

Rules & Policies of the Shoshone Recreation District

Adopted October 8th, 2020

The Shoshone Recreation District (SRD) supports healthful and creative recreation programs, facilities and activities to enrich the lives of the residents of Park County School District 6.

The SRD shall be an equal opportunity employer. Discrimination on the basis of race, color, national origin, religion, handicap, sex, age, or political affiliation with respect to terms and conditions of employment, including, but not limited to, recruitment, reinstatement, termination, training or any other personnel action is prohibited except where a bona fide occupational qualification or job requirement exists.

Section I:

Personnel Policy (Excluding Director)

- a. All fulltime employees shall be hired by the City of Cody as per currently approved 'Operating Agreement between the City of Cody & the SRD'.
- b. All employees will work on an hourly basis, unless otherwise notified at the time of employment.

Director of Recreation

- a. The City to Cody will designate a department head and staff to operate parks, pathways and recreational programs in the community. The Department Head for the Parks and Recreation Department will report to the SRD Board and provide any necessary staff support to the Board of Directors. The SRD Board will assist with the hiring process in event of new Director.

**Shoshone Recreation District
Board of Directors
Organization & Authority to Act**

Section I:

Board as a Legal Entity

- a. Board members may transact business only at official meetings.
 - i. Regular monthly meetings of the SRD – Cody WY shall be held on the second Thursday of each month throughout the year, unless otherwise approved by the Board, and such meetings are open to the public.
 - ii. The Board meetings to begin at 8:30 AM in the Conference Room at the Cody Recreation Center at 1402 Heart Mountain Street in Cody WY, unless otherwise approved by the Board. The Board Chair may call special meetings and work sessions as deemed necessary at any time.
- b. Special or emergency meetings will be held when considered necessary by the Director of Recreation and Board Chair.

Section II:

Board Organization

- a. Board members shall be appointed by the Park County School District 6 Board of Trustees.
 - i. Board Structure
 - 1. 1 member – Board of Park County School District 6
 - 2. 1 member – Park County School District 6 Activities Director
 - 3. 1 member – Cody City Council
 - 4. 8 to 10 members at large residing within Park County School District 6
 - ii. Terms of office for members shall be five (5) years, limited to two consecutive, full 5-year terms. The SRD will publicly advertise the member’s at large vacancies as they occur. In the event of a midterm resignation or other vacancy happens, midterm appointments will be made for the completion of the full five year term and may be made without advertising when SRD has appropriate candidates. Partial term appointments do not count toward the term limit requirements.

- iii. SRD Board members that are appointed by the Park County School District 6 Board of Trustees, or the Cody City Council are exempt from term length and limit requirements. A minimum of 12 month appointment is required. The School Activities Director position is an appointed board member not subject to term limits.
 - iv. Recommendations for Board members will be made to the Park County School District 6 Board of Trustees as needed.
 - v. See “Appendix A” for SRD Board member appointments. Updates to Appendix to be made and attached, as needed.
- b. The election of officers must be held immediately after an annual appointment of Board members.
- i. Board members will be appointed in December of each year and assume office in January of each year pending approval by Park County School District 6 Board of Trustees, as terms or vacancies occur.
- c. Chair. The chair, elected by ballot vote, should be a leader, familiar with parliamentary procedure and possessing the ability to conduct a meeting in a businesslike manner. The Chair makes appointments to special committees as the need arises.
- i. Presides at all Board meetings and special District meetings.
- d. Vice-Chair. The vice-chair shall act and handle all matters designated for the chair in the absence of the Board chair.
- e. Secretary to the Board. The secretary, elected by vote, shall
- i. Be responsible for the Minutes of the Board and special District meetings.
 - 1. Board minutes should be worded carefully and disclose exactly what was authorized or decided, whether the action was taken by means of a resolution or a motion, when the action was taken and who voted.
 - 2. Amendments to Board minutes should show when, how and why the changes were made in order to make them legally acceptable.
 - ii. File all papers pertaining to District business.
- f. Treasurer (Elected by Vote).
- i. Shall be responsible for accurate records of all SRD funds.
 - ii. Make an annual report to the Board of SRD finances.

- iii. Shall be responsible for yearly internal audit by an accountant of the SRD books. Audit must be submitted to the Park County School District 6 Board of Trustees annually.

Section III:

Board Bylaws

- a. Regular monthly meetings of the SRD shall be held on the second Thursday of each month throughout the year, unless otherwise approved by the Board. The Board Chair may call special meetings as deemed necessary at any time.
- b. All Board meetings shall be conducted according to modified Robert's Rules of Order. Majority vote will be used at all meetings.
- c. All actions or motions passed or denied by the Board must be recorded either as unanimous or as individual votes showing those in favor, those dissenting and those abstaining.
- d. Any policy may be revised, repealed, or adopted at any regular meeting by simple majority of a quorum, provided the proposed changes have been presented to the Board.
- e. Meetings of the Recreation Board will be open to the public; an executive session of the Board may be called when, in the judgment of the Board, consideration for the persons conceived or the nature of the business to be transacted makes an executive meeting desirable in pursuant to Wyoming State Law.
- f. The Chair of the Board may appoint committees to assist the Board and the administrative offices of the SRD. The functions of these committees shall be advisory. Committees shall not have authority to obligate the SRD financially, nor shall they exercise any authority not specifically delegated.
- g. Shoshone Recreation District Board Members Absenteeism Policy. All members of the Board of Directors are required to attend scheduled meetings. If there are four absences in a 12 month cycle, at the discretion of the Chair, a warning letter may be sent to that individual. If that same member misses a sixth meeting, he/she will be required to submit his/her resignation or submit an appeal in writing to the Board Chair. The appeal will be considered by the entire Board.
- h. Quorum of Board. As the number of board members may vary between 11 and 13, a quorum shall be the majority of the Board members appointed, unless there are twelve Board members, in which case seven shall constitute a quorum.

Section IV:

Internal Revenue Service, Workman's Compensation Act, Social Security Act & Retirement Programs

- a. Part-time employees, if any, shall participate in accordance of the law with the required governmental agencies in the withholdings and distributions of wages received.

Section V:

Individuals participating in recreational activities sponsored by the SRD agree to hereby operate in accordance with the following code of ethics: provide positive support, care, and encouragement for fellow competitors and league officials. Encourage good sportsmanship by demonstrating positive support for all players. Treat other players, coaches, fans and, officials with respect regardless of race, sex, creed or ability; understand that while participating in a recreational activity agree not to use profane language or engage in 'trash talking' at any time; demonstrate fair play and sportsmanship to all fellow competitors; understand that the officials are there for the participants benefit and will agree not to direct any profane or threatening actions toward them (either verbal or physical).

Violations may result in a denial of future funding.

Attachments:

1. "Appendix A" for SRD Board member appointments. Updates to Appendix to be made and attached, as needed.