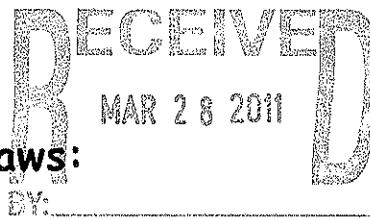


**Shelby County Farmers Market Bylaws:**



1. The name of the market is the Shelby County Farmers Market, Inc. in compliance with KRS chapter KRS 273 and articles of incorporation filed with the secretary of the Commonwealth of Kentucky.
2. Market membership is open to producers located in Shelby County and adjacent counties to sell produce/products grown/made in these counties.
3. Value-added produce/products must comply with regulations of House Bill 391, & Health Dept. regulations; eggs, meats, and honey must follow State/Local requirements for these products. Any regulations that pertain to a specific product, is the responsibility of the grower/producer.
4. Any produce/ product resold must be labeled as to where it came from and must come from Shelby or adjacent counties.
5. Producer must be a market member before selling.
6. Dues and parameters of membership will be decided by the Executive Committee.
7. Growers/ Producers must display all documentation required by law. Licenses and registrations: i.e. .Certified Organic certificate, HB 391 certificates & registration documents. Producer/seller is responsible for knowledge of and compliance with all requirements for selling their products and be responsible for any product liability insurance.
8. Officers and board members will make up the Executive Committee as elected by the membership.

**Officers and Board of Directors:**

Four officers and three board members will make up the Executive Committee of directors, elected by the membership [one membership, one vote] these elected officers and board will serve for a two year term, with President and Treasurer elected in even years, Vice president and Secretary elected in odd years, 3 board members; 2 board members elected in even years and 1 board member elected in

odd years. Elections will be held near end of growing season with new Officers and Board in place by November 1st of each year.

**Duties of Officers**

1. The President shall preside over all meetings of the members and of the Executive Committee, administer agenda, and implement decisions of the membership.
2. The Vice-President shall preside at meetings in absence of the President and undertake such additional duties as the chair or membership shall direct.
3. The Secretary shall keep accurate minutes of all regular and special meetings, maintain a legible minute's book, handle association correspondence, and maintain a current and accurate membership list.
4. The Treasurer shall keep the Market's financial accounts and make reports at all business meetings.

**Duties of the Board of Directors**

1. The Board of Directors shall oversee the affairs of the market. Board members shall be expected to serve on committees deemed necessary to successfully run the market.
2. Whenever a vacancy occurs in the Board of Directors or Officers, other than from the expiration of a term of office, the remaining directors shall appoint to fill the vacancy until the next annual meeting of the members.
3. The board of directors will schedule meetings.
4. Market items to be sold will be determined by membership.
5. Standards of conduct and grounds for revocation shall be determined by board of directors.
6. Requests for changes to the bylaws as determined by the board of directors should be submitted to the membership at least 30 days prior to the end of the season meeting.

7. The Board of directors will review and prepare the list of bylaw changes to present to the membership. Bylaw changes will be voted on at a general member meeting at the end of the season. Members will be given at least 14 days advance notice of amendment changes prior to the meeting when the vote will take place. New Bylaws will not take effect until the first meeting of the ensuing market season.

END.

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BY: \_\_\_\_\_

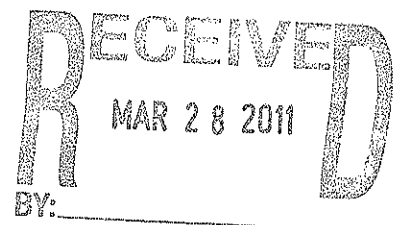
## Shelby County Farmers Market Rules:

### STATEMENT OF PURPOSE:

The "Shelby County Farmers Market" was established to provide local small growers and craftsmen with an outlet for the sale of fresh picked produce and related agricultural and craft products.

The Shelby County Farmers Market will operate a farmers' market at such location(s) as selected by the membership; establish market guidelines; set quality standards; promote the market; and encourage growth of the local/regional food supply and craft products.

- 1) The name of the market is the Shelby County Farmers Market, Inc.
- 2) Membership:
  - a. Market membership is open to producers located in Shelby and adjacent counties to sell produce/products grown/made in these counties.
  - b. Members must be producers/growers, membership entitles the member to one space within the designated selling area, and a production point of origin must be displayed at the stand. Growers/ Producers must display all documentation required by law: licenses and registrations [i.e. .Certified Organic certificate, HB 391 certificates & registration documents]. Producer/seller is responsible for knowledge of and compliance with all requirements for selling their products and be responsible for any product liability insurance.
  - c. Membership shall be for one fiscal year, which shall begin on November 1st; membership fees will not be pro-rated for partial year membership. The cut-off date for adding new members for the fiscal year will be June 15<sup>th</sup>. The Executive Committee reserves the right to add new members after that date if a new vendor has a product not presently sold at the market by other members. The addition of a new member after the June 15<sup>th</sup> cutoff date must be approved by at least 2 members of the Executive Committee.



- d. There is no cut-off of the maximum number of members as long as there is space available.

3) Application Procedure:

- a. Each member must fill out a new application form annually.
- b. Applications shall include full name(s), address, and contact information.
- c. Applications shall include primary and secondary products.

- 4) Annual dues are \$30.00 per year for regular membership, which allows selling on any or all approved sale days and Locations and one vote in the market meetings.

- 5) For an extra \$15.00 per year, members can have an assigned space. These spaces are to be assigned by the Executive Committee. Previous year space holder has 1<sup>st</sup> option of the same space for the current year. Deadline April 1<sup>st</sup>. If the previous year space holder declines reserved space, the space will be available based upon continuous membership seniority.

- 6) The membership fee covers all members of a household unit/family/farm. All household members may attend meetings and take part in discussions. Only one vote is allowed per membership/family/farm. Only one person per membership may serve on the Executive committee at any one time. All members are expected to take a turn serving on the Executive Committee or other committees.

- 7) The days and hours of operation are Saturdays 8:00 a.m. until 1:00 p.m. Members should attempt to be at the market 30 minutes prior in order to set up, set up by 8:00 a.m. Selling is permitted to early shoppers. Other locations and times will be established as needed

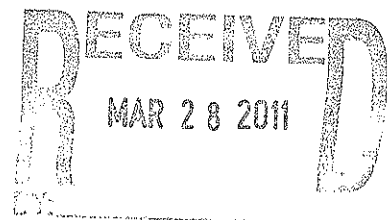


- a. Value-added produce/products must comply with regulations of House Bill 391, & Health Dept. regulations; eggs, meats, and honey must follow State/Local requirements for these products. Any regulations that pertain to a specific product, is the responsibility of the grower/producer. In order to provide diversity within the market, resale items will be allowed with exceptions as listed.

8) Resale exceptions are as follows:

- i. If an item in demand is currently not available for sale at our market, but is in season in the area. Members may resell this item. Anything resold, must be labeled as to where it came from and must come from Shelby or adjacent counties.
  - ii. If demand for an item exceeds what a current member is able to produce, a special waiver may be issued, for the resale of that item with the purpose of providing adequate volume; it must come from defined areas. The Executive committee will make this decision.
- b. No grower/producer shall use any motor vehicle or trailer larger (unless parked away from the Farmers Market building) than a standard-size Econoline type van or standard pick-up truck. Vehicle must be clean.
  - c. Items for sale will be limited to fresh fruits, flowers, vegetables, bedding plants, potted plants, herbs, crafts (not from kits), honey, eggs, meats, and valued added products as allowed by HB 391. Absolutely no flea market items will be allowed. Produce sold by exact weight must be weighed on "trade legal" scales. No bathroom or fishing scales.
  - d. Sellers must keep their area clean, furnish sacks for customers; be responsible for all applicable taxes and fees; set own prices, with no price fixing, undercutting, no "late market" discounts.

9) Appearance and Conduct:



All vendors at the market are expected to conduct themselves with courtesy. There will be no arguments, harassment, name-calling, profane language or fighting.

- a. Vendors will be neat, suitably dressed, and deal with the public in a courteous and appropriate manner.
- b. All vendors will display their products neatly and attractively, with consideration for the other vendors and the general public.
- c. All vendors are to prominently post their farm/business name.
- d. Vendors are to prominently post prices of their produce/product.
- e. Vendors are responsible for their own stalls and will keep and leave their site clean.
- f. Sampling will be permitted as long as they are in accordance to the rules of the state and local health departments.
- g. There is to be no posting of advertizing of political, religious or commercial products not related to the Shelby County Farmers Market statement of purpose. See statement of purpose on page 1.
- h. Grievances from members shall be given to the senior officer present and the grievances to be discussed by the Executive Committee at their next meeting.

All violations of these rules are grounds for revocation of membership by the Executive Committee.

**Meetings:**

The membership meetings will be held prior to the season and at the end of the season. Additional meetings will be held on an as needed basis determined by the board of directors.

- a. Notification of general membership meetings will be given no less than 7 days prior.
- b. At general meetings, a passing vote shall be by the majority of the members in attendance.
- c. Quorum. A majority, of the Executive Committee shall constitute a quorum at any meeting of the Board, provided two officers are present.

END.



**SHELBY COUNTY FARMERS' MARKET  
MEMBERSHIP APPLICATION**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Are you a Certified Micro-Processor?** \_\_\_\_\_  
If yes, a copy of your License must be submitted.

**Are you a Certified Home Based Processor?** \_\_\_\_\_  
If yes, a copy of your License must be submitted.

**Are you Certified to offer samples of HB391 products?** \_\_\_\_\_  
If yes, a copy of your Certificate must be submitted.

**Are you Certified to offer samples of raw fruits and /or vegetables?** \_\_\_\_\_  
If yes, a copy of your Certificate must be submitted.

**Products you will be selling at this market:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

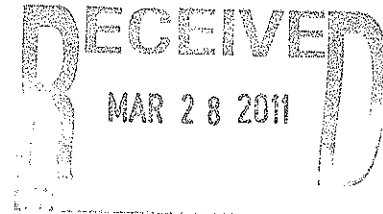
I agree to the regulations and by-laws, a copy of which I have received, for the Shelby County Farmers' Market. I understand and agree to the following, (if applicable) being my responsibility:

Compliance with HB 391; Product liability insurance, any certificates or licenses and any required display of same.

I understand that my membership may be revoked by not following these regulations and bylaws.

**Signed:**

**Dated:**



The Shelby County Farmers' Market  
PO Box 1356  
Shelbyville, KY 40066-1356

Dear Shelby County Business Owner:

The Shelby County Farmers' Market is excitedly preparing for the opening day of our market on April 23, 2011 and we are again looking for market sponsors. If you sponsored us last year we would first of all like you to know how much we appreciated your support and hope that we can count on your help again this year. As you know, our market is located in the Coots Barn at the Shelby County Fairgrounds and meets every Saturday from 8:00a.m.-1:00p.m. Our customer base has grown substantially in the last year and the number of vendors has also increased with the barn at capacity many Saturdays last year. Our market is a member of the **Kentucky Proud** program and that has greatly increased the demand for our products and attracted many new customers. Being a sponsor for our market enables our customers to see that your business is supporting Shelby County's rich agrarian history and the local producers, artisans, and craftsmen that contribute to our market. Customers at our market are very conscious of the move to **"Buy Local."** If you have not sponsored us in the past, we ask that you consider the benefits of this community relationship.

**The levels of support and the benefits of being a market supporter are as follows:**

- With a donation of \$100, an average of \$3.85 per week, a banner with your company name or logo is prominently displayed at the market for the entire season (April 30-Oct.29)
- With a donation of \$200, a banner with your company name or logo is prominently displayed at the the market for the entire season and your business or organization receives \$100 dollars in \$5.00 coupons which you can give to your customers as tokens of appreciation, or use as incentives for your employees

**In order to attract customers and make the market a destination as well as a shopping experience the market is planning the following for 2011:**

- Renovation of the small barn below the Coots Barn for future expansion
- Installation of a hand washing station
- Monthly giveaway drawings
- Monthly educational components appealing to adults and children: such as conservation, backyard wildlife attraction, and historical or scientific displays

Shelby Countians are looking for fresh, locally grown produce and we feel that by working with you, our sponsors, we can form a mutually beneficial relationship. Thank you so much for your support. We look forward to partnering with you this year.

Sincerely,

The Shelby County Farmers' Market Members

\_\_\_\_\_ **Yes,** \_\_\_\_\_ will help at the \$100 dollar level.  
(name of business or organization)

\_\_\_\_\_ **Yes,** \_\_\_\_\_ will help at the \$200 dollar level.  
(name of business or organization)

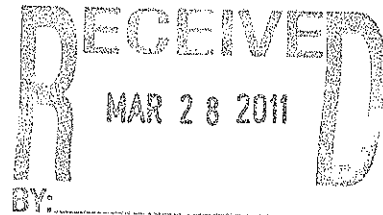
**Receipt**

Received from \_\_\_\_\_ the amount of \$ \_\_\_\_\_ for  
(name of business or organization) (donation amount)

sponsoring the 2011 Shelby County Farmers' Market.

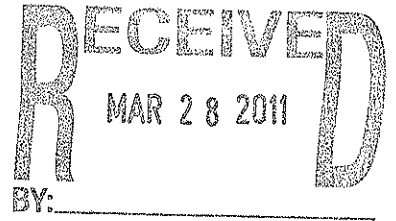
\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Signature of Shelby County Farmers' Market Representative)





**The Shelby County Farmers' Market**  
1513 Midland Trail, Coots Barn  
P.O. Box 1356  
Shelbyville, KY 40066-1356



March 24, 2011

Dear Sharon,

Enclosed are the completed 2011 KDA Farmers' Market Registration Form and the Kentucky Proud Application for the Shelby County Farmers' Market. Also enclosed is a copy of our bylaws, rules and membership application.

Our market is unusual in that most of our financial support and sponsorship comes from the local business community. To date, we have fourteen business sponsors and expect more. Enclosed is a copy of the presentation letter we leave with the individual businesses when we are soliciting their sponsorship.

If there are any questions that you might have, please feel free to contact me at anytime.

Sincerely,

A handwritten signature in cursive script that reads "Doug Burkett".

Doug Burkett