

KFM Association By-Laws

1. KFMA dues will be established at the annual meeting by vote of the membership. Dues are payable to the KFMA Treasurer by a due date established at the annual meeting. All KFMA members, regardless of position held, are required to pay dues.
2. The Kennebunk Farmers' Market Association (KFMA) will have one annual meeting and others as deemed necessary.
3. All decisions regarding the Association and the Market will be made at a meeting of the KFMA and all members are expected to participate. Failure to attend the meeting will forfeit the voice of that member in the proceedings.
4. Three (3) documented instances of rule breaking within the Market will be cause for expulsion from the Market.
5. An expelled member may appeal to a quorum (2/3 of the entire membership) at a meeting, and upon compliance, may be allowed to return to the Market.
6. All KFMA members are expected to participate in some portion of the administration of the Association (e.g., bookkeeping, publicity, recruitment, site set-up and maintenance, events, etc.). If necessary, volunteers will be delegated by the KFMA Steering Committee.
7. The KFMA is managed by a Steering Committee. The Steering Committee is made up of seven KFMA members, including the Secretary and Treasurer, elected annually for a term of one year.
8. The KFMA Steering Committee's term is for one year, elected at each annual meeting. His/her responsibilities are to maintain the integrity of the Market, carry out the KFMA and KFM rules, facilitate the KFMA meetings and mediate any disputes among vendors or between vendors and customers. The Steering Committee is also responsible to take on or delegate vendor recruitment, public/town/commerce relations, advertising and organizing events, and any vendor or farm inspections deemed necessary.
9. The KFMA Secretary's duties include taking the minutes at meetings and making the report available to any members, issuing copies of vendor applications, Market and Association rules, and Maine Statute on Farmers' Markets to any vendors or potential vendors. The Secretary is to

keep all membership applications and information on file and updated as well as all copies of pertinent licenses.

10. The KFMA Treasurer's duties include keeping the KFMA finances and checkbook, reporting to the Steering Committee and membership as requested, and collecting all dues and other monies received from Market operations. He/She must pay out all monies as needed.
11. The KFMA Events Coordinator's duties are to oversee the events of the FM. He/She is responsible for delegating KFMA members and others to implement the community connections, advertising, organizing, set-up, and break down of our events during the season. All members of the association are expected to assist as much as possible. A budget will be voted on annually to pay the costs of the events.
12. The Website Coordinator maintains and updates the KFMA website. The Association will pay for all expenses, and the coordinator, if a member of the market, is exempt from dues.
13. The KFMA is an association and, as such, all members must participate as part of a team.

KFM Market Rules

General Rules

1. The Market will run on Saturdays, 8am to 1pm from the first Saturday in May until the Saturday before Thanksgiving.
2. The Market will be open rain or shine.
3. Every Farm and Producer represented at the KFM must be a paid member of the KFMA and comply with the bylaws.
4. To become a member of the KFMA, an applicant must receive at least 2/3 vote of those voting, and the voting body must consist of at least 51% of the membership.

5. Vendors must be residents of and produce their products in Southern Maine.
6. Vendors must have an application and all licenses updated and on file with the KFMA Secretary or Steering Committee.
7. Vendors must have a sign displaying their business/farm name and location.
8. Vendors must display all prices in some manner that is easily visible to the public.
9. Vendors must strive to maintain an attractive and clean display and booth area.
10. Vendors must follow the Guidelines for Food Safety during the harvesting/producing, transportation, display, and distribution of their product to the public. Sanitation is a requirement at this market.
11. Each vendor is responsible for the safety of his or her products and display and are REQUIRED to maintain adequate liability insurance. A copy of certificate naming the Kennebunk Farmers' Market, PO Box 91, Kennebunk, Maine, and listing Kennebunk Farmers' Market as an additional insured, must be on file with the Steering Committee.
12. The State Scale and Food Safety Inspector may visit the Market at any time during the season. All licenses and permits must be on hand at your booth and filed with the Steering Committee/Secretary.
13. Vendors are expected to participate in the Market site set-up and breakdown in some way (e.g., placing signs, setting up info table, distributing posters or brochures, clean-up).
14. Participation in any Market events to some extent is expected by all vendors (e.g., demonstrating, set-up and clean-up, assisting the coordinator with publicity, phone calls, recruitment, finding volunteers, etc).

15. Vendors are not permitted to hawk or call out to customers. Let your product speak for itself.

Produce and Plants

1. All produce, fruit, flowers, and plants must be grown or wild gathered in Southern Maine by the Vendor. Buying produce or plants for resale at the Market is forbidden.
2. Harvest, post harvest, transportation, and display handling should consider sanitation, cleanliness, and high quality. Produce of low quality could be cause for expulsion.
3. Growers who apply pesticides must follow the labeled directions as to the target pest, crop, application rate, and post application harvest withdrawal period.
4. Plant growers must have a copy of their Maine nursery license in their booth and on file with the KFMA Secretary or Steering Committee.
5. Dried flowers and herbs sold at the Market must be grown or gathered by the Vendor in Southern Maine.
6. Fresh and dried wreaths and arrangements can contain no more than 25% product that was not grown or gathered by the Vendor.

Processed, Dairy, Maple, and Baked Goods

1. All vendors selling processed or baked goods must have their processing facility in Southern Maine and be licensed and inspected by the Maine Dept of Agriculture. Copies of all pertinent kitchen and vendor licenses must be on hand and on file with the KFMA secretary or Steering Committee.
2. All dairy products must be processed by the vendor in a dairy compliant facility in Southern Maine and transported and displayed in accordance with Maine Dept of Agriculture guidelines.

All dairy appropriate licenses must be updated, on hand, and on file with the KFMA secretary or Steering Committee.

3. The major ingredients in jams and acidulated foods must be processed in Southern Maine. All fruits, vegetables and herbs that can be grown in Maine must be Maine grown.
4. All baked goods must be made by scratch by the Vendor in Southern Maine. Baked goods can contain product not grown by the vendor, but store bought, pre-mixes, or commercially frozen products are not allowed. Any fruit, vegetable, or herb ingredients that can be grown in Maine must be Maine grown.
5. All processed, dairy, maple and baked goods must be labeled in compliance with State Labeling Standards.

Meats and Seafood

1. Meats and eggs must be raised by the vendor in Southern Maine.
2. Meats and eggs must be packaged, labeled, transported, and displayed in accordance with Maine Dept of Agriculture Food Safety Guidelines.
3. Seafood must be caught by a fisherman or lobsterman whose residence and license is in Southern Maine.
4. All seafood must be packaged, labeled, transported, and displayed in accordance with Maine Dept of Agriculture Food Safety Guidelines.
5. Meat and Seafood licenses must be on hand and on file with the Steering Committee/Secretary.

Crafts

1. All crafts sold at the Market are subject to the approval or rejection of the members of the KFMA.
2. All crafts sold must be handmade by the KFMA member and in keeping with the atmosphere of a self-sufficient farm and consistent with an agricultural based market.
3. No more than 25% of the membership shall sell primarily craft items.
4. Members who sell produce, processed goods, meats, or seafood may also sell their crafts, but shall dedicate no more than 15% of their display space to crafts.