART-TIME EMPLOYEES MAY BE EMPLOYED BY THE DIRECTOR AS CONDITIONS DEEM NECESSARY BY THE BOARD OF THE MEETEETSE RECREATION DISTRICT. PART-TIME EMPLOYEES SHALL WORK ON AN HOURLY BASIS UNLESS OTHERWISE NOTIFIED AT THE TIME OF EMPLOYMENT. PART-TIME PERSONNEL SHALL BE SCREENED, HIRED, AND RELEASED BY THE DIRECTOR FOLLOWING GUIDELINES ESTABLISHED BY THE BOARD OF DIRECTORS.

NUMBER-3B

FULL-TIME PERSONNEL SHALL BE EMPLOYED UPON THE RECOMMENDATION OF THE DIRECTOR, AND ONLY WITH THE APPROVAL OF THE BOARD OF DIRECTORS.

NUMBER-4B REVISED: 8/2023

THE MEETEETSE RECREATION DISTRICT DOES NOT UNLAWFULLY DISCRIMINATE INTERNALLY (IN ITS ADMINISTRATIVE AND PROGRAM OPERATIONS) OR EXTERNALLY (IN PROVISION OF SERVICES) ON THE BASIS OF RACE, POLITICAL ORIENTATION, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, NATIONAL ORIGIN, ETHNICITY, ANCESTRY, MARITAL STATUS, VETERAN STATUS, OR MENTAL OR PHYSICAL DISABILITY OR ANY OTHER STATUS PROHIBITED BY APPLICABLE LAW, INCLUDING TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED. FURTHER, UNDER THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, NO ENTITY SHALL DISCRIMINATE AGAINST ANY INDIVIDUAL WITH A PHYSICAL OR MENTAL DISABILITY IN CONNECTION WITH THE PROVISION OF SERVICES.

NUMBER-5B: INCORPORATED 9/97; REVISED 8/2023

VOLUNTEER EMPLOYMENT WILL BE ACCEPTED AS LONG AS THE VOLUNTEER EMPLOYEE ACCEPTS THE SAME RESPONSIBILITIES AS A PAID EMPLOYEE OF THE MEETEETSE

RECREATION DISTRICT. PROGRAM & ACTIVITY VOLUNTEERS MUST FIRST SUBMIT A VOLUNTEER REQUEST. THE REQUEST WILL THEN BE ACCEPTED OR DENIED BY THE DIRECTOR.

(B) SUB-SECTION TITLE: PERSONNEL- RESPONSIBILITIES

NUMBER- 6B

JOB DESCRIPTIONS FOR SALARIED PERSONNEL SHALL BE PREPARED BY THE RECREATION DIRECTOR AND APPROVED BY THE BOARD AND SHALL BE MAINTAINED ON FILE WITH OTHER DISTRICT RECORDS. THE JOB DESCRIPTIONS SHALL BE REVIEWED FROM TIME TO TIME BY THE BOARD.

NUMBER-7B: *INCORPORATED 3/84; REVISED 9/97*

ANYTIME AN ACTIVITY IS SPONSORED BY THE MEETEETSE RECREATION DISTRICT THE INDIVIDUAL IN CHARGE OF THE ACTIVITY WILL BE AN EMPLOYEE OF THE DISTRICT IN REGARD TO INSURANCE, WAGES, ETC.

NUMBER- 8B: *INCORPORATED- 2/91; REVISED 9/97*

PAYMENT OF FEES NEEDED BY EXISTING EMPLOYEES TO OBTAIN OR RENEW THEIR CERTIFICATIONS, AND FUTURE PAYMENT OF SUCH FEES ARE TO BE AT THE BOARD OF DIRECTORS' DISCRETION.

NUMBER- 9B: *INCORPORATED- 5/88; REVISED 9/97*

THE FOLLOWING OFFENSES MAY JUSTIFY IMMEDIATE DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE:

1. DRUNKENNESS OR USE OF DRUGS ON THE JOB
2. FIGHTING
3. THEFT OF DISTRICT OR OTHER EMPLOYEE'S PROPERTY
4. FALSIFYING TIMESHEETS
5. GROSS INSUBORDINATION, SUCH AS REFUSAL TO WORK OR THREATENING OR ABUSING A SUPERVISOR.
6. LYING OR OMITTING CRITICAL INFORMATION ON AN APPLICATION
7. CONVICTION OR A FELONY (SEEK LEGAL ADVICE)
8. BRIBERY OR OTHER IMPROPER INFLUENCE TO GAIN A PROMOTION, RAISE, OR OTHER BENEFIT.
9. AN ACT WHICH THREATENS THE SAFETY, HEALTH, OR WELL-BEING OF ANOTHER PERSON.

10. FAILURE TO REPORT TO WORK FOR THREE OR MORE DAYS WITHOUT NOTIFICATION OF PROPER SUPERVISOR.

NUMBER-10B

THE FOLLOWING OFFENSES MAY RESULT IN A WRITTEN WARNING FIRST, FOLLOWED BY DAYS OFF WITHOUT PAY:

1. GAMBLING ON THE JOB
2. UNAUTHORIZED ABSENCE FOR ONE OR TWO DAYS.
3. NEGLIGENT OR CARELESS USE OF COMPANY PROPERTY
4. SLEEPING ON THE JOB
5. IMPROPER RELEASE OF CONFIDENTIAL INFORMATION
6. FAILURE TO COMPLY WITH PUBLISHED RULES.

NUMBER-11B

EMPLOYEES' GUILTY OF THE FOLLOWING OFFENSES SHOULD FIRST BE GIVEN AN ORAL WARNING. A WRITTEN WARNING SHOULD FOLLOW. IF THE PROBLEM PERSISTS, DISCHARGE IS THEN WARRANTED:

1. TARDINESS
2. SMOKING IN UNAUTHORIZED AREAS
3. FOUL AND ABUSIVE LANGUAGE
4. INEFFICIENT, INCOMPETENT, OR NEGLIGENT PERFORMANCE OF WORK.
5. UNAUTHORIZED ABSENCE FROM WORKSTATION.
6. EXCESSIVE CELL PHONE USE
7. INABILITY OR FAILURE TO MAINTAIN SATISFACTORY WORKING RELATIONSHIPS WITH COWORKERS OR CUSTOMERS.

NUMBER-12B

SUSPENSION SHALL BE ENACTED FOR PART-TIME OR FULL-TIME EMPLOYEES UNTIL THE NEXT REGULAR SCHEDULED BOARD MEETING WHERE THE BOARD WILL ACT ON THE DISMISSAL AFTER REVIEW. ALL SUSPENSIONS ARE TO BE IN WRITING, FULLY DOCUMENTED, AND WITHOUT PAY. RECREATION EMPLOYEE SUSPENSION WILL BE ENACTED BY THE DIRECTOR.

NUMBER- 13B: *INCORPORATED- 5/92; REVISED- 9/97*

THE DIRECTOR SHALL EVALUATE ALL RECREATION DISTRICT EMPLOYEES ANNUALLY. THE BOARD OF DIRECTORS SHALL EVALUATE THE DIRECTOR ANNUALLY.

NUMBER -14B: DRUG AND ALCOHOL POLICY: INCORPORATED 3/24

EMPLOYEES ARE STRICTLY PROHIBITED FROM POSSESSING, MANUFACTURING, DISTRIBUTING, STORING, CONSUMING, OR OTHERWISE USING ALCOHOL AND ILLEGAL DRUGS, AS DEFINED BY STATE OR FEDERAL LAWS AND REGULATIONS, ON MEETEETSE RECREATION DISTRICT PROPERTY, ACTIVITIES, OR VEHICLE.

WHENEVER MEETEETSE RECREATION DISTRICT EMPLOYEES ARE CONDUCTING DISTRICT RELATED WORK THEY ARE PROHIBITED FROM USING, POSSESSING, BUYING, SELLING, MAKING ALCOHOL OR ILLEGAL DRUGS OR BEING UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS. EMPLOYEES TAKING PRESCRIPTION MEDICATION MUST HAVE MEDICATION IN A LICENSED CONTAINER FROM PHARMACY.

ILLEGAL DRUGS OR PARAPHERNALIA WILL BE TURNED OVER TO LAW ENFORCEMENT IMMEDIATELY.

EMPLOYEES ARE SUBJECT TO PRE-EMPLOYMENT, REASONABLE SUSPICION, POST-ACCIDENT, AND FOLLOW UP TESTING. EMPLOYEES STRUGGLING WITH SUBSTANCE MISUSE ARE ENCOURAGED TO SEEK HELP. THE MEETEETSE RECREATION DISTRICT WILL OFFER COUNSELING AND SUPPORT PROGRAMS TO ASSIST IN RECOVERY.

VIOLATIONS OF THIS POLICY WILL RESULT IN DISCIPLINARY ACTIONS AT THE DISCRETION OF THE MEETEETSE RECREATION BOARD OF DIRECTORS, UP TO AND INCLUDING TERMINATION. EMPLOYEES WHO REFUSE TO COOPERATE IMMEDIATELY IN REQUIRED TESTS OR WHO USE, POSSESS, BUY, SELL, MANUFACTURE, OR DISPENSE AN ILLEGAL DRUG IN VIOLATION OF THIS POLICY WILL BE TERMINATED.

ALL PUBLIC TRANSPORTATION EMPLOYEES CONDUCTING PUBLIC TRANSPORTATION RELATED WORK MUST ADHERE TO THE DEPARTMENT OF TRANSPORTATION'S DRUG AND ALCOHOL POLICY.

(C) SECTION TITLE: ADMINISTRATION

(C)SUB- SECTION TITLE: ADMINISTRATION-TRANSPORTATION POLICIES

NUMBER-2C: *INCORPORATED- 1/91; REVISED 9/97 & 8/2023 & 3/2024*

WHEN AN ORGANIZATION LEASES THE DISTRICT'S TRANSIT VEHICLES THE DRIVER MUST MEET ALL PUBLIC TRANSIT PROVIDER CERTIFICATIONS.

PUBLIC TRANSPORTATION EMPLOYEES AND ACTIVITIES MUST COMPLY WITH ALL THE WYOMING DEPARTMENT OF TRANSPORTATION RULES AND REGULATIONS. ONLY IN REGARD TO PUBLIC TRANSPORTATION PROGRAMS AND ACTIVITIES, THE WYOMING DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES SUPERSEDE ALL POLICIES AND PROCEDURES OF THE MEETEETSE RECREATION DISTRICTS. PLEASE REFER TO WYOMING DOT POLICIES AND PROCEDURES BOOK.

MEETEETSE RECREATION DISTRICT POLICY & PROCEDURES

NUMBER- 3C: INCORPORATED 6/2003

AVAILABILITY:

1. ANY MEETEETSE RECREATION DISTRICT ACTIVITY SHALL TAKE PRECEDENCE OVER ANY OTHER REQUEST FOR TRANSPORTATION.
2. ALL REQUESTS FOR USE OF PUBLIC TRANSPORTATION WILL BE CONSIDERED IN RESPECT TO THE AVAILABILITY OF VEHICLES AND DRIVERS.
3. THE MOST COST-EFFICIENT AND PASSENGER APPROPRIATE VEHICLE SHALL BE USED WHEN TRANSPORTATION IS REQUESTED
4. NO VEHICLE OWNED BY THE MEETEETSE RECREATION DISTRICT SHALL BE USED UNLESS DRIVEN BY A MEETEETSE RECREATION DISTRICT EMPLOYEE

COST OF USE:

1. A FEE OF \$0.69 PER MILE DRIVEN AND CURRENT HOURLY DRIVER'S RATE SHALL BE CHARGED FROM THE TIME OF DEPARTURE FROM MEETEETSE TO THE TIME OF RETURN.
2. A CHARGE OF 25% OF THE SUM OF MILEAGE AND DRIVE SHALL BE INCLUDED IN THE TOTAL CHARGE OF TRANSPORTATION, TO COVER OVERHEAD COSTS.
3. WHEN DRIVING FOR PUBLIC TRANSIT ALL DRIVERS SHALL BE REIMBURSED UP TO \$12 FOR THE COST OF THEIR FIRST MEALS BY THE MEETEETSE RECREATION DISTRICT. EACH ADDITIONAL MEAL NEEDED BY DRIVERS SHALL BE PAID BY THE CONTRACTING PARTY AND BE EQUIVALENT TO THE MEAL BOUGHT BY THE PASSENGERS. THIS IS ON A DAILY BASIS; DRIVER'S MEALS ON MULTI-DAY TRIPS ARE REIMBURSED IN THE SAME MANNER AS A SINGLE DAY TRIP.
4. SHOULD PUBLIC TRANSIT BE USED FOR A TRIO, WHICH WOULD REQUIRE THE DRIVER TO NEED A MOTEL ROOM, THE COST OF THE ROOM SHALL BE PAID BY THE CONTRACTING PARTY.

ADMINISTRATION

1. WHEN ACTING AS A DRIVER FOR PUBLIC TRANSIT, THE DIRECTOR OF THE MEETEETSE RECREATION DEPARTMENT SHALL BE PAID THE SAME AS ALL OTHER DRIVERS, IN ADDITION TO THE REGULAR SALARY RECEIVED.
2. IF ANY CONFLICT OF THESE GUIDELINES SHOULD OCCUR, THE DIRECTOR HAS ALL POWER OF MEDIATION AND DECISION IN RECTIFYING THE CONFLICT.

(C)SUB- SECTION TITLE: ADMINISTRATION- ACCOUNTING POLICIES

NUMBER-4C: *INCORPORATED- 5/91; REVISED 9/97, REVISED 8/2023*

PAYDAY WILL BE ON THE LAST OR FIRST THURSDAY OF EACH MONTH.

NUMBER-5C: *INCORPORATED- 5/88; REVISED 9/97*

ALL EXPENDITURES, WITH EXCEPTION OR REGULAR PAYROLL, SHALL BE APPROVED AND AUTHORIZED BY THE BOARD OF DIRECTORS.

NUMBER-6C- STATEMENT OF INTEREST: *INCORPORATED- 8/98*

THE BOARD OF DIRECTORS SUPPORTS AND AUTHORIZES A SAFE AND SOUND INVESTMENT PROGRAM. SUCH A PROGRAM IS VIEWED AS A CRITICAL INGREDIENT OF SOUND FISCAL MANAGEMENT, THE PURPOSE OF WHICH IS TO SECURE A MAXIMUM YIELD OF INTEREST REVENUES TO SUPPLEMENT OTHER DISTRICT REVENUES FOR THE SUPPORT OF THE RECREATIONAL PROGRAM OF THE DISTRICT.

INVESTMENTS SHALL BE LIMITED TO THOSE AUTHORIZED BY STATE LAW. SEE W.S. 9-4-831 AS AMENDED. SEE STATEMENT OF INVESTMENT POLICY.

BEFORE ANY PERSON EFFECTS ANY INVESTMENT TRANSACTION ON BEHALF OF THE RECREATION DISTRICT OR OFFER ANY INVESTMENT ADVICE TO THE RECREATION DISTRICT, THE PERSON SHALL SIGN A STATEMENT INDICATING HE/SHE HAS READ THIS POLICY AND AGREES TO ABIDE BY APPLICABLE STATE LAW WITH RESPECT TO ADVICE HE/SHE GIVES AND THE TRANSACTIONS HE/SHE UNDERTAKES ON BEHALF OF THE RECREATION DISTRICT. FOR THE PURPOSE OF THIS POLICY, "INVESTMENT TRANSACTION" OR "INVESTMENT ADVICE" DOES NOT INCLUDE DEPOSITS IN FINANCIAL INSTITUTIONS AS AUTHORIZED BY LAW.

STAFF RESPONSIBLE FOR INVESTMENT TRANSACTIONS ARE ENCOURAGED TO TAKE ADVANTAGE OF EDUCATION PROGRAMS CONDUCTED BY THE STATE AUDITOR OR TREASURER RELATING TO INVESTMENT OF PUBLIC FUNDS.

THE BOARD OF DIRECTORS BELIEVES:

1. THAT ALL EXCESS FUNDS SHALL BE HELD IN INTEREST-BEARING ACCOUNTS OR INVESTMENTS TO EARN THE MAXIMUM RETURN POSSIBLE ON THE FUNDS AVAILABLE FOR INVESTMENT WHILE COMPLYING WITH STATE STATUTES AND DISTRICT POLICY.
2. THAT SAFETY OF FUNDS SHOULD BE A FIRST CONSIDERATION. THE DISTRICT SHOULD NOT ENTER INTO INVESTMENT TRANSACTIONS, WHICH WILL EXPOSE ITSELF TO AN UNDUE CREDIT RISK OF AN ISSUER OR A BROKER/DEALER; THAT INVESTMENT PRACTICES MUST ALWAYS BE IN COMPLIANCE WITH STATE LAWS.

NUMBER – 7C: *INCORPORATED - 5/92 REVISED – 3/2024*

AN ENDOWMENT FUND OF A MINIMUM OF \$100,000.00 WILL BE INVESTED WITH THE INTEREST OF SUCH FUND TO BE USED FOR GENERAL FUND OPERATIONS.

(C) SUB-SECTION TITLE: ADMINISTRATION- PREPARATION OF MEETINGS

INCORPORATED DATE: 1/92

REVISED: 9/97 & 8/2023 & 3/2024

NUMBER - 7C

PREPARE THE AGENDA BY WEDNESDAY BEFORE THE MEETING DATE. MEETING DATE MUST BE POSTED PUBLICLY AND POST ON THE DISTRICT'S WEBSITE & POST OFFICE.

(C) SUB-SECTION TITLE: ADMINISTRATION- DIRECTOR RESPONSIBILITIES

INCORPORATED DATE: 5/88

REVISED: 9/97

NUMBER - 8C

THE DIRECTOR MAY TERMINATE AN EMPLOYEE WHEN THE POSITION TO WHICH SAID EMPLOYEE HAS BEEN ASSIGNED IS ABOLISHED OR WHEN FUNDS ARE NOT AVAILABLE TO PAY THE SALARY.

NUMBER - 9C

THE RECREATION DIRECTOR SHALL OVERSEE DISTRICT PURCHASING WITH BOARD APPROVAL AND SUPERVISION.

NUMBER - 10C

THE RECREATION DIRECTOR MAY AUTHORIZE, SUBJECT TO BOARD APPROVAL OF THE EXPENDITURE, PURCHASE FOR SUPPLIES AND EQUIPMENT. THE RECREATION DIRECTOR SHALL MAKE THESE PURCHASES LOCALLY, UNLESS THE ITEMS ARE UNAVAILABLE LOCALLY OR THE COST IS PROHIBITIVE.

NUMBER - 11C

ANY GROUP WISHING TO PROMOTE, ORGANIZE AND CONDUCT AN ACTIVITY BY FORMING A CLUB WITH THE SPONSORSHIP OF THE DISTRICT SHALL SUBMIT A WRITTEN REQUEST TO THE DIRECTOR. THE RECREATION DIRECTOR SHALL REVIEW THE PROPOSAL TO DETERMINE IF:

1. THE PROPOSAL BY-LAWS CONFORM TO MEETEETSE RECREATION DISTRICT STANDARDS.
2. THE AVAILABILITY OF THE FACILITY TO BE USED.

3. THE PROPOSAL CONFORMS GENERAL DISTRICT POLICIES AND OBJECTIVES. IF THE RECREATION DIRECTOR FINDS THE PROPOSAL ACCEPTABLE, IT SHALL BE PRESENTED TO THE BOARD FOR APPROVAL, TOGETHER WITH A PROPOSED FEE, DETERMINED IN ACCORDANCE WITH DISTRICT POLICY.

NUMBER - 12C

THE RECREATION DIRECTOR AND STAFF SHALL PREPARE AN INVENTORY OF PROGRAMS CURRENTLY CONDUCTED BY THE DISTRICT THROUGHOUT THE YEAR. THIS INVENTORY SHALL INCLUDE THE FEES AND CHARGES CURRENTLY ASSESSED IN EACH PROGRAM. THE INVENTORY SHALL BE PRESENTED TO THE BOARD FOR THEIR REVIEW. EACH PROGRAM AND RELATED FEES SHALL BE REVIEWED ANNUALLY BY THE BOARD.

SECTION D- GENERAL RESPONSIBILITIES

(D) SUB-SECTION TITLE: BOARD MINUTES

INCORPORATED DATE: 5/82

REVISED: 9/97 & 8/2023

NUMBER- 1D

COPIES OF BOARD MINUTES WILL BE SENT TO THE TOWN AND SCHOOL AND POSTED PUBLICLY ON DISTRICT'S WEBSITE AND AT THE POST OFFICE.

(D) SUB- SECTION TITLE: BOARD VACANCY ADVERTISEMENT

INCORPORATED DATE: 6/85

REVISED: 9/97 & 8/2023

NUMBER- 2D

NEW BOARD VACANCIES ARE TO BE ADVERTISED IN THE COMMUNITY BULLETIN. APPLICANTS ARE TO FILL OUT AN APPLICATION.

(D) SUB-SECTION TITLE: BOARD RESPONSIBILITIES

INCORPORATED DATE: 8/85

REVISED: 9/97 & 8/2023

NUMBER - 3D

NO BUSINESS OR ORGANIZATION SHALL USE TOOLS OR MECHANICAL EQUIPMENT WITHOUT BOARD APPROVAL.

NUMBER - 4D: INCORPORATED - 1/86 REVISED - 9/97

WRITTEN QUOTES OR ESTIMATES MUST BE RECEIVED PRIOR TO HIRING ANY CONTRACT LABOR.

NUMBER - 5D: *INCORPORATED - 2/87 REVISED - 9/97 & 8/2023 & 3/2024*

THE MEETEETSE RECREATION DISTRICT SHALL COMPLY WITH THE PROVISIONS OF W.S. § 15-1-112 AND W.S. § 16-6-101, ET SEQ AND ADHERE TO THE WYOMING PREFERENCE ACT (WYOMING STATE STATUTE § 16-6-201 THROUGH 16-6-206). ALL FISCAL EXPENDITURES MUST BE APPROVED BY THE BOARD OF DIRECTORS, WHO SHALL ENSURE A GOOD FAITH EFFORT TO KEEP EXPENSES AS LOW AS REASONABLY PRUDENT AND FOLLOW THE PROCUREMENT POLICY SET FORTH BY THE MEETEETSE RECREATION DISTRICT. SEE PROCUREMENT POLICY AND CONTRACTOR PREFERENCE PLAN.

NUMBER - 6D: *INCORPORATED - 3/88 REVISED - 9/97 & 8/2023*

ALL JOBS FOR MEETEETSE RECREATION DISTRICT ARE TO BE POSTED ON THE DISTRICT'S WEBSITE, SOCIAL MEDIA PLATFORMS, AND COMMUNITY BULLETIN.

NUMBER 7D: *INCORPORATED - 10/88 REVISED - 9/97*

ALL PROGRAMS IN THE FUTURE ARE TO BE PRESENTED TO THE BOARD WITH DISCUSSION OF SALARY, LENGTH OF THE PROGRAM, AND ANTICIPATED REVENUES AND EXPENDITURES PRIOR TO THE TIME OF THE PROGRAM'S OPENING.

NUMBER - 8D: *INCORPORATED - 4/92 REVISED - 9/97*

COMMITTEES WILL BE FORMED AS NEEDED.

NUMBER - 9D: *INCORPORATED - 6/92 REVISED - 9/97*

AN AUDIT WILL BE CONDUCTED WHEN DEEMED NECESSARY BY THE BOARD OR REQUIRED BY STATE STATUTE.

(E) SECTION TITLE: FACILITY & EQUIPMENT POLICIES

INCORPORATED DATE: 3/89

REVISED: 6/19

NUMBER 1E: *INCORPORATED 1/88 REVISED 9/97 3/2024*

NO ALCOHOL OR SMOKING ALLOWED IN RECREATION BUILDINGS.

NUMBER 2E: *INCORPORATED 2/90 REVISED 12/2007, REVISED 8/2023 & 3/2024*

THE MEETEETSE RECREATION BOARD OWNS AND OPERATES TWO RECREATION FACILITIES AND A PUBLIC TRANSPORTATION GARAGE. THESE FACILITIES ARE INTENDED FOR THE PRIMARY USE AND BENEFIT OF THE MEETEETSE RECREATION DISTRICT,

MEETEETSE RECREATION DISTRICT POLICY & PROCEDURES

PREFERENCE AND PRIORITY WILL ALWAYS BE GIVEN TO MEETEETSE RECREATION SPACES BY THE MEETEETSE RECREATION DISTRICT AND/OR ITS SPONSORED ACTIVITIES. ANY INDIVIDUAL, CLUB, ORGANIZATION, GROUP, TEAM, BUSINESS, OR NON-PROFIT DESIRING TO USE A MEETEETSE RECREATION DISTRICT FACILITY MUST MAKE A REQUEST IN ADVANCE TO THE DIRECTOR AND/OR THEIR DESIGNATED REPRESENTATIVE. FACILITY USAGE REQUESTS THAT MAY ALTER, INHIBIT, OR NEGATIVELY AFFECT PROGRAMING OR INVENTORY WILL RECEIVE THE LOWEST PRIORITY OR DENIAL. IF THE DIRECTOR DETERMINES THAT THE FACILITY IS AVAILABLE AND THE USAGE REQUEST FOLLOWS THE POLICIES AND PROCEDURES OF THE DISTRICT, THE GROUP WILL BE ALLOWED TO USE IN THE FACILITY ON THE SPECIFIC DATES AND AT THE SPECIFIC TIME APPROVED BY THE DIRECTOR. UNLESS OTHERWISE AGREED TO IN WRITING BY THE DIRECTOR, AN APPROVAL OF ONE USAGE DOES NOT CONSTITUTE AN APPROVAL FOR UTILIZATION OF THE FACILITY FOR ANY SUBSEQUENT USAGE. SAID PARTIES REQUESTING USAGE OF THE FACILITIES MUST COMPLETE A BUILDING USAGE AGREEMENT PRIOR TO USE AND HAVE AN EXECUTED USER AGREEMENT BEFORE UTILIZING ANY FACILITY OF THE DISTRICTS.

NUMBER 3E: FEES FOR RECREATION BUILDINGS USE: *INCORPORATED- 2/90 REVISED 6/2019, 3/24*

ANY INDIVIDUAL, GROUP, TEAM, NON-PROFIT, ORGANIZATION, OR CLUB MAY REQUEST THE USE OF THE MEETEETSE RECREATION DISTRICT FACILITIES. ANY GROUP OR INDIVIDUAL WISHING TO USE THE BUILDING FOR ANY ACTIVITY FOR WHICH A FEE IS CHARGED TO PARTICIPATE IN AN ACTIVITY AND THE ACTIVITY NOT BEING REC SPONSORED, WILL BE CHARGED AN ADDITIONAL \$50 AN HOUR PLUS A \$200 CLEANING DEPOSIT. RECREATION SPONSORED ACTIVITIES WHICH REQUIRE HIRING AND PAYING AN INSTRUCTOR, OUTSIDE THE PAYROLL, WILL BE CHARGED 15% OF THE PROCEEDS COLLECTED FOR THAT ACTIVITY. SEE THE MEETEETSE RECREATION DISTRICT POLICY & PROCEDURES OF GENERAL FACILITY OPERATIONS FOR MORE.

NUMBER 4E: SOUTH FORK CABIN: *INCORPORATED 6/19*

ANY BUSINESS REQUESTING THE USE OF THE SOUTH FORK CABIN MUCH BE A PERSONAL MEMBER OF THE MEETEETSE RECREATION DISTRICT AND PAY AN ADDITIONAL FEE BASED ON THE BOARDS DISCRETION AND APPROVAL, INCLUDING THE DURATION OF USE.

NUMBER- 5E: SWIMMING POOL: *INCORPORATED 4/90- REVISED 9/97*

PEOPLE WITH LIFEGUARD CERTIFICATIONS WILL BE PRESENT AND ON DUTY ANY TIME THE POOL IS OPEN FOR PUBLIC USE.

NUMBER- 6E: INVENTORY: *INCORPORATED 5/88 REVISED 9/97*

THE RECREATION DIRECTOR AND STAFF SHALL PREPARE AN INVENTORY OF EQUIPMENT CURRENTLY MAINTAINED BY THE DISTRICT WHICH IS AVAILABLE FOR PUBLIC USE AND PRESENT THE INVENTORY TO THE BOARD UPON REQUEST.

NUMBER 7E: USER FEES

THE BOARD SHALL DETERMINE THE AMOUNT OF USER FEE THAT SHALL BE ASSESSED FOR THAT EQUIPMENT, THE AMOUNT OF DEPOSIT TO BE POSTED PRIOR TO CHECKING THE EQUIPMENT, AND LATE CHARGES THAT MAY BE ASSESSED FOR TARDY RETURN. THE PARTY CHECKING OUT THE EQUIPMENT SHALL BE RESPONSIBLE FOR ALL FEES AND CHARGES AND SHALL BE RESPONSIBLE FOR RETURNING THE EQUIPMENT IN GOOD ORDER.

(F) SECTION TITLE: GENERAL POLICIES AND PROCEDURES

INCORPORATED 9/19: REVISED- 8/2023

NUMBER: F1: PUBLIC RECORDS

INCORPORATED DATE: 9/19 ; REVISED: 11/19

IN ACCORDANCE WITH WYOMING STATE STATUE 16-4-201 THROUGH 205, THE MEETEETSE RECREATION DISTRICT SHALL BE OPEN FOR PUBLIC RECORD INSPECTION DURING REGULAR OPERATION HOURS BY ANY PERSON. ANY PERSON MAY REQUEST RECORDS BY SUBMITTING A WRITTEN MEETEETSE RECREATION DISTRICT PUBLIC RECORD REQUEST FORM. MEETEETSE RECREATION DISTRICT HEREBY APPOINTS THE PERSON FULFILLING THE POSITION OF DIRECTOR TO BE THE DESIGNATED PUBLIC RECORDS PERSON TO RECEIVE PUBLIC RECORDS REQUESTS. THIS INDIVIDUAL SHALL COORDINATE WITH THE CUSTODIAN OF THE RECORDS REQUESTED AN APPROPRIATE RESPONSE TO THE REQUEST.

NUMBER F2: ADA POLICY

INCORPORATED DATE: 5/2022; REVISED: 4/2023

THE AMERICANS WITH DISABILITIES ACT (ADA) WAS SIGNED INTO LAW ON JULY 26, 1990. ADA IS CIVIL RIGHTS LEGISLATION REQUIRING THAT PERSONS WITH DISABILITIES RECEIVE SERVICES EQUAL TO THOSE PROVIDED NONDISABLED PERSONS.

IT IS THE POLICY OF MEETEETSE RECREATION DISTRICT THAT THE PROVIDED TRANSPORTATION SERVICES, PROGRAMS, FACILITIES, AND COMMUNICATIONS, DIRECTLY OR PROVIDED BY A SERVICE CONTRACTOR, ARE READILY ACCESSIBLE AND USABLE TO INDIVIDUALS WITH DISABILITIES TO MAXIMUM EXTENT POSSIBLE (49 CFR 37.105)

NUMBER F3: DOCUMENT DESTRUCTION & RETENTION: ADOPTED DATE: 5/2022

THE MEETEETSE RECREATION DISTRICT WILL MANAGE RECORDS IN ACCORDANCE WITH W.S. 9- 2-405 THROUGH 9-2-413 AND FOLLOW THE DESTRUCTION AND RETENTION SCHEDULE POLICY ADOPTED BY THE DISTRICT.

NUMBER F4: WHISTLEBLOWER PROTECTION POLICY: ADOPTED DATE: 5/2022

MEETEETSE RECREATION DISTRICT REQUIRES DIRECTORS, OFFICERS, AND EMPLOYEES TO OBSERVE HIGH STANDARDS OF BUSINESS AND PERSONAL ETHICS IN THE CONDUCT OF THEIR DUTIES AND RESPONSIBILITIES. THE MEETEETSE RECREATION DISTRICT'S DIRECTOR IS RESPONSIBLE FOR ENSURING THAT ALL COMPLAINTS ABOUT UNETHICAL OR ILLEGAL CONDUCT ARE INVESTIGATED AND RESOLVED.

THIS WHISTLEBLOWER POLICY IS INTENDED TO ENCOURAGE AND ENABLE EMPLOYEES AND OTHERS TO RAISE SERIOUS CONCERNS INTERNALLY SO THAT MEETEETSE RECREATION DISTRICT CAN ADDRESS AND CORRECT INAPPROPRIATE CONDUCT AND ACTIONS. IT IS THE RESPONSIBILITY OF ALL BOARD MEMBERS, OFFICERS, EMPLOYEES, AND VOLUNTEERS TO REPORT CONCERNS VIOLATIONS OF MEETEETSE RECREATION DISTRICT'S CODE OF ETHICS OR SUSPECTED VIOLATIONS OF LAW OR REGULATIONS THAT GOVERN MEETEETSE RECREATION DISTRICT'S OPERATIONS. IT IS CONTRARY TO THE VALUES OF MEETEETSE RECREATION DISTRICT FOR ANYONE TO RETALIATE AGAINST ANY BOARD MEMBER, OFFICER, EMPLOYEE, OR VOLUNTEER WHO IN GOOD FAITH REPORTS AN ETHICS VIOLATION, OR A SUSPECTED VIOLATION OF LAW, SUCH AS A COMPLAINT OF DISCRIMINATION, OR SUSPECTED FRAUD, OR SUSPECTED VIOLATION OF ANY REGULATION GOVERNING THE OPERATIONS OF MEETEETSE RECREATION DISTRICT. AN EMPLOYEE WHO RETALIATES AGAINST SOMEONE WHO HAS REPORTED A VIOLATION IN GOOD FAITH IS SUBJECT TO DISCIPLINE UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

NUMBER F5: CONFLICT OF INTEREST: ADOPTED DATE: 5/2022

IN ACCORDANCE WITH W.S. 6-5-106 AND W.S. 16-6-118 THE BOARD, OFFICERS, MANAGEMENT, AND EMPLOYEES HAVE THE RESPONSIBILITY OF ADMINISTERING THE AFFAIRS OF MEETEETSE RECREATION DISTRICT HONESTLY AND PRUDENTLY, AND OF EXERCISING THEIR BEST CARE, SKILL, AND JUDGMENT FOR THE SOLE BENEFIT OF MEETEETSE RECREATION DISTRICT. THOSE PERSONS SHALL EXERCISE THE UTMOST GOOD FAITH IN ALL TRANSACTIONS INVOLVED IN THEIR DUTIES, AND THEY SHALL NOT USE THEIR POSITIONS WITH MEETEETSE RECREATION DISTRICT OR KNOWLEDGE GAINED THERE FROM FOR THEIR PERSONAL BENEFIT. THE INTERESTS OF THE ORGANIZATION MUST BE THE FIRST PRIORITY IN ALL DECISIONS AND ACTIONS.

NUMBER F6: RECKID POLICY: INCORPERATED: 8/2023

MEETEETSE RECREATION DISTRICT POLICY & PROCEDURES

THE MEETEETSE RECREATION DISTRICT STAFF WILL ADHERE TO THE RECKID RULES AND POLICIES SET FORTH IN THE RECKID STAFF HANDBOOK.

NUMBER F7: EMERGENCY PROCEDURE: INCORPERATED: 8/2023 ; REVISED 3/2024

THE MEETEETSE RECREATION DISTRICT'S GOAL IS TO PROVIDE FOR THE SAFE AND SPEEDY EVACUATION OF THE BUILDINGS DURING AN EMERGENCY. EMPLOYEES ARE MADE AWARE OF THE FIRE EXTINGUISHERS & AED IN THE FACILITY AS WELL THE EVACUATION PROCEDURES. QUARTEY ROUTINE PRACTICE OF EMERGENCY PROCEDURES ARE TO BE SCHEDULED ON A RANDOM BASIS.

NUMBER 8F: DAY TO DAY OPERATIONS, USAGE, FACILITY POLICY FEES

INCORPORATED: MARCH 2024

THE MEETEETSE RECREATION DISTRICT, BOARD OF DIRECTORS, MEMBERS, AND USERS WILL ABIDE BY THE POLICIES AND PROCEDURE OUTLINED IN THE MEETEETSE RECREATION DISTRICT POLICY & PROCEDURES OF GENERAL FACILITY OPERATIONS