

CONSTITUTION
for
THE BROCKVILLE FARMERS' MARKET ASSOCIATION

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Dated: January 1990

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PART I CONSTITUTION

Article I - Name

This association shall be known as the BROCKVILLE FARMERS' MARKET ASSOCIATION.

Article II - Objects

The objects of this association shall be to:

1. uphold the Constitution, By-laws and established practices of this Association,
2. to promote the cause of local market growers and artisans,
3. to seek out new market potential.

Article III - Membership and Voting Rights

A member shall be any individual who is a member in good standing and who has paid their fees for the year. This member shall be entitled to vote at all General meetings, one vote per vendor permit.

Article IV - Fees

Annual Fees

The amount of the annual fees for a member shall be approved annually by the membership at a General Meeting.

Article V - Finances

The Association shall maintain its funds in an accredited institution and have an annual financial statement presented at the Annual General Meeting of the Association.

Article VI - Association Organization

1. Executive:
There shall be an Executive consisting of the following positions:
 - 1.1 Chairman
 - 1.2 Vice-Chairman
 - 1.3 Secretary/Treasurer
 - 1.4 Directors (3)

Article VI - Association Organization (Continued)

2. Committees:
Special committees will be established when required by the Executive.
3. Annual Meeting
There shall be at least one General Meeting every year as stated in the By-laws.

Article VII - Amendments to Constitution & By-Laws

Amendments to this Constitution and By-laws shall be made at a General Meeting of the Association by a majority vote of the members present and qualified to vote provided that notice shall have been forwarded to the membership 14 days prior to the General Meeting.

PART II - BY-LAWSBy-law 1 - Association Year

The Association's Fiscal Year shall be from January 1 to December 31 and is also the membership year.

By-law 2 - Association Membership Fees

The Association will set the yearly membership fee on the recommendation of the Executive.

By-law 3 - Association Meetings

1. Executive Meetings: The Executive shall meet at the call of the Chairman or at the request of the Executive.
2. General Meetings: May be called by the Chairman in consultation with the Executive and 14 days notice of the meeting is required. All members in good standing with the Association will be entitled to attend and vote at these meetings.
3. Annual General Meeting: Shall be held at a location named by the Chairman in consultation with the Executive before December 31, to:
 - 3.1 Elect Executive in an election year
 - 3.2 Receive Association's financial statements
 - 3.3 Amend the Constitution and By-laws
 - 3.4 Conduct any other business of the Association

By-law 4 - Special Committees

The Executive may recommend the establishment of special committees which shall be comprised of members from the Association and/or representatives from other organizations.

By-law 5 - Duties of Association's Executive

Section 1 - Duties of Executive

1. Promote the aims and objectives of the Association.
2. Meet at the call of the Chairman or at the request of a majority of the Executive.
3. Call General Meetings and prepare agenda for any General Meetings called.
4. Carry out the decisions of the Association.
5. Deal with all matters related to the Association that may require action (in the opinion of the Executive) before the next General Meeting.
6. Keep the Association informed of its activities.
7. Authorize payment of expenses incurred in the conduct of business of the Association.
8. Deal with any problems that members may have in relation to the Association.

Section 2 - Duties of Executive Officers

1. It shall be the duty of the Chairman to:
 - a) Be the Chief Executive Officer of the Association and a voting member of the Executive for a period of 3 years,
 - b) Call all meetings of the Executive and General Meetings and act as chairperson for those meetings.
 - c) Act as liaison between the Association and organizations such as: DBIA, OMAF, etc.
 - d) Act as one of the signing officers for the Association's finances.
2. It shall be the duty of the Vice-Chairman to:
 - a) Be a voting member of the Executive for a period of 3 years.
 - b) Assume the duties of the Chairman in his absence or at his request.
 - c) Assume other duties assigned by the Chairman.
3. It shall be the duty of the Secretary/Treasurer to:
 - a) Be a voting member of the Executive for a period of 3 years.
 - b) Take minutes of all the Executive and General Meetings and publish them for distribution.
 - c) administer to all required communications, correspondence and arrangements with respect to the Association and keep files of said administration work.
 - d) Shall maintain request list for vendors requesting re-allocation of stall(s).
 - e) Keep and record in books of account all monies received and disbursed.

By-law 5 - Duties of Association ExecutiveDuties of Executive Officers

- f) Issue receipts, pay all authorized accounts in accordance with the constitution and by-laws, deposit all monies in an accredited financial institution approved by the Executive.
 - g) Present at the Annual General Meeting financial statements for the preceding fiscal year and a proposed balanced budget for the following fiscal year.
 - h) Act as a signing officer of the Association.
4. It shall be the duty of the Directors to:
- a) Be a voting member of the Executive for a period of 3 years.
 - b) Debate issues that are of concern to the Association,
 - c) Provide direction to the Chairman, Vice-Chairman and Secretary/Treasurer.
 - d) Assist in promoting the activities of the Association and assuming tasks that may be appointed by the Chairman, Vice-Chairman and Secretary/Treasurer.

By-law 6 - Elections

1. Terms of Office shall be for a period of 3 consecutive years following the election at the Annual General Meeting.
2. Nominations will be received by the Secretary/Treasurer prior to the meeting and be taken from the floor at the time of the meeting.
3. Voting will be done by a show of hands and the election of the Executive shall take place in the following order:
Chairman
Vice-Chairman
Secretary/Treasurer
Directors (3)

By-Law 7 - Allocation of Stalls

Stall allocation shall be in accordance with the agreement between the DBIA and Vendors on the Brockville Farmers' Market. A list shall be maintained by the Secretary/Treasurer for vendors requesting a change in stall allocation. This list shall be used in determining priority of request as per the following set criteria.

1. Seniority - with frequency of attendance taken into consideration
2. Number of stands capped at two (2) per vendor.
3. No half ($\frac{1}{2}$) stalls available.

PART III - DEFINITIONS

In this constitution:

1. "By-laws" shall mean standing rules governing the membership of the Association made under the constitution on matters which are within the control of the Association.
2. "Constitution" shall mean the set of written rules under which the Association shall conduct its affairs and by which the organizational structure of the Association is determined.
3. "Association" shall mean the BROCKVILLE FARMERS' MARKET ASSOCIATION.
4. "General Meeting" shall mean a meeting of the Association's membership called by the Chairman according to the practices established by the constitution and its by-laws.
5. "Executive" shall mean the duly elected representatives of the Association who are responsible for the conduct of its affairs.
6. "Member" shall mean an active member as defined by this constitution.