

MOSES LAKE FARMERS MARKET, INC.

BY-LAWS

Article I – Name

The name of this organization shall be the Moses Lake Farmers Market, Inc. hereafter referred to as "the Market".

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 – Objective

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, engaged in 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, and approval by the Board of Directors, such individual or group shall be entitled to:

- One vote per paid membership at any general or special meeting of the Market.
- A space at each market with paid stall fee.
- Reservation of a booth space for an additional annual fee.
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All approved vendors must abide by current Market vendor guide.

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 two additional community associates with 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 (excluding community associates).

The officers of the market shall consist of President, Vice-President, 2nd Vice-President, Secretary and Treasurer. The Secretary and 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), Secretary and Treasurer, advertising, other) to set booth rental rates and yearly membership dues, and to authorize all contracts for services and supplies.

President:

- Shall call a meeting of the Board of Directors at any time when, in his/her judgement, there is business to be transacted.
- Shall appoint all committees for the Board of Directors and the Market membership and delegate authority to each 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.
- 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.
- Will communicate to the Market Manager directions and decisions approved by the Board.
- Shall be a liaison to community organizations or may delegate another board member to fulfill such roll.

1st Vice-President:

- Shall organize sub committees for festivals and work with Market Manager on entertainment.
- Shall perform all duties of the President in his/her absence.

2nd Vice-President:

- Shall be the head of the reserve and jury committees.
- Shall work with the Market Manager to create a balanced mix of products with in the market.
- Shall perform all duties of the 1st Vice-President in his/her absence.

The Secretary:

- Send a written notice to members five (5) days prior to each meeting, keep a record of the proceedings of each meeting, and send minutes of each meetings to members within five (5) days after the meeting.
- Maintain the market email.
- Maintain library of meeting notes, digital media, passwords and correspondence related to the Market.
- Perform other duties as assigned by the Board of Directors.

The Treasurer:

- Shall manage all Market money, pay bills, maintain Token Redemption Program, and present his/her books for audit on demand by the Board of Directors.
- Shall execute a guarantee bond to such amount as the Directors shall determine, the premium to be paid by the Market.
- Will head up the budget committee and be in charge of the cashier.
- Shall collect and review weekly reports from both the cashier and the market manager.
- Shall audit market financial records and present a monthly financial report.
- Enter all applications to create an up to date membership roster.

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 next annual meeting. At that time the membership 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

An annual meeting of the Market membership shall be held to nominate and elect members of the Board of Directors, 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: Activities, Entertainment, Reserve, Sponsorship, Advertising, Vendor Guide, By-Laws, Audits, and Membership.

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 and 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 1st to December 31st. 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 VIII– 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 communicated by the Secretary to the members not less than five (5) days prior to said meeting.

Amended March 15, 2021