

# HEMPSTEAD COUNTY FARMERS' MARKET

## By-Laws

### Article I

#### NAME

**SECTION I: NAME** – Hempstead County Farmers' Market

### Article II

#### OBJECTIVES

##### **SECTION I: OBJECTIVE**

The objective of the Hempstead County Farmers' Market shall be to provide to the residents of Hope and the surrounding area the opportunity to purchase fresh home grown agricultural produce.

##### **SECTION II: OBJECTIVE**

The objective of the Hempstead County Farmers' Market shall be to provide an opportunity for produce farmers and home gardeners to sell their products.

### Article III

#### MEMBERS

##### **SECTION I: GENERAL**

The Hempstead County Farmers' Market will be open to growers who reside and grow produce within a fifty (50) mile radius of the City of Hope, Arkansas, and agree to comply with the rules and regulations of the market.

##### **SECTION II: QUALIFICATIONS**

Growers must adhere to the current Hempstead County Farmers' Market rules and regulations.

### Article IV

#### OVERSEER COMMITTEE

##### **SECTION I: OVERSEER COMMITTEE MEMBERS**

The Overseer Committee will consist of 9 members that include a representative from each of the following: (1) Chamber of Commerce; (2) Hempstead County Health Improvement Coalition (two members), (3) Cooperative Extension Service, (4) City of Hope official, (5) Hempstead County official, (6) HCFM grower (7) the general public, and (8) the HCFM Manager.

Any member missing three (3) consecutive meetings will be contacted by the Chairperson. If unable to serve, a new person will be appointed by the Chairperson.

## **SECTION II: ALTERNATES**

Each member may designate an alternate that may represent the Committee Member at Overseer Committee meetings when the member cannot be present. The alternate must be known to the Overseer Committee and will be listed as an alternate with the Committee membership list.

## **Article V** **OFFICERS**

Officers of the Overseer Committee shall be: Chairperson, Vice-Chairperson, and Secretary/Treasurer.

### **SECTION I: ELECTION OF OFFICERS**

Officers shall be elected annually, not to exceed three (3) consecutive terms. The Nominating Committee will present a slate of officers and nominations will be received from the floor.

### **SECTION II: NOMINATING COMMITTEE**

The Nominating Committee will be appointed by the Chairperson and chaired by the Vice-Chairperson. The Nominating Committee will be made up of three (3) persons.

### **SECTION III: DUTIES OF THE CHAIRPERSON**

The Chairperson shall preside at all meetings of the Overseer Committee.

The Chairperson shall be charged with leading the Overseer Committee in resolving any disputes that may occur.

The Chairperson shall be able to appoint special committees as needed.

The Chairperson and Secretary/Treasurer will consult and set agenda items.

The Chairperson shall appoint Nominating Committee members.

### **SECTION IV: DUTIES OF THE VICE-CHAIRPERSON**

The Vice-Chairperson shall preside at meetings in the absence of the Chairperson.

The Vice-Chairperson shall serve as the Chairperson of the Nominating Committee.

### **SECTION V: DUTIES OF THE SECRETARY/TREASURER**

The Secretary/Treasurer shall record minutes of all meetings and minutes will be filed at the Hope Chamber of Commerce office.

The Secretary/Treasurer shall maintain a list of all dues paying members with all pertinent information.

The Chairperson and Secretary/Treasurer will consult and set agenda items.

The Secretary/Treasurer shall receive and deposit all monies collected by the market manager.

The Secretary/Treasurer shall pay all approved debts incurred by the Hempstead County Farmers' Market from the bank account maintained for that purpose.



**SECTION VI: TERMS**

Officer terms will correspond with the market year which will begin January 1 and end December 31.

**SECTION VII: VACANCIES**

Vacancies in any office shall be filled by a vote of the Overseer Committee at any meeting deemed necessary.

**SECTION VIII: REMOVAL FROM OFFICE**

An officer may be removed from office for failure to carry out their assigned duties as outlined in this set of by-laws. A simple majority vote of the voting membership is required for officer removal. The Chairperson or three voting members may call for removal of an officer and request that an election be held.

**Article VI**  
**MEETINGS**

**SECTION I: REGULAR MEETINGS**

The Hempstead County Farmers' Market Overseer Committee shall meet the first Friday of the month, a minimum of 4 times annually or as deemed necessary by the Chairperson or as requested by 3 members. Prior notice will be given two weeks before each meeting.

**SECTION II: SPECIAL MEETINGS**

The Hempstead County Farmers' Market Overseer Committee may hold special meetings as deemed necessary by the Chairperson or as requested by 3 members.

**SECTION III: MEETING LOCATION**

The meeting place will be recommended by the Chairperson and determined by the Overseer Committee.

**SECTION IV: QUORUM**

Seven (7) members present shall constitute a quorum.

**SECTION V: VOTING**

Voting shall be by show of hands for all business. A simple majority is needed to approve issues. The presiding individual may deem it necessary to have voting done by secret ballot for appropriate issues, with the exception of by-laws which will require a two-thirds vote with prior notice of seven (7) days.

**Article VII**  
**MARKET MANAGER**

**SECTION I: DUTIES OF THE MARKET MANAGER**

The Market Manager shall perform day-to-day operation of the Market according to the rules and regulations of the Market. This shall include collection of stall rental fees, completion of

daily operating reports about activity at the Market and resolution of issues arising on a day-to-day basis. The Market Manager will turn over stall rental fees and reports to the Secretary Treasurer and report to the Overseer Committee on activities at the Market.

The Market Manager shall insure that all rules and regulations are followed.

The Market Manager may appoint Day Managers to assist with operation of the Market and shall train any Day Managers appointed. Day Managers will perform the Duties of the Market Manager under the general direction of the Market Manager.

## **Article VIII** **COMMITTEES**

### **SECTION I: STANDING COMMITTEES**

1. **Rules Committee** – made up of three (3) members – will receive and process any recommended changes to the rules and present to the Overseer Committee.
2. **Publicity Committee** – made up of three (3) members – will coordinate all market publicity that will include Calendar of Events.
3. **Finance Committee** – made up of three (3) members – will be chaired by the Treasurer and two (2) other appointed members; will prepare budget and amendments as needed.

### **SECTION II: SPECIAL COMMITTEES**

Special Committees shall be appointed by the Chairperson.

## **Article IX** **PARLIAMENTARY AUTHORITY**

The parliamentary authority will be Robert's Rules of Order.

## **Article X** **AMENDMENT**

The by-laws may be amended by a two-thirds vote with prior notice of seven (7) days.

## **Article XI** **DISSOLUTION**

Upon the dissolution of this association, all debts and liabilities of this association shall first be paid according to their respective priorities. Holders of membership fee which they paid in order to acquire membership in the association will be reimbursed on a prorated basis that coincides with the market calendar year. Any remainder of such property shall be distributed to youth programs administered by the Hempstead County Cooperative Extension Service and senior programs administered by the Hempstead County Senior Citizens Center.