

Lakes Area Farmers Market of Dickinson County Non-Profit Additional By-Laws

**LAFM:** reference to these letters represents the words **“Lakes Area Farmers Market of Dickinson County Non-Profit”** within these documents.

LAFM is a board run Farmers Market and shall be a member of the Iowa Farmers Market Association.

LAFM are **volunteers** pursuing this mission statement:

The purpose of this organization is to emphasize the Growing of Food while supporting artisans, makers, and crafters. Promoting and educating healthier choices while providing social gatherings for the Iowa Great Lakes community.

The LAFM shall consist of up to 9 board members. Basic representation of the LAFM is current vendors and community members of the Iowa Great Lakes Community.

Officers of this board shall be President, Vice President, Secretary, and Treasurer (Secretary/Treasurer) 3 or 4 persons. The officers of the LAFM will also be known as the “Executive Board” for the LAFM. Terms of officers shall be for one year with elections for these positions voted on at the re-organizational LAFM monthly meeting (usually May) after LAFM annual meeting(usually in April). No term limits at this time.

President duties are, but not limited: running of monthly and annual LAFM board meetings, over sight and/or correspond with all LAFM committees, LAFM officers, current LAFM vendors.

Vice President duties are, but not limited: to serve when the president cannot, Annual review of the Rules Committee, Annual review of Vendor Applicants, correspond with current LAFM vendors.

Secretary/Treasurer duties are, but not limited: minutes of all LAFM meetings, accounting of all LAFM financial transactions, thank you/correspondence to sponsors and donors, over sight to the vendor application process, sending out monthly minutes, correspond to all current LAFM vendors in a timely fashion, vendor space assignment.

LAFM board member terms are for 3 years.

Starting in April 2026 the following term elections of board members will be followed. Current vendors of the LAFM are eligible to vote at the annual meeting for these board positions. Rotation of board shall follow this election process.

April 2026: The following board members will be up for re-election: Bill, Karen, and Eric

April 2027: The following board members will be up for re-election: Stan, Susan H., and Dennis

April 2028: The following board members will be up for re-election: Barb, Susan B. and Jan

The following Committees will be set up and reviewed annually, at the reorganizational meeting in May. Additional members to these committees will be solicited at annual meetings.

Grant Committee assign coordinator

Fundraising/sponsorship/donation Committee assign coordinator

Market Promotion Committee assign coordinator duty includes oversight of

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Rules Committee Vice President coordinator

Fair Board Committee assign coordinator

As a committee Coordinator your duty will be to present a report at each monthly LAFM meeting. This can be done in person or document form.

LAFM monthly meetings are usually scheduled for the second Monday of the following months: January, February, March, April, May, October, November, usually 6:00 pm. start time at Extension Meeting room located at the Expo Building, Spirit Lake, Iowa. Other meetings can be scheduled as needed to operate LAFM business.

All meetings are open to the public. Visitors, especially LAFM vendors, are welcome to attend monthly meetings of the LAFM. As a visitor, the following process will be followed: For each visitor attending, a 5-minute allotted time will be given to them to address the board on an issue they wish to bring forth. This will be done at the beginning of each scheduled LAFM monthly meeting. Board will take your message as an issue for review and consideration.

LAFM annual meeting is usually scheduled for the second Monday of April.

Changes to the LAFM By Laws can be done as an agenda item at any monthly scheduled LAFM board meeting 2/3 approval(6 votes).

## Rules for the Lakes Area Farmers Market of Dickinson County

1. The LAFM season runs usually the first Saturday of June thru the middle Saturday of October. . The last day this LAFM can use the fairgrounds building is October 1 each market season. On the days this market cannot be in the building(See LAFM market calendar) this market is an outside market usually setting up on the east side of the Expo building.
2. Vending time is 7:30 AM until noon on Saturdays.  
Vending time is 3:00-6:00 PM on Wednesdays
3. Products sold by LAFM vendors are locally grown or locally made in Iowa or Minnesota.
4. Vendors may begin to set up at 6:00 am or 2:00 pm on market days. Vendors are encouraged to be set up by 7:30 am and 3:00 pm and not leave the market unless sold out. No early sales and sales begin at respective starting time of Saturday 7:30 am and Wednesday 3:30 pm. Wait for the bell.
5. No vehicles are allowed in the building during market times. Vendors unloading after a market day start time should use the back or side doors so not to interfere with customers who usually come thru the front doors of building. **Do not block the front, back, or side doors or park in front of the building during market hours.** This requirement is in preparedness of a catastrophic emergency event.
6. **Liability insurance is required of all vendors. Proof of insurance must be submitted before set up is permitted.** A completed application with payment of fees and all other information necessary to be a vendor of good standing with the LAFM. This process should be completed before the opening of the market season.
7. Measurement Definition for space application is referred to as linear feet a vendor wishes to purchase on an annual basis. 20 linear ft, 15 linear ft, or 10 linear feet refers to the measurement of space next to a public walk space. This vendor space formation of linear 20ft can be in a shape of the following: \_\_\_\_\_ or \_\_\_\_\_ formation.
8. Vendor Space assignment will be collectively done by the “Executive Board” with the Secretary/ Treasurer assigned as coordinator. A minimum of 2 persons to help in this process of vendor assignment building layout(coordinator and coordinator person of choice).
9. LAFM Vendors, **Collective** duties are but not limited:  
Volunteer and become a seasonal annual member to make our LAFM the “best serving” Farmers Market in the Iowa Lakes Community.  
Volunteer for cleaning the building before “opening day” and “power wash day” after Dickinson County Fair. This is **not** the LAFM boards responsibility.

Last vendor at the market needs to make sure all doors are locked and lights are off: It would be greatly appreciated if the vendor near doors/entrances would lock up their perspective area when they are last leaving this area of the building on market days. This duty should not be the responsibility of one person.

Each vendor is responsible for their tables, chairs, and other equipment on moving days see market day calendar for notice of "Moving Days". Spaces must be kept clean and safe. LAFM is not responsible for lost or damaged vendor property.

10. Problem Solving: an issue arises a member of the "Executive Board" or the "Executive Board" collectively can make a decision to resolve this issue, however that decision can then be appealed in writing to the LAFM board at a later time.

11. Day Vendor assignment.

LAFM has 4 available outside vendor spaces available for day lease. Spaces are available on non-bad weather market days and on a first come-first serve basis.

Email notice by a vendor who wishes to sell on a particular market day, LAFM website.

Minimum 48-hour notice given before market day takes place. No guarantee that a space will be available.

Assignment responsibility will be a member of Executive Board who is at the market that day.

Payment requirements to be a day vendor are the following and will be paid at the time of set up.

Day vendor participation is available at a rate of \$20 per market day. Day fees may be applied toward the \$115 seasonal stall fee.

Market management reserves the right to adjust or assess fees based on participation frequency, product type, or individual circumstances.

Please make checks payable to Lakes Area Farmers Market.

Return completed, signed form and payment to: Lakes Area Farmers Market, P.O. Box 241, Spirit Lake, IA 51360

12. No smoking, drugs, or open alcoholic beverages allowed in the building.

13. No firearms are allowed in the building

14. Stall fees are non-refundable

15. LAFM is a member of the Iowa Farmers Market Association, LAFM vendor is required to follow Iowa Code and Administrative Code written by the Iowa Legislature and The State of Iowa Inspection & Appeals Food & Consumer Safety Bureau Regulation. Further it is the responsibility of the LAFM vendor to seek out the regulations on food safety, labeling or other codes(written laws) that vendors need to adhere too for products that they are vending. Contact the following for information and guidance: Iowa Farmers Market Association website, LAFM executive board, The State of Iowa Inspection & Appeals Food & Consumer Safety Bureau Regulation Division of the Iowa Department of Agriculture and Land Stewardship. Giving out samples of vendor products during market days must adhere to the Iowa codes and Iowa Administrative codes set by the Iowa Legislature and The State of Iowa Inspection & Appeals Food & Consumer Safety Bureau Regulation.

16. Only certified Vendors may accept the WIC/Senior Farmers Market Nutrition Program(FMNP) coupons. Participants must adhere to the rules and regulations established by the State of Iowa and vendors must display current certification at vendor space of selling.
17. LAFM does **not** set prices, but expects all vendors to work together to provide a fair market price to all customers. Vending products must have a listed price for customer ease of viewing. Vendors are required to have a sign placed within your assignment space telling customers who you are and where you are located. Vendors shall be courteous to customers and other vendors. Activities that make the public and vendors uncomfortable are not allowed, such as, hawking, selling products in an aggressive/loud manner, or denigrating the products of other vendors.
18. LAFM Rules will be reviewed annually by the LAFM Rules Committee. Emergency changes to the LAFM Rules can be done as an agenda item at any monthly scheduled LAFM board meeting, 2/3 approval(6 votes).
19. LAFM vendors are required to collect and pay Iowa Sales Tax for taxable products. For more information contact Iowa Sales Tax Rules and Regulations or ask one of the Executive board or vendor board members.
20. Sponsorship table available at no cost to sponsor's who donate towards the LAFM. Please Email the LAFM(website) one week before the given market day you as a sponsor wish to attend the LAFM market.
21. FFA and 4-H participants, who wish to sell products at the LAFM, please notify the LAFM thru its website one week before the market day they wish to sell at. Products sold should have been grown or made by this participant. A space will be assigned at no cost to this participant.

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