

Shelton CT Farmers Market Association

Articles of Organization and By-Laws

ARTICLE 1. NAME

This organization shall be known as the Shelton CT Farmers Market Association.

ARTICLE 2. PURPOSE

The mission of the Shelton CT Farmers Market Association is to create, promote and operate an open-air farmers market in downtown Shelton that will provide access to fresh, nutritious food, encourage community activity in Shelton's downtown and stimulate public interest and awareness in local farm products, thereby supporting local agricultural producers in Connecticut.

This Association is responsible for setting market rules and guidelines for vendors participating in the Shelton CT Farmers Market.

ARTICLE 3. MEMBERSHIP

The following shall be eligible for membership in the organization by agreeing to abide by the by-laws and established rules and guidelines of the producer-only farmers' market operation:

Any person interested in supporting verifiable Connecticut farmers and agricultural producers. Any person interested in creating and supporting a viable, sustainable farmers' market in Shelton. Any person interested in selling their own agricultural products at the Shelton Farmers' Market.

ARTICLE 4. OFFICERS AND BOARD

The Board of Directors of the Shelton CT Farmers Market Association will be made up of five officers. New board members will be appointed by the Board of Directors.

Section 1 – Duties of the Board

The board will be responsible for (1) overseeing the operation of the market and setting policy for the Association; (2) arranging all meetings; (3) general administration of the Association's activities, including power to authorize the Treasurer to pay bills approved by the Board; (4) appointing special committees as needed; (5) advertising and promotion and may request support from various sources for promoting the successful operation and expansion of the market; (6) investigation of any violation of market rules by a member or vendor. If verified, the Board is authorized to immediately enforce corrective action, which shall constitute of: 1st offense – written warning of offense, 2nd offense – suspension from market for one week, 3rd offense – expulsion from market and association without refund of fees paid or immediately cancel the offender's membership if the board deems action particularly offensive. The Board shall meet as necessary on the call of the Market Administrator, or in their absence, the Market Master. In the case of vacancy on the Board, the Board may appoint a member.

Any board or committee member who has been assigned a budget is responsible for the budget and for collecting original invoices, approving them and submitting them to the treasurer for payment. Any expenditure in excess of those approved in the budget process must receive approval from the Board prior to encumbering these funds.

All board members will serve on a voluntary basis.

Section 2 – Duties of the Officers

Market Administrator. The Market Administrator shall be responsible for: (1) setting the agenda and presiding at all meetings of the Board and shall have general supervision of the business of the Board; (2) responsible for all communication between the association and Shelton City Hall; (3) responsible for the finalization of all board approved vendor applications.

Market Master. The Market Master shall be responsible for: (1) communication with vendors; (2) ensuring the market area stays clean and vendors abide by market guidelines; (3) monitor the Shelton CT Farmers Market website for vendor applications and respond to potential vendor questions and present applications to the board for approval.

Secretary. The Secretary shall be responsible for keeping record of all meetings and minutes.

Treasurer. The Treasurer shall be responsible for: (1) maintaining custody of all funds of the Association; (2) receiving and giving receipts for all monies due and payable; (3) keeping record of all dues and other money received from the market operation; (4) recording any money paid out and report on the foregoing whenever requested; (5) depositing, in a timely manner, all monies received in a bank account authorized by the Board; (6) signing checks upon authorization of the Board.

ARTICLE 5. MEETINGS

All matters brought before the Association at a duly authorized meeting shall be decided by a majority vote. Votes shall carry by a simple majority of the Board members.

ARTICLE 6. RECORDS

Each board member shall have the right to examine, for any reasonable purpose, the books, records, roster of membership and other appropriate records of the Association.

ARTICLE 7. DUES

The annual dues and market fees for the next market year shall be proposed by the Board annually. In no case shall market members be allowed to attend and sell at the market without having first paid their market fees.

Annual market fees shall be paid by the start of the market season.

The fiscal year of the Association shall begin on January 1st and end on December 31st.

ARTICLE 8. AMENDMENTS

The articles and bylaws outlined may be amended in whole or in part by a simple majority vote of the Board.

ARTICLE 9. DISSOLUTION

In the event of liquidation or dissolution, all remaining funds in the Association's treasury shall be distributed to current Board members and vendors.

Revised January 14, 2023