

# **MOSES LAKE FARMERS MARKET, INC.**

## **BY-LAWS**

### **Article I – Name**

The name of this organization shall be the Moses Lake Farmers Market, Inc.

The original mailing address was c/o Grant County Community Action Council, Moses Lake, WA 98837. The current address shall be P.O. Box 691, Moses Lake, WA 98837.

### **Article II – Object**

This group has been organized on a non-profit basis.

To provide a market for Columbia Basin producers to present their products directly to the consumer.

To establish and maintain operating standards and organization procedures that will inspire public confidence in the Farmers Market concept.

To provide the organization with publicity and by other means to assist in promoting the sale, at the Market, of Columbia Basin products.

### **Article III – Membership**

Any person or vendor, whether it is an individual or a group, interested in or affected by the production and marketing of agricultural and/or craft products, residing or operating in the territory served by the Market, shall be eligible for membership in this organization. Upon payment of the annual membership dues, such individual or group shall be entitled to one vote per paid membership at any general or special meeting of the Market, and shall be entitled to reduced rental space fees as established by the Board of Directors.

### **Article IV – Officers**

The government of the Market shall be vested in an elected committee known as the Board of Directors. The board will consist of nine members who have paid their annual membership and may include at least two additional associates with non-voting status. Board members shall be chosen by the membership. Those members in good standing and feel that they are able to give of their time for the good of the market should consider being board members. Board members shall serve a three (3) year term with three (3) members being elected each year. The general membership shall elect executive officers from the ranks of the Board of Directors. The officers of the market shall consist of President, Vice-President, 2<sup>nd</sup> Vice-President, and Secretary/Treasurer. The Secretary/Treasurer may be a salaried or volunteer position to be elected or hired by the Board of Directors. Board members are required to attend all meetings, unless they have called the Secretary and have been excused. Unless notification is made to the secretary that the member is unable to attend, the absence will count as unexcused. After two absences, excused or unexcused within the term year,

the member will be sent a letter reminding them of their duties to the board. After three absences, the board shall discuss the situation and assess whether or not to ask the member to tender a letter of resignation.

### **Article V – Officers Duties**

The duties of the Board of Directors shall be to transact all business of the Market regarding the program of activities, to prepare a budget for each operating period (space, cost, insurance, supervise the performance of the Market Manager, Assistant Manager or Inspector(s), and Secretary/Treasurer, advertising, other) to set booth rental rates and yearly membership dues, and to authorize all contracts for services and supplies.

The President shall call a meeting of the Board of Directors at any time when, in his/her judgment, there is business to be transacted. He/she shall appoint all committees from the Board of Directors and the Market membership and delegate authority to the committee to assist the Board of Directors in performing any duties necessary to promote the interests of the Market. Special meetings shall be held upon call of the President.

The President shall send out an outlined agenda no less than 10 days prior to the meeting. At that time the president will ask board members for other items of business that need to be added to the next meeting agenda.

It is advisable that the president refrain from voting while on the board unless there is a tie.

The President will communicate to the Market Manager directions and decisions approved by the Board.

The 1<sup>st</sup> Vice-President shall organize sub committees for festivals and work with market manager on entertainment. The 1<sup>st</sup> Vice president shall perform all duties of the President in his/her absence.

The 2<sup>nd</sup> Vice-President shall be the head of the reserve committee. They shall work with the manager to create a balanced mix of products within the market. 2<sup>nd</sup> Vice-President shall perform all duties of the 1<sup>st</sup> Vice President in his/her absence.

The Secretary in his/her capacity shall keep a record of the proceedings of a meeting, send a written notice to the members five (5) days prior to each meeting, attend to all correspondence of the Market, maintain the market email as well as enter all applications to create an up to date membership roster, and perform any duties for the Market assigned to him/her by the Board of Directors.

The Treasurer in his/her capacity shall hold all Market money, pay bills upon order of the Board of Directors and present his/her books for audit on demand by the Board of Directors. He/she shall execute a guarantee bond to such amount as the Directors shall determine the premium to be paid by the Market.

Treasurer will head up the budget committee and be in charge of the cashier. Shall collect and review weekly reports from both cashier and manger, shall audit market financial records and present a monthly financial report.

In the event of any vacancy of the Board of Directors the remaining members of the Board of directors shall select any member of the Market in good standing to fill the vacancy until the election at the annual meeting when the appointment shall elect a member to fill the unexpired term.

Roberts Rules of Order shall be followed at all times.

It shall further be the duty of the Board of Directors to promote, by regulation and management, a farmers market. In pursuance thereof, the Market Rules designated within this document are hereby adopted. These rules shall be in effect until officially amended.

The executives of the market board are to be the hiring committee for manager, assistant manager, and cashier. They as a committee can recommend hiring and dismissal of market employees.

### **Article VI – Meetings**

A Market annual meeting to nominate and elect members of the Board of Directors shall be held annually each year, no later than two (2) weeks prior to the start of the Market. The President shall appoint an election committee who shall count the votes and announce the persons receiving the greatest number of votes, who shall be declared elected to the Board of Directors for the ensuing term.

The following committees shall be established as needed: Entertainment, Scholarship, Poster, Publicity and Advertising, Rules and By-Laws, Audits, Membership, and other committees to be established as needed.

Members in good standing shall have the privilege of voting at all Market meetings. Issues other than amendments shall be declared effective by a vote of the Board of Directors for the ensuing term.

The Board of Directors shall meet prior to the general membership meeting to develop a program of activities and budget for the upcoming year. The Board of Directors shall meet as necessary throughout the market season. The Board of Directors shall meet at the close of the market season for the Market evaluation and future planning.

### **Article VII – Records, Finances**

Every member shall have the right to examine, for any reasonable purpose, the books, records, roster of membership, and other appropriate records of the Market. The fiscal year shall be January 1<sup>st</sup> to December 31<sup>st</sup>. The Market financial records shall be audited at the end of the fiscal year.

Proceeds derived from annual membership fees and stall rental fees shall be used to pay operating and advertising expenses of the Market. Purchase authorization for other than budgeted items and salaries must be approved by two executive officers.

### **Article – Amendments**

The by-laws may be amended at any meetings by a two-thirds majority vote of members present, provided due notice of such proposed amendments be mailed by the Secretary to the members not less than five (5) days prior to said meeting.