

# MEMBER HANDBOOK

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## APPENDICES AVAILABLE ONLINE:

<https://managemymarket.com/managers/Documents.aspx>

- Articles of Incorporation
- Bylaws
- Applications
  - General Membership Application
  - Grower Application
  - Crafter Application
  - Processed Food Application
- Growing Practices Sheet (under Member Login)
- HB 2336
- Incident Report Forms (under Member Login)
- Vendor Licenses Chart
- Market Guidelines
  - General Market Guidelines
  - Guidelines for Growers
  - Guidelines for Crafters
  - Guidelines for Processed Food
- Market Staff
- Market Locations
- Meeting Minutes (under Member Login)
- On-site Compliance Checklist (under Member Login)
- Resources

## ***LIST OF CUSTODIANS***

### ***BOARD MEMBERS***

- All Handbooks
- Board and Staff Contact List
- Board Code of Ethics
- Bylaws
- Market Guidelines

### ***SECRETARY***

- All Handbooks
- Equipment List
- Employee Evaluations
- Incident Reports
- Meeting Minutes
- Non-member Applications

### ***TREASURER***

- Time sheets- completed
- Balance Sheet
- Profit & Loss Statement Year-to-Date
- Collection Sheets for the year

### ***MANAGEMENT STAFF***

- Board and Staff Contact List
- Collection Sheets - blank
- Employee Handbook
- Equipment log
- Growing Practices Sheet
- Incident Report Forms
- Meeting Minutes for the year
- Member Applications
- Membership Database
- Non-Member Application Forms
- Performer Sign-in Sheet
- Site Maps
- Time sheets- blank

# MEMBER HANDBOOK

## INTRODUCTION

### SECTION 1

#### INTRODUCTION

This document has been developed by Rogue Valley Growers & Crafters Market (RVGCM) in order to familiarize members and employees with the organization and to provide information about the markets' policies and procedures. We are registered with the Oregon Secretary of State as a "Domestic nonprofit" (Type – Mutual Benefit with Members) We are not registered as a tax-exempt nonprofit organization.

#### 1.1 WELCOME

Welcome to the Rogue Valley Growers & Crafters Market. We are happy to have you as a member.

#### 1.2 MISSION

The stated mission of the RVGCM is:

The purpose of this corporation is:

1. To provide its members with facilities, sites and services that will enable them collectively to promote and market their agricultural and craft products directly to the public.
2. To educate the public about agricultural commodities and offer consumers a special market wherein they may obtain quality fresh produce and unique handcrafts directly from the producer.
3. To provide members a forum for gathering and disseminating information that will educate and assist them in developing agricultural and marketing expertise.
4. To encourage young people to become farmers and crafters and to develop their interest in both modern and ancient farm or craft techniques.
5. To support public activities intended for the general betterment of agriculture in Jackson County, Oregon and surrounding counties.

All market related activities conducted are therefore to be true to that mission and purpose and such activities will in turn support the market members and the communities which this organization endeavors to serve. This organization is further committed to improving the organization's effectiveness and to develop mechanisms to promote educational opportunities to advance agricultural understanding and enhancement in the Southern Oregon region.

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## 1.3 HISTORY

The Medford Growers and Crafters Market began in the summer of 1987 under the umbrella of the Grants Pass Growers Market. It was located at E. Main and Bartlett. In 1988, it moved to 8<sup>th</sup> and Holly. Grants Pass decided at the end of 1988 that they were not interested in continuing to manage the market and the vendors created a board, by-laws and Articles of Incorporation. The next move came in 1990 to 10<sup>th</sup> and Front where the market stayed for several years. The City required the market to be held in the downtown core area, but space and parking were constant issues.

In 1993, the market underwent a name change to: Rogue Valley Growers & Crafters Market.

The next move for the Medford market was a location on Almond Street, and was a true test for the market's survival. The permit to move after several more years to the Sears parking lot in Medford was very welcome. There the market moved around the Medford Center as construction dictated until the ownership decided late one fall that they no longer wished to have the market there.

In 2006, Thursday market then moved to The Medford Armory, where it enjoyed healthy growth for ten years. Due to planned renovations during the summer of 2016, RVGCM had to find a new location. After much deliberation by the Site Committee, RVGCM chose the newly renovated Hawthorne Park at E. Jackson and Hawthorne Park Streets to establish Thursday markets for 2016 and hopefully many years to come.

In the early 1990's the market expanded into Ashland. The initial market was under the bridge on Water Street. It grew quickly and a few years later moved to the Ashland Community Fellowship parking lot. It continued to grow and eventually moved to the National Guard Armory, where it continues to operate and flourish every Tuesday March through mid-November.

The Rogue Valley Growers & Crafters Markets eventually developed Saturday Markets in both Medford and Ashland. Saturday markets run during a shortened season, May through October. The Saturday Ashland Market began operating in an empty lot on the corner of First and Lithia Way in Ashland in 2008. In 2011, the market coordinated with the City of Ashland to relocate the Saturday site onto Oak Street in the heart of downtown. The market has seen vast success at this location.

After several attempts at various locations in the past 25 years, the current Saturday Medford opened at the Black Oak Village shopping center parking lot. It remained there for a couple years until its tenants required weekend use of the parking lot. Saturday Market briefly set up at the corner of 3<sup>rd</sup> and Central while the development of The Commons was underway. In 2013, RVGCM coordinated with Medford Parks and Recreation for a welcome move to Park Block One at The Commons.

In 2017, the City of Medford approved the relocation of RVGCM Saturday Medford Market to Hawthorne Park at E. Jackson and Hawthorne Park Streets.

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## 1.4 MARKET BOARD

The Rogue Valley Growers and Crafters Market Board of Directors consists of nine voluntary RVGCM members who meet to support the mission and are responsible for financial oversight and policy development. The RVGCM Board meets the third Thursday of every month.

Board Members  
Board President  
Board Vice President  
Board Treasurer  
Board Secretary  
Board Member at Large  
Board Member at Large  
Board Member at Large  
Board Member at Large  
Board Member at Large

## 1.5 MARKET STAFF

Rogue Valley Growers and Crafters Market staff are responsible for general market operations and implementing the policies of the organization.

Staff Positions  
Market Operations Manager  
Outreach & Administration Manager  
Site Manager Tuesday Ashland  
Site Manager Thursday Medford  
Site Manager Saturday Ashland  
Site Manager Saturday Medford  
Market Assistant(s)/Cashier(s)

# MEMBER HANDBOOK

## 1.6 CODE OF ETHICS

1. The Board, staff and volunteers of RVGCM shall act with honesty, integrity and openness in all of their dealings as representatives of this organization. This organization promotes an environment that values respect, fairness and integrity.
2. This organization has elected a Board of Directors whose job it is to support the mission and to direct the organization, to oversee finances, general operations and policies of this organization. This body, henceforth referred to as “the organization” has the slated job to:
  - Ensure that Board members have the proper skills and/or provide training to carry out their duties as Board members for the benefit of the organization and its stated public purpose.
  - Has policy that any conflict of interest or appearance thereof are avoided or appropriately managed through disclosure, recusal or other means.
  - Has elected a Board who has the responsibility of hiring, firing and regular review of the Management and ensures that compensation is reasonable and appropriate.
  - Managers or other hired staffs are to provide timely and comprehensive information to the Board to effectively carry out their duties to the membership.
  - The Board of this organization conducts all its transactions and dealings with integrity and honesty.
  - The organization ensures that members, Board of Directors and paid staff have a working relationship based on mutual respect, fairness and openness.
  - Ensures that the policies of the organization are in writing, clearly articulated and officially adopted.
  - Ensures that the Board and staff responsibly and prudently manage the resources of the organization.
  - Ensures that the organization has the capacity to carry out its purpose effectively.
3. Legal Compliance  
The organization’s governing board, managers and all members shall be knowledgeable of and comply with the Bylaws and Market Guidelines.
4. Responsible Stewardship  
This organization's governing board and paid employees shall manage the RVGCM funds responsibly and prudently, which shall include the following considerations:
  - To spend a reasonable portion of its annual budget in support of its mission i.e. advertising, education, etc.
  - To spend an adequate amount to ensure effective accounting, staffing, and other expenditures critical to the professional management of the organization.
  - The Board has been given consent of the organization to compensate staff or others receiving compensation, reasonably and appropriately.

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- The organization shall accumulate fund through membership and daily fees, which shall be used to cover operating costs. Any excess funds shall be invested for future site procurement or other necessary non-budgeted expenditures.
- The organization ensures that all spending practices and policies are fair, reasonable, and appropriate to fulfill the Mission of the RVCCM
- All financial reports are factually accurate and complete in all material respects.

## 5. Openness and Disclosure

The Board of Directors of RVCCM shall provide information to the membership through regularly scheduled meeting and periodic vendor newsletters. The organization shall also provide the public/community with information about the organization through periodic customer newsletters. All information about the organization shall fully and honestly reflect the policies and practices of the organization. Basic organizational information shall be available through the RVCCM web site or available upon request from the manager or a board member.

## 1.7 STANDARD OF CONDUCT

All RVGCM Members, Staff and Volunteers at the Market(s), public functions and meetti ngs must:

1. Be honest and conduct themselves at all times in a courteous and business-like manner.
2. Refrain from using illegal drugs, drinking alcoholic beverages, yelling, hawking, swearing, name calling, slanderous remarks, throwing items, ffi ghtti ng and other offf ensive behavior.
3. Treat others, Stafff , Customers and Officials with respect.
4. Encourage customers to be courteous. Any Partti cipant having trouble with Customers in this regard are encouraged to refer the matter to a RVGCM market manager.
5. Use social media and publications in social media with a sense of diplomacy and discretion to protect all members' rights and livelihood.

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## MEMBERSHIP

### SECTION 2

#### 2.1 DEFINITION

One membership is defined as one farm, food, plant or craft enterprise.

#### 2.2 REQUIREMENTS

1. The requirements for membership are to be in one of the following categories:
  - a. Part-time or full-time person farming, growing, ranching, crafting or processing food in Jackson or Josephine County, Oregon, or in Siskiyou County, California. Service memberships, with the exception of current members (as of January 2018), are not permitted.
  - b. All applicants will be reviewed by a jury and then voted on by the Board of Directors.
  - c. Others on an individual annual basis as approved by two-thirds of the Board of Directors.
2. Membership requires payment of an annual fee. Annual membership term is from January 1<sup>st</sup> – December 31<sup>st</sup>.

#### 2.3 APPLICATION PROCEDURES

#### GENERAL INFORMATION FOR APPLYING FOR MEMBERSHIP

The Market accepts applications from Grower category vendors on a rolling basis. Returning vendors must file their application by the end of January to be considered returning. After January vendor must re-jury. Jurying of new applicants closed at the end of February.

1. The first step is to read the general market guidelines and complete the membership application process on Manage My Market <https://managemymarket.com/>.
2. The second step will depend on what the applicant would like to sell at market:  
If applicant is a grower, applicant will need to fill out our growers' application and review the form titled: Grower Guidelines.  
If applicant is a crafter, applicant will need to fill out our craft product application and review the form titled: Craft Product Guidelines.  
If applicant makes a processed food, applicant will need to fill out our processed food application and review the form titled: Processed Food Guidelines.
3. The third step is contingent on acceptance by the Board:  
New and returning vendors must pay membership fee and upload all appropriate licensing to Manage My Market prior to attending first Market.

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4.      Attendance at orientation meeting in February is mandatory for new members.

A guide to documentation necessary for each membership type, will be available on the 'License' tab of Manage My Market (once approved membership). After submitting all the applicable applications, the Chair of the appropriate Jury Committee will contact you.

## 2.4 DUTIES OF MEMBERSHIP

Membership requires payment of an annual fee as well as a daily market space fee due at the market when member sets up at the market.

Although the board runs the organization, members are to participate at general meetings. The November General Meeting includes board elections, budget approval, and other business. General meetings are open to the public. Members are asked to attend and participate in the general membership meetings and are invited to attend board meetings.

The Board meets every third Thursday of every month. There are informational general meetings of the membership just before the market season begins.

Members are to read and follow the market guidelines, bylaws and policies listed in Member Handbook. The site managers are in charge and carry the responsibility of running the daily markets. Their decisions are final during market hours. Any matters that are in question or of concern can be brought to the board for discussion.

## 2.5 ATTENDANCE

It is the members' responsibility to call the site manager at least 20 hours (12:00 noon the previous day) prior to the day of market if they would like to attend (for the first time) or cancel. Once they attend on a weekly basis they only need to call the appropriate on site manager if they are not coming. Not calling to notify the appropriate on site manager that they are not attending will incur a fine and can result in losing the space normally assigned to that vendor.

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## **BOARD**

### **SECTION 3**

#### **3.1 BOARD OF DIRECTORS**

An elected nine-member board of directors operates RVGCM. Detailed description of board of directors definition, powers and duties are available within the organization's bylaws (accessible online) and are summarized in the Board Handbook.

#### **3.2 BUDGET PROCEDURE**

The budget must be approved for presentation to the general membership by the board at its monthly meeting in October. The board reviews the budget during an October study session. The budget is then voted on by the membership at the annual General Meeting in November.

#### **3.3 ELECTION PROCEDURE**

Board members are elected at the annual general meeting in November. Members are encouraged to consider running for board positions. Member's who seek nomination for the board of directors must be a member in good standing for at least two years before being elected to the board. See Board Handbook for summary of officer duties or bylaws for more detail.

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## MARKET POLICIES

### SECTION 4

Policies are the guidelines for how the organization makes decisions. Members are responsible to be familiar with and abide by rules set forth in Member Handbook, Bylaws, Code of Ethics, Market Guidelines and Vendor Guidelines that are applicable to the items the vendor sells. Members are encouraged to review Market Guidelines for a quick glance of everyday market rules.

#### 4.1 PERMITS AND LICENSES:

Vendors provide RVGCM with copies via Manage My Market of any permits and licenses applicable to the sale of their products as detailed in the Licensing Guide (in Documents tab of your Manage My Market online account). This includes documentation on nursery licenses for bedding plants, organic certification, scales, the sale of meat products, and liability insurance for processed foods. Certain licensing will be prompted by Manage My Market. However, vendors are responsible for contacting state and local agencies to confirm all applicable permits or licenses required by those agencies are in compliance. Copies must be on display at vendor booths during market.

RVGCM members who choose to use the term 'organic' must adhere the National Organic Program (NOP) guidelines found at:

<http://www.oregon.gov/oda/programs/MarketAccess/MACertification/Pages/NationalOrganicProgram.aspx>

#### 4.2 ON-SITE COMPLIANCE CHECKLIST

The Market Manager and his or her designee may, without notice, evaluate vendor booths using a compliance checklist. See Manage My Market 'Documents' tab for copy of checklist.

#### 4.3 MARKET CURRENCY / TOKEN REDEMPTION

RVGCM uses a token currency program at market. The use of token system has created greater access to the market, increasing sales for market vendors. The token system involves the use of Oregon Trail and Debit/Credit cards. Wooden market money in \$1, \$2 and \$5 denominations are issued to patrons as follows:

Oregon Trail Card users may swipe their card at the Information Booth to redeem SNAP funds in the form of \$2 red tokens (for produce, meat, cheese, plants that grow food but no hot ready-to-eat foods). Vendors may not dispense any cash or token change to customers. There is no fee to the customer for using this service.

- Debit and credit card users may swipe their credit / debit card at the Information Booth to redeem personal funds in the form of \$5 green tokens, which are accepted by all RVGCM vendors. Vendors

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dispense cash back to the customer when change is due. A fee of \$1.50 is charged to the customer for this service.

- Market Bucks are \$1 blue tokens that are dispensed for marketing and promotional purposes to children, customers, volunteers and raffle winners. Blue tokens are accepted by all RVGCM vendors.

Token Reimbursement: a) when vendor has accumulated \$50 of tokens, seek out Market Manager for reimbursement on that market day, OR b) if vendor has less than \$50 in tokens, redeem for reimbursement at the end of the month.

The staff member at the booth will provide a receipt for the tokens. Reimbursement checks or cash from rental income collected that day will be issued to members in exchange for the amount of tokens redeemed. The information booth is open for token redemption until the market closes.

***A note about giving change to Oregon Trail card users:***

Vendors cannot give change (cash or token) for \$2 tokens, used by Oregon Trail card users, for any reason. Not all vendors at market can accept the \$2 tokens. The \$2 tokens may only be used to purchase any food products, plants that produce foods and cold prepared food. No crafts or hot ready to eat items may be purchased with the \$2 tokens. Any misuse of the \$2 tokens compromises our eligibility to accept the Oregon Trail card. RVGCM values the opportunity to offer this service to its customers, and has been through a rigorous application process to be permitted to accept Oregon Trail. Please help us maintain our eligibility by following the guidelines.

## 4.4 DOUBLE UP FOOD BUCKS

Double Up Food Bucks (DUFB) is a program that provides low-income Oregonians who receive Supplemental Nutrition Assistance Program (SNAP) benefits with a match that encourages them to purchase fruits and vegetables, and supports local growers. When customers use their SNAP benefits at a participating farmers market, they receive an equal amount of Double Up Food Bucks, in \$2 increments, up to \$10 per visit.

Double Up Food Bucks was previously funded by USDA's Food Insecurity Nutrition Incentive Grant Program, and also has support from private and community foundations and partners across Oregon. The federal program is administered by Farmers Market Fund, a Portland-based 501(c)3 nonprofit dedicated to providing low-income, elderly and under-served populations greater access to fresh, locally grown food.

[www.farmersmarketfund.org](http://www.farmersmarketfund.org).

Currently, as federal money is no longer available, a DUFB-type program is currently funded by local business and administered by RVGCM.

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## 4.5 SAFETY PRACTICES

Ensuring safety at Market is crucial. General market safety and food safety have been ongoing issues in the open-air market arena. Accidents at the market can potentially put a heavy burden on the organization and its members. Food borne illnesses due to unsafe food handling practices can also jeopardize the life of a market. Good safety and food handling practices will decrease the risk of potential disaster and increase market viability.

### GENERAL SAFETY PRACTICES

1. Keep the Market free from obstacles in places where walking traffic exists.
2. All components of the booths ought to be contained within the boundaries of the booth.
3. Vehicles are to be cleared from market area no later than 30 minutes before the ringing of the bell. For safety reasons, vendors will not be allowed to drive vehicles in or out of the market 30 minutes prior to opening time and during market hours. Any vendor arriving after this time shall carry their booth equipment, canopy and product into the market. Vendors who off-load are required to quickly remove items from their vehicle, park in designated areas, then return to set up booth display. Likewise, at close of market, tear down booth as much as possible before returning vehicle to market area.
4. Canopy weights or tie downs no less than 20 pounds, need to be securely attached to each leg of a canopy.
5. Electrical cords are to be set up with regard for public safety.
6. Slow driving is essential while entering and leaving market.
7. There may be no running during market hours.
8. Vendors may not bring pets to the market. Some exceptions apply to “grand fathered pets”. These pets must be on a leash and confined to the booth. They must also be 20 feet away from food.
9. Vendors will not disassemble booths or drive out of the Market before closing time unless a special exception for emergency situations is given by or to the Market Manager. Vendors are expected to stay in the Market until the closing bell to prevent “holes” and giving the impression the Market is closing to the customers. This is in fairness to all vendors present as well as customer safety.

### CANOPY WEIGHT POLICY

Unsecured canopies & umbrellas are a major safety concern for outdoor markets. Windblown canopies and umbrellas are a serious potential liability to each market vendor as well as to our organization. Due to liability, safety concerns and potential for serious accidents at least 20lbs of weight must be attached to each canopy corner at market, no matter the weather. If vendor fails to comply, member will be fined \$50. After two times of noncompliance the member would be member in bad standing.

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## 4.6 WEATHER CANCELLATIONS

All RVGCM markets are open rain or shine. However, since markets are held in open-air venues, RVGCM Board reserves the right to close a market if it is determined that severe weather conditions could compromise the safety of vendors and shoppers. Market Manger, with the support of their board liaison, may make the determination of whether or not to personally attend.

## 4.7 INCIDENT/ACCIDENT PROCEDURE

Incident reports are mandatory if any of the following incidents occur at market, whether the involved is an employee, patron, member or other:

### Mandatory Reporting

- Employee Injury
- Injury accident
- Property damage
- Sexual or physical harassment
- Food borne illness complaints
- Animal incidents involving injury
- Involvement of law enforcement

Managers are to use their discretion on completing non-mandatory incident reports. Verbal warnings may be given to first time offenders per the discretion of management.

### Discretionary Reporting

- Motor vehicle accident
- Theft
- Animal incidents
- Disgruntled customer, vendor or fellow staffer

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## 4.8 INSURANCE COVERAGE AND CLAIM PROCEDURE

Market is not liable for vendor damages arising from negligence, vendor products or actions.

## 4.9 VIOLATION PROCEDURE

### REMEDY FOR VIOLATIONS NOT SUBJECT TO IMMEDIATE EXCLUSION:

Participants who do not comply with the Policies, Market Guidelines and Bylaws of RVGCM as set forth herein, may be subject to fines and/or suspension of their good standing and/or membership to the Market.

First violation will result in a verbal warning. The second violation will result in a written incident report, an incident review by the board and potentially a fine dependent on the violation. (See Market Guidelines for list of current fines.) Third violation will result in membership in bad standing.

Then the Board of Directors by two-thirds vote of the entire board may, for cause, suspend for a fixed period of time or terminate a membership. One written warning will be issued before such action is taken. Cause shall include but is not limited to failure to follow the "Market Guidelines" and "Code of Ethics."

## 4.10 ANTI-HARASSMENT / ANTI-DISCRIMINATION POLICY

The Board, staff and volunteers of RVGCM will act with honesty, integrity and openness in all of their dealings as representatives of this organization. Members or staff at the Market(s), public events and meetings will not tolerate harassment. This includes, but is not limited to, use of abusive, profane or demeaning language and sexual harassment to anyone.

RVGCM does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Vendors, employees, and guests who are in the vendor area represent the RVGCM and should adhere to our non-discrimination policy and Code of Ethics.

[RVGCM strives to provide politics-free marketplaces that are inviting to all customers, with vendors that conduct business with a spirit of neutrality.](#)

## 4.11 COMPLAINT PROCEDURE / GRIEVANCE POLICY

When members have a complaint about market procedure, they are encouraged to bring it up at a board meeting. If there is conflict between the board and a larger group of membership, bylaws will govern. A two-thirds membership vote is needed in order to change board decisions.

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If individual members have conflicts amongst themselves, they are encouraged to discuss and resolve individually or through mediation with site manager.

If individual members have conflict with a manager, they are encouraged to discuss and resolve with that manager. If unresolved, member may submit a Grievance Form (found on the 'Documents' tab on Manage My Market) to the Board according to policy requirements.

## 4.12 CHANGE OF POLICY

This manual supersedes all previous manuals and memos.

While every effort is made to keep the contents of this document current, RVGCM reserves the right to modify, suspend, or terminate any of the policies and procedures.

## 4.13 MEMBER PRIVACY

Rogue Valley Growers & Crafters Market respects member privacy and strives to protect information that members provide on their applications. That said, all member business names are listed publically online and may also be included on the Market's social media.

Detailed information submitted by members on their member applications are inputted by the Market's Membership Coordinator into a yearly database. Membership databases are freely shared among management who use the information for market related purposes. In order to protect member privacy and safeguard privileged database information, managers are not permitted to share database information outside of one another and the Board Secretary. Managers and Board Secretary are required to hold this information in confidence and may not disclose, share, sell or distribute to any party with the following exceptions.

Exceptions:

- 1) Board Members will receive phone number and email contact information for all current board members at the start of their term. When emailing the entire Board of Directors, Board members are encouraged to use [board@rvgrowersmarket.com](mailto:board@rvgrowersmarket.com), (maintained and updated by Outreach & Admin Manager) so as to ensure current board members are included on all electronic communication.
- 2) Market utilizes an electronic newsletter distributed to all members who provided their email address on their membership application. In order to provide this e-mail service to its members, certain database information, such as business name, owner name, email address and membership type, may be shared with the third party service administrator. Market only utilizes administrators who assure information is not sold and privacy is reasonably assured by the service administrator.
- 3) Members who indicate on their membership application that their information may be given out, allow management to share their business name, owner name and phone number, with other RVGCM members and the public at large. If there is a request for a complete database of members who wish their information be shared, the database may not be shared electronically, but rather may be printed

# MEMBER HANDBOOK

upon request and the requestor would reimburse the market for the printing.

4) Membership information may be given out if it is required by law to do so.

## 4.14 NON-MEMBER ATTENDANCE POLICY

Rogue Valley Growers & Crafters Market is proud to offer the market as a resource to other community-based nonprofits, revenue neutral, volunteer or civic organizations. When space is available, groups conducting educational outreach related to agriculture, farm-direct advocacy, food, nutrition, health and sustainability (and others on a case by case basis), may be coordinated with the site manager to attend market. Space permitting, there may be more than one non-member booth coordinated on market days. There is no charge for participating. No sales are permitted from non-member booths. No political or religious campaigning is permitted from non-member booths. Advance scheduling and pre-approval from RVGCM staff is required. Non-members must have an application on file with Management, which has current contact information for their organization.

The Site Manager may allow organizations to set up more than once per month during a promotional month or in the event of an exceptional circumstance, (such as permitting Master Recyclers to provide the market with recycling services), so long as these permissions are not abused.

Non-member contact information should be on file with the management team. Non-member organizations check in with the manager upon arriving at market. The site manager determines the placing of non-member booths.

Non-members must provide their own canopy, table and chairs. Booths must have appropriate signage and must be staffed by their representatives the entire length of market. RVGCM reserves the right to choose which organizations are deemed compatible for participation at market.

## 4.15 PERFORMERS AT MARKET POLICY

Live performances at market offer an entertaining, festive atmosphere and builds community.

Performers are allowed when space is available. The site manager determines the placement of locations for performances (preferably there will be at least two locations at each market suitable for performers). The Market does not charge performers. With rare exception, the market does not hire performers. No religious or politically charged performances are permitted. Performers are required to sign in at the information booth and will be instructed where to perform.

Upon sign-in, performers acknowledge:

- No amplification is allowed.
- 45 minutes per location. Performers are encouraged to self-monitor their time.
- Market reserves the right to ask performers to leave.
- Performers need to plan accordingly (we do not set up your area with seating or shade).
- Performers recognize the authority of US copyright law in with regards to the playing of live music.

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- Performers acknowledge they are playing for gifts (au gratis).