

## **BY-LAWS OF FARMERS' MARKET AT SANDPOINT, INC.**

*ratified by membership 11/3/25*

### **ARTICLE I**

**NAME** The name of the corporation shall be Farmers' Market at Sandpoint, Inc., a nonprofit Corporation organized by citizens of Bonner County.

### **ARTICLE II**

**OBJECT** The object of this corporation shall be to provide for the management and promotion of the Farmers' Market at Sandpoint and for the mutual benefit of its members; to provide a forum from which regional growers and makers can offer their product to the public; to educate the public about agricultural products and concerns; to study the needs of the members and promote the general welfare of the corporation; and to do all things legally necessary and proper to the conduct and furtherance of the business of the Farmers' Market at Sandpoint.

### **ARTICLE III**

**GOVERNMENT** The government and the management of the funds, properties, and affairs of the corporation shall be vested in the Farm membership.

### **ARTICLE IV**

**SECTION 1 MEMBERSHIP** There shall be three classes as follows: a. Farm Members: persons who have paid annual dues, sold a minimum of 80% farm product, sold a minimum of two (2) times during the season, and been active with one or more committees of the Farmers' Market at Sandpoint. b. Fine Craft and Food Members: persons whose amount of annual fine craft or food sales exceeds 20% of gross sales. c. Honorary Members: persons who have rendered notable service to the Farmers' Market at Sandpoint, Inc., to agricultural interests in general or who may, by unanimous vote of the members present at any regular duly called meeting, be elected to honorary membership. Honorary members shall pay no dues and may not vote.

**SECTION 2 EXPULSION** Members who do not abide by the By-Laws and Rules and Regulations of the Farmers' Market at Sandpoint shall be subject to disciplinary action as defined by the Rules and Regulations. A member may be expelled by a majority vote of the board of directors during any regularly scheduled or duly called meeting.

### **ARTICLE V**

**DUES** The annual dues of the members of this corporation shall be determined by a majority vote of the Farm members present at the annual meeting of the corporation. Dues are payable at the time of approval of membership. Upon payment of dues, an applicant is considered a member in good standing until the start of the next year's market season. The dollar amount of the dues is specified in the Rules and Regulations of the Market.

### **ARTICLE VI**

**SECTION 1 ANNUAL MEETING** There shall be an annual meeting of the corporation for the purpose of electing officers and board members, receiving annual reports, reviewing Market rules and regulations, and conducting regularly scheduled business. Notice shall be given at least ten (10) days but not more than fifty (50) days before the annual meeting.

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### **SECTION 2 VOTING** The annual meeting shall be open to all members, but only

Farm members in good standing will be eligible to vote on market business. A family or partnership, which has paid for one membership, may cast only one vote. Proxies will not be recognized at any meeting of the corporation. A simple majority vote will decide all actions.

### **SECTION 3 QUORUM** One-tenth (1/10) of the Farm membership shall constitute a quorum.

**SECTION 4 MEMBERSHIP MEETING** The president or a board of directors majority has the right to call a membership meeting. The requirements of Section 1, 2 and 3 regarding notification, voting, and quorum shall apply to all membership meetings.

**SECTION 5 BOARD MEETING** The board of directors of the corporation may, at the discretion of the president or a board of directors majority, meet for the purpose of conducting regular business, hearing grievances and petitions, and discussing disciplinary matters.

## **ARTICLE VII**

**SECTION 1 MEETING PROTOCOL** The order of business shall be as follows: 1. Call to order 2. Secretary's report 3. Treasurer's report 4. Committee reports 5. Unfinished business 6. New business 7. Executive Session

**SECTION 2 MODIFICATIONS TO MEETING PROTOCOL** The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules shall govern all debates, when not in conflict with these By-Laws.

## **ARTICLE VIII**

**SECTION 1 ANNUAL ELECTIONS** At the annual meeting of the Corporation, the Board of Directors shall be elected by a hand or paper ballot.

**SECTION 2 BOARD OF DIRECTORS** The Board of Directors shall not exceed nine (9) people and will include four officers: a president, a vice-president, a secretary, and a treasurer. The board may contain up to one (1) Community Board Member, and up to one (1) Fine Craft and Food Members. The remaining board will consist of Farm Members.

**SECTION 3 REPRESENTATION** Farm board members must be Farm members and shall be elected by the Farm Membership at the annual meeting. Each Farm member may cast one (1) vote for each of the four (4) officer positions and three (3) votes for board members. A Fine Craft and Food board member must be a fine craft and food member and shall be elected to become a candidate by the Fine Craft and Food Membership at the annual meeting prior to voting by Farm members. A Community Board Member may be a market member or a member of the community who is not a vendor at the market and shall be elected by Farm Members and shall not be a voting member of the board. A family or partnership which has paid for one membership may hold only one board position.

**SECTION 4 TERMS OF OFFICE** The term of office for Officers shall be two (2) years. The terms of office for Board members shall be either one (1) or two (2) years. The two (2) Board members who received the highest number of votes shall receive a two (2) year term. The three (3) Board members who received the lowest number of votes shall receive a one (1) year term. Tie votes shall be resolved by a flip of the coin.

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If, at the annual meeting, there are insufficient candidates elected to fill the existing vacancies to have a quorum (five (5) members), then the elected board members and officers shall appoint members until the quorum is filled.

**SECTION 5 VACANCIES** A vacancy on the Board (including Officers), shall be filled by appointment by a majority vote of the Board. Notice that a vacancy exists shall be posted by the Board at least thirty (30) days prior to the appointment. Applications to fill the vacancy must be in writing. The Board must act to fill the vacancy within thirty (30) days following the thirty-day posting period. Applicants must meet the same eligibility requirements for office and may not have served as an appointed Board member during the previous two (2) years. An appointee shall hold the position until the next annual meeting.

## **ARTICLE IX**

**SECTION 1 OFFICERS** Officers shall be comprised of Farm Members or a Fine Craft and Food Members in good standing who have served at least one full year on the Farmers' Market at Sandpoint Board. Officers shall be elected by the Farm Members at the annual meeting.

**SECTION 2 PRESIDENT** The president shall be the executive officer of the corporation and shall preside at membership and board meetings. He or she shall meet and work with other officers, board members, and persons outside the Farmers Market to address obligations and issues affecting the market; shall retain information and pertinent forms and files; and shall work with the board and officers to delegate work involved.

**SECTION 3 VICE-PRESIDENT** In case of absence of the president, or his or her inability to act, the vice-president shall be designated by the board to temporarily perform the duties of the president's office.

**SECTION 4 SECRETARY** The secretary shall keep a record of the proceedings of the Corporation; shall conduct or delegate all correspondence; shall carry into execution all order, votes, and resolutions not otherwise committed; and shall keep a list of all members of the Corporation.

**SECTION 5 TREASURER** The treasurer shall keep an account of all monies received and expended for the use of the corporation and shall make disbursements authorized by the Board. All sums received shall be deposited in such banks approved by the Board. The treasurer shall make an annual report at the annual meeting or when called upon by the board. Funds may only be drawn upon with two signatures. Those eligible to sign checks are determined by the board of directors.

## **ARTICLE X MARKET MANAGER.**

**SECTION 1** A market manager shall be hired by the board to represent the corporation.

**SECTION 2** It shall be the responsibility of the market manager that all members read and abide by the By-Laws and Rules and Regulations of the Market.

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ARTICLE XI STANDING COMMITTEES The president shall appoint such committees, as the corporation deems necessary.

ARTICLE XII RULES AND REGULATIONS OF THE MARKET The Rules and Regulations shall govern the routine operation of the Farmers' Market at Sandpoint. They may be reviewed and, if necessary, modified by a majority vote of the membership at any duly called and regular meeting. They are incorporated, by reference, into these By-Laws, as Attachment One. The board shall have the right to address situations not specifically covered in the By-Laws or Rules and Regulations.