

# **Eureka Farmers Market**

## **By-Laws**

**October 09, 2011**

### **Article I. Name and Location**

The name of the organization shall be the Eureka Farmers Market. It is to be located at the Eureka Town Salt/sand shed and parking area.

### **Article II. Purpose**

The purpose of the market is to provide members a consumer market for vegetables, produce, home grown meats, flowers, herbs, potted plants, honey, maple syrup, jams, jellies, fruits, grains and other home-processed products and home crafts.

### **Article III. Membership**

- A. Any person who grows their own produce or makes or grows their own products within a 60 mile radius of Eureka Center, Wisconsin and is in good standing with the organization.
- B. Exception to the 60 mile radius from Eureka Center may be considered with a 2/3 vote of the Association.
- C. Public members and Friends of the Market

### **MEMBERS ARE IN GOOD STANDING.**

- a. When their annual dues are paid in full and
- b. Other market fees are current
- c. Unless they have been suspended.

### **Article IV. Structure**

- Section 1. The organization shall meet monthly from April – October. May through October meetings shall be held after the Market closes on the last Friday of each month.
- Section 2. The Annual meeting shall be held in April each year.
- Section 3. All powers of the organization shall be vested in the Association. Its powers include but are not limited to the right to establish policies, approve budgets, levy dues amend the By – laws and rules, adopt procedures for the election of officers, accept or reject new membership applications in the best interest of the market.

- Section 4. The Association shall be the governing body of the organization while the Steering Committee conducts ongoing business and operates the Market. A Market Manager or appointee will attend each Market and will be in charge of and responsible for all market decisions that day.
5. The Officers of the Steering Committee shall consist of the Chairperson, the Vice-Chairperson, the Recording Secretary and the Treasurer.

Chairperson: The Chairperson shall conduct the business affairs of the Market and coordinate the Market so vendors are at the Market when the Market opens.

Vice-Chairperson: The Vice-Chairperson shall preside at all meetings that the Chairperson is not able to attend. In the absence of the Chairperson, the Vice-Chairperson shall assume all his/her duties.

Recording Secretary: The Recording Secretary shall keep a record of all proceedings of the meetings. The Secretary will also keep a list of members of the Market and will notify each one of any meetings.

Treasurer: The Treasurer shall be responsible for any funds received or dispersed by the Association. The Treasurer shall work with the publicity committee to develop a budget and present it to the Membership and also present a financial statement at each regular meeting.

The positions of Recording Secretary and Treasurer may be held by the same person.

- Section 6. If for any reason an elected officer is unable to fulfill the duties of the office, a replacement will be elected at the next regular meeting, except for the Chairperson, who is automatically replaced by the Vice-Chairman.

#### **Article V: Committees**

Section 1. Committees shall be appointed by the Chairperson.

Section 2. The Publicity Committee shall have at least two members plus the Treasurer and shall

develop a budget and recommend publicity for the Association and prepare a report and a budget to be adopted no later than the April meeting.

Section 3. The Pricing Committee shall have two or more members and shall prepare a minimum price schedule for the market to be adopted no later than the June meeting.

Section 4. In the absence of an appointed committee, the committee shall be made up of the general membership.

#### **Article VI: Conduct of Meetings**

Section 1. Meetings shall be conducted in a manner consistent with Roberts Rules of Order.

Section 2. A quorum for a meeting shall be at least two officers plus three members who do not hold office.

#### **Article VII: Election of Officers**

Section 1. Nominations for office will be called by the Chairperson at the Annual Meeting each year. Any member in good standing can nominate any member in good standing.

Section 2. Each officer shall hold office for one year and may hold only one office at a time.

Section 3. The election shall be called for by a show of hands or written ballot as called for by the Chairperson. The Secretary will count and tally the votes and report the results to the Chairperson who will install the new officers at the end of the Annual Meeting.

#### **Article VIII. Amendments**

The By-laws can be amended only by the membership at the Annual Meeting or a Special meeting by a 2/3 Majority of the membership present. Special Meetings can be called by the Chairperson and members must be notified at least three days prior to the meeting.

#### **Article IX. Fund Raising**

As part of the Eureka Farmers Market mission of community building, fundraisers may apply to sell during June, July & August. Fundraisers who meet the Market's criteria and agree to abide by its guidelines are eligible for approval.

1. The fundraising group must be part of a nonprofit organization.

2. The fundraising group must apply and be approved by the Market's Board.
3. Applications will be reviewed on a first-come first-served basis. To ensure maximum return, normally only one fundraising group will be allowed on any Market Day.
4. A fundraising group may be permitted to sell at the Market twice during the season.
5. Because the Market is essentially about providing food, the Board of Directors recommends that those wanting to raise funds should focus on selling food for on-site consumption.  
Examples: hotdogs, brats, hamburgers, tacos in a bag or other similar offerings. Food containing meat or other potentially hazardous items must come from an inspected facility.
6. The Market reserves the right to sell beverages for its own fundraising purposes. Therefore, guests groups engaged in fundraising may not sell beverages.
7. Fundraisers must provide their own equipment and other supplies.
8. No fee will be charged to a community group permitted to engage in fundraising at the Market.

#### **Article X. Education and Entertainment.**

In exchange for their volunteer presentation, presenters may sell their product free of stall and membership charges on the day of their educational presentation. This opportunity is limited to once each season unless the Board grants an exception by allowing a second educational presentation from the same person or people. The product that may be sold must be of the seller's own yield and appropriate to Eureka Farmers Market. Those volunteering entertainment may sell a product free of stall and membership charges on a day they provide entertainment, providing their product is of their own yield and appropriate to Eureka Farmers Market.

#### **Article XI. Rules of the Market**

- Rule 1. All produce sold at the Market must be grown by the member within a 60 mile radius of Eureka Center except as noted in Article 3.
- Rule 2. Members must grow 100% of the produce they sell per day.
- Rule 3. No produce may be sold for less than the minimum price as adopted by members except for sales as approved by members present at Market that day.
- Rule 4. Vendors will leave the space that they occupy clean at the end of the day.
- Rule 5. The Market will run on Fridays from 2:30 pm to 6:30 pm.
- Rule 6. Vendors will be at the Market set up ready to sell by 2:30 pm and will not sell produce prior to Market opening time and will not shut down before 6:30 pm unless they have sold out of produce.

- Rule 7. Dues are in the amount of \$45.00 and are due on May 1<sup>st</sup>. If paid after June 1<sup>st</sup> there will be an additional fee of \$15.00. First time members are exempt from a late fee.
- Rule 8. NON-MEMBERS may sell at the Market on a daily basis at the discretion of the Chairperson and members present that day by meeting all requirements of membership and paying a daily assessment fee of \$20.00. If membership is applied for, the daily assessment will be applied to the membership fee.
- Rule 9. All members and daily vendors must comply with all local, state and federal regulations. It is the responsibility of the vendor to know and follow the regulations.
- Rule 10. Members may advertise on their own, supporting the Market. However, to ensure accuracy of content and form, at least two people will read materials created for members or the public. This process will not govern materials that will change weekly, such as weekly ads.
- Rule 11. Membership shall consist of one person representing him/her self or his/her family.
- Rule 12. The Association may authorize visits to members' production sites. Such visits will be conducted by one or more persons named from the Association.
- Rule 13. Animals at the Market are only allowed if they are confined at a reasonable distance from food being sold. No dogs are allowed apart from service dogs.
- Rule 14. Any questions, concerns or disputes between vendors or between vendors and the Market must be addressed with the Market Manager or an appointed manager in the absence of the Manager. No open disputes may occur during Market hours. The decision of the Market Manager is binding for that day. Further issues will be brought to the Market Syeering Committee.

## **Article XII. Violation and Remedies**

Section 1. Any misconduct by any member that is brought to the attention of the membership shall be dealt with either by censoring the member or suspending their membership. Both shall require a 2/3 vote of the Association.

Section 2. Misconduct that can lead to censure or suspension of membership is limited to the following:

- a. To knowingly convert or use any property or funds belonging to the Association for personal use or profit.
- b. To knowingly violate the Rules or By-laws.
- c. To knowingly become engaged in an activity that is detrimental to the Association.
- d. To accept an office in the Association and be absent more than three times in a year for scheduled meetings without a valid excuse.

- e. To knowingly make a false statement, to falsify a report or to withhold any material fact from such report or statement.
- f. To knowingly become delinquent in the payment of dues to the Association.
- g. To knowingly commit any resource of the Association without authorization to do so.

10.09.2011

# EUREKA FARMERS MARKET APPLICATION FORM

Grower's Name(s): \_\_\_\_\_

Farm name: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Home address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

Address where produce is grown: \_\_\_\_\_

Distance from growing location to Eureka Farmers Market: \_\_\_\_\_ miles

We will list Market members on the Eureka Farmers Market Web page(eurekafarmersmarket.com).  
Please provide the following information.

e-mail address: \_\_\_\_\_

website: \_\_\_\_\_

All season items for sale. Attach extra sheet if necessary.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Annual membership fee: \$ 45.00

Non-members fee: \$ 20.00 daily

I have read the supplied By-laws and Market Rules and I agree to abide by them. An application must be submitted and approved prior to first market set up.

The Application information I have provided is true and correct.

Producer signature: \_\_\_\_\_ Date \_\_\_\_\_

Return 1) This completed application along with 2) a check payable to **Eureka Farmers Market**.

Send your check along with completed application form to: Eureka Farmer's Market

2395 210<sup>th</sup> Avenue

St. Croix Falls, WI 54024

Important: No application will be considered without a fee payment. If you are unable to pay with application, your application will be held for consideration until payment is received.

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Association Use Only: Application received \_\_\_\_\_ Approved: Yes / No Paid Yes / No Initials \_\_\_\_\_