

HOPKINS FARMERS MARKET BY-LAWS

ARTICLE I. NAME AND MISSION

The name of the association shall be Hopkins Farmers Market

Mission Statement: The Hopkins Farmers Market seeks to honor the farming roots of the City of Hopkins and support sustainable family farms and small cottage businesses by providing our community with the best possible homegrown produce, agricultural products, and home-made crafts and products sold by individuals from the farms and small cottage businesses that produce them.

Definitions:

Hopkins Farmers Market: Hereinafter referred to as the HFM, is an entity consisting of: 1) approved vendors who sell their products at the designated HFM location within the city limits of the City of Hopkins, Minnesota, and, 2) a Board of Directors consisting of officers and vendor members-at-large elected from within the vendors of aforesaid market, and non-vendor members-at-large from the local community.

Hopkins Farmers Market Board of Directors will be hereinafter referred to as the BOD.

Member is a full time HFM vendor, family, partnership, or other combined entity, who is current with any and all fees as required, and has voting rights equaling 1 vote per vendor application.

ARTICLE II. ELECTION PROCEDURES FOR BOARD OF DIRECTORS AND OFFICERS

Officers and members-at-large for the Hopkins Farmers Market BOD, will be elected for a two-year term by a majority vote of the Members present at the Annual Membership Meeting. Officers to be elected will be President, Vice-President, Treasurer, Secretary, and up to four Members-at-Large. Persons from the local community who are not members of the HFM may be elected as a community member-at-large. Community members-at-large **do not** have voting rights. Officers and members-at-large for the BOD may also be elected at any convened membership meeting or appointed by the sitting officers of the BOD. Each vendor member is allotted one vote.

Starting in the year 2015 and furthermore, the annual membership meeting will continue to be held in April of any given year, and will cover all member issues with the election of officers and members-at-large in an alternating manner, holding 2-year terms.

Election Rotation: Rotation may vary upon filled positions, keeping a rotation balance of hierarchy.

Even years: President, Treasurer and up to 2 Members at Large.

Odd years: Vice President, Secretary and up to 2 Members at Large.

The officers terms begin May 1st through 2-years ending April 30th.

Officers will be elected for a two-year term, but may be re-elected for any number of consecutive terms.

If a vacancy occurs within the BOD, the remaining officers may fill the vacancy by appointment of the current Board of Directors.

ARTICLE III: ROLES AND DUTIES OF BOARD OF DIRECTORS AND ITS OFFICERS

The **BOD** will meet at least once annually and as often as needed to facilitate the efficient and effective administration of the market.

The BOD shall have the authority to determine the rules of the market, set forth in a separate document designated as the Rules of Operation, hereinafter known as the ROO. The ROO include location, hours of operation, membership and stall fees, membership requirements, and enforcement procedures.

The BOD shall also make decisions regarding: acceptance of new vendors, types of vendors and mix of vendors at the market, liaison with the city, legal matters, liability insurance, membership in organizations such as, but not limited to, MFMA (Minnesota Farmers Market Association), grant proposals, disciplinary action, and general administrative issues.

The **President** shall schedule and preside over meetings and oversee the management, organization, and execution of the business of the Market.

The **Vice-President** shall assist the President, as directed, to schedule and preside over meetings and oversee the management, organization, and execution of the business of the market. In the absence of the President, Vice President will assume the responsibilities of the President.

The **Secretary** shall record the minutes of all meetings and proceedings of the BOD and will provide copies of the minutes to all members of the BOD. Copies of the minutes of any given meeting will be available to any Member who requests a copy.

The **Treasurer/s** shall perform all financial duties incident to the office of the Treasurer including but not limited to presenting a condensed statement of the financial affairs of the organization at the annual meeting, and to the BOD as needed. A full financial statement will be available by request to the BOD.

The **Members-at-Large** will perform tasks designated by the officers of the BOD, and assist the BOD in various activities and special events.

ARTICLE IV. MEETINGS

The annual member meeting shall be held in April, at such time and place as determined by the BOD. All Members in good standing from the previous season will be notified of the Annual Membership Meeting at least one month in advance of the meeting shall have voting privileges at member meetings. The annual meeting is a required meeting to all returning member vendors and new vendors. If a vendor cannot attend a representative may attend for them.

Decisions made at the annual membership meetings may include, but are not limited to, the approval of by-law changes and any other matters presented by the BOD for member consideration.

ARTICLE V. AMENDMENT PROCESS

These bylaws may be amended by a majority vote of members present at any scheduled annual member meeting. Any corrections brought to vote should be in writing clearly clarifying the changes, showing current and new verbiage.

ARTICLE VI. ENFORCEMENT PROCEDURE

In the event of violation of the Rules of Operation, the BOD shall discuss the alleged violation with the vendor in question. Upon completion of an open investigation the BOD, by consensus and in the interest of compliance with the Rules of Operation, may levy a fine and/or suspend or terminate the offending vendor's market privileges.

ARTICLE VII. LOT USE AGREEMENT

As Hopkins Farmers Market agrees to the terms of the Lot Use Agreement set by the City of Hopkins and is renewed prior to the first market date of each season. By Laws and Rules of Operation are followed by the Lot Use Agreement terms set by the City of Hopkins, and upon its changes may require amending HFM documents; Mission Statement, By Laws and Rules of Operation to fit their requirements without taking to vote. The amended document will be sent to all members.