

Hibbing Farmers Market Bylaws

2018

I. MARKET OPERATIONS:

- a. Who may sell?
 - 1. Members are: a family (same household), or business partners, or a designee or employee of a member.
 - 2. Sellers must contact the market manager who will consult for approval of application.
 - 3. Sellers must live within a 50 mile radius of Hibbing, MN or with permission of the membership.
 - 4. No organization selling will be permitted. (Tupperware, etc.) Unless approved by market manager for special events.
 - 5. Sellers must display all prices for what they are selling.
 - 6. Junior vendors will pay a \$10 annual fee and no table fees the first year. Second year, table fees are expected. Junior vendor status will end when vendor turns 18 years old.
 - 7. Guest vendors can participate in special markets for a \$25 table fee, limited to 3 times total and only once a month. (not 3 days/weeks in a row)
- b. What may be sold?
 - 1. Sellers must grow, harvest from the wild, or make what they sell.
 - 2. Produce and crafts must be of good quality in the judgment of the market manager and one other market member.
 - 3. Absolutely no buying or resale will be allowed.
 - 4. No hawking or "stealing" customers.
- c. Market dates and times.
 - 1. Season: June 19 through October. Weather permitting. Grand opening dates will be set at our annual meeting. Grand opening week July 10 through July 14. Aug. 4 Super Saturday.
 - 2. Days and hours: Tuesdays 2-5, Fridays 9-1, Saturdays 9-1.
 - 3. Fiscal year will be January 1 through December 31.

II. RENTAL SPACES:

- a. Rates:
 - 1. Annual Fee: Membership is \$60.00 per year. On or after August 1, fee will be \$125.00.
 - 2. Seller must complete application form, receive bylaws, certificate of compliance and pay membership fee to the market manager prior to selling at market.
 - 3. Seller must pay a daily fee of \$5.00 per space. One space is up to 12x12 feet.
 - 4. Table fees will be waived for June and October markets. (slower season)
- b. All produce or craft sales in the immediate area of the market place on market day must be a member of the Hibbing Farmers Market.
- c. Limitations:
 - 1. One space up to 12x12 will be allowed per \$5.00. If sellers wish they may purchase more than one space.
 - 2. Space dimensions must be obeyed.

3. Tables must be supplied by the seller and fit into individual spaces and are not to extend into the walkway. A straight line of tables or displays must be maintained by vendors to allow clear access to all vendors and for safety purposes.

III. SPECIAL REGULATIONS:

- a. Cleanliness
 1. Members are responsible to keep their own space clean and free of any garbage generated by their sales to customers. All spaces must be cleaned after their use, subject to inspection by the market manager.
 2. It is mandatory that sellers maintain appropriate standards of cleanliness and neatness at all times in their personal appearance.
 3. No animals are allowed in the selling area unless they are a service dog.
 4. No smoking is allowed in the sales area.
 5. No foul language at any time.
 6. No sexual harassment at any time.
- b. Selling area
 1. A walkway will extend 6 feet in front of all vendors and must be kept open and free of obstructions.
 2. Selling is allowed only in your designated area.
- c. Regulations
 1. It is the vendor's responsibility to sell in accordance with federal, state, and local regulations.

IV. VIOLATION OF BY LAWS:

- a. A \$250.00 penalty will be imposed for failure to comply with the rules of the Hibbing Farmers Market. Fines must be paid before the vendor will be allowed to attend the market again.
- b. Penalties may be appealed to the membership at the next meeting.
- c. Open and wanton disregard to these rules can result in the immediate expulsion from the Hibbing Farmers Market by the market manager, without reimbursement of membership or table fees.
- d. Format for addressing member's concerns regarding other vendor's merchandise or practices:
 1. All concerns must be brought up to the market manager both in verbal and written form.
 2. At the market manager's discretion a visit to the vendor's operation in question will be made by the market manager and two other market members.
 3. The visit will be documented by the market manager and filed with the market secretary.
 4. Should serious issues arise a special meeting may be called by the market manager.
 5. If there is a complaint with the market manager, it shall be brought to the attention of the market president in written form and two other members will be notified.

V. VOTING:

- a. One vote will be allowed per membership (family, partners, etc.)
- b. No absentee votes will be allowed.
- c. Officers will be elected yearly at the annual meeting.

- d. You must be present to be elected and accept a position into office.

VI. ELECTIONS

- a. Officers will be elected at the annual meeting: President, Vice President, Secretary, Treasurer, and Market Manager.
- b. Officers Duties

1. President

- A. Preside at the meeting
 - 1. Open the meeting.
 - 2. Announce the agenda.
 - 3. State and put to a vote all motions that arise.
 - 4. Protect the assembly from obviously frivolous motions and unrelated business, using Robert's Rules of Order as a guideline.
 - 5. Enforce rules of debate that relate to order and decorum within the group.
 - 6. Expedite business in every way compatible with the rights of the members.
 - 7. Declare the meeting adjourned.
- B. Maintain portable file cabinet provided by the club to:
 - 1. Keep a copy of the bylaws.
 - 2. Have a list of all standing committees and their members.
 - 3. Pass on to succeeding presidents.
- C. Watch and discuss safety issues at meetings.
- D. Call an annual meeting. (January 24, 2019)

2. Vice President

- a. Fill in for the president when he/she is absent.
- b. Will file business filing for non-profit with State of MN prior to December 31st.
- c. Responsible for publicity.
 - 1. Free publicity does not need board approval.
 - 2. Publicity with a cost needs approval of the market.

3. Secretary

- a. Keep record of all the proceedings of the group (minutes).
 - 1. Minutes should include but not be limited to:
 - a. Name of group, date, place, time of meeting.
 - b. A list of all members in attendance.
 - c. All main motions, seconds to motions.
 - d. All points of order and appeals.
 - e. The outcome of all votes.
 - f. The hour of adjournment.

b. Maintain a portable file cabinet provided by the club to:

1. Maintain record books in which the minutes, bylaws, and rules of conduct are entered with the amendments to these documents properly recorded, and to have the current record book on hand at meetings.

2. Keep on file all committee reports.

c. Make the minutes and records available to members upon request.

1. Provide copy of minutes to officers within 2 weeks.

d. Notify membership of each meeting.

e. Conduct the general correspondence of the organization.

f. In the absence of the president and vice president, call the meeting to order until the election of a temporary chairman.

4. Treasurer

a. Handle the funds of the organization and maintain the checkbook.

b. Give financial report at each meeting listing all income and expenses since the last meeting.

c. Make deposits of funds collected on a timely basis, including fees collected by the market manager on market days.

d. Keep updated ledger provided by the club of all income and expenses. Pass ledger on to succeeding treasurers.

e. File all taxes for the market by the due date for the market.

f. Pay all accumulated expenses of the market. Members shall be reimbursed upon submitting appropriate receipts.

5. Market Manager

a. Market manager can expel a vendor. The member expelled may appeal to the members at the next meeting.

b. Will maintain a list of paid members.

c. Will collect vendor fees daily and keep accurate records of fees collected and have it initialed by one other board member.

d. Will get one 12x12 foot space free each market day.

e. Market manager and one other member may judge quality of produce and crafts.

f. Have a list of Minnesota farmers market rules and regulations and enforce them.

- g. Make sure vendors keep their area clean.
- h. Make sure members are set up in a neat and orderly fashion and all safety factors are observed and followed.
- i. Report on safety factors at the next market meeting.
- j. Will assign a substitute market manager when he/she will be absent.

VII. SAFETY:

- a. Club will provide cones to be placed in front of the vendors to prevent vehicles from driving too close to the walkway.
- b. Selling tents and tables should be in safe condition.
- c. Vendors may bring safety issues to the attention of the market manager.
- d. The market manager will have a fire extinguisher and a first aid kit.

VIII. AMENDMENT POLICY:

- a. These bylaws may be amended by 2/3rds majority vote in attendance at the annual meeting.
- b. These bylaws will be reviewed once a year by a committee designated by the president.

IX. AUDIT:

- a. An audit of the treasurer's books will be conducted each year at the annual meeting by two members of the Hibbing Farmers Market.