



Crediton Farmers' Market Association Constitution

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1. **Name** – The association shall be called the “Crediton Farmers’ Market Association” (CFM) herein - after referred to as the Association.
2. **Aims** of the association
 - A. To offer local producers of meat, fish, fruit, vegetables, dairy products, horticulture, crafts (restricted to 10% of total stall meterage) and process foodstuffs a retail outlet which enables them to sell their produce direct to the public.
 - B. To support the principles of Farmers’ Markets
 - C. To carry out any trade, business or other activity that can be, in the opinion of the Association advantageously pursued in connection with or ancillary to the aims of the Association.
 - D. To provide a means of communication for members. To have a backup system that holds all the CFM information
 - E. To set out regulations to which members must adhere.
 - F. To foster goodwill with other local businesses, business associations, community groups and customers.
 - G. The Association shall be a non-profit making organisation

3. **Members of the Association:**

Producers shall be deemed to be a member of the Association if they are on the current list and have paid their annual membership subscription of £6.00 (or such amount as may be determined by the Committee). Members shall only be eligible to vote at the AGM with 1 vote per business.

Stallholders who are unable to attend the AGM and wish to vote must register their vote with the committee chairman prior to the AGM in writing either by letter or email.

4. The Association has the right to require proof, to the satisfaction of the committee that producers are bona fide and continue to be so. The Association has the right to terminate the producer’s contract if they are found not to be so.
5. The Association shall hold an **Annual General Meeting (AGM)** during the month of September each year and shall form a committee consisting of 5 persons who are producer members.

The **Committee** shall:

- A. Elect their Chairman, Secretary and Treasurer.
- B. Co-opt members (or other representative persons who they deem will contribute to the aims of the Association) and form sub-committees. The number of persons co-opted shall not exceed 1/3 of the producer members.
- C. Receive and discuss accounts.
- D. Appoint auditors.
- E. Discuss any business notified within the specified time.
- F. Set pitch prices.
- G. Set expense allowances for officers.
- H. Appoint a Market Supervisor.
- I. Actively promote the interests of the market, make decisions with reference to advertising and publicise the availability of produce.
- J. Be responsible for discipline and ensure members conform to rules and regulations and in extreme cases, have powers to expel a member from the association.
- K. Committee meetings shall be held at least quarterly.
- L. A committee member must declare a prejudicial interest and not take part in the final vote when a decision is being taken on a prospective stall holder. Co-option can be made in order to maintain a quorum of 3.
- M. The above clauses are subject to ratification by the membership at the AGM.

6. Duties of the officers of the committee shall be as follows:

Chairman

- A. Set the date of meetings.
- B. Chair the meetings.
- C. Call for a vote after reasonable discussions.
- D. Have the casting vote in event of an equality of votes.
- E. Close the meeting.

Secretary

- A. Notify members of meetings and supply agendas.
- B. Minute the proceedings and resolutions of the meetings.
- C. Send out minutes to all members and other interested parties.
- D. Carry out any other request from the committee.
- E. Book Crediton Town Square on an annual basis for 13 Markets

Treasurer

- A. Control the finances of the Association's
- B. Pay all monies received into the Association current bank account.
- C. Keep proper written accounts.
- D. Pay only invoices, receipted/logged expenses authorized by the committee.
- E. Issue cheques signed on behalf of the Association by the Authorized Signatories and the treasurer.

Market Supervisor: To be appointed by the Committee on a self employed basis.

- A. The Market Supervisor will give the committee an annual quotation for his/her services.
- B. The Market Supervisor will invoice Crediton Farmers' Market on a monthly basis in arrears for his/her services and any equipment or materials purchase for the market.
- C. Keep a separate written log of market attendance by producers.
- D. Collect fees and give to Treasures as soon as possible after market.
- E. Give producers a receipt for their fees.
- F. Keep a list of member's names and details.

Market Information

- 8. Any member may call an extraordinary general meeting (EGM), by submitting a request in writing to the chairman, supported by the signatures of 10 producer members, giving three weeks notice and stating the purpose of the meeting.
- 9. The quorum of the Association will be no less 1/3 producer members of the Association.
- 10. Changes to the Constitution and/or the Regulations can be made at the AGM or EGM and must be in writing at least 3 weeks prior to the meeting. There must be a majority vote of producer members on the current list for a change to be accepted. The committee shall inform all members of any changes made.
- 11. Information about members and the Association may be kept on a computer to assist with the administration of the Association in accordance with the Data Protection Act.
- 12. In event of this Association having to dissolve, all monies and assets will be dispersed to local community not – for – profit organizations with similar objectives as decided by the Committee after all expenses have been paid.
- 13. All stall holders shall behave in an appropriate manner towards other stall holders, CFM Committee members and the Market supervisor.

14. Definitions:

- Local is defined as being within a 30 mile radius of the market.

- Proper accounts – accounts shall be deemed to be proper if they give a true and fair record of the state of the Association’s finances and explain its transactions.
- Producer means a person who grows, catches, raises, or manufactures food, drinks, horticultural products, crafts and wishes to sell those direct to the public.
- Product is an item appearing on the producers applied list that complies with the general regulations as defined from time to time.
- Members - producer members as defined above.

Version Log

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1.1	5 th September 2009	Document Update	Current	CFM Committee