

**Bedford Farmer's Market By-Laws**  
**Amendments approved at the Bedford Farmers' Market Annual**  
**Meeting: March 10, 2003**

Article I- Organization:

The name of this organization shall be the Bedford Farmers' Market, Inc.

Article II- Purpose:

The purpose of this organization is to provide orderly operation of the Bedford Farmers' Market. The spirit and intention of the Bedford Farmers' Market is to:

- Provide an open venue for community enjoyment;
- Provide an opportunity for vendors and consumers to buy and sell in an amicable exchange;
- Support local farmers and thereby support farm preservation.

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 and Regulations and accepted by the Bedford Farmers' Market membership.
  - b. Bakers and other actual producers of foods.
  - c. Producers of quality agricultural-related crafts, as approved by the organization's craft committee.
  - d. Community volunteers who serve on the Bedford Farmers' Market Steering Committee.
2. Membership is not transferable.
3. Application for membership shall be made to the Bedford Farmers' Market and reviewed and approved by the Steering Committee. Space at the market and approved non-produce items will be factors in determining membership.
4. Each member is asked to participate on at least one of the Bedford Farmers' Market committees.
5. Rules and Regulations will be established for the operation of the Bedford Farmers' Market. All members must observe these rules or membership can be revoked by the Steering Committee.
6. There will be one vote per membership.

Article IV- Meetings:

1. There shall be at least one meeting of the Bedford Farmers' Market membership each year. The annual meeting shall be held between January 1 and March 31.

2. Membership fees will be due at the annual meeting in order to vote at that meeting.
3. Notice will be given at least thirty days prior to the date of the annual meeting. Additional meetings may be called by the Steering Committee anytime with advance notice given.
4. Changes to the by-laws shall be decided by the members of the Bedford Farmers' Market on the basis of 66% or greater of votes cast.
5. The Rules and Regulations shall be reviewed annually. Changes shall be decided by the members of the Bedford Farmers' Market on the basis of 51% or greater of votes cast.

#### Article V- Steering Committee

1. The business of the market shall be managed by a Steering Committee, which shall be made up of four vendors (one retained from previous year), selected by vendor members of the market, and three non-vendor members of the Farmers' Market Committee which initially fostered the development of a Farmers' Market in Bedford, selected by this Farmers' Market Committee of Bedford. The Steering Committee will appoint officers and the Market Manager each year for a term of one year.
2. After the first year of operation the business of the market shall be managed by the Steering Committee, which shall consist of the following persons:
  - a. Up to four vendors, as selected by a majority of members present at the market's annual meeting;
  - b. Up to five but not fewer than three non-vendor members, as selected by a majority of members present at the market's annual meeting; and
  - c. The Market Manager(s), if any, as selected by the Steering Committee.

The members of the Bedford Farmers' Market will elect the Steering Committee members and an alternate member at the annual meeting. The alternate member shall be a nonvoting position at Steering Committee meetings unless there is an absence. Steering Committee members will serve one-year terms with the option of being re-elected. At least one Steering Committee member shall 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.

3. The Steering Committee may form subcommittees made up of volunteers from the community, provided, however, each subcommittee shall have at least two members of the Steering Committee on it.
4. 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 promulgated hereunder
    - Appoint committees.
  - Vice-President
    - Stand in for the President in his or her absence
    - Attend all Steering Committee meetings
    - Procure necessary licenses for the market.
  - Secretary
    - Provide notice to all members of meetings
    - Maintain correspondence
    - Maintain an ongoing list of all market members
    - Maintain up-to-date by-laws
  - Treasurer
    - Collect all membership fees and maintain a record thereof
    - Receive vendor fees and keep a record of same
    - Allocate all expenses for the Market's purposes and keep record of those expenses
    - File tax reports
    - Make financial reports of the organization

Article VI- Expenditures:

Proceeds derived from membership fees and vendor fees shall be collected by the Treasurer and used to promote the Bedford Farmer's Market

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 Bedford Farmers' Market will remain intact as long as five vendors remain in good standing.

3. Failing to meet the aforementioned requirements, 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. All tax and reporting requirements must be satisfied, after which the remaining funds shall be distributed to organizations that serve the Bedford Community.

## **BEDFORD FARMERS' RULES AND REGULATIONS**

### **MARKET OPERATIONS**

1. The Bedford Farmers' Market will operate on Tuesdays in the municipal area near the Town Pool, Riley Field, and Sportsman Field as specified by the Steering Committee, or at such other location as the members determine. The weeks and hours of the market will be set by the Steering Committee.
2. Vendors must not consistently price products far below profitable levels. After the start of the market, vendors may not lower prices.
3. Vendors must be sure all prices are clearly visible to the buyer.
4. The Steering Committee will appoint a Market Manager and enumerate his or her responsibilities. All vendors will follow the instructions of the Market Manager. On market day the Market Manager's decision on any dispute will be final. Unresolved disputes may be taken to the Steering Committee which will act on the issue within two weeks. All vendors will follow the instruction of the Market Manager. On market day the Market Manager's decision on any dispute will be final. Unresolved disputes may be taken to the Steering Committee in writing after the close of the market. Any threats made to the Market Manager will be brought to the Steering Committee. This is ground for immediate termination from the market.
5. The Market Manager for approval by vendors shall propose stand placement and assignment. Placement shall be considered by permanent throughout the market season, unless absences require consolidation of the market. Changes can be made upon agreement of the involved members and the Market Manager.
6. A prospective member must submit an application to the Bedford Farmers' Market for consideration.
7. Vendors must be in place ½ hour before the market opens and remain until the market closes.

## VENDOR RESPONSIBILITIES

1. The vendors must pay state sales taxes or business license fees.
2. Vendors must meet all requirements of the Health Department. The Bedford Farmers' Market will pay for a Health Department permit covering all vendors, if determined as a requirement by the Steering Committee.
3. There will be a fee for membership in the Bedford Farmers' Market and a fee for stall space use by each vendor each week. Fees will be set by the Steering Committee and must be paid on time.
4. Vendors are expected to be present at all sale days for the market season. If they are not able to do so, they must contact the Market Manager 24 hours before the market opens. If a vendor is absent one time without calling, he or she risks losing his stall space seniority anytime in the future at the discretion of the Market Manager. If a vendor does not call to say he or she will be absent on three occasions, he or she risks being call before the Steering Committee for reconsideration of his or her membership.
5. Vendors are expected to be ready to sell at opening time on market day, but make no sales before opening time.
6. Stands are to be kept hazard-free, reasonably attractive, and activities should be fair to neighboring stands.
7. Trash and litter around the stand from any source is to be taken home by the vendor and the stand should be left in broom clean condition by ½ hour after the market closes.
8. Members will not be allowed to employ expelled members to the Bedford Farmers' Market at the market or at a market function.
9. Vendors need to state their decision to participate the next year by April 20<sup>th</sup> as determined by the Steering Committee.
10. Each vendor will be responsible for setting up, displaying, and packaging their goods, and for providing protection from the elements.
11. There will be no smoking by vendors while vending.
12. High-pressure tactics may not be used by vendors to sell their products.
13. Vendors may not bring their dogs to the market.
14. Vendors are required to wear shoes and shirts.
15. Members must sign up in advance for each week they plan to vend. They will be expected to pay for those weeks whether or not they are present. Each vendor will commit to vend for not less than ten out of fifteen weeks of the first year of operation of the Bedford Farmers' Market. Thereafter, the minimum required attendances should be determined by the Steering Committee. Vendors can add weeks later if space is available. Those who

sign up for every week the market is open shall receive a discount of \$1 per week on their vendor fee.

16. **Each vendor must have at least \$500,000 of general liability insurance covering its operations and products at the Bedford Farmers' Market, listing as additional insured's and the Town of Bedford and Bedford Farmers' Market, Inc.**
17. **An incident that may impact the market either legally or in a negative manner should be recorded on an Incident Report and given to the Market Manager. (Example of incident report attached).**

## **MARKET GOODS**

1. The following products can be sold at the Farmers' Market: vegetables, herbs, bedding, plants, baked goods, canned goods, eggs, dairy products, hay, straw, fruits, fruit baskets, cider, ornamental produce, potted plants, preserves, cut and dried flowers, honey, hive products, maple syrup, plant arrangements, wine, wool, yarn, and coffee. Canned items must use USDA recommended processing. Products not listed above must receive clearance from the Steering Committee before sale.
2. Vendors must grow on their farm at least 90% of the produce they sell at the market. (If vendors are unable to meet the market demand, the Steering Committee may vote to change this number to meet the demands of a given market year). Baked goods, jams, jellies, vinegars, and similar prepared foods may be sold if prepared by the vendor. Any product not raised or produced by the vendor must be labeled accordingly and prominently displayed.
3. Approximately 75% of the vendors at the market will sell agricultural farm products as their primary product including without limitation: flowers, poultry, meats, wine and fish. No more than 25% of the vendors may sell baked goods, preserves, and agriculture-related crafts, and the like as their primary products. In no event shall non-agricultural-related crafts be sold. The Steering Committee may vote to change this number to meet the demands of a given market year. An 80% vote of those voting is required to change this number.
4. Produce that is labeled "certified organic" must be from a crop that is certified organic by NHDA.
5. Vendors must comply with applicable local, state, and federal regulations, such as:
  - a. Approval seal on weighing devices;
  - b. Pesticide licensing and safe use;

- c. Participation in mandatory commodity orders for Ag commodities;  
and
  - d. Food safety, sanitation, health permits, and labeling issues that  
apply to the item.
6. No solicitors, collection drives, or manufactured products (including printed materials) by outside organizations or individuals will be permitted in the vending area.
  7. Vendors and their employees shall be truthful when questioned by customers. They should know how old the produce is.
  8. Live animals will not be sold at the market.
  9. Any animals used for display must be handled and cared for in a humane manner.
  10. If a vendor purchases an agricultural product from another vendor and processes that product for sale (e.g., honey made into jam), the processed product may be sold as an agricultural product.