**Canyon Farmers’ Market**

Rules and By Laws

Canyon Farmers’ Market

PO Box 388

Canyon, TX 79015.

These Rules are to be followed by all those who participate in the Canyon Farmers Market.

**Membership Selection**

1. Membership dues are $75.00 per year and will include a 10 x 12 vendor booth (this excludes holiday markets).  Each booth can have up to 4 people sharing.  Each additional booth will be an additional $75.00 membership fee.
2. Membership dues are due and payable at the annual meeting.  Membership fees are non-refundable if membership is accepted, if a farm application is not accepted for membership the fee will be returned to the applicant.
3. Membership is open to farmers, home gardeners, bakers, artists, and crafters.
4. Submission of application does not guarantee acceptance into the Canyon Farmers Market.  Your application will be reviewed by the committee.  The Canyon Farmers Market reserves the right to refuse membership.
5. The market reserves the right to inspect a farm to verify production capability
6. Members are expected to attend the first meeting of the year and at least half of the following general membership meetings.

**Dues**

1. Membership dues are to be submitted with your membership application.  Checks should be made payable to Canyon Farmers Market and mailed to Canyon Farmers Market, P.O. Box 388, Canyon, TX 79015.

**Attendance**

1. We encourage each vendor to participate each week at the market.  After 4 weeks of absences the Board can take action.  If unreasonable absences have been determined by Board, the vendor may have their spot given to another vendor if there is a waiting list.  If they want to rejoin, they will have to pay another $50 membership fee and be subject to approval to the Board

**No Buy Rule**

    1.   In order to ensure the freshest and highest quality produce at the Farmers Market, and to assure customers they are dealing directly with the farmers, members must sell only products they make or grow themselves.  Buying products for resale at the market will not be allowed, except from another member attending the market that day.

    2. Items offered for sale must be fresh and of the highest quality.

    3.   Emergency Clause: If a member is unable to make it to the market, another member may sell the products of the absent member.  This may only happen 3 times during a season and the identity of the absent member must be made clear to the customer.

**Locations and Times**

1. The Market should open from approximately June 1st until the first freeze.
2. The Market will be held on the South Side of the Randall County Courthouse Square on Saturday mornings opening at 8:00 AM and closing at 12:00 PM.

**Health Rules**

1. Shelled black eyed peas must be processed in a Certified Kitchen per Health Department Rules.  A statement from each grower selling shelled peas must be on file with the Health Department, the Market Board and the Grower.
2. Any produce cut or peeled for display only such as cantaloupes, watermelons, and corn, must be covered by plastic wrap immediately.
3. Produce must be displayed at least 6" off the ground.
4. No eggs can be sold without Texas Department of Health Permit being held by Canyon Farmers Market and Vendor and must be in a refrigerator or cooler that is kept below 45 degrees as read by an in container thermometer.
5. Any meat sold at the market must be processed at a licensed facility and must be in a freezer or cooler that is maintained below 32 degrees with as read by an in container thermometer.
6. If selling products other than whole produce one must follow Texas Cottage Food Laws.
7. Sprouted Seeds cannot be sold.
8. No cut up samples of any product or produce can be given out.
9. No pets allowed in Vendors area

**Setting up and leaving the market**

1. Booths should be neat and tasteful.  Each vendor is required to have a pop up tent over their booth, a sign clearly stating the name of their business, and all tables within the booth should be covered with a table cloth.  This provides a professional look to each booth and the market. Board members have the right to make recommendations about professionalism both for booth appearance and merchandise offered.
2. Prices should be posted for each item offered for sale.
3. Scales will not be allowed at the market due to them needing to be certified by the Texas Department of Weights and Measures each time they are moved.
4. Any produce cut or peeled for display, such as watermelons, cantaloupes and corn must be covered by plastic wrap immediately.
5. Vendors must maintain a clear walkway for customers to move from one booth to another without obstruction.  It works best to leave enough space between each booth so that customers can visually see the different vendors. This is important and will be enforced by board members.
6. Vendors may park their vehicles by their booth space to unload and pack up, but the vehicle must be moved to a different location outside market area before the opening of the market. Please be courteous to the other vendors who will also need to unload and pack up.
7. We expect the market site to be left exactly as we find it each market day.
8. All trash generated by the Market must be cleaned up by the members.

**Vendor’s Sign**

1. Signs must be displayed in a manner that does not interfere with other members’ stalls or access.
2. All signs need to conform to city of Canyon laws/rules, if applicable.

**Presentations**

1. Members must present themselves in an appropriate manner, dress, and state of cleanliness.
2. Shirts and shoes must be worn at all times.
3. Members must behave in a cooperative manner with other members at all times.
4. Consumption of alcoholic beverages by members at market is prohibited.
5. No hawking or calling out to attract buyers to your goods is permitted.

**Violation of the Rules**

1. Upon receiving a complaint that a member has violated a rule, other than the No Buy and the Health Rule, the President shall appoint 3 members to investigate the complaint.  If the majority of these members find that a violation has occurred, the Board, a quorum of which shall be considered 4 of its members, shall meet to consider the report of the investigation committee.  If the Board, by a majority vote of those present, find that a violation has taken place, it may cancel the membership of the accused member.  Any member subject to such an action, will be notified and given the opportunity to answer the charge at the meeting of the Board called to consider such charges.
2. The Board may at any time during market season perform random or spot inspections of any member farm as deemed necessary by a majority vote of the Board members*.*
3. Upon receiving a complaint from a market member that another member has violated the No Buy rule, the complaining member will be asked to post a $75 complaint fee.  The President shall appoint 3 members to investigate the complaint.  The complaining member may be one of the 3 members appointed to investigate the complaint.  If the complaint is verified, the Board of Directors is authorized to immediately enforce corrective action, including immediate and permanent expulsion from the Association.
4. Violation of Health Rules: A violation of the Health Rules observed by a Board Member will initially result in a final written warning (receipt of a copy of these rules constitutes Member’s first written warning) and a fine of $25.  Any subsequent violations observed by Board Member will result in immediate expulsion from the Market that day and cancellation of membership of the violating member.
5. Loud, abusive, and profane language will not be allowed and a member can be expelled from the Association for this type of behavior.

**Officers, Requirements, and Duties**

*President*

* Requirements
	+ Must have been a member of the Market for at least 2 seasons
	+ Must be up to date on all dues
* Duties
	+ Represents the Market at public events and venues
	+ Runs both vendor and board meetings
	+ Monitors and organizes committees

*Vice-President*

* Requirements
	+ Must have been a member of the Market for at least 1 season
	+ Must be up to date on all dues
* Duties
	+ Act as President when the President is not able to attend a meeting or event
	+ Act as chief health and safety officer at Market and any other market sponsored events
	+ Enforce membership by-law rules

*Secretary*

* Requirements
	+ Must be up to date on all dues
* Duties
	+ Record minutes at both vendor and board meetings
	+ Make vendor minutes available after meetings

*Treasurer*

* Requirements
	+ Must be up to date on all dues
* Duties
	+ Collect dues and any other forms of payment to the Market
	+ Monitor the bank account and give a treasurer report at both vendor and board meetings
	+ Control the checkbook and debit card for the Market bank account

All board members and officers must be elected by popular vote of the general membership at the 1st meeting of every year. To run for a board position a member must be current on their dues. All board and officer positions are limited to two seasons at which point they either must step down or petition for an extension which will be voted upon by the general membership. Board members and officers are expected to head committees and report to the President on a monthly basis.

Any changes to the by-laws must be presented to the general membership and be approved by a 2/3rds majority.

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