

Cheyenne County Farmer's Market Bylaws *Adopted October 9, 2019*

Mission Statement: To help strengthen our local food system, through educating and empowering community support of a marketplace that supports healthy, local and sustainable food and homemade items to contribute to our local economy.

Board of Directors: The duty of the board of directors will help to guide and develop existing policies and regulations for the Cheyenne County Farmer's Market. Board of directors will oversee the coordinator position and be fiscally responsible for the Farmer's Market. The Cheyenne County Farmer's Market will hold 5 positions to make up a board of directors. Qualified directors are Cheyenne County residents, local producers or vendors. The board of director positions are as follows:

Chairman: Duties include scheduling and running the monthly board meeting, coordinating with committees and informing the committee representative of the scheduled board meeting so they can attend and make their report.

Vice Chairman: Duties are the same as the Chairman. The Vice Chairman must be ready to fill in for the Chairman for any reason.

Secretary: Duties include keeping a record of board meeting activities, creating minutes of that meeting, and presenting those previous meeting's minutes at the next meeting.

Treasurer: Duties include keeping a record of all financial transactions made with Cheyenne County Farmer's Market funds, and making a summery report of those transactions and balances at each board meeting.

Public Relations: Duties include the coordination and recording of interaction between the board and outside entities, whether those entities be committees, local government, newspapers, online social networks, etc.

Filling Positions on the board: The board of directors will be assigned their duty until he/she no longer wants to fill that role. At that time, the remaining board of directors can recruit until the position has been filled. To vote in a new member, a 3/5 passing vote by the board of directors will need to be achieved.

Meetings: Meetings will be held monthly. A 3/5 quorum will need to be present in order to have an official meeting. 3 present board members must be in attendance. Non-Physical voting can also take place to ensure a 3/5 presence.

Committees: The board of directors will appoint and assign committees with the task of researching and developing an idea derived from the board. Committee members will be allowed to brainstorm such task with the understanding that they are to report back to the board of directors with their findings. Committee members will not have voting privileges, nor will they represent themselves as board members.

Farmer's Market Coordinator: The Cheyenne County Farmer's Market may choose to employ 1 person as their paid Farmer's Market Coordinator for the duration of one season. The coordinator will execute all activities and decisions set forth by the board of directors. If at any time, the board of directors feels that the coordinator is under-serving, or violating the Farmer's Market or board, the board may vote to replace the coordinator without notice. More information can be found in the Farmer's Market Coordinator Job Description. The coordinator will be subject to the outlined duties found in the Job Description.

Financials: All funds received by the Cheyenne County Farmer's market Board from any source, including fees, fundraising, grants, donation, etc., will be used exclusively for the coordinator's salary, and the maintenance,

promotion, and supplies for the Cheyenne County Farmer's Market. The Treasurer will be responsible for the recording of all cash flow, and for the reporting of that record at board meetings.

Amending Bylaws: Bylaws can be amended after board discussion and a 3/5 passing vote. The amendment needs to be documented in official minutes and revised in the current bylaws copy.