

Platte County Senior Citizens Service District

PO Box 1241

Wheatland, WY 82201

**PCSCSD**

BYLAWS  
OF  
PLATTE COUNTY SENIOR CITIZENS SERVICE DISTRICT

ARTICLE I – SPECIAL DISTRICT

1. This special district shall be known as the Platte County Senior Citizens Service District.
2. The purpose of the special district will be the preservation and protection of senior citizen programs that may be provided directly by the district board or through contract(s) with Wyoming nonprofit corporations(s) providing senior citizen programs pursuant to agreements allowed by laws of the State of Wyoming.
3. The constitution and Bylaws of this special district may be amended, or additional Bylaws enacted by a two-thirds (2/3) vote of the Board of Trustees.
4. This special district shall encompass Platte County, Wyoming. Under the terms and provisions of Wyoming Statute Section 18-15-105, this special district shall be governed by a Board of Trustees consisting of five (5) trustees serving one term of two (2) years. All trustees must be residents within the District from which elected.

ARTICLE II – BOARD OF TRUSTEES

1. The Board of Trustees are to operate and manage the special district so as to comply fully with the terms and provisions of Sections 18-15-101 through 18-15-111, Wyoming Statutes.
2. There shall be one (1) meeting a month to be held on the 3<sup>rd</sup> Thursday of the month, with a minimum of ten (10) meetings per year. Meetings shall be held in accordance with Wyoming Law applicable to Senior Service Districts and shall be open to the public and advertised pursuant to law.
3. Special Meetings or Workshops for any purpose or purposes as described in the meeting notice, may be called by the Board. Any Special Meeting or Workshop must also be held in accordance with Wyoming Law.
4. It shall be the duty of the Board of Trustees to hear and act on all complaints and initiate disciplinary action for the infractions of the Bylaws.
5. The Board shall have the authority to appoint committees for special assignments, to aid them in their duties, and to enact an ordinance providing for the time, place and conduct of elections of trustees as provided by statute.

ARTICLE III – PLATTE COUNTY SENIOR CITIZENS SERVICE DISTRICT OFFICERS

1. The officers of the Board shall be a President, Vice-President, Secretary and a 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. President; The President Duties:
  - A. Preside at all meetings.
    - a. Calling the meeting to order on time.

- b. Announcing the business before the assembly in the order prescribed in the agenda.
  - c. Determining the presence of a quorum.
  - d. Recognizing member who are entitled to the floor.
  - e. Processing all motions.
  - f. Expediting all business.
  - g. Ruling on any points of order.
  - h. Conducting the meeting in a fair and equitable manner.
- B. Serve as official representative of the special district.
  - C. Sign documents on behalf of the special district.
  - D. Serve as ex-officio member on committees as specified in the bylaws.
  - E. Work with the secretary to prepare the agenda for meetings.
  - F. The President shall vote on any motion before the Board.
3. Vice President; The Vice President Duties;
- A. Preside when the president is absent or must vacate the chair and fills a vacancy in the office of president. Assist the president.
4. Secretary; Official record keeper of the organization.
- A. Work with the President to prepare the agenda.
  - B. Distribute to members before the meeting any packet of material needed at the meeting.
  - C. Send out the call of the meeting.
  - D. Keep current membership list and current committee and committee members and official attendance list.
  - E. Keep notes of what occurred at the meeting.
  - F. Make notes of amendments to governing documents and distribute new copies to the appropriate parties.
  - G. Prepare the minutes from the meeting.
  - H. Notify officers, delegates and committee members of their election or appointment.
5. Treasurer; Custodian of the funds of the special district.
- A. Is bonded by a reputable company.
  - B. Receives all incoming money and disburses that money according to instructions from the special district.
  - C. Make sure the books are audited.
  - D. Fill out appropriate forms.
  - E. Keep accurate records and report at each meeting to the membership. That report shall include the following:
    - a. Balance on hand at the beginning of the reporting period.
    - b. Receipts.
    - c. Disbursements.
    - d. Balance on hand at the end of the reporting period.
  - F. Give 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 – VACANCY

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

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 special district and any such other complaints as may properly be presented to it.

ARTICLE VI – BYLAWS

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

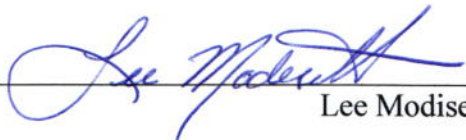
DATED this 15<sup>th</sup> day of April, 2015.

PLATTE COUNTY SENIOR CITIZENS  
SERVICES DISTRICT

  
\_\_\_\_\_  
Rose Marie Martinez, President

  
\_\_\_\_\_  
Dean Hensel, Vice President

  
\_\_\_\_\_  
Brenda Teter, Secretary

  
\_\_\_\_\_  
Lee Modisett, Member

State of Wyoming  
SS  
County of Platte

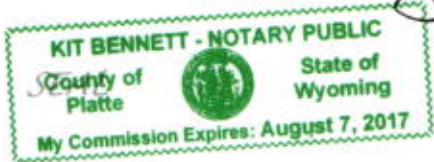
The foregoing instrument was acknowledged before me by Rose Mariel Martinez.  
This 7 day of May, 2015.



[Signature]  
Notary Public  
My commission expires 8-7-17

State of Wyoming  
SS  
County of Platte

The foregoing instrument was acknowledged before me by Lee Modisett.  
This 7th day of May, 2015.



[Signature]  
Notary Public  
My commission expires 8-7-17

State of Wyoming  
SS  
County of Platte

The foregoing instrument was acknowledged before me by Brenda Teter.  
This 14 day of May, 2015.



[Signature]  
Notary Public  
My commission expires 8-7-17

State of Wyoming  
SS  
County of Platte

The foregoing instrument was acknowledged before me by Dean Hensel.  
This 14 day of May, 2015.



[Signature]  
Notary Public  
My commission expires 8-7-17

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KIT BENNETT - NOTARY PUBLIC  
County of  
State of  
Wyoming  
Platte  
My Commission Expires August 7, 2017

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KIT BENNETT - NOTARY PUBLIC  
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