

KINVARA FARMERS' MARKET - CONSTITUTION

Name

The name of the Association shall be **Kinvara Farmers' Market**

Location and Time

- The location and time of the Farmers' Market will be as advised by Management Committee and when Road Closure Permission is received from Galway Co Co
- The Market will take place between 10am and 2pm every Friday during the season.
- Stalls will be fully set up by 9:45am and the stalls and litter around stalls will be completely cleared away by 2:45pm. Access is available from 7:30am.
- In order to make the market consistent and successful participation should be weekly where at all possible.
- For reasons of safety vehicular access to the market is not possible after 9:00am.

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 of of five (5) members elected at the Annual General Meeting
- The Committee of Management shall be made up of the following officers; Chairperson, Secretary Treasurer, Public Relation Officer and Market Controller.
- 2022 Committee: Darren Smith, Sarah Wall, James Prendergast, Chris Lundvall, Noelle Gough

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

Collective Responsibility

When a majority of the Management Committee present and voting at a duly concede 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.

Membership

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

Registration and Fees

- Participation in the Market shall be limited to those registered and approved by The 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 €12 for a 2meter table space on each market day.
- Should a temporary stall holder trade for more than four weeks in a season, they will be obliged to pay the €25 membership fee. They will then be classed as full participants in the Market.
- Those who do not have enough produce to have their own stall may sell from the Community Stall but must remain to sell it them selves or elect a representative to Trade/Sell for them. Fee for selling from Community Stall is €4.00.

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 Farmers' Market Committee
- All produce sold must be grown, reared, caught, brewed, picked, baked, smoked or processed by the stall holder (except as in the provision above)
- The principal producer or his/her representative must attend the stall.
- The percentage of stalls carrying crafts shall not exceed 40% of the total number of stalls at the Farmers' Market on any market day.

Standards and Quality Control

Food Producing Stall-holders are required to make the following basic provisions for their displays;

- a. Cloth covered table - no produce on the ground
 - b. Canopy/Umbrella
 - c. Signs denoting suppliers name, products and pricing
 - d. Scales where necessary
 - e. Bags (for produce and litter)
 - f. Broom, dustpan and brush
- The Market Controller will be present at all markets to ensure all products displayed and or sold in the Market are a consistently high quality and standard and that the products are the same as applied for on the Application Form.
 - All Stall holders are required to register with the appropriate authority for the range of products they carry at the Farmers' market. This information can be obtained from the local environment health office in Galway.
 - The Committee will be notified in advance of any existing smallholder 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.

General Guiding Principles and Objectives

- Where possible stallholders will utilise quality local inputs and raw materials in products sold at the Farmers' Market.
- No genetically modified crop organisms shall be knowingly Traders within the Farmers' 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/chemicals inputs in production, the maintenance of excellent welfare standards.
- The success of the Market is dependent 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 *Farmers' Market* and with the agreement of Galway County Council.

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

Meetings

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

Management Committee Meetings

1. The Committee of Management shall meet bi-monthly or as required and the Sub-Committee 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 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 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 and/or have Traded in the previous Season are eligible to vote and the Annual General Meeting of the Society.
- Each stall shall be represented the General Meetings of the Society by one (1) person only and shall be entitled to one (1) vote.