



Parkville Farmers Market

By-laws

Updated 3/4/2019

Vision

Community focused * Quality Products * Locally Grown

Mission Statement

To promote the production of local farm products. Educate the community about the benefits of fresh local produce.

ARTICLE I – NAME

The name of this organization is the Parkville Farmers Market. It is a not for profit organization.

ARTICLE II – PURPOSE/BY-LAWS

To provide the production and marketing of local farm products and educate the community about local items produced by a member or this organization.

ARTICLE III – BOARD OF DIRECTORS

Section 1: The board of directors shall have general charge and control of the board's affairs, funds, and property. The board shall have the power to recommend rules and regulations, which shall be used to govern the operation of the market.

Section 2: Any active member may request in writing reconsideration of the board's actions.

Section 3: The board of directors shall consist of the President, Vice-President, Secretary, Treasurer, and one board member. The market manager will also sit on the board.

Section 4: The President may appoint a nominating committee prior to the November meeting and/or candidates may be nominated from the floor in November for the next year's board.

ARTICLE IV – MEMBERSHIP

Section 1: Anyone wishing to become a member of this organization may obtain an application from the market manager or online and submit it for approval to the board of directors.

Section 2: Membership will be held by growers/producers who agree to abide by the established rules and By-Laws of the Parkville Farmers Market.

Section 3: Each paid membership is entitled to one vote.

Section 4: Each member must abide by all state, federal and local laws and regulations affecting the sale of his/her respective products.

Section 5: The term of membership shall run from January 1st to the following December 31st. New members, who join after the market closes for the year, have full membership privileges through the coming market year.

ARTICLE V – DUES

Section 1: Annual dues shall be determined at the first meeting in January and will be due by the February meeting. Dues will be considered past due after the April meeting. A member whose dues are not paid by this time shall not receive a seasonal stall assignment.

Section 2: Dues will be used for insurance, promotion and general administration of this organization.

Section 3: Dues are non-refundable.

ARTICLE VI – OFFICERS

Section 1: Personnel – The officers of the organization shall be a President, Vice-President, Secretary, Treasurer, and an at large board member.

Section 2: Elections – Officers shall be nominated and elected for a term of one year.

Section 3: Officers –

- a. President – The President shall preside at all meetings, change/sign all contracts, be a second signature the bank card, sign checks as needed, appoint an audit committee and is an ex-officio member of all committees. The President shall, with the approval of the board, create committees as are deemed necessary, and shall assign their duties.
- b. Vice-President – The Vice President shall assume the duties of the President if the President is absent or unavailable. The Vice President shall supervise the nomination of candidates of officers of the organization. The Vice President shall perform any other duties delegated by the president provided they are in compliance with the rules of the organization.
- c. Secretary – The Secretary shall keep the minutes of all membership meetings and board of directors' meetings. The Secretary shall furnish all members with a copy of the by-laws of the organization. The Secretary shall keep a current file of all members' names,

addresses, phone numbers, and e-mail address. Additional duties may include; notification of meetings, cancellations, and additional correspondence necessary for the functions of this organization.

- d. Treasurer – The treasurer will collect dues of this organization and pay any expenses authorized by the general membership or the board of directors. The treasurer will provide a report of all income and expenditures at the general membership meetings. An audit committee, prior to the transfer of officers, will perform a yearly audit of the financial report.
- e. Board Member – the board member should attend all meetings and be a voice representation for the market vendors.

Section 4: Vacancies – vacancies on the board shall be filled by a majority vote of the Board of Directors.

ARTICLE VII – MARKET MANAGER

A market manager shall be appointed annually by the Board of Directors at the meeting prior to the first membership meeting of the year. The market manager shall be responsible for enforcing the collections of any required monies and the adherence to the market rules and regulations. The market manager shall supervise day to day operations of the market. The market manager will approve, sign, and obtain vendors' applications and lease agreement.

ARTICLE VIII – MEETINGS

Section 1: A member in good standing shall have the privilege of voting at all meetings.

Section 2: The annual meeting of the organization shall be held in November which includes dinner and a meeting.

Section 3: The first meeting of the new season will be held in January to begin planning the next year's activities.

Section 4: The President should be notified of all committee meetings and call for a report.

Section 5: The Board of Directors shall meet prior to the first meeting of the year.

ARTICLE IX – AMENDMENTS

Section 1: The by-laws may be amended at any meeting by a two-thirds vote of the members present, provided notice of such proposed amendments have been forwarded by the Secretary to the members no less than 7 days prior to the meeting.

Section 2: Member may proxy vote if they cannot attend a meeting. They should notify the Secretary.