

MADISON COUNTY FARMERS MARKET
BY-LAWS
Updated. Reviewed and Approved January 2016

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ARTICLE I- Organization:

The name of this organization shall be the Madison County Farmers' Market, a non-profit entity organized by 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 Farmers' Market.

The spirit and intention of the Madison County Farmers' 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; and to
- 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 will 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, and to other interested Madison County citizens.
4. 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 County Farmers' Market will be given to existing members in good standing, and to Madison County Residents.

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6. Each member will be asked to participate on at least one of the Madison County Farmers' Market committees or other work detail.
7. Rules and Regulations for the operation and administration of the Madison County Farmers' Market will be established and amended by a simple majority of Farmers' Market voting members acting as a committee of the whole. All members must observe these rules. Failure to observe 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 will be given at least thirty 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 Farmers' Market past year expenditures, current finances, and proposed next year 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 Farmers' 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 voting members of the Madison County Farmers' Market on the basis of a simple majority.
9. All Farmers' Market Meetings will follow Robert's Rules of Order

ARTICLE V- Farmers' Market Board:

The business of the market shall be managed by a Farmers' Market Board.

1. The Farmers' Market Board will provide governance for the Madison County Farmers' Market. It will consist of voting members nominated and selected by Farmers' Market voting members acting as a committee of the whole at the annual meeting, and will serve for a term of two years
2. The Farmers' Market Board shall consist of an elected board of directors to include as officers a President, Vice President, Secretary, and Treasurer as officers, and the Market Site Manager, each elected by a simple majority of the voting members of the Farmers' 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 County Extension Agent.

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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 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 a majority of the Board.
7. The duties of the officers will be as follows:
 - President
 - preside over all meetings
 - determine meeting dates
 - enforce provisions of these by-laws and any rules or regulations promulgated thereunder.
 - call special meetings of the Board and/or Farmers' Market members
 - handle public relations
 - Vice-President:
 - stand in for the President in his/her absence
 - act as liaison for all committees
 - assure maintenance of the Farmer's Market facebook and web pages
 - establish and appoint committees
 - Secretary:
 - provide notice to all members of meetings
 - maintain correspondence
 - maintain an ongoing list of all market members and volunteers, to include voice and e-mail contact information
 - record and distribute meeting minutes, and maintain electronic records of advertising, financial transactions, and other market business supplied by the Board, Committee and subcommittee members
 - maintain and assure the distribution of up-to-date Farmers' Market bylaws and rules and regulations
 - Treasurer:
 - collect all membership fees and maintain a record thereof
 - establish and maintain a bank account for market business, and maintain an associated debit card to facilitate ongoing expenditures
 - receive vendor fees and keep a record of same
 - prepare annual budget for Board and voting members' approval
 - allocate and approve all expenses according to the annual budget
 - file state required reports
 - make financial reports of the organization
 - Market Site Manager responsibilities will be defined in Rules and Regulations

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The following Committees are established, and will be Chaired by voting members and staffed by volunteers and/or members. Other Committees may be designated by members of the Board.

- Nominating Committee
 - Responsible for identifying candidates for the Board prior to the annual meeting and for identifying candidates to fill vacant Board positions as needed
- Advertising and Promotions Committee
 - Responsible for developing and submitting advertisements as needed for Farmers' Market venues and events, publicizing and promoting the Farmers' Market and its events, and coordinating as needed with appropriate agencies and organizations for promotions
- Special Events Committee
 - Responsible for coordinating, scheduling, and acquiring support and resources for Farmers' Market special events
- Dinners Committee
 - Responsible for menu creation prior to the annual meeting, coordinating, scheduling, and acquiring support and resources for Farmers' Market sponsored dinners that are used as sources of income

ARTICLE VIII- Expenditures

Proceeds derived from membership and vendor fees shall be collected by the Treasurer and used to promote the Madison Farmers' 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 of time 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 through December 31.