

Marietta Market
280 W. Front Street
PO Box 114
Marietta, PA 17547



Market Bylaws

Article I - Organization:

The name of this organization shall be Marietta Market

Article II - Purpose:

Marietta Market is a volunteer coalition seeking to lead western Lancaster County toward greater sustainability by providing a place for the sale of healthy local food and other quality goods

Our highest priorities are to:

- promote a local economy
- improve the quality of life in the town of Marietta, Pennsylvania

Article III - Steering Committee Membership:

1. Steering Committee Membership is available
 - a. To five community members of Marietta or surrounding areas
 - b. For the term of 1 calendar year
2. Steering Committee Membership is not guaranteed from previous seasons
3. The following responsibilities below will be divided between the Steering Committee
 - a. a. Chair
 - i. Sets agenda & presides over meetings
 - ii. Heads communication within the committee
 - iii. Creates agendas for each meeting
 - iv. Heads voting
 - v. Is responsible to keep meetings focused and true to the agenda
 - vi. Delegates tasks as they arise throughout the season to the other Committee heads
 - vii. Works with Market Manager to attend events and increase involvement and connection within other community organizations
 - b. Secretary
 - i. Takes minutes at each meeting and emails all committee members within 72 hours of the meeting
 - ii. Posts minutes on web presence
 - iii. Assists in creating necessary paperwork, brochures, and photocopying
 - iv. Assists departments with emails or USPS mail by checking email and PO Box at least once weekly
 - v. Maintains a spreadsheet of all contact information including Steering Committee Member, vendors, and volunteers
 - c. Vendor Relations
 - i. Functions as the "sales department" to make the initial contacts for new vendors



- ii. Organizes concise contact information and paperwork for all prospective and secured vendors
 - iii. Works with the Market Manager to assist with vendor needs or communication
 - iv. Maintains a working knowledge of vendor issues, the vendor agreement, and the Department of Agriculture Rules
 - v. Schedules and organizes a new and returning vendor meeting in March of each year
 - vi. Follows up at the end of the season with vendor surveys and a November potluck to thank all who participated in the season
- d. Treasure
- i. Handles both the treasure and the essential aspects of keeping the committee legal including insurance, bathroom facilities, PO Box and Department of Agriculture
 - ii. Provides a gain/loss report to all committee meetings and as needed
 - iii. Serves as the “go to” for the Borough of Marietta
 - iv. Facilitates and reports end of year audit by Committee selected accountant
- e. Operations
- i. Organizes the daily market activities
 - ii. Represents and participates in
 - 1. Event Coordination
 - 2. Outreach
 - 3. Market Managing
 - 4. Music
4. Volunteers Opportunities are represented in the Steering Committee by the Operations member and are available:
- a. To any number of residents in Marietta or surrounding communities
5. The following responsibilities will be divided by volunteers and the Operations member of the Steering committee:
- a. Events Coordinator
 - i. Coordinates events throughout the season by working with other departments on the event's needs
 - ii. Works with committee members and volunteers for fundraising events
 - iii. Coordinates the promotion of each event with the Outreach department
 - b. Outreach
 - i. Coordinates public relations, advertising, and press
 - ii. Organizes advertisements including but not limited to
 - 1. website
 - 2. signage
 - 3. door to door outreach



4. events (Marietta Day, Christmas Home Tour)
 5. local news sources
 6. brochures
 - iii. Ensures that all public information is up to date
 - iv. Maintains relationships with local businesses for advertising or support
 - c. Market Manager
 - i. Functions as the day to day face of the Market to customers and vendors
 - ii. Upholds the vendors to their Department of Agriculture Requirements and the Marietta Market's Vendor Agreement
 - iii. Fulfills customer needs by connecting them to the Steering Committee
 - d) Schedules substitutes for days he or she is unable to cover market hours
 - d. Music
 - i. Schedules entertainment for Market hours
 - ii. Coordinates advertising and a public schedule of all music
 - iii. Keeps an active and up to date calendar of all scheduled musicians
6. Steering Committee Members are required to attend each scheduled meeting and report meeting agenda items one week prior to meeting. They must come prepared with a brief overview or their department's developments at all meetings
7. Members must commit to responding to communication with other committee members and with new market contacts via email and telephone. All communication must be in a timely & business like fashion. A lack of response to a Steering Committee issue requiring a discussion or vote in 72 hours will forfeit the vote or opinion
8. Members are expected to participate in weekly market days and activities throughout the season
9. Members must work together with other departments or volunteer list as needed with the understanding that they are ultimately responsible for the follow up and accomplishment of these tasks
10. All members must observe these rules or membership can be revoked by a consensus vote of the Steering Committee
11. The Steering Committee will be elected at the January Meeting by public vote
 - a. Committee Membership is decided by a 80% vote or more cast at 2:00 at the January meeting
 - b. Any local resident, vendor, or past committee member present at the time of voting may participate in Steering Committee selection
12. Vendor Agreement will be renewed yearly by the Steering Committee. Changes shall be decided by the members of the Steering Committee on the basis of 80% or greater of votes cast



13. Bylaws will be renewed yearly by the Steering Committee. If changes are desired the proposed suggestion must be
 - a. Brought to two public meetings
 - b. Posted on the Marietta Market's website for the length of time between the two public meetings
 - c. Voted on by any local resident, vendor, or past committee member present at the time of voting at the second of the two public meetings
 - d. Decided based by a 80% or greater of votes cast

Article IV - Meetings:

The Steering Committee Meetings exists to manage all business of the market.

1. 1. The Steering Committee will meet on the Second Sunday of the Month from 2:30 4:30 at McCleary's Public House on Front Street of Marietta. While each meeting will cover general planning, marketing, and new issues, some meetings will routinely have specific goals. The meetings will occur in the following months
 - a. January
 - i. Edit the vendor agreement
 - ii. Begin amassing vendors & volunteers
 - iii. Review financial obligations for upcoming season
 - iv. Vote on Steering Committee Membership
 - b. March
 - i. Hire market manager
 - ii. Confirm all event dates
 - c. April
 - i. Review and vote on Vendor Admission
 - d. July
 - e. September
 - f. November
 - i. Evaluate past season
 - ii. Determine season schedule for following year
 - iii. Set goals for following season
2. Meetings are open to vendors and the public for the first hour and a half
 - a. If a vendor or member of the public is present, all private business will be conducted in the final session
 - i. Private Business shall be decided in the agenda by the Chair and include but are not be limited to the discussion and voting of:
 1. Finances
 2. Complaints:
 - a. regarding a non-member that is present
 - b. regarding a Committee Member will be handled with the accused and accusing parties present



- ii. The Market Steering Committee may (with a 80% or greater vote) ask a non-member to stay for a private session as a non-voting advisor
 - iii. Issues requiring a public vote will occur at 2:00 of each public meeting
3. Issues requiring a Steering Committee vote include but are not limited to
 - a. Entrance of additional vendors
 - b. Changes to the sales times
 - c. Election of officers
 - d. Setting fees and amending vendor agreement
 - e. Major purchases or agreements for the farmers' market

Article V - Expenditures:

Proceeds derived from membership fees and vendor fees shall be collected and recorded by the Treasure of the Steering Committee and used to promote the Marietta Market

1. Any funds accrued at the end of the year shall be carried over to the following year unless otherwise determined by majority vote of the active members
2. Necessary expenditures that occur yearly will be reviewed during the January Steering Committee Meeting. These include but are not limited to
 - a. Property Rental
 - b. Insurance
 - c. Trash / Bathroom Facilities
3. All business expenditures under \$100.00 necessary for running the Market must be approved by the Treasure and one other member of the committee. These items may include but are not limited to
 - a. Small marketing projects
 - b. Craft / Kid's Day supplies
 - c. Trash bags
 - d. Receipt Pads
4. Business expenditures over \$100.00 must be presented to the Treasure and then approved by a vote of 80% at a meeting or by an email. These items may include but are not limited to
 - a. Merchandise
 - b. Large scale marketing endeavors
5. All receipts must be turned into the Business department one week following the purchase
6. If the Marietta Market is no longer running, the treasury is to be maintained for the period of time required to meet all outstanding bills, taxes, and obligations. All tax and reporting requirements must be satisfied, after which the remaining funds shall be distributed to nonprofit organizations that serve the Marietta Community



Article VI - Rules and Regulations of Daily Operations:

1. Marietta Market will operate on Sundays at the corner of Front and Pine in Marietta, Pennsylvania as specified by the Steering Committee. The weeks and hours of the market will be set by the Steering Committee at the November Meeting
2. Vendors must agree in writing to the terms of the Vendor Agreement and provide all necessary documentation no less than one week prior to their first market day
3. The Steering Committee will appoint a Market Manager and enumerate his or her responsibilities. All vendors will follow the instruction of the Market Manager. On market day the Market Manager's decision on any dispute will be final. Unresolved disputes may be taken to the Steering Committee in writing who will act on the issue within two weeks. Any threats made to the Market Manager will be brought to the Steering Committee. This is ground for immediate termination from the market
4. The Market Manager shall propose stand placement and assignment in conjunction with the Vendor Coordinator. Placement shall be considered permanent throughout the market season, unless decided upon with agreement of the involved members and the Market Manager
5. Pre Season, a prospective vendor must submit their application and necessary documentation by the advertised deadline. Any application received after the deadline will not qualify for the yearly discount
6. Mid Season, a prospective vendor must submit an application and necessary documentation to the Marietta Market for consideration at least one week prior to their desired start day
7. Vendors must be in place before the market opens and remain until the market closes

Article VII - Vendor Responsibilities:

1. The vendors must pay any necessary state sales taxes or business license fees
2. Vendors must meet all requirements of the Health Department
3. Fees will be set by the Steering Committee and must be paid on time
4. Vendors are expected to be present at all sale days for the market season. If they are not able to do so, they must contact the Market Manager 24 hours before the market opens. If a vendor is absent one time without calling, he or she risks losing his or her space anytime in the future at the discretion of the Market Manager. If a vendor does not call to say he or she will be absent on three occasions, he or she risks being called before the Steering Committee for reconsideration of his or her application.
5. Vendors are expected to be ready to sell at opening time on market day
6. Stands are to be kept hazard free, reasonably attractive, and activities should be fair to neighboring stands
7. Trash and litter around the stand from any source is to be taken home by the vendor
8. Each vendor will be responsible for setting up, displaying, and packaging their goods, and for providing protection from the elements

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9. There will be no smoking by vendors while vending
10. High pressure tactics may not be used by vendors to sell their products
11. Vendors' dogs must be on leashes at all times
12. Vendors must communicate in advance for each week they plan to vend
13. Vendors must comply with applicable local, state, and federal regulations, such as
 - a. Approval seal on weighing devices
 - b. Correct labeling of "certified organic" items
 - c. Participation in mandatory commodity orders for Ag commodities
 - d. Food safety, sanitation, health permits, and labeling that apply to the item
14. Vendors must not consistently price products far below profitable levels