

2025 AMENDED BYLAWS

Alpine Travel and Tourism Board

ARTICLE I

1. Organization. The Alpine Travel and Tourism Board, hereinafter referred to as the Board, is organized as board pursuant to Wyoming Statute §16-1-106 and 39-15-211(a)(ii)(B)(1); and is governed by the Town of Alpine Mayor and Council.
2. Membership. The Board shall consist of three (3) members who shall be qualified electors, business owners, or business owner designees within the Town of Alpine, Wyoming. The appointment, filling of vacancies, term lengths, and removal of Board members shall be governed by the Mayor and the Alpine Town Council.

ARTICLE II

1. Mission. Alpine Travel and Tourism Board's mission is to help create positive experiences for visitors and residents by funding Lodging tax dollars to projects in Alpine.
2. Purpose. The purpose of Alpine Travel and Tourism Board is to provide for the promotion of travel and tourism within Alpine and to administer the distribution of lodging tax revenue, ideally for the benefit to local businesses and residents of Alpine.

ARTICLE III

1. Term of Office. Following the initial appointment of the Board, the term of office of members of the Board shall be three (3) years ending on December 31st of each year. In January of each year the Mayor of Alpine with approval from Alpine Town Council will fill any vacancy created by expiration of a member's term. The Mayor, with approval from the Council, shall also appoint a new member when necessary to fill a vacancy created by removal or resignation. Board members may be removed by the Mayor with Town Council approval, without notice and without cause.
2. Election of Officers. The Board shall elect from its members a Chairperson, Vice-Chairperson, said officers to serve a term of one (1) year. Election of officers shall take place at the first meeting of the calendar year and as otherwise required to fill vacancies. The initial officers shall serve until the end of the calendar year.

ARTICLE IV

1. Meetings. Meetings of the Board shall be open to the public and shall be conducted in accordance with Wyoming Statutes §§ 16-4-402 et seq. Meetings of the Board shall be held in October, March April, May and/or June. Meeting time and day shall be determined closer to month being held but will be publicly posted in accordance with Wyoming open meeting laws. Meetings will take place at Town of Alpine Council

Chambers located at 250 River Cir, Alpine, Wyoming. The chairperson of the Board or a majority of Board members may call special or emergency meetings.

2. Notice. Notice of regular, special, or emergency meetings of the Board shall be provided in accordance with Wyoming Statutes §16-4-404, specifically the notice accompanied by the proposed agenda to those that request in writing notice of future meetings and who have renewed such written request on an annual basis. Notice of regular meetings shall be sent to each member of the Board by giving verbal, electronic or written notice accompanied by the proposed agenda. Notice of special meetings shall be sent at least eight (8) hours prior to the commencement of the meeting to each member of the Board and each newspaper of general circulation, radio or television station requesting the notice by giving verbal, electronic or written notice, accompanied by a statement of special business to come before the Board. No other business shall be considered at a special meeting other than those items noticed. Notice of emergency meetings shall be provided to each member of the Board by any of the above means or by telephone. A reasonable effort shall be made to offer public notice of emergency meetings.
3. Record of Proceedings. The secretary of the Board or his/her designee shall record minutes of each regular, special, and emergency meetings of the Board, shall transcribe and distribute the minutes to the members of the Board, and shall distribute the minutes to members of the public pursuant to the Wyoming Public Records Act.
4. Attendance. Members are required to regularly attend all Board meetings. In the event that a Board member must be unavoidably absent, **he/she shall notify the chairperson or other designated officer as soon as possible prior to the meeting.** A member of the Board may attend a Board meeting remotely after notifying the Chair, so long as the member is able to participate in the full discussion of the agenda items. If a member misses three (3) regularly scheduled meetings during a fiscal year, that member may be removed from his/her post. After a member has been absent from three (3) of the regular meetings during a fiscal year, the Chair of the Board may submit a written request to the Alpine Town Council requesting a replacement Board member to fill the unexpired term of the member.
5. Voting and Quorum. Votes may not be taken without a quorum of voting members present. Two (2) members shall constitute a quorum. If participating remotely, a Board member may only vote on those items which he/she is fully able to participate in the discussion of the item or issue.
6. Compensation. Members of the Board shall serve without compensation but shall be reimbursed for travel and per diem expenses at the same rate as provided to state employees.
7. Conflicts of Interest. Any Board member who has a pecuniary interest in a matter pending before the Board, or who is likely to derive direct and tangible personal or professional benefit from particular resolution of the matter, shall declare a conflict of interest and shall not vote on any issue connected with the matter, and his/her presence at the meeting shall be disregarded for the purposes of obtaining a quorum for voting. The board member that declares a conflict shall remove themselves from the meeting room in order to not influence the vote with his or her presence.
8. Fiscal Calendar. The Fiscal Calendar for the Board will coincide with Town of Alpine's, July 1-June 30.

9. Application Schedule and Awards. All event, project, program, or general applications should follow the intent of Wyoming Statute (SS)39-15-211 (a)(ii)(I). See Exhibit A
10. The Board reserves the right to accept applications submitted outside the open application period by a majority vote

ARTICLE V

1. Amendments. These bylaws may be amended by the Alpine Town Council and Mayor, upon a majority vote of the Council. By-law changes must be presented at a regular meeting and may not be acted upon until at least thirty (30) days have passed since the initial presentation.

IN WITNESS WHEREOF, the undersigned have executed this agreement on the day and year indicated, but to be effective as of the day and year written above.

EXHIBIT A

Application, Schedule, and Award.

Until time there is a formal application, please make sure your application contains the following:

Introduction- Who you are? What is your project? How will your project improve Alpine and tourism within? When will your project begin and end? What do expect for a tourism impact? ...etc.

Marketing/Operations Breakdown- Who is your target market? How will you reach them for success? What will the benefit be to the Town of Alpine after you complete your project? Will you partner with Alpine businesses? ...etc.

Financials- Cost breakdown of expenses and other donors, sponsors, or current cash on hand. Where will the money go for what you are applying?

After Project Report- Summary of how it went. P and L breakdown with receipts. If possible, demographics of who attended/used/participated in your project? Did they stay in Alpine? Hotel? Airbnb? RV? Did you partner with area businesses for your project? If requirements are not met, the funding awarded may need to be refunded to the Board.

Event, project, or general application window will be from Jan 1 – Mar 15. No applications will be accepted after March 15 drop off at Alpine Town Hall and/or email to admin@alpinewy.gov. Application Pitch will be at the first Board meeting of the calendar year. Follow up questions and/or application award announcement at the April, May, or June Board meeting. Application feedback and follow-through will be presented at the October or May Board meeting.