



**By-Laws for Market Operations 2016-2017**

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## **Introduction**

The Downtown Buda Farmers Market is a non-profit organization. The Market is governed by the Board of Directors. Market Managers are responsible for the operations of the Market and enforcing the rules set forth by the Board of Directors. These rules are for the safety of those attending the Market and are to facilitate a safe, harmonious, cohesive and flourishing Market.

The Downtown Buda Farmers Market is open every Saturday from 9:00am to 1:00pm in downtown Buda across from Garcia's Restaurant. A second market will be held every Tuesday at Gray Gardens, 767 Main Street, from 3:00pm-7:00pm. Dates of operation will be determined annually by the board of directors.

## ***Mission***

The mission of the Downtown Buda Farmers Market is to serve as a community gathering place where local farmers, producers and artisans can offer fresh agricultural and related products to generate a sense of local pride and further economic development of Downtown Buda. With a strong focus on sustainability, The Downtown Buda Farmers Market intends to provide a vehicle to educate the community on the importance of good health as we create more business opportunities and residential benefits.

## **Board of Directors**

President - - - - - Nick Leonard  
Vice President - - - - - Jonas Jones  
Treasurer - - - - - Sherry Highsmith  
Secretary - - - - - Tammy Gray  
Market Co-Managers - - - Sherry Highsmith / Don Poole

To contact any of the above board members please use the following:  
[budamarketmanager@gmail.com](mailto:budamarketmanager@gmail.com)

## **Board of Directors Duties**

### ***President:***

Preside at meetings of this organization.

1. Announce in sequence the business that comes before the group.
2. State and put to vote all motions that arise.
3. Enforce rules of debate that relate to order and decorum within the group.
4. Declare the meeting adjourned.
5. Approve the general outline of all publicity for the organization and grant interviews for news articles.
6. Oversees the general operations of the association.
7. Has the authority to sign contracts for the association.

***Vice-President:***

1. Fill in for the President when absent.
2. Perform any other duties delegated by the President provided they are in compliance with the rules of this organization.

***Secretary:***

1. Keep the minutes of all group meetings.
2. Keep on file all committee reports.
3. Keep membership rolls, their addresses and phone numbers.
4. Make the minutes and records available to members upon request. Minutes should include: date, place and time of meetings; all main motions; seconds to the motions; all points of order; outcomes of votes; adjournment.
5. Handle all correspondence necessary for the functioning of the organization with the approval of the members.
6. Maintain record books in which bylaws, rules, and minutes are entered with amendments to these documents properly recorded, and to have the current records on hand at each meeting.
7. Maintain files for insurance premiums, governmental forms and any other information pertinent to the organization.
8. Notify membership of each meeting at least 7 days prior to meeting and conduct the general correspondence of the organization.

***Treasurer:***

1. Handle the funds of the organization and maintain the checkbook.
2. Pay all the bills upon the order of the organization.
3. Collect membership dues.
4. Make a deposit of funds collected on a timely basis.
5. Keep continuing lists of growers including addresses and phone numbers.
6. Preparing a budget for annual approvals
7. Responsible for Tax filings.
8. Make regular reports to the board of directors and annual reports to the general membership.

***Market Manager - Assistant Market Manager***

1. Open, close and preside over the market.
2. Collect booth fees.
3. Enforce market rules.
4. Have information available for anyone interested in joining the market.
5. Be available for customer concerns or complaints.
6. Oversees the general operations of the market.
7. Receive vendor/customer complaints

## Definitions

Approved Product: a product approved by the Board of Directors or the Market Manager,

Agent: a representative of a farmer who is working on contract with the Farmer to sell for the Farmer at the Market,

Downtown Buda Farmers Market Association (DBFMA): farmer, rancher, artisans, prepared food suppliers and harvesters are members of the Downtown Buda Farmers Market.

Board of Directors: the board of directors for the Downtown Buda Farmers Market.

Craft Vendor: a person who creates a hand-made craft to sell at the Market.

Local Product: any product grown or produced within 100 miles of downtown Buda.

A Majority of Downtown Buda Farmers Market must be producers to qualify for TCFMC membership.

Market Director and Manager: the staff member who supervises the operations of the Market.

Non-Producers (non-grower): vendors who sell items such as value-added, jams, breads, crafts, flowers, honey, wood furniture, or who buy and resell any product.

Producer: (growers/farmers) are vendors who sell agricultural products and must grow/raise at least 51% of what they sell. A producer is NOT someone who solely buys fruits and vegetables from other farmers for the purpose of reselling at the market. This person who buys and resells is a non-producer.

Supporting member: an interested member of the community who is a non-vendor and wishes to support the market. This member does not have voting privileges.

Vendor: an approved seller at the Market that is a paid member of DBFM

Visiting Vendor: an approved seller at the market that is not a paid member of DBFM

## Eligibility:

Produce grower members must live within a 100-mile radius of Buda, TX. Family members or an employee may sell. Members must be responsible for conveying rules to employees. All Vendors and/or their Agents must read, sign and submit the Rules and Regulations for the Downtown Buda Farmers Market prior to selling at the Market. No organization may sell without approval of the board. The Board of Directors will be the final arbiter of disputes. To be eligible to hold the office of President, Vice-President, Treasurer/Market Manager, Assistant Market Manager, or Secretary, an individual must be a member of the market. In the event an officer is unable to fulfill the duties of

his/her term, the remaining board members may appoint a member to serve in that position until the next election.

### **Products:**

Produce sold at the Downtown Buda Farmers may not be harvested from a distance greater than 100 miles from Buda, TX. Meat, fish, dairy and eggs which have been raised/grown by the member within the prescribed area of 100 miles from downtown Buda, TX. Crafts must be made by a member; no resale of crafts is allowed. Produce, crafts and homemade items must be of good quality in the judgment of the market manager. The Downtown Buda Farmers Market is a Lonestar approved market. Vendor/Seller is responsible for payment of his/her own state sales tax and must abide by all state and local ordinances.

### **Member Rates:**

The annual vendor membership fee is \$50.00 for renewing March 31st of each year. seasonal Fees are due on/or before the vendor's first day of attendance each season. continues until first A \$10 daily fee will be charged for each space a vendor uses. Non-members may attend markets as a visiting member with an board approved vendor application. A \$15 daily fee will be charged for each space a visiting vendor uses. Visiting vendors are not included on the DBFM website and do no maintain any member benefits.

### **Vendor Spaces:**

Each vendor space will be the size of one vehicle and a 10' x 10' canopy, unless otherwise directed by the market manager. Vendors may choose to use more than one space. The vendor will be assessed a daily use fee according to the number of vendor spaces being used by the individual. Tables and tents, if used, must be supplied by the vendor and fit within their vending spaces. Vending spaces will be filled on a first-come, first-served basis. No sharing of vendor spaces is allowed.

### **Cleanliness:**

It is mandatory that sellers maintain appropriate standards of cleanliness and neatness at all times, in both personal appearance and their sales area. These standards are subject to inspection by the market manager. Everything must be removed at the end of the selling hours.

### **Violations:**

The Market Manager has the ultimate authority. The Board of Directors may act as an arbitrator. Open and wanton disregard for either state or local market rules will result in immediate expulsion from the Market by the Market Manager. Anyone expelled may appeal to the Board. Membership fees will not be returned if members are expelled. The Board may appoint someone to inspect participating member farms or gardens to verify produce sold at market is locally grown by the member and not purchased wholesale for retail use.

### **Amendment Policy:**

These bylaws shall be reviewed and amended as required with 2/3 votes of the board of directors. Members will be notified of any changes no later than the next Market Meeting.

### **Length of Board Term:**

Boards of Directors are required to serve a minimum of one season as an active participant. Resignation of board members can be filled by board appointment.

