

ST. CROIX FALLS FARMERS MARKET

By-Laws

Approved March 9, 2010

Article I: Name, Time and Location

The name of the organization shall be: "St. Croix Falls Farmers Market" (hereby referred to as SCFFM or 'market'). The SCFFM will be located on the St Croix Public Library Plaza and operate every Saturday morning, May-October, from 10:00am until 2:00pm.

Article II: Purpose

The purpose of the market is to provide members a consumer market for vegetables, produce, baked goods, grains, home grown meats, flowers, herbs, potted plants, honey, maple syrup, jams, jellies, fruits, home-processed products and homemade crafts.

Article III: Membership

- A. Any person who grows 100% of their own produce or makes or grows their own products within a 30 mile radius of St. Croix Falls, Wisconsin, has been approved as a vendor by the Executive Committee (EC) and is in good standing with the SCFFM.
 1. Members are in good standing if:
 - i. Their annual dues are paid in full AND
 - ii. They have not been suspended or warned for violations of any of the current by-laws and rules
- B. Exceptions to the "30 mile radius from St. Croix Falls" rule may be considered by the EC on an individual basis. A majority vote of the EC is needed to override rule "A" above.

Article IV: Structure

Section 1. The market shall be composed of the Executive Committee (EC), vendors, one manager and volunteers.

Section 2. The EC shall be composed of a Chairperson, a Vice-Chairperson, a Recording Secretary and a Treasurer, chosen from among the vendors in good standing.

A. Officers and duties of officers (include but are not limited to):

- a. **Chairperson:** shall conduct all market meetings, request agenda items from other EC members and vendors, call meetings to order.
- b. **Vice-Chairperson:** shall preside at all meetings that the Chairperson is not able to attend. In the absence of the chairperson, the vice-chairperson shall assume all his/her duties.
- c. **Recording Secretary:** shall write and keep a record of all proceedings of the meetings (the minutes). In addition, the RS shall keep a binder with all the pertinent information of the SCFFM. The Secretary will also keep a list of members of the market and will notify each one of any meetings.
- d. **Treasurer:** shall be responsible for any funds received or dispersed by the SCFFM, shall develop a budget and present it to the EC when requested and shall also present a financial statement at each meeting of the EC and the Annual Vendors Meetings.
- e. **Manager:** shall conduct the business affairs of the SCFFM, collect vendor fees, enforce the by-laws, advertise for the SCFFM at the beginning of each season, ensure a volunteer base each season, propose a calendar of events, update web links and/or the web site, procure funding for each market year. The EC shall have final approval of all the Manager's recommendations, activities and suggestions. The manager must be present at all meetings and market days. The market manager shall be a paid position, if possible. The candidate must have one year of experience managing a farmers market or have similar managing experience. The candidate will have strong local ties, and be able to devote considerable time to managing the market from April through November. Other qualifications may apply.

Section 3. Members of the EC shall be chosen by majority vote of all vendors present at the Fall Annual Vendors Meeting (see Section 7, below).

Section 4. The EC shall be the governing body of the SCFFM. All powers of the SCFFM/market shall be vested in the EC. Its powers include, but are not limited to, the right to establish policies, approve budgets, levy dues, amend the by-laws and rules, adopt procedures for the election of officers, accept or reject new membership applications in the best interest of the market.

- Section 5. The EC shall meet monthly from March-November
- Section 6. A manager shall be chosen every year from among the vendors in good standing present at the Fall Annual Vendors Meeting. A majority of all those present at this meeting is necessary to elect the manager.
- Section 7. Two Vendors Meetings shall be held, one on the 3rd Saturday in April and another on the 3rd Saturday in November of each year. All vendors, manager and volunteers are required to attend these meetings.
- Section 8. The manager shall call other meetings during the market season if a need arises.
- Section 9. If for any reason an elected officer is unable to fulfill the duties of the office, a replacement will be elected at the next regular meeting, except for the Chairperson, who is automatically replaced the Vice-Chairperson.

Article VI: Rules of the Market

- Rule 1. The number of vendors selling at the market shall be limited to: four (4) vegetable, one (1) cut flower, one (1) plant, one (1) baked-goods (yeast and quick breads, cookies, etc.) and grains, one (1) of each of the following: eggs, honey, maple syrup, jams, jellies, Federally inspected specialty meats and cheese.
- Rule 2. No vendor may sell products not listed in their vendor application. Vendors may sell only those products that were explicitly approved for sale by the EC at the start of the market season.
- Rule 3. All vendors must “strive to be good stewards of the earth” (BuyFreshBuyLocal), “use practices that conserve soil, protect water quality and wildlife habitat” (BFBL), and use sustainable methods of agriculture.
- Rule 4. Artificially setting low prices or ‘undercutting’ practices shall not be tolerated.
- Rule 5. All vendors are required to set up a tent with appropriate weights at each market day.
- Rule 6. Vendors shall be assigned a space at the Plaza at the beginning of each market season.
- Rule 7. Vendors will leave their assigned spaces clean at the end of each market day.
- Rule 8. Vendors will not sell produce or other products prior to market opening time.
- Rule 9. Dues are in the amount of \$75.00 and are due in full by the first vendors meeting in April. If paid after that date there will be an additional fee of \$15.00.
- Rule 10. Daily fees will be \$25.00 and will be collected by the manager.
- Rule 11. Occasional vendors may sell at the market only after their application has been approved by the EC PRIOR to market day. Daily fees will apply.
- Rule 12. All members and occasional vendors must comply with all local, state and federal regulations. It is the responsibility of the vendor to know and follow the regulations. It is up to the individual vendors to procure liability insurance. The SCFFM is not responsible for damages sustained by either vendors or customers.
- Rule 13. Membership in the market shall consist of one person representing him/her self or his/her family and having one vote per farm/family/business at the annual meetings.
- Rule 14. The EC may authorize visits to members’ production sites. Such visits will be conducted by one or more persons named from the EC.
- Rule 15. No dogs are allowed apart from service dogs. No smoking is allowed by any of the vendors near where food is being sold.
- Rule 18. All vendors that will not be selling during a market day must notify the market manager 48 hrs in advance.

Article VIII: Conduct of Meetings

- Section 1. Meetings shall be conducted in a manner consistent with Roberts Rules of Order.
- Section 2. A quorum for the EC meetings shall be composed of 3 EC members. A quorum for the Annual Meetings shall be composed of a majority of all members present at those meetings.

Article IX: Election of Officers

- Section 1. Nominations for officers will be called for by the Chairperson at the Fall Annual Meeting each year. Any full-time member in good standing can nominate any other member in good standing.
- Section 2. Each officer shall hold office for one year, and may hold only one office at a time.
- Section 3. The election shall be called for by the Chairperson. The voting shall be conducted by written, anonymous ballot. The Secretary will count and tally the votes and report the results to the Chairperson, who will then install the new officers at the end of the Fall Annual Meeting.

Article X: Amendments

The by-laws may be amended only by the EC, at the monthly meetings, as needs arise. A quorum is needed (3 members present) to vote on any amendments. Special Meetings can be called by the Chairperson or manager and members must be notified at least seven days prior to the meeting.

Article XI: Violations and Remedies

Section 1. Any misconduct by any member that is brought to the attention of the membership shall be dealt with in the following manner: first offense, a warning; second offense, a dismissal from the market.

Section 2. Misconduct that can lead to a warning or dismissal from the membership is limited to the following:

- a. To knowingly convert or use any property or funds belonging to the SCFFM for personal use or profit.
- b. To knowingly violate the Rules or By-laws.
- c. To knowingly become engaged in an activity that is detrimental to the SCFFM.
- d. To accept an office in the SCFFM and be absent more than three times in a year for scheduled meetings without a valid excuse.
- e. To knowingly make a false statement or to falsify a report or to withhold any material fact from such report or statement.
- f. To knowingly become delinquent in the payment of dues to the SCFFM.
- g. To knowingly commit any resource of the SCFFM without authorization to do so.

Article XII: Fundraising

As part of the SCFFM mission of community building, fundraisers may apply to sell during June, July & August. Fundraisers who meet the following market's criteria and agree to abide by its guidelines are eligible for approval.

1. The fundraising group must be part of a nonprofit organization.
2. The fundraising group must apply to and be approved by the EC.
3. Applications will be reviewed on a first-come first-served basis. To ensure maximum return, normally only one fundraising group will be allowed on any market day.
4. A fundraising group may be permitted to sell at the market twice during the season, as long as the products sold do not overlap with what the regular vendors at the market are selling.
5. Because the market is essentially about providing food, the EC recommends that those wanting to raise funds should focus on selling food for on-site consumption (see #4 for exception). Examples: hot dogs, brats, hamburgers, tacos in a bag or other similar offerings. Food containing meat or other potentially hazardous item must come from an inspected facility.
6. It is the responsibility of the fundraising group to procure the necessary licenses.
7. The market reserves the right to sell hot and cold beverages for its own fundraising purposes. Therefore, guest groups engaged in fundraising may not sell beverages.
8. Fundraisers must provide their own equipment and other supplies.
No fee will be charged to a community group permitted to engage in fundraising at the market.

Article XIII: Education and Entertainment

In exchange for their volunteer presentation, presenters may sell their product free of stall and membership charges on the day of their educational presentation. This opportunity is limited to once each season unless the EC grants an exception by allowing a second educational presentation from the same person or group. The product that may be sold must be of the seller's own yield and appropriate to SCFFM/market, with care not to duplicate member vendors' products. Those volunteering entertainment may sell a product free of stall and membership charges on a day different from the day they provide entertainment, providing their product is of their own, appropriate at SCFFM and does not duplicate a product already being sold by a member vendor.