

Bylaws of Fossil Basin Institute

A Non-profit Organization Formed Under the Laws of the State of Wyoming

As amended and adopted July 31, 2021

Article I – ORGANIZATION

Section 1: The name of this organization shall be the Fossil Basin Institute.

Section 2: The Institute is a non-profit organization incorporated under the laws of the State of Wyoming.

Section 3: The mission of this organization is to promote public and scientific interest in the natural and cultural history of Fossil Basin and the surrounding region

Section 4: The Institute may accept and receive gifts, donations, bequests, and legacies of whatever kind and nature, and use same in carrying out the mission of the organization.

Section 5: The Registered Agent of the Institute shall initially be named within the Article of Incorporation and may, at a later date, be transferred to another person as the Board of Directors may from time to time designate.

Article II – MEMBERSHIP

Section 1: Membership in this organization shall be open to all persons who actively support the Institute, and upon payment of dues as set forth in the By-laws of the Institute.

1. General (Individual) Membership. General Members in good standing are eligible to participate in Institute activities.
2. Family Membership. Family members residing at the same address. One Vote per family.
3. Student Membership. Student members are full time students age 18 and older. They have all the privileges and responsibilities of a General member.
4. Junior Membership. Junior members are those under the age of 18. Junior members do not have voting rights.
5. Life Membership. Life membership is available to those 18 and older. They have all the privileges and responsibilities of a General member.
6. Honorary Life Membership. Nomination for honorary membership, once approved by the Board of Directors, shall be presented to the membership and shall be conferred by majority vote. They have all the privileges and responsibilities of a General member.

Section 2: Application for Membership

1. Applications shall be in writing or on a printed form provided by the Institute. The form shall state the conditions of application, be signed by the applicant, and be submitted to the Board of Directors.

2. The Board of Directors will review all applications. If approved by the Board, the applicant shall be notified and, upon payment of the applicable dues, shall become a member.

3. Any applications from persons under the age of 18 must be co-signed by a parent or legal guardian and have a General Member as a sponsor. The parent, legal guardian, or sponsor must be a member of the Institute prior to the approval of the application and shall hold this Institute, its officers and members free of any responsibilities for the Junior members actions. If someone other than the parent or legal guardian is the sponsor, a written waiver from the parent or legal guardian must accompany the application. The sponsor accepts full responsibility for the Junior Member during Institute activities.

Section 3: The Board may recognize individuals, groups, and companies who contribute substantially to the advancement and mission of the Institute by issuance of non-voting membership as it deems proper.

Section 4: Membership Discount Privileges.

1. Members in good standing are entitled to discounts on Institute workshops and items offered at the Institute and website.

ARTICLE III – MEMBERSHIP DUES

Section 1: Annual membership dues shall be as follows:

1. General (individual) membership - \$25.00
2. Family membership - \$40.00
3. Student membership \$15.00
4. Junior membership \$5.00
5. Life membership \$500.00
6. Honorary members are exempt from dues for the lifetime of the honorary member.

Section 2: Dues shall provide for membership for one calendar year and are payable on April 15 of that calendar year. Dues not paid by June 1st are considered delinquent, and the Board will send a notice of delinquency.

Section 3: Applicants accepted for membership after Labor Day will be considered paid through the remaining year and the subsequence calendar year.

ARTICLE IV - BOARD OF DIRECTORS

Section 1: Duties

1. The Board of Directors shall serve without compensation but may be reimbursed for reasonable travel expenses incurred in the conduct of Institute business.
2. The Board of Directors shall provide guidance to the Institute.
3. The Board shall have general oversight of the membership regarding disposition of Institute property and assets. The Board shall also recommend rules and regulations as are necessary and proper for the direction of the Institute.
4. The officers of the Board shall consist of a Chair, Vice Chair, Secretary, Treasure and a Station Master appointed by the Board.
5. The term of office shall be 2 years.
6. Elections will be held in odd-numbered years.

7. New Board members shall be elected by a majority vote of the general membership.

Section 2: Chair

The Chair shall preside at all meetings of the Institute, appoint committee members, and perform other duties as associated with the office.

Section 3: Vice Chair

The Vice Chair shall assume the duties of the chair in case of the chair's absence.

Section 4: Secretary

1. The Secretary shall keep an accurate record of the proceedings of all meetings of the Institute and the Board of Directors and maintain an archive.

2. The Secretary shall receive and conduct regular Institute correspondence and perform such other duties as are properly required of a secretary.

Section 5: Treasurer

1. The Treasurer shall receive all membership dues and other moneys paid into the Institute and make disbursements of the same when duly authorized in accordance of Article IX of these Bylaws.

2. The Treasurer shall keep an accurate record of all transactions, submit a report at all regular meetings, Board of Director meetings and such other times as may be proper, and shall submit an annual report.

Section 6: Station Master

1. The Station Master must be a residence of Wyoming.

2. The Station Master shall serve as Register for the State of Wyoming.

3. The Station Master shall record all hours of work performed by members and volunteers.

ARTICLE V – COMMITTEES

Section 1: General

1. Special committees may be created by a vote of the Board.

Section 2: Committee Chairperson

1. The Chair of Standing and Ad Hoc Committees shall be appointed by a vote of the Board.

2. Unless otherwise provided for, Chairs of Standing Committees shall select their committee members from the general membership of the Institute.

ARTICLE VI - MEETINGS

Section 1: Annual Meetings

1. The annual meeting of the Institute shall be held at 1:00 PM on the 2nd Saturday of July, in conjunction with Kemmerer, Wyoming's Fossil Fest in the Freight Room of Fossil Station or at another time and venue as directed by the Board.

2. The presentation of the annual report and election of officers will be conducted during the annual meeting.

Section 2: General Meetings

1. General meeting may be held at any time when called for by the Chair or a majority of the Board.

Section 3: Agendas

1. Agendas shall be provided, to membership, at least 15 days before meetings.

Section 4: Board of Directors Meetings

1. The Board of Directors shall meet not less than once every three months and such other times as designated by the Board Chair, or upon the request of the majority of Board members.

ARTICLE VII – ELECTIONS

Section 1: Election of Officers

1. Election shall be held by ballot. A majority of the votes cast by members attending the July meeting or by absentee ballot shall be necessary for election to office. The official ballot will be posted on the Institute website by May 1.
2. Newly elected Board members shall be installed immediately following the July meeting.
3. Vacancies: If a Board seat becomes vacant, the remainder of the term shall be filled from the general membership by appointment by the Board

Section 2: Absentee Ballots

1. Members shall be allowed to vote by sealed absentee ballot. Such ballots must be received by the Board Secretary one day before the election date and must be on a form sanctioned by the Board of Directors.

ARTICLE VIII - INSTITUTE PROPERTIES

Section 1: Regulations

Institute properties may be loaned to members for a period previously approved by the board. Members holding property overdue shall be subject to fines and the possible loss of the privilege to loan institute property. Members shall be held responsible for properties loaned to them. Properties lost or otherwise damaged shall be replaced by the member responsible.

ARTICLE IX - FINANCES

Section 1: Administration

1 All Institute moneys shall be maintained in a checking account or other repository selected and approved by the Board. The Board of Directors may authorize payment of all routine expenditures. All other expenditures shall be authorized by the members at any regular meeting.

2. All checks or orders shall be signed by the Board Treasurer and counter-signed by the Board Chair, the Vice Chair, or the Secretary. In the absence of the Treasurer, the Secretary shall sign with counter-signature of Chair or Vice Chair.

Section 2: Fiscal year.

1. The fiscal year of the Institute shall begin April 15th of each year.

ARTICLE X - FIELD TRIPS AND WORKSHOPS

Section 1: Regulations.

1. Responsible conduct, by attendees, must be maintained at all times following all local, state, and federal laws.
2. The Institute shall not be responsible for accidents of any kind while on field trips. Members and guests must submit a signed waiver of liability before attending any Institute field trip. These waivers shall be kept on file by the Secretary.
3. Junior Members must be accompanied by a parent, legal guardian or sponsor who is a General Member. (See Article II, Section 4 of these Bylaws).
4. Members shall assume the responsibility for leaving any field trip area in an orderly manner. Abuse of an area will not be tolerated. Such abuse may result in the revocation of membership privileges.
5. If specimens of scientific value are collected, they shall be brought to the attention of appropriate scientists.
6. There will be no collecting for monetary gain. Members should not reveal Institute field trip locations to those seeking monetary gain.
7. Members shall not use the name of the Institute without permission.
8. Anyone disobeying field trip and workshop regulations may be suspended from the Institute.

ARTICLE XI - AMENDMENTS

These Bylaws may be amended at any regular meeting by a two-thirds vote of those members present, provided that, a written notice stating the proposed amendment has been given at least 15 days prior to meeting and published on the Institute website.

ARTICLE XII - PROCEDURE

Robert's Rules of Order, Revised, shall govern all meeting and/or in all cases to which they are applicable and in which they are consistent with the Bylaws of the Institute.

Paul Kester, Board Chair

Larry Friedman, Vice Chair

Gregg Wilson, Secretary

Meg Richards, Treasurer

