CHEYENNE YOUTH SPORTS LEAGUE, INC.

Board of Directors

RESOLUTION NO. 2026-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF CHEYENNE YOUTH SPORTS LEAGUE, INC. DESIGNATING THE LEAGUE WEBSITE AS THE OFFICIAL LOCATION FOR POSTING MEETING NOTICES, FIXING THE REGULAR MEETING SCHEDULE UNDER BYLAWS ARTICLE V, AND ADOPTING OPEN-MEETING PRACTICES BASED ON THE WYOMING PUBLIC MEETINGS ACT

WHEREAS, Cheyenne Youth Sports League, Inc. (the "League") is a Wyoming public benefit nonprofit corporation with no members. It provides amateur youth volleyball and baseball programs for youth ages six through eighteen; and

WHEREAS, Article V of the League's Bylaws requires the Board of Directors (the "Board") to hold at least four regular meetings each calendar year, including an annual meeting. The Bylaws also allow regular meetings to be held without further notice to directors once the Board has fixed the schedule by resolution; and

WHEREAS, the League's governance is controlled by the Wyoming Nonprofit Corporation Act, W.S. 17-19-101 et seq. That includes the director-notice requirements of W.S. 17-19-822; and

WHEREAS, the Wyoming Public Meetings Act, W.S. 16-4-401 through 16-4-408 (the "Act"), applies only to agencies of the state, a county, a municipality, or another political subdivision. The Act does not apply to a private nonprofit corporation such as the League; and

WHEREAS, the League serves Cheyenne families and is funded by registration fees, donations, and sponsorships. The Board finds that advance public notice and open decision-making build community trust and show good stewardship of charitable funds. The Board therefore chooses to voluntarily follow meeting practices modeled on the Act, as long as they are consistent with the Bylaws and the Wyoming Nonprofit Corporation Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Cheyenne Youth Sports League, Inc. as follows:

Section 1. Official Notice Posting Location

(a) Designation. The League's website is designated as the official location for posting notices and agendas of all Board meetings:

Cysportsleague307@gmail.com (URL), on the page titled "Board Meetings" (or a similarly named page linked from the website's home page).

(b) Records copy. The Secretary will also keep a copy of each posted notice with the League's records at its principal office, 3158 Bluff Pl, Cheyenne, Wyoming 82009, as required by Bylaws Article XII. The copy kept at the principal office is a records copy, not a public posting location.

(c) Courtesy notices. The League may also share notices by email, through its registration platform, or on social media. These are courtesy notices only. If one is missed or delayed, the notice is still valid as long as it was posted on the website.

(d) Website outage. If the website is unavailable, the Secretary will post the notice as soon as the website is restored. In the meantime, the Secretary will send the notice by email to every person on the notice-request list (Section 2(d)) and document what happened. The Secretary will report any outage to the Board at its next meeting. A website outage does not affect notice to directors, which is given under Bylaws Article V(3).

Section 2. Regular Meetings

Bylaws Article V(1); modeled on W.S. 16-4-404(a)

(a) Fixed schedule. The Board fixes the following schedule of regular meetings. It satisfies the Bylaws requirement of at least four regular meetings each calendar year: see Resolution 2026-002

The Annual Meeting must be held before December 31. This lets the Board approve the budget before the fiscal year starts, as Bylaws Article VIII(2) requires.

(b) Notice to directors. Because this Resolution fixes the schedule, regular meetings may be held without further notice to directors, as permitted by Bylaws Article V(1). The Secretary will still send directors a reminder and the agenda as a courtesy.

(c) Public notice. The Secretary will post a notice and agenda for each regular meeting on the website at least **72 hours** before the meeting. The notice will list the date, time, place, and remote-access instructions (if any).

(d) Notice on request. Any person may ask in writing, including by email, to receive notice of Board meetings. Requests must be renewed each calendar year. The Secretary will keep the list and send notices to everyone on it when they are posted.

(e) Schedule changes. The Board may change a regular meeting date, time, or place by resolution. Any change must be posted on the website at least 72 hours before the meeting.

Section 3. Special Meetings

Bylaws Article V(2)–(3); W.S. 17-19-822(b); modeled on W.S. 16-4-404(b)

(a) Who may call. The President, or 20% of the directors then in office, may call a special meeting.

(b) Notice to directors. Every director must receive at least **two (2) days' notice** of the date, time, and place. Notice may be given in person, by telephone, by mail, or by email, as provided in Bylaws Article V(3).

(c) Public notice. The Secretary will post the special meeting notice on the website and send it to the notice-request list **at the same time directors are notified**, and in any case at least **48 hours** before the meeting. The Act requires only eight hours' notice for public agencies. The League's longer period follows its Bylaws.

(d) Business limited. The posted notice will state the business to be conducted. No other business may be acted on at a special meeting.

(e) Director removal. Any meeting that will consider removing a director requires at least **seven (7) days' written notice** to each director under Bylaws Section 3.6 and W.S. 17-19-822(c). The public notice for that meeting will be posted on the website on the same day directors are notified.

Section 4. Urgent Matters

Replaces "emergency meetings" under W.S. 16-4-404(d)

The Bylaws and the Wyoming Nonprofit Corporation Act do not allow Board meetings to be held without notice to directors. For that reason, the League does not adopt the Act's emergency-meeting procedure. Urgent matters will instead be handled in one of the following ways:

(a) Waiver of notice. A meeting on shorter notice is valid if every director waives notice in writing, or attends without objecting to the lack of notice at the start of the meeting (Bylaws Article V(3)). The Secretary will post the meeting on the website as soon as it is scheduled.

(b) Unanimous written consent. The Board may act without a meeting if all directors consent in writing, including by email (Bylaws Article V(7)).

(c) President's interim authority. When safety or funds are at risk, the President may suspend a participant, volunteer, coach, or director until the Board reviews the matter (Bylaws Article IV, Section 4.1).

(d) Public follow-up. Any action taken under this Section will be reported, and entered in the minutes, at the next regular meeting. A summary of the action will be posted on the website within **five (5) days**, without information that identifies a minor or a personnel matter.

Section 5. Open Meetings and Public Attendance

Modeled on W.S. 16-4-403

(a) Open meetings. Board meetings are open to participant families, supporters, and the public, except for executive sessions held under Section 7.

(b) No conditions on attendance. No one is required to register, sign in, or provide information to attend. A person who wants to speak may be asked for their name and connection to the League.

(c) Public comment. Each regular meeting agenda will include a public comment period. The President may set reasonable time limits for speakers. The Board does not act on matters raised during public comment at the same meeting unless the matter was already on the posted agenda.

(d) Remote access. Directors may take part by telephone or video conference if everyone participating can hear one another at the same time (Bylaws Article V(6)). Whenever a meeting includes remote participation, the posted notice will include instructions that let the public listen in real time.

(e) Written consents. When the Board acts by unanimous written consent (Bylaws Article V(7)), the Secretary will file the consent with the minutes. The Secretary will also post a summary on the website within **five (5) days**. Directors will not use one-on-one or back-and-forth emails or texts to deliberate on matters that belong on an open-meeting agenda. The only exception is formal action by written consent.

Section 6. Minutes

Bylaws Article V(8) and Article XII; modeled on W.S. 16-4-403(c)

(a) Contents. The Secretary will keep minutes of every meeting. The minutes will record:

- the date and attendance;
- motions made and votes taken;
- conflict disclosures and recusals; and
- actions approved.

(b) Approval and posting. Minutes are approved at the next meeting. Approved minutes of open sessions will be posted on the website within **fourteen (14) days** after approval. Any information that identifies a minor participant or is otherwise confidential under Bylaws Section 3.3 will be removed first.

(c) Retention. Minutes are retained permanently at the principal office.

Section 7. Executive Session

Bylaws Article V(9); modeled on W.S. 16-4-405

(a) Permitted topics. Under Bylaws Article V(9), the Board may meet in executive session only to discuss:

1. Personnel matters;
2. Discipline of an individual participant;
3. Allegations involving youth safety; or
4. Matters covered by attorney-client privilege.

(b) Procedure. An executive session may be held only after a motion is made, seconded, and approved by a majority of the directors present. The motion must state which topic in subsection (a) applies. The fact that the Board went into executive session, and the topic, will be entered in the open-session minutes.

(c) Confidential minutes. Minutes of the executive session will be kept separately and treated as confidential. The one exception is any part that records a director's objection to the session.

(d) Action in open session. Any formal action resulting from an executive session will be taken and recorded in open session, as Bylaws Article V(9) requires.

Section 8. Relationship to Bylaws and Law

This Resolution adds to the Bylaws. It does not amend them. If this Resolution conflicts with the Articles of Incorporation, the Bylaws, or the Wyoming Nonprofit Corporation Act, those control.

The League's voluntary practices based on the Act do not make the League a public agency. They also do not waive any right or protection the League has as a private nonprofit corporation. If the Secretary makes a good-faith mistake in public posting under this Resolution, the Board action is still valid, as long as notice to directors was given as the Bylaws require.

Section 9. Annual Review

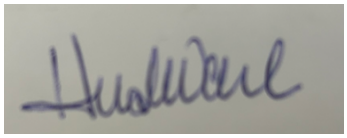
At each Annual Meeting, the Board will review this Resolution, confirm the website posting location, and fix the next calendar year's regular meeting schedule.

Section 10. Effective Date

This Resolution takes effect immediately upon adoption.

ADOPTED by the Board of Directors of Cheyenne Youth Sports League, Inc. at a meeting held on October 8, 2026, where a quorum was present, by the following vote:

Director	Yes	No	Abstain	Absent
Heidi Ware	☒	☐	☐	☐
Charity Campfield	☒	☐	☐	☐
Sheree Syracuse	☒	☐	☐	☐



Heidi Ware, President

ATTEST:

Charity Campfield, Secretary

Secretary's Certificate

I, Charity Campfield, certify that I am the duly elected Secretary of Cheyenne Youth Sports League, Inc. I further certify that the above is a true and correct copy of a Resolution adopted by the Board of Directors on October 8, 2026. A quorum was present at that meeting, and the Resolution has not been amended or rescinded and remains in full force and effect.

Date: October 8, 2026

Charity Campfield, Secretary

Alternative: Unanimous Written Consent (Bylaws Article V(7))

(Use this if the Board adopts the Resolution without a meeting. Delete the vote table and "ADOPTED" block above.)

The undersigned, being all of the directors of Cheyenne Youth Sports League, Inc., consent in writing to the adoption of the above Resolution. This consent is effective on the date the last director signs and will be filed with the minutes.

Director	Signature	Date
Heidi Ware		
Charity Campfield		
Sheree Syracuse		