

MANCHESTER DOWNTOWN FARMERS' MARKET BY-LAWS

Approved March 25, 1998

Amended March 23, 2000

Amended May 13, 2009

ARTICLE I – Organization: The name of this organization shall be the Manchester Downtown Farmers' Market.

ARTICLE II – Purpose: The purpose of this organization is to provide for orderly operation of the Downtown Farmers' Market in Manchester. The spirit and intention of the Downtown Farmers' Market is to:

- Provide an open venue for community enjoyment;
- Further the redevelopment of Downtown Manchester; and
- Provide an opportunity for New Hampshire vendors and consumers to buy and sell in an amicable exchange.

ARTICLE III – Membership:

1. Membership is available to:

- A. Those actively engaged in the production of accepted products, whether on a full or part time basis. Accepted products are those listed in the Rules & Regulations and accepted by the Manchester Downtown Farmers' Market membership.
- B. Licensed bakers and other food manufacturers and/or processors accepted by the Manchester Department of Health.
- C. Producers of quality agriculture related crafts, as approved by the Steering Committee.

2. Membership is not transferable.

3. Application for membership shall be made to the Manchester Downtown Farmers' Market and reviewed and approved by the Steering Committee. Space at the market site and the need to maintain a balance between ~~locally~~ New Hampshire grown produce and approved non-produce items will be factors in determining membership.

4. Rules and Regulations will be established for the operation of the Manchester Downtown Farmers' Market. All members must observe these rules or membership can be revoked by the Steering Committee.

5. There will be one vote **per membership**.

ARTICLE IV – Meetings:

1. There shall be a Steering Committee Meeting before the end of the calendar year to discuss final business.

2. There shall be at least one meeting of the Manchester Downtown Farmers' Market membership each year. This annual meeting shall be held no later than April 15th. All members should have a representative at this meeting..

3. Notice will be given at least thirty days prior to the date of the Annual Meeting. Only members in good standing will be eligible

to vote. Additional membership meetings may be called by the Steering Committee with advance notice given.

4. The President or Vice President of the Steering Committee may call a Steering Committee meeting without advance notice to resolve issues.
5. Changes to the by-laws shall be decided by the members of the Manchester Downtown Farmers' Market on the basis of 66 percent or greater of votes cast.
6. The Rules and Regulations shall be reviewed annually. Changes shall be decided by the members of the Manchester Downtown Farmers' Market on the basis of 51 percent or greater of votes cast.
7. An annual audit of financial records will be preformed prior to the Annual Meeting by an Audit Committee consisting of the Vice President and two vendor members.

ARTICLE V – Steering Committee:

1. The business of the market shall be managed by a Steering Committee which shall be made up of six vendors, selected by vendor members of the market, at the Annual Meeting and a member of Intown Manchester. Steering Committee members will serve one year terms with the option of being reelected. At least one Steering Committee member should have served on that committee the previous year. A majority of the Steering Committee members shall constitute a quorum. Vacant seats or unexpired terms shall be filled from the appropriate membership by a vote of the Steering Committee.
2. The Steering Committee shall appoint officers, which shall consist of a President, Vice President, Secretary, and Treasurer. The duties of the officers will be as follows:

President: Preside over all meetings.
Determine meeting dates.
Enforce provisions of these by-laws and any rules.
Has check signing privileges together with the treasurer

Vice-President: Stand in for the President in his/ her absence.
Attend all Steering Committee meetings.
Procure necessary licenses for the market.
Presides over the annual audit.

Secretary: Provide notice to all members of meetings.
Maintain correspondence.
Take minutes of all Market and Steering Committee meetings and make them available on request.

Treasurer: Collect all membership fees and maintain a record thereof.
Receive vendor fees from Market Manager and keep record of same.
Allocate all expenses for the Market's purpose and keep records of those expenses. Has check signing privileges together with the President.
File tax reports as required
Make financial reports of the organization.

ARTICLE VI – Expenditures: Proceeds derived from membership dues and vendor fees shall be used to promote the Manchester Downtown Farmers’ Market and to compensate the Market Manager.

1. Any capital funds accrued at the end of the year shall be carried over to the following year unless otherwise determined by majority vote of the active members.
2. The Manchester Downtown Farmers’ Market will remain intact as long as two members remain in good standing.
3. Failing that, or if facility or municipal arrangements close the market, the treasury is to be maintained for the period of time required to meet all outstanding bills, taxes, and obligations.
4. All tax and reporting requirements must be satisfied, after which the remaining funds shall be distributed to Manchester’s Soup Kitchen.
5. Market Manager’s compensation shall be determined annually by the Steering Committee and paid for out of proceeds.³

³ Proposed change April 2008