

## By-Laws

1. The duties of the Board of Directors shall be to transact all business of the Association, including but not limited to:
  - a) Hiring market manager(s);
  - b) Financial, paying all expenses of the Association, seeking and applying for funding from outside sources, maintaining proper financial records, establish membership and market stall fees, developing an annual budget for approval by the general membership;
  - c) Maintain all records of the Association including membership roles, NYS sales tax permits, FMNP papers, and any other records deemed necessary by the Board of Directors;
  - d) Make recommendations for amendments to the Rules and Regulations, as needed, for approval of the general membership;
  - e) Hear and rule on grievances.

2. Membership and fees: Membership will include one person and his/her spouse. All vendors selling at the Association markets must be members of the Association. If the completed application and membership fee are not received by the due date, the Board may deny membership to the applicant.

There will be a \$15 application fee which would be non-refundable to those that withdraw or are denied and would come off the membership fee for those accepted.

Vendors may share a space provided that each pays a separate membership fee and full stall fee, subject to approval of the Board of Directors.

When a member is awarded a market(s), it is their responsibility to contact the Market Manager or Board President by May 1, if they are not able to attend that market. After this date, they are responsible for all fees to the Market(s) awarded whether or not they attend.

Vendors who opt for a daily fee schedule may not commit to a seasonal fee after markets have been awarded. Once daily vendors attend fifteen times, their fees automatically convert to a seasonal fee and no more payment is necessary. Vendors who commit to the daily fee schedule must pay the fee to the Market Manager or person designated by the board before they set up their stall.

Occasional vendor membership gives you the privilege of attending all markets run by the Fulton Montgomery Farmer's Market Association, Inc. any five weeks of the vendor's choice.

New vendors will be allowed to participate for one day in each of the Fulton Montgomery Farmers' Markets free of charge and prior to becoming a member of the Association. If the new vendor decides to continue with any of the markets, he/she must become a member of the Association and pay dues and all stall fees for the remainder of the season.

The Board of Directors shall approve or disapprove all vendor applications. Membership shall be probationary for the first year.

3. The dates, days, times and locations for the markets will be established annually by the Board of Directors, subject to the approval of the membership.

4. Within 30 days of approval of the application, the membership fee and the stall fees are due. When fees are paid in full then a stall will be assigned.

Membership dues and stall fees are not refundable, either in whole or in part.

5. The President shall call and preside over meetings, appoint committees, and perform duties in the interest of the Association.
6. The Vice President shall perform duties of the President in his/her absence.
7. The Secretary shall keep a record of the proceedings of all meetings, a record of attendance at all meetings, notify membership one week prior to each meeting, attend to all correspondence of the Association, and perform any duties for the Association assigned by the Board of Directors.

The secretary shall also keep records of all markets, have possession of market books when markets are ended, make up new listings for the following year, have an up-to-date file of all members and the attendance at designated markets, and obtain market show permits as required by law. He/she may appoint a committee if necessary in consultation with the President to delegate responsibilities to committee members.

8. The Treasurer shall collect and hold all Association money in bank accounts and pay bills consistent with the approved budget. The Treasurer shall present the books and records annually to the general membership. The Treasurer shall keep complete financial records and present a report at each meeting of the Association. He/she shall present a detailed year-end report to the Board of Directors and is responsible for preparing a preliminary budget for the upcoming year.
9. The Board of Directors may assign a formal job description for the market manager for each designated market based upon current needs.
10. A draft budget needs to be presented at the organizational meeting. Committees will use the draft budget to develop a proposal for committee activities to submit to the membership. After membership approval and budget adoption, committees will be authorized to spend funds. The board shall have the authority to halt committee actions should actual funds not reach those budgeted.
11. Committees shall be formed at the discretion of the Board of Directors to conduct operations. Members will receive \$20 off their membership dues for each committee they serve on with a maximum discount of the total membership fee for that year. Members must attend all committee meetings and present ideas/findings to the General membership to be considered an active committee member.
12. In the event of any vacancy on the Board of Directors, the President shall appoint any member of the Association in good standing to fill the vacancy until the term expires on December 31.
13. Robert's Rules of Order shall be followed at all meetings.