Rules and Bylaws

These Rules are to be followed by all those who participate in the Canyon Farmers' Market.

Membership Selection

1. Membership dues are listed below. Your dues will cover a 10 x 10 or 10 x 20 vendor booth for the entire market season (this excludes holiday markets and special events). All Booths are to be occupied by one business. Booth sharing is not permitted.

Early sign up for Previous CFM Vendors 3-1 / 3-15 2024

10 x 10 booth $200	10 x 10 permanent space $250	10x20 permanent space $300

Regular sign up 3-16 /5-31 2024

10x10 booth $225	10 x 10 permanent space $275	10x20 permanent space $325

Late sign up after 6-1 2024

10x10 booth $325

Jr. Booth sign up 3-1 / 8-28 2024

10 x 10 Jr. booth $100 (must be under the age of 18)

Food Truck sign up 3-1-2024

If you are a Food Truck please fill out the Food Truck application form on our website at canyonfarmersmarket.org under the vendor tab. If you have any questions please contact the CFM board at canyonfarmersmarket@gmail.com

2. Membership payment is due within two weeks of when your application is approved by the board. Membership fees are non-refundable. A $50 late fee will be charged if payment is not made within two weeks of approval. If payment is not made within three weeks of the date your application was approved, you will forfeit your potential booth space and be moved to the waitlist.
3. Membership is open to farmers, home gardeners, bakers, cooks, artists, crafters and anyone else who is selling items they have homegrown, handmade and/or handcrafted.
4. Food Trucks need to fill out the Food Truck Vendor application on our website under the vendor tab. Once we have received your application, you will be contacted by a Canyon Farmers' Market Board Member to lock in your dates. The Canyon Farmers' Market Board reserves the right to limit the number and type of food trucks at the market each Saturday morning.
5. Submission of application does not guarantee acceptance into the Canyon Farmers' Market. Your application will be reviewed by the committee and you will be informed of approval or rejection. The Canyon Farmers' Market reserves the right to refuse membership.
6. Canyon Farmers' Market Board Members will receive one 10x10 permanent booth space at no cost for the market season they are serving on the Board. Any additional booth spaces must be paid for by the Board Member. Advisory Board members will receive one 10x10 permanent booth space at half-cost for the market season they are serving on the advisory board.
7. The market reserves the right to inspect your facility, farm, home kitchen or other applicable manufacturing space to verify production capability of your product.
8. Members must attend one of two meetings before the first market of each year. Minutes for the meetings will be made available upon request.

Dues

1. Membership dues are to be submitted when your membership application is approved. You will receive an approval email. You can pay using cash, check, or by requesting an online invoice to be emailed to you. Should you choose to use an online payment method, a 3% service charge will be added to your invoice. Checks should be made payable to Canyon Farmers' Market and can be turned in to a board member or mailed to Canyon Farmers' Market, P.O. Box 388, Canyon, TX 79015.

Attendance

1. We encourage each vendor to participate each week at the market. After 4 weeks of absence, the Board may take action. If unreasonable absences have been determined by the Board, the vendor may have their space given to another vendor if there is a waiting list. If the vendor wants to rejoin, they will need to pay an additional $50 membership fee and be subject to approval by the Board. Vendors will be responsible to let the Market Manager know if they plan to be absent. If the vendor has a permanent space and does not call, text or email the market manager, the space will be forfeited.

Locations and Times

1. The Market could be open from approximately June 1st until the first freeze or the first weekend in October.

2. The Market will be held on the Randall County Courthouse Square on Saturday mornings-opening at 8:00 AM and closing at 12:00 PM.
3. Selling can not begin until 8:00 am to the general public. Selling to other vendors prior to 8:00 am is allowed.

No Buy Rule

1. In order to ensure the freshest and highest quality of produce and other items at the Canyon Farmers' Market, and to ensure that customers are dealing directly with farmers, members must sell only products they make or grow themselves. Buying products for resale at the market will not be allowed. If it is discovered that you are purchasing your products from someone else to resell, your vendor status will be revoked and no refund will be available.

2. Items offered for sale must be fresh and of the highest quality.

3. Emergency Clause: If a member is unable to attend the market, another member may sell the products of the absent member. This may only happen 3 times during a season and the identity of the absent member must be made clear to the customer.

4. All products must be substantially homemade, as determined and at the discretion of the board.

Health Rules

1. Shelled black eyed peas must be processed in a Certified Kitchen per Health Department Rules. A statement from each grower selling shelled peas must be on file with the Health Department, the Market Board, and the grower.
2. Any produce cut or peeled for display only, such as cantaloupes, watermelons, and corn, must be covered by plastic wrap immediately.
3. Produce must be displayed at least 6" off the ground.
4. No eggs can be sold without a Texas Department of Health Permit being held by the Canyon Farmers' Market and Vendor, and must be in a refrigerator or cooler that is kept below 45 degrees as read by an 'in container' thermometer.
5. Any meat sold at the market must be processed according to the law and must be in a freezer or cooler that is maintained below 44 degrees as read by an 'in container' thermometer.
6. If selling products other than whole produce, one must follow the Texas Cottage Food Laws.
7. All samples must be prepackaged and properly labeled according to the Texas Cottage Food Laws.
8. No pets allowed in Vendor areas. Vendors may not bring their personal pet to the market while they are selling their wares. Registered Service Animals are allowed. Let a board member know if you have a Registered Service Animal that will be accompanying you to the market while you are selling.

Setting up and leaving the market

1. Booths should be neat and tasteful. Each vendor is required to have a tent or canopy providing shade for their booth and a sign clearly stating the name of their business. All tables within a booth should be

covered with a tablecloth-this provides a professional look to each booth and the market. Farmers' Market Board members have the right to determine professionalism for booth appearance and merchandise.

2. All tent legs must have weights, and double tents should be connected together to ensure that they are secure in the event of windy conditions.
3. Prices should be posted for each item offered for sale.
4. Scales will not be allowed at the market unless they are certified by the Texas Department of Weights and Measures each time they are moved.
5. Vendors must maintain a clear walkway for customers to move from one booth to another without obstruction. It works best to leave enough space between each booth so that customers can visually see different vendors. This is very important and will be enforced by Canyon Farmers' Market Board members.
6. Vendors may park their vehicles next to their booth space inside the market area for unloading and loading only. Vehicles must be moved to the parking lot south of the square, behind the Canyon Chamber of Commerce/Cake Company building before the opening of the market at 8:00am. Please be courteous to other vendors who will also need to unload, set up, and pack up. If you sell out, you may leave early, but you must carry all of your belongings to your vehicle. After 12:00pm the market barricades will be removed for vendors to drive in and park next to their booths to load up. Tear down and pack up before bringing your vehicle into the market area. This will help with traffic congestion.
7. The market site will be left clean and exactly as we found it each market day.
8. All trash generated during the market must be cleaned up by vendors. There will be city trash cans placed around the square every Saturday morning to help you dispose of the trash collected.

Vendor's Sign

1. Signs must be displayed in a manner that does not interfere with other members' displays or access.
2. All signs need to conform to the city of Canyon's laws/rules, if applicable.

Presentations

1. Members must present themselves in an appropriate manner, dress, and state of cleanliness.
2. Members are encouraged to set prices that are comparable to other like vendors.
3. Members must behave in a cooperative manner with other members and the public at all times. If there is conflict between members or the public, the Canyon Farmers' Market Board will take action as needed.
4. Consumption of alcoholic beverages by members at market is prohibited.
5. No unreasonable hawking or calling out to attract buyers will be tolerated.
6. Smoking/vaping by vendors is not permitted inside the market area. The market area includes the entire courthouse square. There are smoking areas across the street from the square in all directions. Please do not smoke on the courthouse square at all.

Violation of the Rules

1. Upon receiving a complaint that a member has violated a rule, the President shall appoint 3 members to investigate the complaint. If the majority of these members finds that a violation has occurred, the Board-a quorum of which shall be considered 4 of its members-shall meet to consider the report of the investigation committee. If the Board, by a majority vote of those present, finds that a violation has taken place, it may cancel the membership of the accused member. Any member subject to such an action will be notified and given the opportunity to answer the charge at the meeting of the Board called to consider such charges. If the complaint is verified, the Board of Directors is authorized to immediately enforce corrective action, up to and including immediate and permanent expulsion from the market.

2. The Board may, at any time during market season, perform random or spot inspections of any member farm as deemed necessary by a majority vote of the Board members.
3. A violation of the Health Rules observed by a Board Member will initially result in a final written warning and a fine of $25. Any subsequent violations observed by Board Members will result in immediate expulsion from the Market that day and cancellation of membership of the violating member.
4. Loud, abusive, and profane language will not be allowed. A member can be expelled from the market for this behavior.
5. Violation of the rule of selling non-handmade items, or purchasing handmade items to resell, will result in the vendor being expelled for the remainder of the market season. No refund will be provided.

Officers, Requirements, and Duties

President

- Requirements
  - Must have been a member of the Market for at least 2 years
  - Must be up to date on all dues, rules, and bylaws
  - Must have been a board member for at least one year
- Duties
  - Represents the Market at public events and venues
  - Runs both vendor and board meetings
  - Act as chief health and safety officer at Market and any other market sponsored events

Vice-President

- Requirements
  - Must have been a member of the Market for at least 1 year
  - Must be up to date on all dues, rules, and bylaws
- Duties
  - Act as President when the President is not able to attend a meeting or event
  - Act as co- chief health and safety officer at Market and any other market sponsored events
  - Enforce membership by-law rules
  - Monitors and organizes committees
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Secretary

- Requirements
    - Must have been a member of the Market for at least 1 year
    - Must be up to date on all dues, rules, and bylaws
- Duties
    - Record minutes at both vendor and board meetings
    - Make vendor minutes available via email, after meetings

Treasurer

- Requirements
    - Must have been a member of the Market for at least 1 year
    - Must be up to date on all dues, rules, and bylaws

- Duties
    - Collect dues and any other forms of payment to the Canyon Farmers' Market
    - Monitor the bank account and give a treasurer report at both vendor and board meetings
    - Control the checkbook and debit card for the Canyon Farmers' Market bank account

Market Manager

- Requirements
    - Not a board position; Employment is at the discretion of the board
    - Hourly compensation will be determined by the board
    - Reports directly to the board
    - Must be up to date on rules, and bylaws

- Duties
    - Manage Vendors applications and the day to day requirements for the market.
    - Layout the market map and mark it each week.
    - Send out communication to the vendors.
    - Updates the Website
    - Send out Press Releases to local news stations as well as local newspapers.
    - Do interviews to help promote the Canyon Farmers' Market.
    - Help manage the Canyon Farmers' Markets social media pages
    - Locate and reserve Billboards for Advertising
    - Other duties as assigned

Advisory Members

- Requirements
  -Must have served at least 2 years on the board
  -Must be up to date on all dues, rules and bylaws.
- Duties
  -Answer questions and guide new board members into their positions
  -Help ensure a smooth transition between board positions and members

-Attend Board meetings as needed

Any changes to the bylaws must be presented to the general membership and be approved by a 2/3rds majority vote. All board members must be elected by popular vote of the general membership. To run for a board position a member must be current on their dues. All board and officer positions are limited to a total of 4 years to be broken down as follows: the first year will be served as a non-officer on the board, second and third year are eligible for an officer position or an advisory position, the fourth year will be served in an advisory position. After 4 years on the board, they must step down for 1 year. After their 1 year hiatus, the member is again eligible to run for a board position. Board members and officers are expected to head committees which report on a monthly basis to the President. Board members may petition the general membership for additional time (one year at a time) serving on the board in an officer position if no one else is available to take their position. Advisory position and non-officer positions not eligible for extension.

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