

Otis Farmer's Market

Bylaws

1. Purpose of the Farmer's Market

- A. To make more people aware of the benefits of buying locally grown from local farms.**
- B. To cut out the middleman, which allows the public to buy directly from the farms.**
- C. To support our local family farms.**
- D. To preserve agriculture.**
- E. To provide high quality, fresh produce to consumers in our town and neighboring towns.**

2. Location of the Farmer's Market

- A. The market is held in the parking lot at L&M Auto / Papa's Healthy Food and Fuel on Route 23 in East Otis, MA.**

3. Operation of the Farmer's Market

- A. The market operates every Saturday from 9 am to 1 pm, beginning May 28th and ending on October 8th of the 2022 season.**

4. Management of the Farmer's Market

- A. Market Manager - Jess Ripley**
- B. Assistant Market Manager - Sabrina Kanner**
- C. Treasurer - David Ripley**
- D. Secretary - Sonja Chenier**
- E. Chairperson - Aaron Walker**

5. Membership of the Farmer's Market

- A. By signing up for the market season you are committing yourself to being at the market for the time that it runs.**
 - 1. A full-season membership means attending every Saturday in the season, rain or shine. Inclement weather does not apply.**
 - 2. A half-season membership means attending those Saturdays that you agreed to, being either the first half of the season or the second half of the season.**
 - 3. A peak-season membership means attending the dates from July 2nd to September 3rd of the 2022 season.**

B. Proper notification of a phone call needs to be given to the Market Manager if you are not going to be attending the market that Saturday.

- 1. This phone call, or text, can be made up to the morning of the market, but must be made before the market begins.**
- 2. If you are a "No Call, No Show," you will be fined \$20 which will be paid at the next market.**

6. Meetings of the Farmer's Market

A. Pre-season, during season, and post-season meetings will be held throughout the year

- 1. One pre-season meeting will be held in the winter / spring months leading to the upcoming market season, which will discuss any changes that need to be made that year.**
- 2. If there is a need for a meeting during the market season, then one will be called to take place after market hours. This will only be done if an issue should arise and if the market manager feels it is necessary. All vendors are invited to these meetings.**
- 3. A Post-season meeting / Annual meeting will be held in the fall after the market ends to discuss how the season went and any changes that should be made for the following year's season as well as the election of officers.**

7. Dues of the Farmer's Market

- A. Full season dues are \$225**
- B. Half season dues are \$140**
- C. Peak season dues are \$250**
- D. Weekly dues / Drop-In \$25**

8. Fees determined for the Farmer's Market

- A. The Otis Farmers Market is allowed to set-up in L & M's parking lot rent free.**
- B. Fees that are collected from the market vendors are put into a market account and used for needs such as advertising, publicity, market insurance and promotions, as well as to give L & M Auto a donation at the end of the season, as well as to pay the Market Manager a stipend.**
- C. The market is a Not-For-Profit Organization**

9. Role and Duties of the Farmers Market Officers

A. Market Manager

- 1. Role is to run the market as efficiently and effectively as possible by being prepared and present at the market.**

2. They work to oversee the completion of events that occur at market.
3. They work out any disputes or issues that may arise within the market structure in a diplomatic manner.
4. The Market Manager's decisions are final on everything.

B. Assistant Market Manager

1. Role is to help the Market Manager run the market as efficiently and effectively as possible by being prepared and present at the market.
2. They work to oversee the completion of events that occur at the market.
3. They help the Market Manager to work out any disputes or issues that may arise within the market structure in a diplomatic manner
4. The Assistant Market Manager oversees the market when the Market Manager is not there

C. Treasurer

1. Role is to keep accurate record of the farmers market bank account through fiduciary duty
2. Provide the market vendors with 2 yearly expense reports showing where the market's money is being used (pre-season / post-season)

D. Secretary

1. Role is to take the minutes at each meeting, type them and distribute them soon after the meeting to all market vendors and to save copies of all the minutes
2. Role is to assist in the planning of meetings via phone calls or email if assistance is necessary.

E. Chairperson

1. Role is to keep meetings in order and on track and to accomplish the goals of the meeting by adhering to the agenda in a neutral stance

10. Quorum

Any meeting of the Otis Farmers Market in which there are at least 5 farms, including at least 2 board members, will constitute a quorum.

All decisions will be finalized by the quorum.