

Rockland Farmers' Market Association **By-Laws**

• **Article 1 - Formal Title**

This organization shall be known as the Rockland Farmers' Market Association.
A voting quorum shall be comprised of at least 50% of membership.

• **Article 2- Purpose**

The Association has been organized on a not-for-profit basis for the following purposes:

- (a) To provide a capability for mid-coast Maine farmers and related product vendors to offer their products directly to the consumer.
- (b) To establish and maintain operating standards for, and representation of, members that will inspire public confidence in the farmers' market concept.
- (c) To provide organization with publicity and by other techniques to assist in promoting the sale of Maine products at the market.

• **Article 3 - Membership**

Any Maine resident qualifying with Maine homegrown products shall be eligible for membership in the organization by agreeing to abide by the established rules and by-laws of the association.

New members must have approval to participate in the Rockland Farmers' Market and for membership.

• **Article 4 - Location and Time**

The membership shall designate the market location, the opening and closing dates of the market season and the days and hours of the market by majority vote.

• **Article 4 - Officers**

The officers shall consist of President, Market Manager, Secretary, Treasurer(s). Each member may only occupy one elected position.

Each of these officers will be elected at the first preseason meeting by a majority vote of the members present. The officers shall serve for one year, or until qualified successors have been elected.

Duties of the officers are as follows:

(a) The duties of the **President** will be: (1) to plan and preside at meetings; (2) to enforce the provisions of these guidelines and all other guidelines set forth by the organization; (3) to maintain a 'president's notebook' of minutes and pertinent information for the conduct of future meetings; (4) to determine the need for private voting and to provide voting ballots when deemed necessary; (5) to serve as arbiter when necessary until membership can consider a problem; (6) to call special meetings at his/her discretion with adequate notice to members (usually two (2) weeks for any market business.) (7)

(b) The duties of the **Market Manager** will be: (1) prepare a vendor layout plan and present it to the membership for approval; (2) respond to problems associated with market days, ie: event setup hazardous situations, customer complaints, adequacy of temporary market locations, attendance, etc. (3) designate the acting market master in the event he/she cannot be present on market day; (4) act as the spokesperson for the market, and; (5) to act for the president in his/her absence;

(c) The duties of the **Secretary/Vice President** will be: (1) to record the minutes of all meetings and provide the president with copies of same within two weeks after each meeting; (2) to maintain an ongoing list of all members and to provide the treasurer with the planned dates of participation of each. (3) to provide notice of all meetings to members; (5) to maintain an ongoing 'Secretary's Notebook' of minutes, member's agreements, contacts, correspondence. This notebook shall be available at all meetings and markets for inspection of by any member; and (6) to record market and meetings participation by each member.

(d) The **Treasurer** position will be held jointly between two market members: (1) to collect all annual fees for membership and temporary members' fees and keep a record thereof; this includes missed meeting expenses from individual vendors (if needed) (2) to dispense all expenditures for the organization and maintain a record of these expenditures; (3) to prepare a financial statement for the first preseason meeting and to keep books open for inspection of any member; (4) to maintain all transactions associated with the SNAP / Market Credit programming; (5) to be the lead communicator and overseer of any volunteer associated with the SNAP / Market credit program; and (6) be responsible for maintaining the privacy of vendors in association with all transactions and volunteers involved with the SNAP / Market Credit program.

• **Article 5 - Committees**

(a) This organization shall be directed by a management committee consisting of duly elected officers.

(b) Ad hoc committees will be formed at the discretion of the association's officers and / or the general membership as they deem necessary.

• **Article 6 - Annual Meetings**

Members are expected to attend all pre-season meetings which are scheduled as follows: the 3rd Thursdays of January, February and March with snow dates of the following Thursdays.

The members present will constitute a quorum, in all other aspects meetings will be run using the latest edition of Robert Rules of order.

• **Article 7 - Elections**

Nominations and elections shall be held at the first annual meeting. Members in good standing shall have the privilege of voting at all association meetings. Each farm membership shall have one vote. Voting members may make nominations from the floor.

• **Article 8 - Records**

Every member shall have the right to examine, for any reasonable purpose, the books, records, roster of membership, and other appropriate records of the Association. All such examination requests shall be presented to the Officers. The Officers shall respond within 3 working days or sooner.

• **Article 9 - Dues and Liquidation**

Section 1. The annual dues shall be determined by the market membership annually, payable to the Rockland Farmers' Market Association. All dues shall be paid by the March annual meeting.

Section 2. Any member of the organization whose dues fall into arrears shall, be automatically dropped from membership in the organization unless immediate payment of such dues is made.

Section 3. The Officers may grant relief or adjustment of dues.

Section 4. In the event of liquidation or dissolution, all remaining assets in the Association's treasury shall be donated to one or more non-profit association that works to benefit local agriculture or community food distribution. The specific beneficiary of the Market's assets will be determined by a general vote. The sum of the donation will be any monies remaining after all debts and other obligations of the Association are satisfied.

• **Article 10 - Amendments**

The articles outlined may be amended by a two-thirds majority of members present at any regular or special meeting, providing that a notice of such revision or amendment was included in the call of the meeting, or else that the matter had been duly presented at a previous meeting.

(by-laws, edited March 2017)