

The Ithaca Farmers Market Member Guide

Revised and Updated: May, 2017

Approved By the IFM Board of Directors: xxxxx, 2017

The IFM Member Guide is a living document.

It will change to reflect the evolving needs of the IFM and its members and vendors.

All rules and regulations herein are the result of Board of Directors and Membership decisions.

This guide is available to all vendors and is updated regularly on the IFM website.

The Market Manager will notify members when changes are made.

ITHACA FARMERS MARKET MEMBER GUIDE

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I. IFM CORE VALUES

Mission Statement: The Ithaca Farmers Market (IFM) operates year-round from Steamboat Landing, and several satellite neighborhood markets. The Market promotes and strengthens local agriculture, and emphasizes a direct connection between producer and consumer. The Market features a diverse array of farm products, crafts, and prepared foods, all produced within a 30 mile radius of its waterfront site.

- The Ithaca Farmers Market is known for its high-quality, locally produced goods, commitment to the community, and as a joyful and vibrant gathering place and destination.
- The Market is financially sustainable, governed cooperatively by its members, and is a key contributor to the local and regional economy.
- IFM Membership is restricted to producers located within a 30-mile radius of the Steamboat Landing Market Pavilion in the City of Ithaca, as determined by Google Maps. (11/11/13)
- The market Full membership must be at least 60% agricultural vendors with the remaining 40% divided between artisan and food vendors.
- All agricultural products offered for sale must be produced on land or in production facilities owned/operated by the vendors. (see *Ag guidelines*)
- All artisan and food products offered for sale must be produced by the vendors. (see *Artisan/Food guidelines*)
- Items purchased for resale are not permitted at the Ithaca Farmers Market. Proof of origin of goods may be requested.
- No soliciting by political, religious, or other special interest groups is permitted at the market.
- Non-profit organizations may attend market once a year to distribute information, obtain signatures on petitions, etc., at the MM discretion. They may not solicit or accept donations.
- General membership meetings are held in the spring and fall, to elect board members and transact market business. Members will be notified of the meetings by email. It is the responsibility of the members to provide the MM with accurate contact information.

Board of Directors (BOD):

- Nine board members are elected by the membership; three members are elected each year to a three year term. Board members are not compensated for their time, but, daily selling fees are reduced, and board members receive one work hour for every hour served at the board meetings and in conducting board business outside of the meetings.
- Regular meetings of the BOD are open to all vendors. Meetings take place the 2nd Wednesday of each month at 7pm, at the Cornell Cooperative Extension Building in Ithaca. From November through March, meetings start at 6 pm. (2015)

II. VENDOR RULES

Special Needs Requests: Any member/vendor may ask for a Special Needs, for financial relief or other needs. Applications are available to all members from the MM.

Member in Good Standing: Is defined as a member who attends a minimum of 5 markets each season and whose fees and work hours are up to date. Full members must attend at least 5 Saturday markets per season to maintain their status. Associate vendors must attend 5 markets per season, on either Saturdays or Sundays. (Reserved stall vendors see page 7)

Voting Privileges: Each full member in **good standing** is allowed one vote for referendums and three votes for board elections. (7/14/94)

Leave of Absence: All cases involving a Leave of Absence require members to fill out a Special Needs form, available from the MM. All Leave of Absence shall be for one year only. (9/97) The Board shall decide each Leave of Absence on a case by case basis. **On any Leave of Absence, a market member shall be required to pay the yearly fee and the reserved space fee (if applicable) for the year of Leave.** Upon return from approved leave, the member may resume use of original space. If however, the member chooses to bid on a new reserved stall they may use points accrued during their last year of participation before Leave of Absence. **Members/vendors that return after an unapproved Leave of Absence lose their seniority status, including points and banked work hours, and reserved stall.** (2/08)

Owner: The IFM defines the business owner as the person(s) whose name(s) appears on the IFM Certificate of Membership, DBA, tax certificate/ID #, or liability insurance policy. **The business owner must be present at 25% of the markets in which the vendor participates, for the entire market day.** (5/13/93)

Member's Employees: Members who hire others to work in their stall at market are responsible to ensure their employees follow all IFM rules. Members will be held accountable for any fines due if rules are not followed. Fines are payable before the vendor may sell again. Employees of market vendors must park off-site and not in the customer parking areas. (6/11/14)

No Sharing a Membership: Members are not allowed to share a membership with a non-member unless they enter into a complete and full business merger. (7/14/94)

Loss of Membership: Violation of the Bylaws or Rules and Regulations are grounds for loss of membership.

Business Liability Insurance Requirement: A certificate of liability insurance naming the vendor as the insured for one million dollars, the IFM as the certificate holder, and the IFM as additionally insured must be submitted with new applications and renewal applications on an annual basis. **All IFM vendors are required to carry \$1,000,000 business liability insurance while at market.** (2009)

Saturday Stall-Sharing and Pop-Up Tents:

- Unreserved stalls 21, 25, 26, and 47 are considered shared stalls for Saturday Markets, and pop ups are allowed at MM discretion.
- The MM assigns these stalls according to the point system when they call on Friday.
- If a full member is willing to share their stall with a specific vendor, they will inform the MM. When that specific vendor is called (according to the point system), they can tell the MM that they would like to share with that full member.
- **Stall-sharing on Sunday will be at the MM discretion.**

III. VENDOR CONDUCT

Courtesy: Vendors are expected to treat fellow vendors, vendor's employees, market employees, and customers in a courteous manner at all times while at market. (10/10/2012)

Disciplinary Policy: The disciplinary policy is a three stage process. (9/12/2012)

- When the MM determines that a market policy has been violated, the vendor is given a verbal and written warning and the policy is explained to them. The vendor is required to correct the action before attending market again.
- After a second violation, the MM will remove that vendor from market temporarily, until their case can be addressed by the BOD, and necessary corrective action taken.
- After a third violation, the vendor is removed from market and the BOD will decide whether to remove the vendor from the IFM entirely.

Videotaping/Media Policy: Vendors or members of the public, who wish to videotape during market hours, (set-up, take down, or special events), must obtain permission from the MM. (2015)

Non-Discrimination: No discrimination is permitted at the market.

Non-Affiliation: Vendors who display or hand out materials from other non-profit groups or organizations must clearly state that such solicitation is not affiliated with the IFM.

Dog Policy: Vendors may not bring their dogs to market; exceptions may be granted by the MM. (9/12/91) In addition, customers may not bring their dogs into the pavilion during market hours, but may have them outside the pavilion on a leash. (9/09)

No Amplification: No amplified music is permitted at the market except as approved by the music coordinator and the MM. Musicians may have an open guitar case (or similar) to accept donations, and may sell CD's of their music.

Smoking: Smoking is not permitted anywhere on the grounds, per City of Ithaca/Tompkins County ordinance.

Children's Sales: The IFM wishes to encourage young market vendors to learn communication skills, and gain sales experience. Vendors' children (16 and under) who wish to sell craft, food, or enhanced agriculture products at the market must check with the appropriate committee prior to selling their product at the IFM.

Vendor Attendance Notification: All vendors are required to inform the MM of when they expect to begin attending market for the season, and to likewise inform the MM when they are finished for the season. Vendors with reserved stalls must notify the MM of cancellations/absences to avoid fines, (*see IFM Fines, page 12*).

IV. WORK HOUR PROGRAM

The purpose of our work hour program is to help cover the cost of getting important market work done and to build a stronger market community thru membership participation.

- Members are required to pay non-working fees for any unfulfilled work hours.
- Non-working fees are calculated at \$20.00 per hour owed.
- Work hours are not transferable
- All work hour assignments are subject to approval by the MM

Full, Associate and Easy Entry Vendors:

- Will owe **one** work hour for every **Saturday** market attended, with a maximum of 20 hours owed per season for Saturdays. (10/13/10)
- Will owe **one half** hour of work for every **Sunday** market attended, with a maximum of 10 hours owed per season for Sundays. (10/13/10)
- Will contribute a minimum of two hours per season out of the total hours, to the Buildings and Grounds Committee. A special needs request may be obtained thru the MM if there are physical limitations that prevent participation.
- Must complete work hours requirements by December 31st of each year or pay non-working fees. (\$20/hour) Market participation is prohibited until all fees are paid in full.
- May bank and apply extra work hours to future work hour requirements. Vendors are responsible for arranging work hour jobs with the MM and recording their own hours.
- Must submit their work hour documentation to the MM by December 31st or be fined. (4/11/2012) (*see IFM Fines, page 12*)

V. VENDOR CATEGORIES

The 60/40 Membership Rule: The market membership must be comprised of at least 60% agriculture vendors. Maintaining a majority of Ag members is important to the IFM's status as a farmers' market in NYS and allows the IFM to apply for special grants. The remaining 40% will be divided equally between artisan and food vendors. (2015)

Full Members:

- Full member status is offered when the BOD determines there is room and asks the appropriate committee to nominate a vendor.
- Members in **good standing** are allowed one vote for referendums and three votes for board election.
- Must attend a minimum of 5 Saturday markets to maintain **good standing**.
- Must buy one Certificate of Membership in the IFM Corporation for \$300 payable over three years.
- Membership is not transferable or assignable.
- Members who resign are liable for unpaid obligations.
- May reserve stalls. *(see table below)*

Associate Vendors:

- Must attend 5 Saturday or Sunday market days to maintain their active associate status. (9/9/2008)
- May reserve stalls. *(see table below)* No permanent stall alterations are permitted.
- Cannot hold a Certificate of Membership.
- Cannot vote in election or on referendums.
- Cannot reserve stalls on Saturdays.

Easy Entry Vendors:

- The Easy Entry (EE) Program is open to Ag, artisan, and food vendors, and is a lower cost vendor program.
- Are able to sell at Wednesday and Thursday evening markets. (1/9/13)
- May be permitted to sell on Saturdays, Sundays and Tuesdays, based on the point system and the availability of stalls.
- May reserve Sunday stalls based on the point system, after Full and Associate vendors.
- **Are not guaranteed selling space on Saturdays, Sundays and Tuesdays.**

IFM Vendor Privileges:

| | Full | Associate | Easy Entry |
|---|-------------|------------------|-------------------|
| Vote | yes | | |
| Hold Certificate Of Membership | yes | | |
| RESERVE Stall At Any Market | yes | | |
| RESERVE Stall At Sunday And Tuesday Markets | yes | yes* | yes* |
| SELL At Wednesday And Thursday Markets | yes | yes | yes |
| SELL At Saturday, Sunday, Or Tuesday Markets | yes | yes* | yes* |

*when space available; at discretion of Market Managers

VI. VENDOR POINT SYSTEM

The Point System was developed in order to keep track of each member's annual market participation, and make the weekly stall lotteries and annual stall auction more equitable.

How Points are Accrued for Full, Associate and EE Vendors:

- Five points are earned for each year at market.
- One point is earned for each market attended the previous year.
- Points earned in the current year are applied to the following year.

Promoting EE Vendors:

- Yearly membership points are retained.
- Daily selling points do not follow for the first year of promotion.
- Daily selling points will accrue for the following year.

Example:

A vendor has been at market for 4 years, and attended 15 Saturday, 15 Sunday and 4 Tuesday markets last year.

Total points earned:

4 years x 5 points =
20+15+15+4 = 54 points

VII. RESERVED STALLS

Stalls awarded based on vendor points.

Annual Reserved Saturday Stall Auction: Each year the BOD will determine the number of stalls available for the Saturday stall auction on or before the March BOD meeting. Notification of available stalls will be through the official IFM newsletter that will include a pictorial floor plan of the pavilion, procedures for the auction itself, and the date of the stall auction, usually held in March.

- A vendor with a reserved stall may keep that stall from year to year only if they are a member in **good standing**.
- Members in **good standing** who wish to change their reserved stall may participate in the stall auction.
- Corner Stalls are used by Ag Vendors only. **Corner stall vendors must attend at least 25 markets.** [*see Ag Guidelines*]
- Reserved stall vendors who use more than 12 amps of the 110-voltage service are required to hire a licensed electrician to upgrade the service.
- Full Members with reserved stalls may add permanent improvements according to the Building and Grounds guidelines. Any changes to the stall must first be approved by the Buildings and Grounds Committee. (*see B and G Guidelines*)

Saturday Reserved Stalls:

- Only a full member is allowed to permanently reserve a stall on Saturday, and must attend a minimum of 15 Saturday markets each season to keep that reserved stall.
- If the vendor fails to meet the 15 market minimum they must submit a Special Needs Request **before December 31st**.
- **AFTER JANUARY 1ST THE VENDOR MAY LOSE THEIR RESERVED STALL.** The vendor must pay \$100 for each Saturday missed and/or be required to make up the missed markets the next season.

Annual Reserved Sunday Stall Auction:

- Each year the MM will determine the number of stalls available for the Sunday stall auction before the start of Sunday markets in May. Notification of available stalls will be through the official IFM newsletter.

Sunday Reserved Stalls:

- Sunday stalls may be reserved for the current season only, and vendors must attend a minimum of 12 Sunday markets. No stall alterations are allowed.
- If the vendor fails to meet the 12 market minimum they must submit a Special Needs Request **before December 31st**.
- After January 1st the vendor may lose the ability to reserve a Sunday stall for the following season. The vendor must pay \$100 for each Sunday market missed and/or be required to make up the missed markets the next season.
- **Full members with a Saturday reserved stall may not reserve a different Sunday stall, however they may participate in the Sunday lottery.**

Tuesday Reserved Space:

- Full and associate vendors will have the first option to reserve a space for Tuesday markets; any remaining vacancies may be reserved by easy entry vendors. All vendors must attend a minimum of 8 markets to retain their reserved space. (6/10)

Annual Reserved Stall Fees:

| Saturday (full members only) | Sunday | Tuesday |
|---|--------|---------|
| \$100 - \$140 (circle end) \$240 (most stalls) \$320 - \$440 (agricultural corners) | \$100 | \$45 |

Potential Ways to Lose Your Reserved Stall:

- Failure to pay fees on time.
- Failure to attend the required number of markets.
- Unapproved leave of absence.
- See appropriate committee (Ag/Artisan/Food) guidelines for more details.

VIII. DAILY STALL ASSIGNMENT

Saturday:

- The Saturday stall assignment is divided into two categories, Agriculture and Artisan/Food. On Thursday between the hours of 7am and midnight any vendor without a reserved stall who wishes to attend Saturday market, calls the market phone at 273-7109.
- Ag vendors are given priority in the stall selection and choose their stalls first; then artisan/food vendors are assigned.
- Vendors are ranked according to their point totals, point ties are broken according to the time calls are received on Thursdays.
- If a vendor cannot be reached when the MM calls on Friday morning, the MM will assign that vendor a stall, and continue the calling/assignment procedure.
- Vendors who were not assigned a stall through the Thursday call-in may participate in a lottery held at 7:30 Saturday morning in the pavilion.
- EE and associate vendors **are not** guaranteed to have a stall on Saturdays.

Sunday:

- Vendors wishing to participate in the Sunday stall lottery must arrive by 8:15am and sign in under the appropriate category (Ag/Artisan/Food). Stall selection is based on the point system.
- Full agricultural vendors choose stalls first, followed by full artisan/food, then associate vendors, then EE agricultural vendors, then EE artisan/food vendors.
- EE vendors **are not** guaranteed to have a stall on Sundays.

Tuesday:

- Vendors without a reserved space must arrive by 8 am to participate in the lottery.
- Space selection follows the same procedure as the Sunday lottery.
- Easy Entry vendors **are not** guaranteed to have a space on Tuesday.

Wednesday:

- There is no lottery for Wednesday markets; vendors should arrive by 3pm.
- The market spaces will be filled sequentially; vendors will set up next to the vendor that arrived ahead of them.

Thursday:

- Vendors without a reserved stall must arrive by 4 p.m. MM will assign stalls.

IX. DAILY SELLING GUIDELINES

Daily Fee Payment:

- On Saturday and Sunday vendors must pay their daily selling fee at the office **before the beginning of market**. They will locate and remove their membership file from the box on the left, place their check or cash in that file, and replace the file into the box on the right.
- **Failure to pay prior to start of market will result in a \$10.00 fine.** (see IFM Fines page 12)
- Tuesday, Wednesday, Thursday, and Saturday winter market fees, are collected by the MM at that market location.

Selling Hours:

| Day/Location | Months | Time |
|--|--|--------------------------|
| Tuesday/Dewitt Park | May - October | 9am – 2pm |
| Wednesday/East Hill Plaza | June - October | 4pm – 7pm |
| Thursday/Steamboat Landing | Late June - September | 5pm – 8pm |
| Saturday/Steamboat Landing | April - October November - December | 9am – 3pm 10am – 2pm |
| Sunday/Steamboat Landing | May - October November | 10am – 3pm 10am – 2pm |
| Saturday winter market/the space@greenstar | January - March | 10:30am – 2pm |

Set-Up: Vendors must be ready to sell at the start of each market day. **A \$10.00 late fine is charged to vendors not set-up by the start of the market.** (See IFM Fines page 12)

Leaving Early: All vendors are required to stay until the end of each market day, with the exception of vendors who sell out of product, or have arranged an early departure with the MM. This should be a rare occurrence.

Lateness and Cancellations: **IN CASE OF UNAVOIDABLE LATENESS OR ABSENCE, VENDORS MUST CALL THE MARKET PHONE AT 273-7109 TO NOTIFY THE MM:**

By 7:00 am Saturdays & Tuesdays

By 8:00 am Sundays

By 3:00 pm Thursdays

By 3:00pm Wednesdays

Cancellation Fines:

- Failure to notify the MM of lateness or absence will result in a **\$50 fine** that must be paid before attending the next market.
- Cancellation fines will increase in **\$50 increments** for each subsequent offense, with the owed fines resetting each year. (2016) *(see IFM Fines page 12)*
- Failure to notify the MM of absence three or more times in one season will result in Board Review, and possible loss of reserved stall.

Litter/Clean-Up after Market:

- Vendors are required to keep their stall area neat and clear of obstacles, and take their trash with them at the end of market.
- Vendors must not dump anything other than clean water on the site. (No wash water, greasy water, or food). (2015) The sink behind the office is provided for rinsing dishes only.

Tables and Displays: Vendors are required to bring their own tables and racks. Displays should be constructed in such a way that they do not pose a hazard to customers. **Tables or other displays may not protrude into the aisle more than 18 inches.**

Food-Specific Stall Use: Vendors must protect the stall they are using from stains and spills, and will be held responsible for any damage that occurs. (6/13/2012)

Stall Signs: Vendors must post a sign clearly showing their name and location. You will be fined \$10 for not displaying a sign. *(See B and G Guidelines for sign specifications)*

Labeling, Certificates, and Licenses: Vendors are required to have all necessary licenses, certificates, and labeling. *(See artisan/food/ag guidelines)*

X. CHANGES IN BUSINESS OWNERSHIP AND BUSINESS TRANSFERS

Owner: The IFM defines the business owner as the person(s) whose name(s) appears on the IFM Certificate of Membership, county issued business certificate, DBA, tax certificate/ID #, and/or liability insurance policy.

Adding a Partnership: The IFM considers adding a partner a partial transfer of business ownership. **All business transfers must be approved by the IFM BOD.** The owner must submit a county issued business certificate/DBA naming the partner, regardless of whether or not a vendor holds a Certificate of Membership.

Ending a Partnership: If an IFM business partnership ends or changes, the owner must submit a new county issued business certificate/DBA, to the BOD for approval.

Selling a Business: All business transfers must be approved by the BOD.

- **The new owner must buy a new Certificate of Membership.**
- The points accrued by the previous owner for years at market and number of markets attended **do not** transfer to the new owner.
- The work hours banked by the previous owner **do not** transfer to the new owner.
- **Until the end of 2019**, if the previous owner has a reserved stall, the new owner may occupy that stall if the new owner pays the reserved stall fee.
- **Beginning in 2020, any reserved stall held by an existing business owner WILL NOT transfer with the sale of the business. The stall will be made available at the next stall auction.** (2015)
- If a partnership ends, (the original business owner leaves), and the remaining partner retains full ownership of the business; half of the work hours and points earned by both owners, are retained by the remaining business owner.

Non-Degradation: The intent of the non-degradation rule is to insure that the original business' quality and integrity are being maintained by the new owner.

- The new owner is required to sell the same product line.
- The business will be evaluated by the appropriate committee for one year to monitor the quality of the product line.
- The new owner may jury new products to their line. (3/12)
- **A new owner may not, after any length of time, change his or her vendor category (i.e. an artisan vendor may not become an agriculture vendor). Nor may a new owner radically depart from the initial product line of the original business.**
- For the first year a business purchases another, the new business can only fill one third, (measured in footage), of the space with new products. After that year, the size increases to half of the booth. (2/13/13)
- When a business with an existing market booth is purchased, it is required that 70% of the booth display space must remain the same product for one year. (4/10/13)

XI. APPENDICES

1) Annual Fees: Must be paid by **December 31st** of the current year. Annual fees consist of application fee plus any reserved stall/space fee.

Application fee - Annual application fees are for the upcoming season, and are not pro-rated.

- \$100/year for Easy Entry Vendors
- \$200/year for Full Members & Associate Vendors

Reserved Stall Fees - For full members

- \$100-140/year (circle end)
- \$240/year (most stalls)
- \$320-440/year (agricultural corners)

Reserved Space for Tuesday Market - For full and associate members

- \$45/year

2) Annual Application Renewals:

- All levels of membership must renew their annual applications no later than December 31st.
- Applications postmarked by January 15th will incur a \$100 fine, and the vendor will retain their points.
- Applications postmarked after January 15th **may be rejected** (Jan 2012). **If** the market managers (and the appropriate committee) decide to accept the application, the vendor will lose all accumulated points, return to market as an Easy Entry vendor, and must pay all applicable fees and fines.
- All special needs applications must be received before December 31st in order to be considered for the upcoming season.

3) Daily Selling Fees: Must be paid prior to the start of the selling day.

| Day | Fee | Board Member Fee |
|--------------------------|-------------------------------------|------------------------------------|
| Saturday | \$35 | \$30 |
| Sunday | \$25 | \$20 |
| Tuesday | \$18 (w/parking) \$12 (w/o parking) | \$13 (w/parking) \$7 (w/o parking) |
| Wednesday | \$12 | \$12 |
| Thursday | \$5 | \$5 |
| Saturday (winter market) | \$20 | \$20 |

4) IFM Fines:

| Amount | Reason For Fine | See Page |
|--------|--|----------|
| \$50 | 1 st failure to notify MM of Saturday absence (fines increase*) | 10 |
| \$50 | 1 st failure to notify MM of Sunday absence by 8am Sunday (fines increase*) | 10 |
| \$10 | Failure to setup/pay on time. Failure to display business sign | 10 |
| \$50 | Failure to submit work hours to the MM by December 31st | 5 |
| \$100 | Failure to pay fees (application, reserved stall) by December 31st | 12 |

*Fines increase in \$50 increments for each offense.

5) Sexual Harassment Policy: (2015)

- Sexual harassment is an unlawful practice. It is also a violation of:
 - Section 703 of Title VII of the Civil Rights Act of 1964, as amended
 - Parts of the Civil Rights Law of 1991
 - The New York State Human Rights Law
- The IFM complies with the Workforce Investment Act of 1998, which prohibits discrimination on the basis of sex. Sexual harassment is a form of misconduct. We will take action against:
 - Staff, board members, committee members, and vendors who commit acts of sexual harassment
 - Committee members, board members, and managers who knowingly allow such behavior to continue.
- Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature. It is against the law when:
 - The conduct has the purpose, or effect, of unreasonably interfering with an affected person’s work performance, or creating an intimidating, hostile, or offensive work environment.

- Submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment.
 - Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- d) The first complaint sent to the BOD by a vendor, staff, committee member, or board member will result in a written record of the event, to be presented to the full board and notification to the individual of the infraction by at least two representatives of market, including a member of the management team, and a current member of the BOD. The individual will be notified at that meeting of the serious nature of their behavior in question, and the future consequences of his/her actions.
- e) Upon the second complaint sent to the BOD, the case will be reviewed by an outside agency, the Office of the Human Rights Committee in Tompkins County. If merit is determined by the agency, the offending individual and his/her business will be notified in writing and suspended from the IFM for a period of four weeks by a vote of the BOD.
- f) The third complaint issued to the same individual, will again be reviewed by the Human Rights Committee. If the individual is found to have committed the third offense, the BOD will vote for permanent removal of the individual and his/her business from the IFM.

6) Certificate of Membership: A completed CERTIFICATE is a membership in the IFM and is exclusive of all other fees and dues.

- The certificate costs \$300 and is required of all full memberships.
- The payment is \$100 per year for three years and must be paid by December 31st along with other annual fees.
- The completed certificate has an equity value of \$100. A certificate is not complete and valid for equity purposes until the full \$300 has been paid. Upon leaving the market, a member may make a written request of their equity share. Any member having redeemed their certificate must purchase a new certificate upon rejoining the market.
- Certificates are not transferable from one membership to another.

7) IFM Market Managers (MM): The MM are responsible for the orderly and efficient conduct of the Market and for maintaining compliance of the IFM rules and regulations, by all members/vendors.

Aaron Munzer and Becca Rimmel, Co-Managers

C/o The Ithaca Farmers Market
P.O. Box 6575
Ithaca NY 14851

Market Phone: 607-273-7109

Market Cell: 845-594-7126

Market E-mail: aaronmunzer@ithacamarket.com

8) IFM Committees: The Board of Directors may designate one or more committees, each of which shall consist of three or more members with a chairperson designated for each committee. Other committees are formed and dissolved as needed.

- Committees concerned with policy report to the IFM Board and are considered governance committees designated below with a "G."
- Committees concerned with daily functions of the IFM report to the MMs and are operational committees designated below with an "O."

| | Committee | Chair or Co-Chairs | Phone |
|----------|---------------------|-----------------------------------|----------------------|
| G | Personnel | Leslie Muhlhahn (Board Liaison) | 280-1845 |
| G | Agriculture | John Reynolds | 532-4956 |
| G | Food | Cheryl Barton Peggy Aker | 277-6588 279-9191 |
| G | Artisan | Scott Vangaasbeck Sandy Yahner | 203-0100 240-6626 |
| G | Governance | At BOD discretion | |
| O | Buildings & Grounds | Bill Baker Phoenix Wiggins | 539-3203 227-3010 |
| O | Budget & Finance | John Reynolds | 532-4956 |
| O | Reserved Stall | Jim Hardesty | 387-6682 |
| O | Winter Market | Chaw Chang | 256-9941 |
| O | Rutabaga Curl | Christi Sobel | 272-1559 |
| O | Marketing | See Market Managers | |

**Work hours are available through committee work and assignment by the manager;
please contact chairpersons for possible work hour assignments.**

9) IFM Board of Directors:

Mission Statement: The Ithaca Farmers Market Board of Directors is responsible for the long-term planning of the Market as well as the financial and day-to-day management of the organization. The Board strives to represent the ideals and implement the goals of the Market membership, and it seeks to create and maintain an atmosphere of joyous commerce between Market members and customers. The Board works to maintain good relations with the Ithaca community and surrounding areas.

2017 Board Members:

| | | |
|----------------------------|-----------------------|-----------------|
| Brian Horvath | President | 272-3070 |
| Leslie Muhlhahn | Vice President | 280-1845 |
| Alex Jackman | Treasurer | 290-6817 |
| Mary McGarry-Newman | Secretary | 220-4044 |
| Polly Joan | | 227-2885 |
| Cheryl Barton | | 387-9464 |
| Sandy Yahner | | 240-6626 |
| Dennis Hartley | | 592-8177 |
| John Reynolds | | 532-4956 |

Code of Conduct for Board and Committee Members: The IFM recognizes the contribution made by voluntary Board members and Committee members to the organization. The purpose of this Code is to maintain high standards of conduct, assist members in their work for the IFM and to protect the best interests of the IFM. (12/13/2012) **Throughout the Code of Conduct, the term “Board” is used to refer to both members of the Board of Directors and members of Committees established by the Board.**

a) **All Board members are expected to:**

- Support the IFM’s values, aims and policies once these have been agreed upon.
- Act only in the interests of the IFM and not on behalf of any constituency or interest group.
- Attend meetings of the Board and meetings of Committees of which they are a member. Board members who have three unexcused absences within a year will be removed from the board. (2/13/97)
- Follow Roberts Rules of Order, and respect the office of the President, to ensure the orderly conduct of meetings.

- Read the papers which have been circulated prior to meetings so that they can contribute fully to meetings.
- Attend relevant training events and to take reasonable steps to ensure that they are aware of the development of public policy and other issues which affect the work of the IFM.
- Occasionally, represent the IFM to outside agencies and organizations.
- Consider themselves at all times as being potentially regarded as ambassadors of the IFM.

b) All Board members are required to:

- Ensure that private or personal financial interest never influences their decisions.
- Ensure that they do not use their position as a Board member for personal gain.
- Disclose to the President any direct or indirect pecuniary interest or other interests which are not pecuniary but which could influence judgment or give the impression that the Board was acting for personal motives as soon as they are aware of any such interest; and voluntarily recuse themselves from voting on decisions in which they have a conflict of interest.
- Note that the President has the right to request that a Board member withdraws from that part of the meeting when any such conflict of interest exists.
- Resign from the Board if he/she has any business interests relating to the work of the IFM which either directly or indirectly gives personal advantage or conflict.
- Comply with the IFM's policy for hospitality and gifts.
- Not gain any advantage by virtue of Board membership if they use the services of a consultant, contractor, professional advisor or other individual firm that also works for the IFM and to disclose any such use to the Secretary.
- **Not pass any information gained through their involvement with the IFM to a third party without the approval of the President. All Board and Committee papers should be regarded as confidential within the IFM.**

c) Misconduct: Board members' conduct may be considered to be unsatisfactory when a breach of the Rules, this Code, standing orders or members' legal obligations has occurred. In cases where there is concern that a member's conduct may be considered unsatisfactory, the following procedure will be adopted:

- The President will arrange for an investigation of any allegation of misconduct to be conducted to establish the facts.
- The President will invite two other members of the Board to form an Appeals Panel to consider the facts and to determine what action should be taken; if the complaint concerns the President then the Vice President will convene the panel.
- The Appeals Panel will determine what action shall be taken. The action that will be taken will depend upon the seriousness of the misconduct and any previous misconduct.
- In cases of serious misconduct, the Panel will seek a voluntary resignation from the Board and if such resignation is not forthcoming, formal procedures will be taken in accordance with the IFM's rules to remove the Board member.
- A Board member has the right to appeal any decision made, and may make an appeal by writing to the President within 14 days of being notified of the decision by the Appeals Panel setting out the grounds on which the Board member is appealing. The Board (excluding the Appeals Panel members) will hear any such appeal and the Board's decision will be final.

10) Other IFM Contacts:

| | | |
|--|----------------|----------------------|
| Cornell Cooperative Extension Ag Extension Agent | Monika Roth | 607-272-2292 |
| Department of Ag & Markets Supervising Inspector | Evelyn Miles | 585-427-2273 |
| Tompkins County, Sealer of Weights & Measures | | 607-274-0353 |
| New York State Weights and Measures | | 1-800-554-4501 |
| Ithaca Health Department | | 607-274-6688 |
| NY State Sales Tax Bureau | | 1-800-225-8100 |
| Artists' Market* Coordinator | Robin Schwartz | 607-273-5072 ext. 20 |

programs@artspartner.org *The Artists Market takes place on the last Friday evening of July at the Steamboat Landing Pavilion. It is open to fine artists and craftspeople, and is organized by the Community Arts Partnership of Tompkins County.

11) Summary of the Bylaws of the IFM Cooperative, Inc.

Type of organization: Corporation

Incorporated December 3, 1985

a) Purpose of Corporation:

- To establish and operate a farmers' market for the benefit of local producers and consumers by providing an outlet for area producers where they may market their crops and home-made goods, and providing consumers with a source of locally grown produce and hand made goods.
- To provide the organizational support necessary to manage and conduct a food, arts and crafts and farm products market.
- To achieve common benefit for members through common effort and cooperation.
- To encourage local production and consumption with the intent of supporting a healthy local economy.

b) Members:

- Any person or group of local people engaged in growing of farm products and/or the production of art, craft, and prepared food items produced within a 30 mile radius of the City of Ithaca, who agrees to abide by the rules of the corporation. All Memberships are approved by the Board of Directors. The Board reserves the right to limit membership.
- The board may suspend or expel members in violation of the Bylaws or Rules and Regulations after appropriate review.
- Members who resign are liable for unpaid obligations.
- Membership is not transferable or assignable, except by BOD approval.
- Each membership is entitled to one vote for referendums, and 3 for board elections.
- The Bylaws may be amended by the membership by a two-thirds vote of the members present at a meeting to amend bylaws.

c) Bylaws:

- The complete Bylaws are available from the MM, and are available on the IFM website.