

Oxford Farmers Market

Market Council Bylaws

ARTICLE 1 - NAME

The name of this organization shall be the Oxford Farmers Market Council.

ARTICLE 2 - MISSION OF THE OXFORD FARMERS MARKET

The mission of the Oxford Farmers Market is to cultivate a community where farmers and artisans can offer their products to everyone in and around Oxford, Ohio, and to educate the community about the benefits of buying fresh, local and handmade products.

ARTICLE 3 - DEFINITIONS

1. Market Council Member - a person who serves on the Market Council and adheres to and enacts these bylaws.
2. Vendor
 - a. Farmer - those actively involved in managing the planting, growing, and harvesting of agricultural product on their own or rented land. Vendors of the market should be farmers themselves, a family member of the farm represented, business partners or direct employee of the business.
 - b. Baker/Food Provider - an individual who provides food products made from scratch and from locally sourced ingredients when at all possible.
 - c. Artisan - an individual who produces hand crafts
 - d. Community Organization - an individual or group that advocates for a community interest
 - e. Musician - an individual who performs music at the Farmers Market
3. Market Manager - the person who is hired or appointed by the Market Council to run the Market operation as outlined in the Market Manager Job Description.
4. Assistant Market Manager - the person who is hired or appointed by the Market Council to assist with the operation of the Market.

ARTICLE 4 - MARKET COUNCIL COMPOSITION

1. The Market Council shall be composed of no fewer than five and no more than nine members.
2. The number of non-Vendor members shall not exceed the number of vendor members.
3. The election of multiple council members from one vendor's booth is not permitted.
4. Market Council members shall serve a term of three years. There is no limit to the number of terms a person can serve on the Market Council.
5. During the month of November the current Market Council Members shall recruit, nominate and by a simple majority vote to appoint new members to the Council.
6. Every attempt shall be made to appoint members who have the vested interest in the success of the Oxford Farmers Market and the community at large.

ARTICLE 5 - MARKET COUNCIL OFFICERS

1. President: The president shall call and preside over meetings, appoint and oversee committees, set agendas, be the official representative of the Association, and perform duties in the interest of the Association.
2. Vice President: The vice president shall complete the duties of the president when he/she is unable to perform the above tasks.
3. Secretary: The secretary shall complete and maintain minutes of any Oxford Farmers Market Council or Vendor meetings.
4. Treasurer: The treasurer provides oversight to the Market Manger and council regarding the dealings of all market related expenditures. He/she will have access to the market bank account as well as any other financially related accounts/spreadsheets/documents.
5. The Council shall elect officers by a simple majority. Market Council officers can serve a term of three years. There is no limit to the number of terms an officer may have. If an officer steps down, the market council will elect a new officer at the next Market Council meeting.

ARTICLE 6 - DUTIES OF THE COUNCIL

The Market Council shall either perform or appoint others to perform the following duties:

1. Recruit, appoint or hire, train and supervise the Market Manager.
2. Recruit, appoint or hire the SPROUTS manager
3. Recruit, appoint or hire the Assistant Market Manager
4. Conduct vendor visits to confirm conformity of vendors to vendor guidelines.
5. Recruit and approve market vendors including farmers, artisans, bakers/food providers, and musicians.
6. Write and update vendor guidelines.
7. Oversee the financial tools used by the Market Manager (bank account, Square credit card system, Venmo, etc.)
8. Oversee financial assistance programs associated with the Market (EBT, WIC, SFMNP, Produce Perks, etc.)
9. Oversee and print Market Bucks.
10. Secure city permits necessary for operation of the Market.
11. Maintain the Market status as a registered non-profit organization.
12. Manage or appoint someone to manage Market social media and website.
13. Secure and maintain liability insurance for the Market.
14. Ensure the Market pays owed taxes.
15. Plan and implement the annual Council and Vendors gathering.

ARTICLE 7 - MARKET COUNCIL MEETINGS

The Market Council shall meet as necessary to transact the business of the market. The Market Council shall meet no less than nine times in a calendar year. It is the duty of the President to determine a time and place for these meetings.

ARTICLE 8 - MARKET COUNCIL CODE OF CONDUCT

Market Council members shall:

1. Treat everyone associated with the Market with respect.
2. Attend all Market Council meetings. In the case they are not able to attend they will notify the President as soon as possible.
3. Respond to Council communication in a timely manner.

4. Actively participate in the duties of the Council as listed above.

ARTICLE 9 - SPENDING OF MONIES

Proceeds derived from annual membership fees and stall rental fees shall be used to pay expenses of the Association. Should the Oxford Farmers Market dissolve or become inoperative, any remaining funds shall be donated to the Oxford Community Foundation or the registered non-profit organization as designated by the Market Council.

ARTICLE 10 - AMENDMENTS

Changes to these by-laws may be proposed at any Council meeting. Those changes must be approved by a simple majority at the following Council meeting.