

**By-laws  
of the  
Newport Farmers' and Artisans' Market Association**  
*adopted 15 Mar 2008*

**Article 1 - Formal Title**

- a. This organization will be known as the Newport Farmers' and Artisans' Market Association.

**Article 2 - Purpose**

- a. The purpose of the Newport Farmers' and Artisans' Market is to promote and assist farmers and artisans in the area by providing a venue for direct marketing of their products; to educate the public about the value of local farm products and Maine made items; to enhance community connections with small farms and local artisans; encourage, support, and promote Maine grown and Maine made products.

**Article 3 - Membership**

- a. A "member" of the Newport Farmers' and Artisans' Market will be any person who has been accepted into the organization by vote of the membership, has paid the annual membership fee, is current in payment of any other dues, and has agreed to abide by the established Market Rules and By-Laws.
- b. Membership is open to any home gardener, farmer or other producer qualifying with Maine homegrown or homemade products. Artisan products must be hand-made by the member and approved by the membership with the guidance of current artisan members.

**Article 4 - Officers and Steering Committee**

- a. The officers of the Association** shall consist of Chair, Secretary, Treasurer, Assistant Treasurer, and Market Manager. The officers shall serve for one year, or until qualified successors have been elected. All officers will be elected by a general vote of the membership. Duties of the officers and Steering Committee are as follows:

**b. Chair:** The Chair shall preside at all meetings of the Association and the Steering Committee. S/he shall request the Secretary to call regular or special meetings and attend to all duties expected of such an officer. The Chair may also appoint committees, as deemed necessary.

**c. Market Manager:** The Market Manager shall attend to the duties of the Chair in his/her absence or inability to serve. S/he shall be in charge of public relations, collection of dues, adherence to Market Rules, and the orderly operation of the market.

**d. Secretary:** The Secretary shall keep minutes of all meetings and send out notices of all meetings, and whenever requested to do so by the Chair. The Secretary shall maintain the roster of current membership.

**e. Treasurer:** The Treasurer shall keep a record of all dues and other money received from the operation of the market, pay all accrued market expenses, and report on the foregoing, at the annual meeting or whenever requested to do so. S/he shall deposit all monies received in a local checking account and be a signatory on that account.

**f. Assistant Treasurer:** The Assistant Treasurer shall share some of the work of the Treasurer, and shall be able to sign checks.

**g. The Steering Committee:** These above officers, together with up to three other elected members, shall constitute the Steering Committee. The Steering Committee shall meet on the call of the Chair, or in his/her absence, the call of the Market Manager. The Steering Committee shall arrange for all meetings, and have general charge of Market activities, including the power to authorize the Treasurer to pay bills approved by the Steering Committee. In the event of a vacancy, the Steering Committee may appoint a temporary replacement for the remainder of the term of the vacancy. The Steering Committee may sponsor any advertising or promotion and request support from various municipalities and other entities for promoting the successful operation and expansion of the Market. At the request of the Market Manager, the Steering Committee shall investigate any suspicion of questionable practices employed by any member at the market. If verified, the

Steering Committee is authorized to immediately enforce corrective action, including expulsion of the member from the market. The Steering Committee may appoint sub-committees as it deems necessary or useful, and create a set of Rules for the day-to-day operation of the Market.

#### **Article 5 - Meetings**

**a. Voting, Notification and Quorum:** All members in good standing shall have the privilege of voting at all Market meetings. Each farm/artisan membership may have one vote. Twenty percent of the membership shall constitute a quorum. A formal vote may be dispensed with if a call for consensus determines that there are no objections. Simple majority votes carry the motion. Members shall be notified of any meeting at least one week prior to the date of the meeting.

**b. Annual Meeting:** An Annual Meeting shall occur between the end of the market season and the end of the following January. The purpose of the Annual Meeting shall be to nominate and elect members of the Steering Committee, report to the membership on the State of the Market, and conduct other business as needed. The meeting agenda will accompany the meeting notice.

**c. Other Meetings:** Other meetings may be called by the Steering Committee from time to time to conduct business as may be required.

#### **Article 6 - Records**

a. Every member shall have the right to examine, for any reasonable purpose, the books, records, roster of membership, and other appropriate records of the Association. Such records will be kept as is determined by the membership.

#### **Article 7 - Dues and Liquidation**

**Section 1. Setting of Dues:** The annual dues shall be annually determined by the Steering Committee, payable to the Newport Farmers' and Artisans' Market. Annual dues shall be paid by the date appearing on the membership application. The Steering Committee may also set a per day fee for market attendance.

**Section 2. Payment of Dues:** Any member of the organization whose dues fall into arrears shall, after proper notification by the Treasurer, be automatically dropped from membership in the Market, with forfeiture of all membership rights and privileges, unless immediate payment of such dues is made.

**Section 3. Liquidation of the Association:** In the even of liquidation or dissolution, all remaining assets in the Association's treasury shall be donated to one or more non-profit association that works to benefit local agriculture or community food distribution. The specific beneficiary of the Market's assets will be determined by a general vote. The sum of the donation will be any monies remaining after all debts and other obligations of the Association are satisfied.

#### **Article 8 - Amendments to these By-Laws**

The articles outlined herein may be amended by a two-thirds majority vote of members present at any regular or special meeting, providing that a notice of such revision or amendment was included in the call of the meeting, or else that the matter had been duly presented at a previous meeting.