

Kingsville Farmers' Market

Policies and Procedures

The name of this organization shall be the “Kingsville Farmers’ Market” hereafter referred to as the KFM.

PURPOSE

The KFM is a group of vendors who wish to organize for the advocacy of, and to oversee a viable Farmers Market in the County of Essex.

MISSION

Our mission is to establish and maintain a Farmers’ Market to provide local producers with a profitable, well organized, retail marketplace in a neighbourly atmosphere, and to stimulate public interest and increased consumption of locally grown, good value farm products, their related goods and the craft of skilled local artisans.

MEMBERSHIP

Any vendor meeting the requirements under the definition of vendor and residing within an 80 km radius of the Market and, who agrees to abide by the rules and regulations of the market, may become a voting member upon acceptance by the Board of Directors.

Any other persons residing within an 80 km radius of the Market and, who fully support the objectives and philosophies of the Association may become an Associate, non-voting member upon acceptance by the Board of Directors.

Members must pay an annual membership fee to be established by the Board and thereafter at any duly called meeting of the market in addition to any stall fee as prescribed by the Board of Directors or as set at the Market's Annual Meeting.

Only members in good standing may vote at meetings.

A member in good standing shall be defined as any vendor who has paid his/her membership fee and attended at least 5 Market days as a vendor in the past 12 months.

Every question shall be decided by a show of hands. In case of an equality of votes, the President shall be entitled to a vote.

PRODUCT ELIGIBILITY

A minimum 80% of goods offered for sale must be grown or produced by the applying vendor. It is understood that some vendors will be carrying products produced/grown in Ontario but resold. This must be clearly indicated on applications and on all marketing and pricing material. Homegrown products will always be considered before resale items.

PRODUCT CATEGORIES

Agriculture. Products include, but are not limited to: fruit and vegetables, plants, shrubs, trees, flowers, honey, maple syrup, preserves, meat, fish, poultry & eggs, wool and other fibres and their finished products, grains, etc

Certified Organics: Product labeled as certified organic must be proven to be certified organic. Products grown “Organically”, but not certified must be so labeled.

Baking. Products include, but are not limited to; breads rolls, buns, muffins, cookies, fruit pies, cakes, pastries, meat pies, etc.

Resale. Food products not produced by the vendor, but made in Ontario and resold such as cheese, smoked meats, other value added products.

Arts and Crafts. Hand-made, high quality, high value-added items using vendors’ skill, artistry and training to produce a new, unique and original product.

Other. This category will be strictly considered at the discretion of the Directors.

Community Table. A community table is available to charity and non-profit organizations, at no cost, for fund-raising, promotional and educational purposes by applying to the Board of Directors. Users of the community table will be permitted to make sales at the discretion of the Board and at a fee established by the Board. This restriction also applies to persons who visit the market as demonstrators in a special event. The person applying will be held responsible for supplying their own tables and chairs and display materials.

MEETINGS

The Association shall meet no less than once a year.

The Annual Meeting shall be held during the month of October on a day set by the Board of Directors.

A quorum shall consist of 60% of the voting members for any general or annual meeting or 75% of the Executive members for an Executive meeting.

Fiscal year is the calendar year.

Written notice to the membership is to be given 14 days prior to each general information meeting, and 30 days prior notice to the membership of any special general meeting or annual general meeting called for the business of the market outside the scope of the Board of Directors and the written policies, procedures, regulations of the CFMA.

GOVERNING BODY

The governing body of the Market shall be the Board of Directors consisting of the officers, directors at large and the Chairpersons of all sub committees and juries.

The Market will elect or re-elect its executive officers annually from the voting delegates of the members. The Executive shall consist of a President, Vice President, Treasurer and Secretary.

The President shall preside over all meetings and perform any duties necessary to promote the interests of the Association.

The Vice President shall perform all duties of the President in his/her absence.

The Treasurer shall hold all Association money, pay all bills upon order of the Executive and present his/her books and records for auditing on demand by the Executive or by a petition of 2/3 of the members in good standing.

The Secretary shall keep a record of the proceedings of all meetings. The Secretary shall attend to all correspondence of the Association and perform any duties for the Association assigned to him/her by the Executive. Any correspondence or notice to the members will be delivered either by hand delivery, postal delivery or by e-mail as required.

The primary focus of all decision-making for members serving on the Board is for the benefit and longevity of the Kingsville Farmers' Market.

The Executive shall be responsible for presenting all annual financial statements and budgets at the Annual Meeting to the membership for their approval.

This document can be amended by a two thirds (2/3) vote of the voting delegates at any Annual meeting or duly called meeting.

This document shall be fully binding on all members and shall not expire until such time as a majority deem otherwise.

Adopted and approved by the Board of Directors of the Kingsville Farmers' Market on this 4th day of March, 2015, at Kingsville, Ontario.

PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER