**North Berwick Farmers Market Association By-laws**

The members of the North Berwick Farmers Market Association (the Market) are a group of farmers, bakers, and local food producers with equal vote and equal share in the running and rules made for the market each year.

Any vendor who has paid the membership fee for a year is considered a member of the Market and has a vote until the deadline for applications and dues for the following year.

The Market has at least 1-member meeting annually for market discussion, approval of the budget and rule changes. Member participation in discussion is open to members of their household. Voting is limited to one vote per member. It is also at this meeting that the Market’s President, Secretary, Treasurer and two members at-large for the steering committee are elected to one-year terms.

All decisions regarding the Association and market operations will be decided at the annual meeting. All members are encouraged to participate. Failure to participate means forfeiture of voting rights.

Market rules, except Maine Dept. of Agriculture requirements can be changed, added or deleted by a majority vote of the membership.

The Market president will preside over the meetings of the Market and be responsible for the keeping of the Markets records including vendor applications, licenses, and certificates of insurance.

The Market secretary is responsible for keeping the minutes of the Market meetings, maintaining an up-to-date list of the membership and provide meeting notices. Also included are keeping of weekly market statistics, raffle procurement, selling raffle tickets and passing income to treasurer. Other duties include putting up and taking down signage around town each Thursday, early am and after Market pm. Also includes storing and transportation of Market tent, table, chairs, monies, coupons, signs and any other “equipment” as deemed necessary for the smooth running of the market.

The Market treasurer is responsible for deposits and disbursements of the Market including dues collection and to make a complete financial report at the annual meeting.

The management of the Market is the responsibility of the steering committee. The Steering Committee is comprised of the Market president, secretary, treasurer and two members at- large. That management includes vendor recruitment and relations, promotion of the market, fund-raising, community relations and events.

Market dues, season, day, location and hours of operation will be determined by vote at the steering committee meeting.

A vendor can be expelled from the Market by vote of the Steering Committee for failure to comply with State or Market rules or regulations. Such expulsion can be appealed and over-turned by a 2/3 vote of the membership.

**Produce and Plants**

All produce, fruit, flowers and plants must be grown or wild gathered in Maine of New Hampshire by the vendor. Individuals buying product for resale at our Market is prohibited. If the Market needs any item to complete the Market’s offerings then the Market will purchase and sell that item.

Post-harvest handling should consider sanitation, cleanliness, and high-quality. Produce that appears rotten, spoiled, moldy, improperly sprayed or otherwise unfit for human consumption may not be brought to Market and offered for sale.

Growers who apply pesticides, wither organic or synthetic, must follow the label. Non-certified organic vendors must maintain the same records as certified organic vendors and have these records available at the Market.

Plant growers and any vendor selling plants at the Market must have a copy of their Maine or New Hampshire Nursery license on file with the Market.

**Processed, Dairy, and Baked Goods**

All vendors selling processed or baked goods must have their processing facility in Maine or New Hampshire and be licensed by the Maine Dept, of Agriculture. Copies of all pertinent licenses must be on file with the Market.

A vendor must process all dairy products in a dairy compliant facility in Maine or New Hampshire. They must be transported and displayed in accordance with Maine Dept. of Agriculture guidelines. All necessary licenses must be up to date and on file with the Market.

Jams and acidulated foods major ingredients must be processed in Maine or New Hampshire. All fruits, vegetables and herbs must be Maine or New Hampshire grown.

All baked goods must be made from scratch by the vendor in Maine or New Hampshire. All home-processed or baked goods should use fresh product. As much product as possible should be sourced from other vendors and from Maine or New Hampshire. No commercially frozen, canned or premixed ingredients are allowed.

**Meat and Eggs**

Meat and eggs must be raised by the vendor in Maine or New Hampshire.

Meat and eggs must be packaged, transported and displayed in accordance with Maine Dept. of Agriculture guidelines.

Seafood must be caught by a fisherman or lobsterman whose residence and license is in Maine or New Hampshire.

All seafood must be packaged, transported and displayed in accordance with Maine Dept. of Agriculture guidelines.

**Crafts**

Crafts are not a part of a true farmers market. However, yarn, dried flowers, beeswax products and other intermediate products are permissible if raised or wild gathered by the vendor. The Market Steering Committee will decide on any “gray area” crafts on a case-by-case basis but vendors are encouraged to and should honor the spirit of a market primarily oriented toward locally grown and processed foods.

Vendors who sell produce, processed or baked good, meats, dairy or seafood may also sell their crafts by shall dedicate no more than 15% of their display space to crafts.

5/2019