



Converse County Fair Board  
1839 Madora Ave.  
Douglas, WY 82633

CONVERSE COUNTY FAIR BOARD BY-LAWS  
REVISED 2/2/2017

**ARTICLE I**

**SECTION I**

**NAME AND LOCATION:**

- (A) The name of this organization is *Converse County Fair Board*, hereinafter referred to as *Fair Board* and/or *Board*. The *Fair Board* will have its business office and meeting facilities in the Converse County Extension Office; however, meetings may be held in other buildings in the county as designated by the *Fair Board*. The *Board* will meet on the first Wednesday of each month at 7 p.m. and additional meetings may be held as called by the Chairman.

**SECTION II**

**ETHICS**

- (A) The holding of office of Board members is a public trust and Board members shall carry out their duties for the benefit of the people of Converse County. Board members shall promote public confidence by avoiding conflicts of interest, impropriety and the appearance of impropriety.
- (B) No Board member shall perform an official act, which may have a direct economic impact on a business or other undertaking in which such Board member has a direct or indirect financial interest.
- (C) Board members are to be aware that they represent Converse County, City of Douglas and Towns of Glenrock, Rolling Hills and Lost Springs.
- (D) The Converse County Fair Board is an independent board, working under the direction of the Converse County Commissioners.
- (E) The Converse County Fair Board Code of Ethics defines a foundation of behavior for all members of the Board. This official guidance establishes an ethical framework for members and volunteers, when applicable.
- (F) The code is intended to inspire a superior level of conduct, sensitivity and sound judgment. Board members should be aware of and abide by their respective

professional values and requirements.

- (G) All Board members must perform their designated function in a manner that reflects the highest standards of ethical behavior.
- (H) The Code of Ethics is supported by six core principles that form the ethical foundation of the organization: Honesty, Public Service, Respect, Responsibility, Stewardship and Trust.
  - I. **Honesty:** Be truthful in all endeavors; be honest and forthright with each other and the general public.
  - II. **Public Service:** Ensure all actions taken and decisions made are in the best interest of the general public.
  - III. **Respect:** Treat all individuals with dignity; be fair and impartial; affirm the value of diversity in the workplace and in Converse County; appreciate the uniqueness of each individual; create a work environment that enables all individuals to perform to the best of their abilities.
  - IV. **Responsibility:** Take responsibility for actions; conduct all actions with impartiality and fairness; report any concerns; including violations of laws, policies and procedures; seek clarification when in doubt; ensure that all decisions are unbiased.
  - V. **Stewardship:** Exercise financial discipline with assets and resources; make accurate, clear and timely disclosures to the public; maintain accurate and complete records; demonstrate commitment to protecting entrusted resources.
  - VI. **Trust:** Build regard for one another through teamwork and open communication; develop confidence with the public by fulfilling commitments and delivering on promises.

### **SECTION III**

#### **RECORDS**

- (A) All records of the Fair Board shall be public records subject to inspection pursuant to the Wyoming Public Records Act.

### **SECTION IV**

#### **OPEN MEETING LAWS**

- (A) All meetings of the Converse County Fair Board shall be public meetings and shall be conducted in accordance with WSS 16-4-401 through 408. Executive sessions may be held as warranted and will not be public meetings.

### **SECTION V**

#### **OFFICERS OF THE CONVERSE COUNTY FAIR BOARD:**

The officers consist of a chairman, vice chairman and secretary/treasurer.

- (A) **Chairman:** The chairman is the principal executive officer and shall, in general, supervise and control all of the business affairs of the *Board* and, when present, preside over all meetings. He/she may sign contracts, only if approved and directed by the Commission.
- (B) **Vice Chairman:** In the absence of the chairman, the vice chairman will perform all duties of the chairman, and shall also perform such other duties as may be assigned by the *Board* or chairman.
- (C) **Secretary / Treasurer:** The secretary will be responsible for keeping and preserving the minutes of the proceedings of the *Board*; seeing that all notices are given in accordance with the By-laws or as required by law; and, in general, perform all duties pertaining to the office of secretary, as well as such other duties as may be assigned. The secretary shall forward the minutes of each meeting to the Converse County Commissioners. The secretary, along with the *Board*, shall oversee the staff secretary, if there is one. As Treasurer, he shall have custody of all financial data and keep track of all revenues which may come to the Board. The secretary / treasurer shall prepare monthly statements of revenue and proposed expenditures for the Directors at each meeting for their consideration and shall deliver, in a timely manner, requests for disbursements and deposits to the person who has this responsibility in the Converse County Extension Office. The treasurer shall provide oversight to this person for maintaining full and accurate books and records of accounts of this Board's transactions, including receipts and disbursements.

## SECTION VI DUTIES

Specific duties of the *Fair Board* include working together and in close cooperation with the Converse County Extension Office and Douglas FFA Chapter to ensure the efficiency and success of the Converse County Fair and Ranch Rodeo.

- (A) One member is to be responsible and familiar for all Static Exhibits.
- (B) One member is to be familiar with, and work with the livestock segment of the fair, 4-H and FFA organizations.
- (C) All members are responsible for the Fair and Ranch Rodeo.

## ARTICLE II PURPOSE AND OBJECTIVES

### SECTION I PURPOSE:

The purpose of the *Converse County Fair Board* is to encourage, support, and improve the Converse County Fair and Ranch Rodeo.

- (A) Work with the Wyoming State Fair to ensure that rented facilities are maintained for

- the benefit of the public which are safe, convenient, and provide diverse educational and recreational opportunities in an attractive environment
- (B) To promote the Converse County Fair and Ranch Rodeo, 4-H, FFA, expositions and celebrations.
  - (C) To schedule dates and arrange circuits based on economical and the quality of entertainment.
  - (D) To support, strengthen and encourage mutual cooperation with the Converse County Extension Office and the Wyoming State Fair.
  - (E) The Board may create, adopt and implement all Converse County Fair rules.

## SECTION II OBJECTIVES:

The objectives and goals of the *Converse County Fair Board* are as follows:

- (A) To promote the Converse County Fair and Ranch Rodeo, exposition events and celebrations
- (B) To exchange information for the mutual benefit of all participants
- (C) To schedule events, dates and arrange circuits based on the cost and the quality of entertainment
- (D) To perform duties assigned in the Converse County Fair Board, University of Wyoming Extension and Douglas FFA Chapter operating agreement.
- (E) To act in unity with greater effect on those matters of mutual concern.

## ARTICLE III MEMBERSHIP AND VOTING

### SECTION I

Officers:

- (A) **Slate and Term:** The officers of the *Converse County Fair Board* shall consist of a chairman, vice chairman, secretary/ treasurer and two voting members. The officers will hold their respective offices from the time of their election until the next election. Elections will take place at the January meeting.
- (B) The duties of the officers shall be those common to such positions, see Article I, Section V.
- (C) Any officer may serve more than one (1) term in any individual office.
- (D) **Vacancies:** All Board vacancies shall be filled through appointment by the Converse County Commissioners. The appointee shall serve out the term of the respective Board member.

## ARTICLE IV

## BOARD OF DIRECTORS

### SECTION I

- (A) **Slate:** The Board of Directors shall consist of the five (5) appointed *Board* members.
- (B) **Term:** Board members shall serve a three (3) year term. The initial Board members terms will be staggered by drawing for lots, 1 one-year term; 2 two-year terms; 2 three-year terms. Thereafter, the terms shall be for three (3) years.
- (C) **Authority:** The Board of Directors is vested with the power to conduct all affairs of the *Fair Board*, with the majority ruling.
- (D) **Quorum:** A majority of the *Board* will constitute a quorum to conduct business on behalf of the *Converse County Fair Board*.

## ARTICLE V MEETINGS

### SECTION I

- (A) **Meetings:** The *Fair Board* will meet once per month on the first Wednesday of the month at 7p.m., subject to *Fair Board* discretion. Additional meetings may be held as needed.
- (B) **Conduct:** *Robert's Rules of Order* shall govern the conduct of the *Board* in all applicable business in which they are not inconsistent with the *Converse County Fair Board By-laws*.
- (C) **Members:** Members are expected to attend all meetings of the *Fair Board*.
- (D) **Absences:** If a member has three consecutive absences from *Board* meetings without good reason, the member's seat on the *Board* will be considered relinquished and open for a new appointment.

## ARTICLE VI TREASURY

### SECTION I

- (A) **Funds:** The funds of the *Converse County Fair Board* shall be deposited and administered as designated by the *Board*.
- (B) **Auditing:** Audits may be conducted as required by Governmental Accounting Standards

## ARTICLE VII

### AMENDMENT I: CAMPING POLICY

The Converse County Fair Board will work with the Wyoming State Fair to offer camping on the fairgrounds during County Fair. Rates will be set by the WSF, fees will be collected by the board who will also issue the camping permits.

**ARTICLE VIII  
AMENDMENTS**

**SECTION I  
AMENDMENTS:**

(A) Amendments to these By-laws shall be made with approval by a majority of the *Fair Board* present at any duly called meeting of the *Converse County Fair Board* and are not enforceable until ratified by the Board of County Commissioners.

Approved by the Converse County Fair Board this 2 day of February, 2017.

By:   
Chairman

Attest:   
Secretary

Approved by the Board of County Commissioners this 7 day of February, 2017.

  
Richard C. Grant, Jr., Chairman

Attest:   
Lucile K. Taylor, Converse County Clerk

