



Parkville Farmers Market Bylaws

Updated 8/25/25

Vision

Community Focused * Quality Products * Locally Grown & Made

Mission Statement

To cultivate a vibrant community hub where local farmers, artisans, and neighbors come together to celebrate fresh, sustainable food and handcrafted goods. We strive to connect people with the land, support small businesses, and foster a welcoming space that nourishes both body and community spirit.

ARTICLE I – NAME

The official name of this organization is Parkville Farmers Market Association, LLC, doing business as PFMA or “the market.”

ARTICLE II – PURPOSE/BY-LAWS

To provide the production and marketing of locally grown farm products and artisan-crafted goods, while educating the community about local items produced by the Parkville Farmers Market Association. The main function of the PMFA is to sell homegrown produce, which will take priority over crafts and artisan goods.

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, Social Media Director, and one Board Member at Large. 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 – ROLES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

Section 1: Officers – The officers of the organization shall be a President, Vice-President, Secretary, Treasurer, Social Media Director, and Board Member at Large.

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

Section 3: Officers –

a. **President** – The President shall preside over all meetings, change/sign all contracts, be a second signature on the bank card, sign checks as needed, appoint an audit committee and be 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. The President shall support the Market Manager by serving in their role during any absence and by attending city meetings alongside the Market Manager upon request.

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. The Vice President shall be responsible for coordinating Market events and may form a subcommittee to assist with event planning.

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 Bylaws of the organization. The Secretary shall keep a current file of all members' names, addresses, phone numbers, and e-mail addresses. Duties include notification of meetings, cancellations, and additional correspondence necessary for the functions of this organization. The Secretary shall also present a summary of key highlights from the market season to the Board of Aldermen at the end of the season.

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 an audit of the financial report. The Treasurer is also responsible for managing all tax-related documents and payments.

e. **Board Member at Large** – The Board Member at Large should attend all meetings and be a vocal representative of the market vendors.

Section 4: Board members are entitled to a 50% reduction on the cost of one Saturday stall throughout their term of service.

Section 5: Vacancies – Vacancies on the Board shall be filled by a majority vote of the Board of Directors. If a Board member is unable to fulfill their responsibilities, a replacement will be appointed by the Board.

ARTICLE V – CONTRACT EMPLOYEES

Section 1: *Contract Employees –

a. **Market Manager** - The 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 fees, conducting on-site visits, and ensuring compliance with 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 the lease agreement with the City of Parkville. The Market Manager will maintain regular communication with the Parkville City Manager and the Parks and Recreation Director and will attend city meetings related to the market's operation.

b. **Social Media Director** - The Social Media Director shall promote the market through photos and posts on Board-approved social media platforms. They will manage and regularly update the market's website, maintain all relevant passwords and subscriptions, and handle communications with members and external parties involved with the market (e.g., event coordination). The Social Media Director will also support the Market Manager and Board in promotional efforts. Additional responsibilities include responding to inquiries from prospective vendors and customers via social media channels. The Social Media Director is expected to post to social media on a weekly basis, featuring vendor photos, product highlights, vendor spotlights, upcoming events, and updates on vendor attendance at the market.

*Contract Employees receive compensation for their seasonal stall fees and are expected to attend all Board and vendor meetings.

ARTICLE VI – MEMBERSHIP

Section 1: Anyone interested in becoming a member of the organization may obtain a vendor application from the Market Manager or online and submit it to the Board of Directors for approval.

Section 2: Membership shall be held by growers/producers, and makers who agree to abide by the established rules and bylaws of the Parkville Farmers Market Association.

Section 3: Each paid member is entitled to vote at meetings.

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 VII – DUES

Section 1: Annual dues shall be set at the first meeting in February and must be paid by the March membership meeting to secure stall placement.

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

Section 3: Dues are non-refundable.

ARTICLE VIII – MEETINGS

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

Section 2: The organization's annual end-of-season meeting shall be held in November at a local restaurant and will include the election of future officers.

Section 3: The first meeting of the new season shall be held in February to begin planning activities for the upcoming year.

Section 4: The Board of Directors shall meet prior to the first meeting of the new season.

Section 5: The President should be notified of all committee meetings and call for a report.

ARTICLE IX – AMENDMENTS

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

Section 2: Members who are unable to attend the meeting in person may participate and vote electronically during the meeting.