

2014 Lancaster Farmers Market Association

Approved February 11, 2014

Name of Organization:

The name of the organization shall be known as the Lancaster Farmers Market Association, also known as LFMA.

Objectives and Purpose:

The LFMA is an unincorporated non-profit association. Our purpose is to improve the production and marketing of locally produced products and to stimulate public interest in the use and consumption of these products by offering them to the public.

Location of LFMA:

The Lancaster Farmer's Market is located at 239 West Main Street in the Government Services parking lot on the corner of Main Street and Memorial Drive on Saturdays.

Tuesday location is the Kroger parking lot at the corner of Main Street and Goslin Road.

2014 Market Dates and Hours:

Saturdays May 3- October 25 8am to 12pm

Tuesdays May 6- August 26 3pm-6pm

Laws Governing the Market:

We are a self-governed market. All vendors are expected to abide by all laws, ordinances, and regulations of the United States, the State of Ohio, Fairfield County, and the City of Lancaster. This includes the Ohio Administrative Code, Chapter 901: 3-6 which governs farmers markets. All vendors are subject to inspection and approval by the Fairfield County Health Department, and the Weights and Measures Department. These laws govern each vendor and our market for the protection of the association, customers, and all vendors.

Illegal substances and materials will not be permitted on the market premises. Any vendor possessing any of these items at the market will be subject to immediate and automatic expulsion from the association. Appropriate behavior is expected from all our members.

2014 Officers and Committee Members:

President: Lynne Schultz 740-569-4563, schultzvalleyfarms@yahoo.com, lancasterfma@hotmail.com

Vice President: Estela Hundley 740-689-0576, estelahundley@gmail.com

Secretary: Lauren Ketcham 614-772-8394, downtheroadfarm@mail.com

Treasurer: Shasta Merritt 740-415-0637, mommamerritt@yahoo.com

Grievance Committee: T. Arnold 740-654-8299, Josh Schultz 740-569-4563, Larry Gerlach 740-323-2761

Rules and Regulations Committee: Josh and Lynne Schultz 740-569-4563, Estela Hundley 740-689-0576, Lauren Ketcham 614-772-8394, Shasta Merritt 740-415-0637

2014 Rules and Regulations

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Membership:

- A) Any person engaged in producing local products, who agrees to abide by the Rules and Regulations set forth by the LFMA, may become a member upon approval by the elected officers and offer their products for sale.
- B) Membership status shall be extended to the dues paid members' spouse and their minor children; however there is only one voting privilege per paid membership.
- C) Membership dues are as follows:
 - Yearly membership fee of \$125.00 due in full by April 15 of the new year
 - Late Yearly Membership fee of \$175.00, if paid after April 15 of the new year
- D) No refunds will be issued after the first market.
- E) Membership is a one year membership from April 15 of current year until April 15 of the following year.
- F) The LFMA membership limit is 55 vendors.
- G) Vendor/ Member 'Product List and Contact Information Form and LFMA Rules and Regulations' will be completed, signed and submitted by each vendor/member concurrently with yearly membership payment, whether paid by April 15 or thereafter.
- H) The market maintains liability insurance for market accidents. Vendors are not covered under the market's insurance and are encouraged to maintain their own liability insurance to guard against product and other liability claims.
- I) Officers can ask a vendor to leave if the vendor refuses to comply with market rules or should product quality or other factors impede the market's success. Once asked to leave, the vendor will not be allowed at market the following year. The vendor must be reinstated by the review of officers which can set guidelines for the vendor to return.

Vendor Spaces:

- A) Membership fees provide a minimum of 10 foot to a maximum of 12 foot space.
- B) Daily Vendors are permitted only upon payment of the yearly LFMA membership fee.
- C) The President will assign Saturday vendor locations, giving consideration to the variety of items sold, seasonality of items sold, access to electricity, vendor space preferences, and other factors. These assignments will remain in effect for the season unless there is a need to condense or expand the overall size of the market.
- D) If a vendor is unable to attend for more than two consecutive Saturday markets, the president should be notified by email at lancasterfma@hotmail.com or by phone at (740) 569-4563 with information about when market activity will resume. The president reserves the right to place another vendor in a space not used for more than two consecutive markets.
- E) Vendor Spaces: Vendor spaces will be assigned and marked by the first Saturday market of the season. In the event a car is parked in your vendor space, you may need to relocate to a nearby available space.
- F) Vendor parking: Each member will be restricted to parking one vehicle per vendor space.
- G) Tuesday spaces will be on a first come basis.

Vendor/Member Responsibilities:

1. **Space Signage:** Each vendor shall display signage which states the name of the producer/seller. Visible, displayed business cards are acceptable for this purpose. Information available to customers must include vendors' name/business name/farm name, address and telephone number.
2. **Processed Products Labeling:** All processed products including but not limited to canned and jarred items, baked goods, honey, animal products must be labeled in compliance with Fairfield County Department of Health, ODA, and USDA labeling requirements.
3. **Licenses and Permits:** It is the Vendor's responsibility to obtain all necessary licenses, permits, and certifications, in addition to paying fees that may be required by federal, local and state government. Vendors are responsible to maintain and provide a copy of current licenses on products sold based on Fairfield County, ODA and USDA rules and regulations. The licenses must be displayed at market in your vendor area. Farmers marketing products as "organic" or "certified organic" must display a valid certificate, in accordance with federal law.
4. **Insurance:** It is the Vendor's responsibility to maintain and carry their own insurance to cover their products and vendor area. Insurance is not required.
5. **Cleaning Up Your Space:** Vendors are responsible for removing all unsold products and cleaning up their space after each market. This includes cigarette butts and all trash. Any vendor failing to clean up will be subject to a \$25.00 fine and may be asked not to return.
6. **Members are responsible for their own application to accept vouchers/coupons from the Ohio Seniors Farmer's Market Nutrition Program, Women and Infants and Children (WIC) Farmers Market program, and other programs, if a vendor chooses to participate.**

General Market Rules Regarding Vendor Products:

The LFMA shall be available to persons or non-profit organizations interested in selling locally produced products. Items offered for sale shall include fruits and vegetables, other produce, honey, jams and jellies, baked goods, processed meats, dairy products, plants, cut flowers, body care products, additional cottage and licensed foods, coffee, and 100% farm related, home-made crafts of good quality and taste. All produce, fruits and vegetables must be 100% grown by the vendor. The LFMA encourages the sale of locally grown produce. No farm auction items are to be sold. No flea market items or live animals are to be sold or given away. All persons/organizations must qualify as LFMA members in order to participate.

- A) Vendors who were members as of January 27, 2011 are entered into the Grandfather Clause and may continue selling products they have sold prior to this date.
- B) New Vendors: must offer products which are 100% home produced.

General Elections:

- A) Nomination or self-nomination is required to run for an elected position.
- B) Each nominee is given time to discuss their qualifications, ideas, and intentions, if desired, prior to the member vote.
- C) Election of officers will be held before January of the new market season.
- D) Any member is eligible to run for office. A member wishing to run for the office of President must have been a member in good standing for at least one year.
- E) Voting for elected position will be by private ballot, unless attending members agree to accept a raise of hands instead.
- F) Collecting of ballots, counting ballots and the announcements of the new officers during the election meeting will be the responsibilities of the Secretary.
- G) The current president will only vote if there is a tie.

Elected Officers:

The President, Vice President, Secretary, and Treasurer will be responsible for carrying out the necessary activities of the market and for maintaining a website and social media presence for the market. Officers of the LFMA reserve the right to randomly inspect the vendors' premises. Each elected officer will be reimbursed for the previous year's membership fee, provided their term is fully served. If their term is not fully served the member will not be reimbursed.

- A) President: Serves a 1 year term. The president shall be the Chief Executive Officer of the association and shall endorse official documents issued or published by the association. The president shall ensure the market is in compliance with all federal, state, and local laws and filing requirements. The president shall preside at all the meetings of the association and all committees. The president shall be responsible for carrying out the Market rules and policies of the association. The president shall vote when there is a tied vote among members.
- B) Vice President: Serves a 1 year term. The vice president, in the absence of, or upon resignation of, the president, shall assume all the powers and duties of the president until a special election is held. The vice president is responsible for carrying out the market rules and policies and coordinating a Saturday market basket drawing.
- C) Secretary: Serves a 1 year term. The secretary shall keep a record of business discussed during all market meetings, distribute minutes from market meetings to members, maintain records of meeting minutes and transfer them to the next elected secretary, conduct the official communication and promotion of the association, and maintain the official vendor list for the market.
- D) Treasurer: Serves a 1 year term. The treasurer shall maintain correct accounts of all financial transactions of the association and will provide a monthly record at the end of each month of the associations' financial statement. This statement will be available to all members during the year, upon request. The books of the account shall at all times be open to inspection by any member. A financial review of all accounts shall be completed by the end of the calendar year. The treasurer is also responsible for collecting market fees, paying bills, maintaining membership applications, and other financial responsibilities.
- E) Grievance Committee: Serve a 1 year term. The Grievance Committee shall hear and decide all filed grievances.
- F) Rules and Regulations Committee: Serves a 1 year term. Comprised of officers. The purpose of the Rules and Regulations Committee is to take under consideration and reformat/rewrite the market's Rules and Regulations, including any motions passed by the association's membership, and to present the Rules and Regulations to the membership.

Membership Meetings:

- A) Off season: Membership meetings will be held once monthly, or as needed, and continue into the new year until the start of the market season.
- B) Special committee meetings will be held as needed with all officers attending.
- C) Any member who disagrees with a decision of the committee or elected officer may present his/her option at a regularly scheduled meeting.
- D) Rules and Regulations written by the officers and approved by a majority vote at an association meeting shall be in effect unless amended.
- E) Any changes to the Rules and Regulations proposed by a member may be considered during a regular association meeting and amended by a 2/3 attending membership vote.

Filing a Grievance:

- A) There is a \$20.00 fee to file a grievance, payable to LFMA.
- B) Grievances must be in written form, along with valid evidence, and may be submitted to any member of the Grievance Committee.
- C) All grievances will be kept confidential by each member of the Grievance Committee.
- D) All Grievance Committee members will hear each grievance by each individual party concerned (without other parties present) in order to preserve confidentiality.
- E) Grievances will not be heard or decided during market hours.
- F) In the case of a Grievance Committee member filing a grievance, the president or vice president will replace that committee member.
- G) Grievance Committee findings are final.
- H) The \$20.00 fee will be refunded to a member if the Grievance Committee decision is in their favor. If the decision is not in the member's favor, the \$20.00 will be forfeited and deposited into the LFMA treasury.

Treasury:

- A) Proceeds from the annual membership fees shall be used to pay operating and advertising expenses of the market throughout the season. Should the association dissolve or become inoperative, remaining money shall be donated to a good cause agreed upon by the majority membership.
- B) A checking account will be established in the association's name. The President and Treasurer have authorization to sign checks.
- C) Any expense in excess of \$300.00 must have a majority vote from the association. It is agreed that it is the responsibility of the President and Treasurer to notify membership of this expense and initiate a membership vote.