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**2018 VENDOR APPLICATION  
THE FARMERS' MARKET OF PARIS AND BOURBON COUNTY, INC.**

**Business Name** \_\_\_\_\_

**Contact Name(s)** \_\_\_\_\_

**\*\*\* Please circle best way to contact. \*\*\*** Text? Y \_\_\_\_\_ N \_\_\_\_\_

**Phone(s) #** \_\_\_\_\_

**Email** \_\_\_\_\_

**Vendor website/Facebook/social media address** \_\_\_\_\_

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

**City, County, Zip** \_\_\_\_\_

**Produce or Crafts to be marketed** \_\_\_\_\_

**c**  
**Where were these products grown or produced?** \_\_\_\_\_

**Other comments about your operation** \_\_\_\_\_

**Memberships available (pick one):**

\_\_\_\_\_ **Outside & inside sales - \$50 (annual fee) plus 5% of outside sales and 25% of inside sales. (Paid on \_\_\_\_\_)**

\_\_\_\_\_ **Inside sales only - \$25 (one time fee) plus 25% if sales. (Paid on \_\_\_\_\_)**

**By signing, you agree that your products are Kentucky Proud and meet the requirements indicated for your specific product found in the Kentucky Farmers' Market Manual and Resource Guide, 2018-2019.**

**Vendor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPROVED BY TFMPBC MEMBERSHIP COMMITTEE: Date:** \_\_\_\_\_



**The Farmers' Market of Paris and Bourbon County, Inc.**  
A KENTUCKY NON-PROFIT CORPORATION

**BY-LAWS**

(adopted January 12, 2016)

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## **ARTICLE I: *Purpose***

The Farmers' Market of Paris and Bourbon County is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future United States Internal Revenue law.

## **ARTICLE II: *Membership***

### **2.1 *Calendar***

The Farmers' Market of Paris and Bourbon County, Inc. will operate on a calendar fiscal year running from 1 January to 31 December.

### **2.2 *Application and membership requirements***

Any person, family, or business located in Kentucky with the capacity to produce farm goods and locally made Kentucky products to offer for sale through the market may apply for membership in the market. To be considered for membership, each applicant must submit a completed current application form. The Board of Directions shall establish procedures, subject to approval at a membership meeting, for reviewing and approving application for membership. The Membership Committee has the final approval for membership in TFMPBC.

The organization shall not discriminate by sex, race, color, age, disability, sexual preference, religion or national origin.

### **2.3 *Rights of members in good standing***

Each membership of the organization has voting privileges and each membership shall be entitled to cast one vote.

Each membership shall receive reports of each Board or Membership meeting, including any financial report made at that meeting.

### **2.4 *Dues***

Prior to the General Meeting, the Board of Directors shall set membership fees and annual dues, subject to Membership approval at the annual meeting.

### **2.5 *Termination and reinstatement***

The Board of Directors shall establish written policy regarding grounds for discipline, expulsion, and reinstatement of members. These policies will be included in the current Market Regulations.

## **ARTICLE III: *Membership Meetings***

### **3.1 *Meetings***

The Board of Directors shall convene an annual General meeting of all members in January of each year. This meeting may be postponed due to inclement weather or other extenuating circumstances duly noted in the minutes.

The Board may convene other meetings, with at least a two-week notification to the members. Upon the receipt of a petition from twenty percent (20%) of the members, the President shall convene a General meeting, with at least a two-week notice to all members. Said meeting shall be held within thirty (30) days of receiving the petition unless the petitioners request otherwise. All General meetings of the organization shall be open to members and visitors.

### **3.2 *Quorum***

A General meeting of TFMPBC must have at least five (5) current TFMPBC members present to conduct official business.

### **3.3 *Meeting notifications***

Notice of each General meeting of TFMPBC shall be sent to the last known electronic or postal address of each member at least two (2) weeks in advance of the meeting.

### **3.4 *Decision making***

TFMPBC membership shall strive to achieve consensus on all decisions, but a majority of those voting shall constitute approval of decisions, except as otherwise stated in these bylaws.

## **ARTICLE IV: *BOARD OF DIRECTORS***

### **4.1 *Duties and authority***

The Board of Directors shall direct the operations of the organization.

The Board shall develop proposals for policies and the regulations for management of TFMPBC market. These policies, and subsequent changes in policies, shall be submitted for approval by vote at TFMPBC Annual Meeting.

The Board of Directors establishes standing and temporary committees and appoints members thereto. Committees may be composed of members who are not members of the Board.

### **4.2 *Composition***

The Board of Directors shall consist of up to nine (9) elected directors, four officers and directors-at-large, with a minimum of five (5).

### **4.3 *Meetings; quorum***

The Board of Directors shall convene a Board meeting at least three (3) times per year, in addition to the annual General meeting. A meeting of the Board of Directors must have a quorum of five (5) directors in direct communication, either in person, by

telephone call, or e-mail. A summation of said communications shall be available to all members.

#### **4.4 Removal of directors; filling vacancies**

The Board of Directors may remove any member of the Board of Directors from his position if he is absent from two (2) consecutive meetings without a justified cause. This may be done by a minimum of a 2/3 vote for removal by attending Directors.

Any Director or elected position, excluding the President, vacated for any reason during the term shall be filled by appointment by the remaining Board of Directors for the duration of the unexpired term.

#### **4.5 Multiple vacancies**

If multiple vacancies occur within the Board of Directors, the remaining Board members shall appoint replacements until a general membership meeting can be called.

#### **4.6 Indemnification**

Directors and former directors shall have the full range of indemnification authorized under law. The Corporation shall also be authorized to purchase and maintain insurance for protection of directors.

### **ARTICLE V: Election of Board of Directors and Officers**

#### **5.1 Nominations**

The Board of Directors shall appoint a nominating committee at least one (1) month prior to the annual meeting to establish a slate of officers and directors to be presented at the annual meeting in January. Each nominee must have agreed to serve in the position for which he/she is nominated. Prior to voting, additional nominations can be made from the floor by Market membership.

#### **5.2 Selection; terms**

Officers and at-large directors shall be elected by a majority of those members voting at the annual meeting. For the 2016 year only, the elected officers and directors shall decide which three positions will have a one-year term; the other positions will serve for two years. In following years, all terms will be for two years. This will automatically stagger the terms of those on the Board. The officers' and directors' terms shall begin immediately following their election. There is no limit to the number of terms one member may serve.

### **ARTICLE VI: Officers**

The elected officers of the The Farmers' Market of Paris Bourbon County, Inc. shall be President, Vice President, Secretary, and Treasurer.

#### **6.1 President**

The President shall:

- Convene Board and General Meetings, as required in these Bylaws.
- Prepare agendas for and preside over all meetings of the organization

- Insure that the Articles of Incorporation and Bylaws are executed and that all officers of the organization properly discharge their duties
- Appoint the official media and public relations representative for the organization
- Appoint *ad hoc* committees, as needed
- Delegate responsibilities for specific market events

## **6.2 Vice President**

The Vice President shall:

- Assist the President
- Act as presiding officer in the absence or disability of the President
- Assume the office of President for the duration of the term in the event of a vacancy in the office of President for any reason
- Serve as chair and member of the membership committee, with full voting rights

## **6.3 Secretary**

The Secretary shall:

- Keep written minutes of each General meeting, to be read and approved at the next scheduled General meeting
- Keep written minutes of each Board of Directors meeting, to be read and approved at the next Board of Directors meeting
- Maintain documentation of administrative and program business of the Board of Directors
- Handle all market correspondence, including sending requested membership applications
- Provide meeting reports to the Board and remind the Board of unfinished business indicated in those records
- Provide reports to the membership of organizational functions and actions of the Board of Directors
- Maintain an accurate up-to-date list of members in good standing, including all contact information
- Be custodian of the corporate records and all required communications with Kentucky Secretary of State and other agencies, as applicable
- Receive and maintain a copy of all official documents

## **6.4 Treasurer**

The Treasurer shall:

- Collect weekly/monthly market fees and provide receipts
- Maintain all financial records and provide copies to the Secretary
- Inform the Board of Directors of the organization's financial status at every Board meeting and provide full financial reports at the annual General Meeting
- Notify those members who are in arrears with dues and/or gate fees and provide this information to the Vice President, as Chair of the Membership Committee
- Be responsible for the filing of tax and other legal documentation
- Provide copies of all financial records to a Board appointee for annual review
- Make all deposits and pay all TFMPBC bills

## **ARTICLE VII: *Standing Committees***

The Board of Directors will appoint or accept volunteer members for all committees. Each committee should include at least one Board Member.

Committee members shall be eligible to receive reimbursement for any expenses that they may incur in the performance of their duties and obligations.

- 7.1 Farm Inspection Committee
- 7.2 Membership Committee  
The Vice President shall serve as chair
- 7.3 Grievance Committee
- 7.4 Budget Committee
- 7.5 Advertising Committee

## **ARTICLE VIII: *Market Regulations***

TFMPBC Regulations shall be established and reviewed annually and presented to each member along with their application for membership.

## **ARTICLE IX: *Dissolution***

Upon the dissolution of this Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## **ARTICLE X: *Revisions/Amendments***

These Bylaws may be revised or amended at a membership meeting by a majority vote of those members in attendance. Members shall be notified of the proposed Bylaw change at least two (2) weeks in advance of the meeting at which the change is subject to vote. Members shall be allowed to vote by submitting a written or electronic statement of their voting choice in advance of said meeting, or in person, at the meeting.