

# Rolla Downtown Farmers Market Bylaws

1. The duties of the Board of Directors shall be: to transact all business of the Rolla Downtown Farmers Market, Inc.; to establish the policy of said association regarding program of activities; to authorize all contracts for services and supplies; to prepare a budget for each operating period; and recommend daily, monthly, or seasonal rental rates per market booth for the members in good standing to vote on at the annual October meeting.
2. All major decisions about the general function of the market including, but not limited to: membership rule changes, fee changes, good standing rules, voting policies must be presented two weeks prior to association meeting and voted upon by at least 51% of the present current members in good standing with a 51% majority to pass.
3. Board of Directors' Terms- Manager, Assistant Manager, Secretary, Treasurer, Sgt. Arms, and Director-at-Large are to be elected to serve one year terms January through December with no limit on number of terms served. Should a board member resign or be removed from the Market, the remaining board shall appoint a replacement from the current market membership to serve the remaining term.
4. The Market Manager shall call a meeting of the Board of Directors at any time when, in his/her judgment there is business to be transacted. He/she shall appoint all committees and delegate authority to the committees to assist the Board of Directors in performing any duties necessary to promote the interests of the Rolla Downtown Farmers Market, Inc. Special meetings shall be held upon the call of the Manager.
5. The Rolla Downtown Farmers Market Manager duties shall be to direct the activities of the RDFM at all of its various times and dates. He/She will seek out grants for funding RDFM programs, plan and coordinate advertising for RDFM with the RDFM Marketing Director, coordinate Market events with community activities and programs, manage record keeping of forms and fees paid by vendors, assigning daily and annual booths, setting a calendar of meeting times/agendas and publishing these in a timely manner, resolving disputes and other issues on days of Market, perform other duties as necessary to promote the best interest of RDFM, its vendors, and customers. The Manager will be final authority on the day of Market – all decisions may be appealed to the Board for later consideration.
6. The Assistant Manager shall assist in the Market Manager in the activities of the RDFM as requested by the Market Manager. The Assistant Manager will assume the duties of the Manager in his/her absence. The Assistant Manager will also oversee the operation of the weekday market including directing vendors to spots, signage, etc. If the RDFM Market Manager resigns or is removed before the end of term, the Assistant Manager will assume the Manager's duties until the time of the annual election.
7. The Secretary shall keep a record of the proceedings of all meetings, notify members fourteen (14) days prior to each meeting, and attend to all correspondence of the Rolla Downtown Farmers Market, Inc.

8. The Treasurer shall hold all Rolla Downtown Farmers Market, Inc. money, pay all bills upon order of the Board of Directors, and present the books and records for audit upon request by the Board of Directors. The Treasurer is responsible for overseeing the budget, all bank transactions, grant reimbursements, membership fees, etc. The Board of Directors has the authority to hire an accountant if needed. Accountant duties may include any of the above items, in addition to prepare annual tax return, annual review of accounts, assist with proper classification of income & expenses, etc. The Treasurer, along with the Sergeant-at-Arms, will be responsible for counting votes and presenting the outcomes at association meetings.
9. The Sergeant-at-Arms shall facilitate all membership meetings. He/She shall ensure that all meetings are conducted in an orderly fashion following Robert's Rules of order. The SAG, along with the Treasurer, will be responsible for counting votes and presenting the outcomes at association meetings. In the absence of the Sergeant-at-Arms, the Market Manager or other Board member will assume said duties.
10. Marketing Director shall direct the marketing activities of the RDFM. This shall include social media, print, radio, and all other formats through which the RDFM shall be promoted. The Marketing Director shall confer with the Board of Directors for approval prior to all promotions requiring monetary payment.
11. In the event of any vacancy on the Board of Directors, the remaining members of the Board shall select any member of the Rolla Downtown Farmers Market, Inc. in good standing to serve until the next meeting at which time an election shall be held to fill the unexpired term.
12. Robert's Rules of order shall be followed at all times. a. A quorum shall be defined as 50% of the current number of members. b. Vendors who inform the market director of their intent of nonrenewal shall be dropped from the roll and not counted as members.
13. All members of the Rolla Downtown Farmers Market, Inc. should feel a responsibility to promote Rolla Downtown Farmers Market, Inc., to keep good will among our membership and the public, and exhibit a helpful attitude toward all annual and daily members. It shall further be the duty of the Board of Directors to promote, by regulation and management, the Rolla Downtown Farmers Market.
14. A board member or board members may be removed by a majority vote of at least 51% of the present current membership in good standing at any regular meeting or meeting called for that purpose. The board member(s) shall have the right to hear reason(s) for removal seven (7) days prior to membership vote and to make a statement at the meeting prior to membership vote. Any board member missing three (3) consecutive board or association meetings without notice may be removed by a vote of the board.