Madison County Farmers’ Market By-laws

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Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Article I-Organization

The name of the organization shall be the Madison Farmers’ Market Inc, a non-profit entity organized by the citizens of Madison County, Virginia

Article II-Purpose:

The purpose of this organization is to provide venues and opportunities for local farmers and food producers to offer their products to the public and to provide for orderly operation of the Madison County Farmer’s Market.

The spirit and intention of the Madison Famer’s Market is to:

* Provide an opportunity for vendors and consumers to buy and sell locally grown agriculture and related products in an amicable exchange.
* Provide an open venue for community enjoyment.
* Support local farmers and thereby support farm preservation.

Article III-Membership:

1. Voting membership is available for one year, beginning and ending 15 days after the Annual meeting to those entities (farms and producers) actively engaged in the production of accepted agriculture-related products, whether on a full or part-time basis. Accepted products are those listed in the Rules and Regulations as approved by the Madison County Farmers’ Market voting membership. Agriculture-related products may include baked goods, processed foods, and quality agriculture-related handmade crafts, as defined by the market Rules and Regulations.
2. Non-voting partial membership may be made available for vendor participation in limited number of venues and events.
3. Non-voting membership is available to community volunteers who serve on Madison County Farmers’ Market Committees, Board, and to other interested Madison County Citizens.
4. Voting Membership is not transferable.
5. Application for membership shall be made to the Madison Farmers’ Market yearly. Applications are to be reviewed and approved by the Farmers’ Market Board and/or assigned representative. Preference for admittance to the Madison Farmer’s Market will be given to existing members in good standing, and to Madison County residents.
6. When the need arises, each member may be asked to participate on at least one committee of the Madison Farmers’ Market and or other work detail.
7. Rules and Regulations for the operation of the administration of the Madison Farmer’s Market will be established and amended by a simple majority of the Farmers’ Market voting members acting as a committee of the whole. All members must observe these rules. Failure to follow these rules and regulations can result in membership being revoked by the Board as constituted below.
8. There will be one vote per current full season registered vendor in good standing.

Article IV-Meetings:

1. There shall be at least one meeting of the Madison County Farmers’ Market membership each year. The annual meeting shall be held between January 1 and March 15.
2. Notice shall be given at least 30 days prior to the date of the annual meeting.
3. Membership fees will be due 15 days after the annual meeting.
4. Farmers’ Market Board Members for the coming year will be nominated and approved by a simple majority of the voting members at the annual meeting.
5. The Farmer’s Market past year expenditures, current finances, and proposed next year’s budget will be presented at the annual meeting for review and approval by all voting members, with a simple majority required for each line item.
6. Scheduling of Farmer’s Market venues and dates, and initial selection of special events and dinners, shall be reviewed and approved by voting members at the annual meeting.
7. Additional meetings may be called by the Farmers’ Market Board anytime with advance notice.
8. The By-Laws, and Rules and Regulations shall be reviewed annually. Changes shall be decided by the members of the Madison Farmer’s Market on a basis of a simple majority. Changes to be documented.
9. All Farmers’ Market Meetings should follow Robert’s Rules of Order if indicated.

Article V-Farmer’s Market Board

1. The business of the market shall be managed by the Farmer’s Market Board. The Board will provide governance to the Madison County Farmer’s Market. It will consist of voting members nominated and selected by the Farmer’s Market voting members acting as a committee of the whole at the annual meeting and will for a term of 2 years. Longer terms may be considered at time of the annual meeting if the voting membership is in concurrence. This must be approved by majority and documented.
2. The market Board shall consist of elected board of directors to include officers: a President, Vice-President, Secretary, and Treasurer and Market Manager as officers; each to be selected by simple majority of the voting members of the Farmer’s Market at the annual meeting.
3. Vacant seats or unexpired terms of the Board shall be filled from the appropriate voting membership by Board appointment.
4. The Board shall be responsible for coordination with Madison County officials, including the Madison County Extension Agent.
5. The Board shall be responsible for obtaining the necessary insurance, permits, licenses and permission for each market site from municipal and other groups affected by the market. The Board shall be responsible for updates to the Rules and Regulations that are needed in the timeframe between annual meetings. Any such actions are to be reviewed and approved at the next subsequent annual meeting.
6. All decisions made by the Board shall be collectively assessed and approved by the majority of the Board.
7. Duties of the officers are as follows:

**President**

* Preside over meetings
* Provide notice of meetings
* Determine meeting dates
* Enforce provisions of the by-laws, rules, and regulations
* Call special meetings of the Board and or of the Board and Farmers’ Market members
* Handle public relations

**Vice-President**

* Stand in for President in his/her absence
* Establish and appoint committees when indicated
* **Secretary**
* Maintain Correspondence
* Maintain ongoing list of all market members, volunteers, voice, and email addressed, contact information
* Record and distribute meeting minutes, maintain electronic records, advertising, financial transactions, market business supplied by Board, Committee members
* Maintain and assure distribution of the up-to-date Farmers’ Market bylaws and Rules and Regulations
* **Treasurer**
* Collect all membership fees and maintain records
* Establish and maintain bank account for market business, and maintain associated debit card to facilitate ongoing expenditures when needed
* Receive vendor fees and keep record
* Prepare annual budget report for the Board and members approval
* Allocate and approve all expenses according to the annual budget
* File state required reports
* Make financial reports of the organization
* Pay out vendors via check on a regular schedule for Square Market accounts received
* **Market Manager**
* Manages Market Facebook, web pages, Instagram
* Responsibilities established and defined in Rules and Regulations

Article VI- Committees

The following committees are established and will be chaired by voting members and staffed by volunteers/and or members if the need arises as determined by the Board. Other committees may be designated by the members of the Board. The decision regarding the need for standing committees is determined by the Farmer’s Market Board and Officers.

-Nominating Committee

-Advertising Committee

-Special Events Committee

-Catered Events Committee

Article VII-Expenditures

 Proceeds derived from membership and vendor fees shall be collected by the Treasurer and used to promote the Madison Farmer’s Market and pay budgeted expenses or Board approved expenses incurred by the market.

1. Any capital funds accrued at the end of the year shall be carried over to the following year unless otherwise determined by majority vote of the active members
2. The Madison County Farmers’ Market will remain intact as long as five vendors remain in good standing.
3. Failing that, or if facility or municipal arrangements close the market, the treasury is to be maintained for the period required to meet all outstanding bills and obligations. All reporting requirements must be satisfied, after which the remaining funds shall be distributed to organizations that serve the Madison community.
4. The fiscal year shall be from January 1- December 31.

**See Madison Farmer’s Market Rules and Regulations/Market Operations-Separate Document**