

CAMDEN FARMERS' MARKET BY-LAWS

Revised 3/19/2022

Article 1 - Formal Title

This organization shall be known as the Camden Farmers' Market.

Article 2 - Purpose

- (a) To provide a place for 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 to assist in promoting the sale of Maine products at the market.

The membership will operate a farmers' market at such sit as selected by the membership; establish market rules; set quality standards; promote the market; and encourage growth of the local/regional food supply.

Article 3 - Membership

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

Applicants for provisional membership must be approved by the current members to participate in the Camden Farmers' Market. Provisional members may apply for full membership at the following year's annual meetings.

Membership in this organization is open to producers without regard to race, creed, gender, or age.

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 rule.

Article 5 - Officers

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

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

Duties of the officers are as follow:

- (a) The duties of the **President** will be: (1) to plan and preside at meetings; (2) to enforce the provisions of these by-laws and all other rules set forth by the organization; (3) to maintain a 'president's file/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 weeks for any market business). Robert's Rules of Order will be followed regarding when the President should vote.

- (b) The duties of the **Market Manager(s)** will be: (1) to prepare a vendor layout plan and present it to the membership for approval; (2) to respond to problems associated with market days, i.e., event setup, hazardous situations, customer complaints, adequacy of temporary market locations, attendance, etc.; (3) to designate the acting Market Manager in the event he/she cannot be present on market day; (4) to act as the spokesperson for the market; (5) to act for the President in his/her absence; (6) to record market participation by each member and provide same to Secretary.

- (c) The duties of the **Secretary** 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; (4) to collect and maintain copies of all applications, licenses, and insurance; (5) to maintain an ongoing 'Secretary's Notebook' of minutes, member's agreements, contacts, correspondence, to be available at all meetings and markets for inspection by any member; (6) to record market and meetings participation by each member; (7) to handle correspondence as directed by the

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President; (8) to maintain an ongoing list of committee or activity membership; (9) to maintain a waiting list of applicants.

- (d) The duties of the **Treasurer** will be: (1) to collect all monies including 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.

Article 6 - Annual Meetings

Members are expected to attend all pre-season meetings which are scheduled as follows: The third Saturdays of January, February, and March with snow dates of the following Saturdays. An April meeting will be called if there is more business to complete.

Meetings will be conducted in keeping with Robert's Rules of Order.

A quorum shall consist of 51 percent of the voting membership. Decisions requiring a vote shall be decided by a majority vote.

Article 7 - Elections

Nominations and elections shall be held at the first preseason meeting. Full members shall have the privilege of voting at all meetings. Each member 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 Camden Farmers' Market. All such examination requests shall be presented to the Officers. The Officers shall respond within one week or sooner.

Article 9 - Dues and Liquidation

- (a) The annual dues shall be determined by the market membership annually, payable to the Camden Farmers' Market. All dues shall be paid by May 1.

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- (b) 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.
- (c) The members may grant relief or adjustment of dues.
- (d) In the event of liquidation or dissolution, all remaining assets in the membership's treasury shall be donated to one or more non-profit associations that work 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 membership are satisfied.

Article 10 - Amendments

The articles outline may be amended by a two-thirds majority of members, 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.