

Portland Farmers' Market Association By-Laws

· **Article 1 - Formal Title**

This organization shall be known as the Portland Farmers' Market Association

· **Article 2- Purpose**

The Portland Farmers' Markets' purpose is to celebrate and share the bounty of local Maine agriculture through the operation of a community-based farmers' market that supports small farmers and healthy urban communities. Furthermore we aim to stimulate public interest in the consumption of local farm and garden products purchased directly from the producer thereby supporting and preserving the quality of rural life in Maine.

· **Article 3 - Membership**

Any farmer 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 Portland Farmers' Markets and for membership.

· **Article 4 - Officers and Steering Committee**

The officers shall consist of Chairperson, Secretary, Treasurer, one Market Manager per market location and Membership Coordinator. Each member may only occupy one elected position.

Steering Committee: These officers, together with at least two other elected members, shall constitute the Steering Committee. The officers shall serve for one year, or until qualified successors have been elected.

Duties of the officers and Steering Committee are as follows:

Chairperson: The Chairperson shall preside at all meetings of the Association and the Steering Committee. She/he shall request the secretary to call regular or special meetings and shall work with the steering committee to provide an agenda for each meeting. She/he shall attend to all duties (do we need to give examples) expected of such an officer. She/he shall also be a signing member on the association's bank account. She/he shall be the spokes person for the association. She/he shall oversee payments by the Treasurer. She/he shall appoint new members to vacancies on the Steering Committee between annual meetings.

Market Manager(s): She/he shall ensure that attending vendors meet all of the associations' qualifying standards to include timely payment of dues, adherence to market rules and assigning market spaces. There shall be a Market Manager for each market location. This may or may not be one person for all market days. The Market Manager for the said location must have their farm attend at least **75%** of the market season on their said location.

Secretary: The Secretary shall keep record of all meetings and send out notices, whenever requested to do so by the Chairperson. The Secretary will send and/or post minutes of all the meetings to the general membership.

Treasurer: The Treasurer shall attend to the duties of the Chairperson in her/his absence or inability to serve. She/he shall keep a record of all dues and other money received from the market operation. She/he shall record any money paid out and report on the foregoing whenever requested to do so by the chairperson or a majority vote of the Steering Committee or a majority vote of the membership. She/he shall deposit all monies received in a local bank account. She/he shall sign checks for the Portland Farmers' Market Association as approved by the Chairperson. She/he shall prepare a budget for the coming year and a report of the previous years' expenses; for the annual meeting. There shall be a treasurer's report at meetings of the Steering Committee.

Membership Coordinator: The Membership Coordinator shall receive all applications, both new applicants and returning member applications. She/he shall provide the steering committee with adequate copies of the potential new member applications. She/he shall be the contact between the membership and the new applicants. She/he shall communicate with new applicants about time lines and the process of membership selection.

The Steering Committee: The Steering Committee shall meet on the call of the Chairperson, or in her/his absence, the call of the Treasurer. The Steering Committee shall arrange for all meetings, and have general charge of the Association activities, including the power to authorize the treasurer to pay bills approved by the Steering Committee through the Chairperson. The Steering Committee may sponsor advertising by newspapers, radio, or television per the budget approved by the membership and request support from various municipalities for promoting the successful operation and expansion of the market. At the request of a Market Manager, the Steering Committee shall investigate any suspicion of questionable practices employed by any seller. If verified, the Steering Committee is authorized to immediately enforce corrective action. The Steering Committee may appoint committees as needed. The Steering committee shall present a slate of officers and two members at the annual meeting.

Additional committees: Additional committees will be formed by popular vote.

· **Article 5 - Annual Meetings**

The annual meeting shall occur on the first Saturday in February of the calendar year. The members present will constitute a quorum, in all other aspects meetings will be run using the latest edition of Robert Rules of order. Members shall be notified of the meeting at least one week prior to the annual meeting. The annual budget shall be adopted at the annual meeting.

· **Article 6 - Elections**

Nominations and elections shall be held at the 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 7 - 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 Steering Committee. The Steering Committee shall respond within 3 working days or sooner.

· **Article 8 - Dues and Liquidation**

Section 1. The annual dues shall be determined by the Steering Committee annually, payable to the Portland Farmers' Market Association. All dues shall be paid by the date appearing on the membership form.

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 Steering Committee 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 9 - 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.