

Kinvara Farmer's Market **Constitution**

1. Name

The name of the Association shall be *Kinvara Farmer's Market*

2. Location and Time

- The location of the Farmer's Market will be at Johnston's Garden, Main St., Kinvara.
- The Market will take place between 10 am and 2 pm every Friday during the season. Stalls will be fully set up by 9.30 and the stalls and litter around stalls will be completely cleared away by 2.30 sharp.
- In order to make the market consistent and successful, participation should be weekly where at all possible

3. Organisation

- The Society shall consist of a Committee of Management and such Sub-Committees as the Committee of Management shall decide from time to time
- The Committee of Management shall be made up of five members elected at the Society's Annual General Meeting.
- The Committee of Management shall be made up of the following officers: Chairperson, Secretary, Treasurer, Public Relations Officer and Market Controller.

The following Committee of Management was elected on 7th March 2010

Chairperson	Matti Twomey	0871534433
Secretary	Rosaleen Tanham	0872835425
Market Controller	Pam Fleming	0872803303
Treasurer	Catriona Lenihan	0879495769
P.R.O.	Stefania Russell	0863174291
Asst Chair	Anto Hensey	0872882344
Asst Secretary	Carl Fahy	0868031862
Asst Controller	Annie Nolan	0863002523

1. The Controller, or his/her delegate, is in charge of the Market on market day and is answerable to the Chairperson and Committee of Management on behalf of the members.

- The Controller shall:
- a) Check each Producers Goods
 - b) Check all food producers are registered with HSE
 - c) Control Product Quality
 - d) Control the arrangement of the Market
 - e) Assess Market balance.

- f) Ensure clear pricing and labelling of origin of goods
- g) Report on the above to the Committee of Management

4. Collective Responsibility

When a majority of the Management Committee present and voting at a duly convened meeting has arrived at a decision on any matter, all members of the Management Committee are bound by the collective decision, and obliged to support it in all respects.

5. Membership

- The membership shall be made up of the elected Committee, paid up Stallholders and local producers. The Committee of Management shall control membership.

6. Registration and Fees

- Participation in the Market shall be limited to those registered and approved by the Farmer's Market Committee.
- An annual registration fee of €25, renewable at the beginning of each season, is required for all participants.
- Each stall holder present shall pay a fee of €8 on each market day
- Those who do not have enough produce to have their own stall may sell from the Community Stall, but must remain to sell it themselves, or elect a representative to sell it for them. Fee for selling from Community Stall is €4.00.. .

7. Eligibility Criteria for participants/stall holders

- Only produce from within a 30-mile radius of the Market shall be eligible, except where that product is not available locally and is deemed appropriate by the Farmer's Market Committee.
- All produce sold must be grown, reared, caught, brewed, pickled, baked, smoked or processed by the stallholder (except as in the proviso above).
- The principal producer or his/her representative must attend the stall.
- The percentage of stalls carrying crafts shall not exceed 20% of the total number of stalls at the Farmers Market on any market day.

8. Standards and quality control

- Stall holders are required to make the following basic provisions for their displays:
 - *Cloth covered table- no produce on the ground
 - *Canopy/Umbrella
 - *Signs denoting suppliers name, products and pricing
 - *Scales where necessary
 - *Bags (for produce and litter)
 - *Broom, dust pan and brush

- The Market Controller will be present at all markets to ensure all products displayed and or sold in the Market are of a consistently high quality and standard, and that the products are the same as applied for on the Application Form.
- All stallholders are required to register with the appropriate authority for the range of products they carry at the Farmer's market. This information can be obtained from the local area environment health office in Galway (Environmental Health Department, West City Centre, Seamus Quirke Road, Galway 091 548378/548352/548355), Clare (HSE, Sanfield Centre, Ennis 065 6868000).
- The committee will be notified in advance of any existing stallholder introducing a new product, particularly where this product may have increased food hygiene implications.
- Only producers with certification from a recognised organic body are allowed to display organic signs on their produce.

9. General guiding principles and objectives

- Where possible stallholders will utilise quality local inputs and raw materials in products sold at the *Farmer's Market*.
- No genetically modified crop organisms shall be knowingly traded within the *Farmer's Market*.
- All stallholders shall strive towards the following: *The care and enhancement of the natural environment of Counties Galway and Clare, the minimisation of artificial/chemical inputs in production, the maintenance of excellent animal welfare standards.*
- The success of the Market is dependant on the honesty and integrity of its members hence conduct deemed unreasonable by the committee may result in expulsion.
- Information on the Rules of the Market and the production methods shall be available to the customers at the Market and the Market shall publicise the availability of this information.
- The rules, terms and conditions as set under this Constitution may only be modified by a quorum of the committee of the *Farmer's Market* and with the agreement of Galway County Council.

10. Finance

- The Funds of the Society shall derive from: Members Fees, Stallholders subscriptions, Grants and Donations.
- The Funds of the Society shall be held in Kinvara Credit Union or wherever the Committee of Management shall decide from time to time.
- Accounts shall be produced annually and shall be laid before the Annual General Meeting.

11. Meetings

- Only fully paid-up members of the Society shall be entitled to attend and vote at any meeting of the Society.

Management Committee Meetings

1. The Committee of Management shall meet bi-monthly or as required and the Sub-Committees as required.
2. All decisions of the Management Committee must have been formally proposed, seconded and voted on either by a show of hands or secret ballot, and shall be recorded in the minutes of the meeting.
3. A decision taken at a Management Committee meeting cannot be rescinded except by a new vote taken on new proposals at a subsequent Management Committee Meeting.
4. A Market member may not speak publicly for *Kinvara Farmers Market* without having been appointed to do so.

Annual General Meetings

1. The Society shall hold an Annual General Meeting each year in the month of February.
2. Extraordinary General Meetings may be called at the request of the Management Committee and/or on receipt of a written request of 25% of the paid-up membership
3. Notice calling either an Annual General Meeting or an Extraordinary General Meeting must be issued to the Members of the Society fourteen (14) days before the date of such Meeting.

Voting rights

- Only those members of the Society who are fully paid up at the date of the meeting of the Society and have been active for six months in the Market for the current year are eligible to vote at the Annual General Meeting of the Society.
- Each stall shall be represented at General Meetings of the Society by one (1) person only and shall be entitled to one (1) vote.