

# **By-Laws of the Platte County Fair Board**

## **Wheatland, WY**

### **ARTICLE I**

#### **NAME, LOCATION**

The name of the organizations shall be the Platte County Fair board. The Platte County Fair board shall be located at the fairgrounds in Wheatland, WY. The official abbreviation of its name shall be PCFB.

### **ARTICLE II**

#### **DATES**

The Platte County Fair is held each summer, between mid-July and mid-August, but no later than September 1. Dates will be set annually at the April board meeting of the year prior to the event

### **ARTICLE III**

#### **MISSION**

The Platte County Fair Board's mission is to encourage maximum utilization of the Platte County fairgrounds facilities by the diverse interest groups of Platte County: as well as to encourage activities at the facilities which will simulate the economy of Platte County.

To be effective the Platte County fair board must maintain a positive report with the diverse interest groups that utilize the fair ground facilities. To do so requires that the facilities be viewed as "user friendly" by providing optimum scheduling of activities in a consistent manner and providing public awareness for these activities.

The Platte County fair grounds are the property of the residents of Platte County. The facilities must be maintained as a "show place" reflecting the "pride" of the residents of Platte County. The Platte County fair board supervises the maintenance of the facilities, and the procurement and installation of improvements to the facilities.

### **ARTICLE IV**

#### **PURPOSE**

The Platte County Fair board is accountable to the Platte County Commissioners and ultimately to the residents of Platte County. The Platte County Fair Board is comprised of five members and strives to conduct its business in an efficient manner.

President shall:

- Serve as chairman of the board
- Provide leadership for the group
- Conduct meetings in an orderly and professional manner.
- Serve as liaison to the Platte County Commissioners.
- Preside at all fair board meetings

- Appoint all standing committees and any special committees necessary with the approval of the rest of the board
- Assist in making and executing contracts
- Be authorized to sign checks
- Call special meetings of the board of the association
- Transfer all records to the successor

Vice President shall:

- Serve as vice chair of the board
- Fulfill the duties of the president during absence or disability
- Perform such duties as assigned by the Chairman
- Be authorized to sign checks
- Transfer all record to the successor

All other board members serve as members at large. All board members serve as Public Relations Officers and assist in functions performed by the Fair Board as a whole. All board members shall be authorized to sign checks

Fair Board shall:

- Have control and operation of the fair
- Supervise and advise management of the fairgrounds and leasing of buildings and fairgrounds throughout the year
- Do all things necessary to hold a successful annual county agricultural fair including:
  - Awarding of prizes, and ribbons
  - Charging admissions and entrance fees; and approving events
  - Conduct and continue to advise on operation of the county fairgrounds and buildings
  - Work closely with all committees to ensure board policies and rules are followed throughout the year.

The Fair Manager/Coordinator is a full-time position who aid the fair board with their mission and is hired to enhance the efficiency and effectiveness.

General Management shall:

- Coordinate the Platte County Fair.
- Be appointed by the board and confirmed by commissioners
- Take meeting minutes and handle necessary written communications.
- Provide records of all expenditures.
- Attend all meetings of the board
- Inform the board on all fair matters and decisions in a timely manner
- Have general supervision of all the sponsored festivals, annual fair, and fairgrounds during the fair set-up and operations
- Allot space to the exhibitors, vendors, and concessionaires
- Be the primary contact person with the county on fairgrounds usage
- Appoint all necessary help, volunteers, including department superintendents
- In coordination with the Chairman, negotiate and execute all contracts for the fair.
- Consult with the Chairman with any emergency or major decisions concerning fair operations
- Ensure the preparation and printing of the annual premium catalog

- Perform other duties assigned by the board as a whole
- Transfer all records possessed to the successor

The Custodial/Maintenance position is taken care of by the Platte County maintenance department.

## **ARTICLE V RESTRICTIONS**

No part of the net earnings of the Platte County fair board shall ensure to the benefit of or be distributed to its members, directors, officers, or other private persons except that the Platte County fair board shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set for in Article II.

## **ARTICLE VI ADOPTION OF BY-LAWS**

The members of the Platte County fair board shall adopt and may from time to time amend by-laws for the Platte County fair board to define its organization and procedures.

## **ARTICLE VII AMENDMENTS**

This constitution may be amended at any meeting of the Platte County fair board by the affirmative vote of three fifths of the voting delegates of the Platte County fair board present and voting.

## **ARTICLE VIII TERMS OF OFFICE**

Platte County fair board members will be appointed for a term of five years. One member will be appointed at the beginning of each year by the Platte County Commissioners. Replacement of a Platte County fair board member will only entail finishing of the member being replaced term. A Platte County fair board member may be replaced after missing three consecutive meetings at the discretion of the Platte County board.

## **ARTICLE IX MEETINGS**

A monthly meeting of the Platte County fair board shall be held on the second Monday of every month at the fair office.

A meeting shall be held during each of the following months: January, February, March, April, May, June, July, August, September, October, and November.

Additional meetings may be called from time to time by the chairman, at such time and place as the chairman may designate.

**ARTICLE IX  
PARLIAMENTARY AUTHORITY**

Meetings by the Platte County fair board shall be conducted in accordance with Robert's rule of order revised unless inconsistent with any policy or special rule adopted by the Platte County fair board.

**ARTICLE X  
SUPERCEDE**

These revised by-laws adopted on the 13<sup>th</sup> of April 2022, supersede any previously used.