

Grand Rapids Farmer's Market By-Laws

Grand Rapids Farmer's Market operates under the jurisdiction of the Minnesota Department of Agriculture and all members/vendors must follow the guidelines set by the state.

Market Operations:

The Grand Rapids Farmer's Market is operated by the Board of Directors for the Association. The Board of Directors will be made up of the President, Vice-President, Treasurer/Market Manager, Secretary, and Assistant Market Manager. Officers will serve 2-year terms, with the President and Treasurer/Market Manager elected in even numbered years and the Vice-President, Assistant Market Manager and Secretary elected in odd numbered years.

Eligibility:

Produce grower members must live within a 50-mile radius of Grand Rapids. Crafters who live outside the area will be considered for membership on a case-by-case basis by the Market Manager and 2 other members. Crafters from outside the area, who are admitted membership to the market, **may not** sell produce.

Family members or an employee may sell. Children under the age of 16 must be accompanied by a parent or guardian. Members must be responsible for conveying rules to employees.

No organization may sell without approval of the board.

The Board of Directors will be the final arbiter of disputes.

To be eligible to hold the office of President, Vice-President, Treasurer/Market Manager, Assistant Market Manager, or Secretary, an individual must be a member of the market.

In the event an officer is unable to fulfill the duties of his/her term, the remaining board members may appoint a member to serve in that position until the next election.

A supporting member is an interested member of the community who is a non-vendor and wishes to support the market. This member does not have voting privileges.

Meetings:

Monthly meetings will be held the second Monday of each month, from February through April. Meetings during the summer selling season will be held at the closing of the market on the second Saturday of the month. No regular meetings will be held November-January. The decision to change the time and place of a meeting must be made at a previous meeting.

Voting:

One vote per membership.

No absentee votes.

No two members of the same family may be officers or Board members at the same time.

Officers will be elected at the first meeting of the year.

Fiscal Year:

The fiscal year runs January 1 – December 31.

Products:

Produce sold at the Grand Rapids Farmers Market must be either grown by or personally gathered by the member. It may not be harvested from a distance greater than 50 miles from Grand Rapids.

Crafts must be made by a member; no resale of crafts is allowed.

Produce, crafts and homemade items must be of good quality in the judgment of the market manager.

Seller is responsible for payment of his/her own state sales tax and must abide by all state and local ordinances. Seller must provide market with a Minnesota certificate of compliance if selling taxable goods.

Member Rates:

The annual membership fee will be set annually by the membership at the first meeting of the year and due on or before the vendor's first day of attendance each season. After August 1st, the membership fee will be doubled. Membership continues until first market day of the following year.

A daily fee will be charged for each space a vendor uses. This fee will be determined at the first meeting of the year.

Vendor Spaces:

Each vendor space will be the size of one vehicle and a 10' x 10' canopy, unless otherwise directed by the market manager. Vendors may choose to use more than one space. The vendor will be assessed a daily use fee according to the number of vendor spaces being used by the individual. Tables, if used, must be supplied by the vendor and fit within their vending spaces. Vending spaces will be filled on a first-come, first-served basis.

Season:

Grand Rapids Farmers Market will be open from May through October. Opening dates will be set annually at the April meeting.

Closing dates will be determined at the September meeting.

Hours:

May - October: Wednesday and Saturday, 8:00 a.m. to 1:00 p.m. or sold out.

Cleanliness:

It is mandatory that sellers maintain appropriate standards of cleanliness and neatness at all times, in both personal appearance and their sales area. These standards are subject to inspection by the market manager. Everything must be removed at the end of the selling hours.

Selling Areas:

Walkways between vendor spaces must be kept open.

Selling is allowed only in designated areas.

No part of the market may be used for overnight storage.

Seller shall not have animals in their sales area.

Children must remain at their parent's stand.

Sellers shall not smoke in the sales area.

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Violations:

The Market Manager has the ultimate authority. The Board of Directors may act as an arbitrator. Open and wanton disregard for either state or local market rules will result in immediate expulsion from the Market by the Market Manager. Anyone expelled may appeal to the Board.

Membership fees will not be returned if members are expelled.

The Board may appoint someone to inspect participating member farms or gardens to verify produce sold at market is locally grown by the member and not purchased wholesale for retail use.

Amendment Policy:

These bylaws shall be reviewed every two years. Members will be notified of any recommendations for changes. Bylaws may be amended by 2/3 votes present at the next Market Meeting following such notification.

Revised: March 2009

Duties:

President:

1. Preside at meetings of this organization.
2. Announce in sequence the business that comes before the group.
3. State and put to vote all motions that arise.
4. Enforce rules of debate that relate to order and decorum within the group.
5. Declare the meeting adjourned.
6. Approve the general outline of all publicity for the organization and grant interviews for news articles.

Vice-President:

1. Fill in for the President when absent.
2. Perform any other duties delegated by the President provided they are in compliance with the rules of this organization.

Secretary:

1. Keep the minutes of all group meetings.
2. Keep on file all committee reports.
3. Keep membership rolls, their addresses and phone numbers.
4. Make the minutes and records available to members upon request. Minutes should include: date, place and time of meetings; all main motions; seconds to the motions; all points of order; outcomes of votes; adjournment.
5. Handle all correspondence necessary for the functioning of the organization with the approval of the members.
6. Maintain record books in which bylaws, rules, and minutes are entered with amendments to these documents properly recorded, and to have the current records on hand at each meeting.
7. Maintain files for insurance premiums, governmental forms and any other information pertinent to the organization.
8. Notify membership of each meeting at least 7 days prior to meeting and conduct the general correspondence of the organization.

Treasurer/Market Manager:

1. Handle the funds of the organization and maintain the checkbook.
2. Pay all the bills upon the order of the organization.
3. Make a financial report at meetings.
4. Collect membership dues.
5. Make a deposit of funds collected on a timely basis.
6. Keep a continuing list of growers including addresses and phone numbers.

(Market Manager - Assistant Manager)

1. Open, close and preside over the market.
2. Collect stall fees.
3. Enforce market rules.
4. Have information available for anyone interested in joining the market.
5. Be available for customer concerns or complaints.

Contacts:

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