



By-Laws

Adopted March 29, 2019

(Dates of operation amended 03-01-2020)

The mission of the Lewiston Area Farmers Market is to promote healthy lifestyles, offer a venue for personal interactions between consumers and producers, increase consumption of local produce, and to build and strengthen our community.

Market

The Market hours of operation shall be:

Wednesday: 5 pm to 8 pm at The Crossings Center, 170 S Fremont St, Lewiston (June 10 thru Sept 30)

The Lewiston Area Farmers Market operates as a non-profit organization and is sponsored and under governance policies of Christian Crossings, Inc. / The Crossings Center, a 501(c)(3) non-profit corporation. The Market's day-to-day operations are established and overseen by its Advisory Committee with final approval by The Christian Crossings, Inc. Board of Directors. The Advisory Committee shall have a representative (usually the Market Manager) that reports to the Board during regularly scheduled meetings.

Membership:

Membership is open to any individual, family or partnership who joins the Lewiston Area Farmers Market, has paid the annual membership fees and has agreed to abide by the laws. Members must live within a 50-mile radius of Lewiston, MN unless providing an exceptional addition to the market and are approved by the board of directors.

A non-refundable membership to Lewiston Area Farmers Market is \$25.00 annually

The annual member meeting will be held at a time designated by the Advisory Committee. Typically, the 3rd Wednesday in April. The meeting shall be for the purpose of presenting the annual report, electing officers, and other matters that may require membership action.

Vendor fees:

All vendors must pay the annual membership fee of Lewiston Area Farmers Market and have the appropriate paperwork on file with the Market Manager. There are season passes available for a discounted rate of \$75, if you choose to prepay or you can choose a day pass which is \$10 for each visit max of \$90 yearly. All vendor fees go directly to supporting the Market, covering promotion, advertising, special events, supplies and paying the market manager if and when necessary. Vendor and membership fees shall be collected by the Market Manager or his/her designated representative.

Advisory Committee:

The Advisory Committee (the Committee) should consist of a minimum of 5 members. At least 20% of the members should be composed of non-market members. One member shall serve as a representative to the Crossings Center Board of Directors. The Committee has 5 main functions:

1. Planning – articulating the market's vision, mission, values, principles, strategic priorities, and overall direction.
2. Setting policy – developing policies that establish a framework for the actions and decisions of the farmers' market.
3. Monitoring – monitors the effectiveness, quality, efficiency, and financial sustainability of the farmer's market as a means of ensuring accountability to vendors, the community, and funders.
4. Managing – ensures effective and efficient operation of the organization by defining the responsibilities, authority, and accountability of the farmers' market manager as well as implementing appropriate recruitment, selection, and performance evaluation processes for this position.
5. Enforcing – the Committee enforces the rules and regulations of the farmers' market, usually through the farmers' market manager.

The Committee shall set the hours of operation and establish the membership and selling fees. The Committee may decide to provide reimbursement for individuals to attend state or national conferences if it deems the conference to be appropriate for the operation of the market. The Committee will not reimburse anyone attending a meeting for the promotion of his/her own business. The Crossings Center Board designated individuals have signature delegation authority for all grants, contracts and banking needs.

Election and Voting procedures:

Each membership carries voting privileges of one vote on each matter being voted on. In the event that a membership is registered in two names, either of the persons holding the membership is eligible to cast that vote, but not both. A majority of votes cast determines the outcome of the vote.

Fundraisers:

As part of our Market’s Mission of community building, fundraisers may apply to sell products at the Farmer’s Market. Fundraisers who met the Market’s criteria and agree to abide by its guidelines are eligible for approval.

1. The fundraising group must be part of a nonprofit organization.
2. The fundraisers must provide their own equipment and supplies, this includes tables, chairs, and any overhead shelters they deem necessary.
3. There will be a limit of ONE nonprofit organization at the market per daily market.
4. Each nonprofit group will be limited to TWO visits per year by each nonprofit organization.
5. No fee will be charged to a community group permitted to engage in fundraising at the Market.

Amending by-laws

These rules and regulations may be amended by an affirmative vote of two-thirds of the Advisory Committee members. Members will be notified of such amendments in a timely manner.

Market Goods

All food items sold at the *Lewiston Area Farmers Market* must be homegrown and/or homemade by the vendor unless approved by the Advisory Committee. The following goods are approved for sale:

1. Vendor grown fresh fruits and vegetables
2. Vendor grown herbs and spices
3. Vendor produced farmstead products such as cheese, meats, fish, poultry, eggs, baked goods, mushrooms, honey, maple syrup and preserves
4. Vendor grown bedding plants, hanging and potted plants, and cut flowers
5. Vendor grown dried flowers or plants
6. Craft items will be allowed if they are designed and made by hand by the vendor. There will be a limit of 20% of the space available to vendors for those selling crafts.

All items must be produced, processed, prepared, displayed and stored in accordance with MN Dept. of Agriculture, MN Dept. of Health and Winona County Health Dept. guidelines.

Sales Tax Numbers

All growers are responsible for knowing if they need a sales tax ID. If you need a number the Market Manager must have a copy of that number on file. If you do not need a sales tax ID number, you must have a confirmation letter on file stating that you do not need one. The Lewiston Area Farmers Market is not responsible for sales tax on your behalf.

Education and Entertainment

In exchange for their volunteer presentation, presenters may sell their products free of stall charges for the day of their educational presentation. Those volunteering entertainment may sell a product free of stall charges on a day different from the day they provide entertainment, providing their product is of their own yield and appropriate.

Advertising

Promotion of the Farmer’s Market will be multi-faceted: TV advertising, local newspapers, City of Lewiston Social Media, listing on several additional websites including MN Grown and MFMA for starters, a Facebook page, A-frame signs throughout the city on market days, posters throughout the community. The purpose of this advertising is to let people know when the market is opening and to keep them up to date on what products are currently available, to advise them of upcoming events and to thank customers for shopping at the Wabasha Market.

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