



Association du Marché Agricole de Lennoxville (AMAL)

CONSTITUTION

ARTICLE 1 – NAME & TYPE OF ORGANISATION

- 1.1 The organisation is called the *Association du Marché Agricole de Lennoxville*, hereafter referred to as “the AMAL”.
- 1.2 The AMAL is a non-profit, non-governmental, membership-based community organisation.

ARTICLE 2 – PURPOSES

- 2.1 To establish and maintain the Lennoxville Farmers’ Market.
- 2.2 To provide the people of Lennoxville and surrounding areas of the Eastern Townships with the opportunity to purchase a variety of high-quality, locally-grown and produced products.
- 2.3 To provide local small-scale farmers, homesteaders, gardeners and artisans with the ability to market their products directly to the consumer, thereby strengthening the local farm and artisan economy and the viability of small-scale family farms and artisans.
- 2.4 To establish and maintain operation standards that will inspire public confidence in the farmers’ market concept.
- 2.5 To engage in other activities beneficial to the community that focus on small-scale, local food and artisan products as the membership may desire. These may include, but are not limited to, social activities, educational workshops, and community service activities, etc.

ARTICLE 3 – MEMBERSHIP

3.1 Definition

Membership of the AMAL shall consist of those persons who, according to established procedures outlined in this Constitution and “Application for Membership” form, have paid their annual dues in full, and being in compliance with the AMAL Constitution and any application regulations, have been granted membership in the AMAL by the Board of Officers (see Article 5).

The permit issued by the City of Sherbrooke allowing the AMAL to operate a seasonal farmers’ market requires that the AMAL keep records of names and addresses of all AMAL members, and that this list be posted in a prominent place at the Lennoxville Farmers’ Market for customers to see.

3.2 Eligibility requirements for membership

Membership in the AMAL is open on a space-available basis to a small-scale farmer, homesteader, gardener and artisan, who:

- 3.2.1 Lives or operates within a 50 km radius of Lennoxville.
- 3.2.2 Satisfies one or many of the following criteria:
 - Raises farm or garden products by his/her own efforts
 - Harvests natural products used as is, or after transformation
 - Raises livestock and offers related products and sub-products
 - Makes or produces his/her artisan works by hand and these works are not made from commercial kits and are not items bought for resale.
- 3.2.3 Does not resell any farm or artisan products that are not a result of his/her own efforts.
- 3.2.4 Submits a completed “*Application for Membership*” form to the Board of Officers.



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- 3.2.5 Is in compliance with the AMAL Constitution and any applicable regulations.
- 3.2.6 Is approved for membership by the Board of Officers following a review and evaluation of the application (and agrees to a visit of his site/farm/workshop by the Board of Officers).
- 3.2.7 Pays the membership fee in full by the April 30th deadline, or immediately upon application.

3.3 Renewal of membership

A current AMAL member, who wishes to continue as a member for another year, must have his/her membership renewed by filling out the “*Application for Membership Renewal*” form, and submitting it with the annual membership fee by April 30th. This application shall include a description of any change of products. Renewal of membership is contingent on the member continuing to operate in compliance with the requirements of AMAL Constitution or any applicable regulations.

3.4 Termination of membership

Membership is terminated upon the occurrence of any of the following events:

- 3.4.1 Non-renewal of existing membership or non-payment of membership fee.
- 3.4.2 Voluntary submission to the Board of Officers of a written notice of membership resignation.
- 3.4.3 Any changes that result in non-compliance with the eligibility requirements of Article 3.2
- 3.4.4 Expulsion by a unanimous vote of the Board of Officers for failure to comply with the AMAL Constitution or any applicable regulations, after that member has been duly notified by the Board of non-compliance, and has refused to comply.

3.5 Duties of the Members

Members are expected to attend and fully participate in the Annual Meeting of AMAL members and any other meetings of the members. Members shall keep themselves informed of AMAL activities, of the AMAL Constitution and rules governing the Lennoxville Farmers’ Market, of application forms and criteria for membership. Members will ensure they have obtained any necessary permits and liability insurance for the products they plan to sell at the market. Members shall work collectively with other AMAL members to promote the best interests of the AMAL, and provide the best possible experience for customers of the Lennoxville Farmers’ Market.

3.6 Right to Vote

Each membership in the AMAL enables one vote at the AMAL meetings of the members.

ARTICLE 4 – MEETINGS OF MEMBERS

4.1 Annual Meeting

The Annual Meeting of AMAL Members shall be held at the beginning of the calendar year as determined by the Board of Officers. At the Annual Meeting, members will receive and discuss reports of the previous year, plans for the current year, financial issues, membership issues, and any other considerations deemed necessary for the functioning of the AMAL and the Lennoxville Farmers’ Market. Members will elect officers of the AMAL for the upcoming year. The Annual Meeting may be open to the public but only AMAL members will be allowed to speak, unless non-AMAL members are invited to do so by vote of the AMAL members. Only AMAL members are allowed to vote.

4.2 Special Meetings

Special meetings of the AMAL members may be called at any time by the President, or by petition signed by not less than one-third of the members of the AMAL members.



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4.3 Notice of Meetings

Written notice of the Annual Meeting and any other meeting of members shall be mailed, either postal or electronic, to all members at least 10 days before the date of the meeting. Such notice shall set forth the agenda for the meeting.

4.4 Quorum and Conduct of Meetings

4.4.1 A majority of existing members shall constitute a quorum at a meeting of the members. All meetings of the members require a quorum in order to convene.

4.4.2 All meetings of the AMAL members shall be conducted in an orderly fashion and in accordance with Robert's Rules of Order, and chaired by the AMAL President or his/her delegate. All matters open to a vote shall be decided by a majority vote of the AMAL members present.

ARTICLE 5 – BOARD OF OFFICERS

5.1 The AMAL shall be administered by a four to seven member Board of Officers (informally called the “Organizing Committee”) elected by a majority vote of the AMAL membership at the Annual Meeting.

5.2 The Board of Officers shall meet on a regular basis throughout the year to deliberate and decide on all matters concerning the functioning of the AMAL, including permit application processes, market location rental, determining membership, budget, rules and regulations, coordinating media contact, signage, website, newsletter and promotion of the farmers’ market, etc.

5.3 The term of each member of the Board of Officers will be one year, renewable. To ensure proper succession within the Board, all Officers should not be replaced at the same time. Consideration shall be given to ensure that the Board of Officers provides sufficient representation of the members in terms of gender, language, age, and farm or artisan products diversity.

5.4 The Board of Officers shall assign among themselves the various positions and duties of the Board of Officers, including, but not be limited to, the following:

President:

1. Preside over all meetings of the Board of Officers and of the AMAL members.
2. Serve, or delegate someone to serve, as main contact person for the AMAL.
3. Determine, in consultation with other Board members, and provide notice of the dates on which meetings of the Board of Officers and of the AMAL members will be held.
4. Provide AMAL members with a report at the Annual Meeting.
5. Enforce, with the assistance of the Board, the provisions of the Constitution and all other rules of the AMAL.

Vice-President:

1. Act for the President in his/her absence.
2. Serve as alternate (to the President) contact person for the AMAL.
3. Assist the President in the carrying out of the duties of President.
4. Attend all meetings of the Board and of the AMAL members.

Secretary:

1. Record minutes of all meetings of the Board of Officers and of the AMAL members.
2. Maintain an ongoing list of the membership.
3. Attend all meetings of the Board and of the AMAL members.

Treasurer:

1. Collect all annual fees for membership and keep a record thereof.
2. Disburse all expenditures for the AMAL and maintain a record of those expenditures.
3. Keep books open for inspection by any AMAL member, and coordinate the annual external audit of the AMAL finances.
4. Prepare a financial statement for the Annual Meeting.
5. Attend all meetings of the Board and of the AMAL members.



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ARTICLE 6 – ADDITIONAL PERSONS & COMMITTEES

6.1 At the discretion of the Board of Officers, additional persons from among the AMAL membership or from outside the AMAL membership if the need warrants it, may be called upon to assist the Board of Officers in the carrying out of its duties (*e.g.* translation services, website services, etc) or enhancing the experience of the Lennoxville Farmers' Market for customers (*e.g.* musicians, actors, etc).

6.2 Likewise, standing or *ad-hoc* committees of AMAL members, or non-AMAL members if the need warrants it, may be formed by the Board of Officers to carry out certain responsibilities to help the functioning of the Lennoxville Farmers' Market.

6.3 All additional persons and committees stemming from articles 6.1 and 6.2 will report directly to the Board of Officers, and be accountable, by extension, to the AMAL membership. No committee of AMAL shall have, at any time, a majority of non-AMAL members serving on it.

ARTICLE 7 – FINANCES

7.1 Fiscal year

The AMAL's fiscal year follows the calendar year (January to December)

7.2 Annual Membership Fee

7.2.1 An annual membership fee will be determined by the Board of Officers after consultation with the membership at the AMAL Annual Meeting .

7.2.2 The annual membership fee is due in full on or before April 30th for the current fiscal year. For members who join AMAL after that date, the full annual fee is due immediately upon acquiring membership status.

7.3 Banking

7.3.1 All funds of the AMAL shall be deposited to the credit of the AMAL in the AMAL's bank account. All expenses incurred by the AMAL shall be drawn from the same account.

7.3.2 Authority and responsibility for managing the AMAL's finances is vested in the Board of Officers, and managed on a week-to-week basis by the AMAL's Treasurer (see Article 5.4). Three officers of the AMAL will have legal signing authority with the bank for any withdrawal of funds, and all cheques will require the signatures of two signing officers.

7.4 External Audit

The AMAL finances shall be externally audited on an annual basis and the results of the external audit will be distributed with the Treasurer's Report at the Annual Meeting of the members.

ARTICLE 8 – CHANGES TO THE CONSTITUTION

8.1 Any member can propose changes to the AMAL Constitution by bringing them, in writing, to the Board of Officers to be placed on the agenda of the next Annual Meeting of the Members for discussion and vote.

8.2 Notice of proposals for changes to the AMAL Constitution must be distributed to the members at least 10 days in advance of the Annual Meeting, along with the agenda and other Annual Meeting documents.

8.3 No changes may be made to the AMAL Constitution without the majority vote of the membership at an Annual Meeting.