

YORKSHIRE FEDERATION OF YOUNG FARMERS' CLUBS

CONSTITUTION FOR DISTRICTS – 10 MAY 2007

1 NAME

The name of the District shall be the District of Young Farmers' Clubs, hereinafter called the "District".

2 OBJECTIVES

The objectives of the District shall be:

- (a) to advance the education of young members of the public at large in agriculture, crafts, life skills, country life and related subjects and
- (b) in the interests of the social welfare of such members to provide, and promote the provision of, facilities for recreation and other leisure-time occupations, being facilities which will improve their conditions of life and will assist in the development of their spiritual and mental capacities, self-reliance and individual responsibility so that they may grow to full maturity as individuals and members of the Community.

3 POWERS AND FUNCTIONS

In furtherance of its objectives but not further or otherwise the District:

- (a) shall work in collaboration with the Yorkshire Federation of Young Farmers' Clubs;
- (b) shall co-operate with and assist Young Farmers' Clubs in the District, and County by co-ordination of activities and otherwise;
- (c) may co-operate with local authorities and other bodies having the same or similar objectives;
- (d) may solicit and receive contributions to its funds, whether in the form of grants, donations, legacies, subscriptions, loans or otherwise, provided that the District shall not undertake any permanent trading activities in raising funds for the above-mentioned charitable objectives;
- (e) may invest any monies not immediately required for its purposes in such securities as are for the time being authorised by law for the investment of trust funds and may transpose any such investments;
- (f) may do all such other lawful acts and things as are necessary for the attainment of its objectives;
- (g) shall render assistance to the County Co-ordinator in the formation of new clubs within the District; and
- (h) shall abide by all adopted policies and guidelines of the Yorkshire Federation of Young Farmers' Clubs as adopted by the Executive Committee and as laid out in the provisions of clause 10

4 CONSTITUTION

A District is an association of the Young Farmers' Clubs in an area approved by the Yorkshire Federation formed in accordance with the form of constitution and rules for County Federations approved by the Council of the National Federation of Young Farmers' Clubs. The District shall be affiliated to the Yorkshire Federation.

5 MEMBERSHIP

The membership of the District must consist of:

- (a) all Young Farmers' Clubs in the District which are affiliated to the Yorkshire Federation and
- (b) all persons who have been elected at an Annual General Meeting as Honorary Life Members or Life Vice-Presidents of the District.

6 DISTRICT MANAGEMENT COMMITTEE

At the Annual General Meeting the District **MUST** appoint a Management Committee consisting of at least three people from among the District Chairman, Vice-Chairman, Secretary, Treasurer, President and Vice-President(s). All such Management Committee Members **must** have attained their eighteenth birthday and they shall act as the Trustees with legal responsibility for the management of the District. The Committee may co-opt a minority of members under 18 years of age without power to vote on matters which affect the management of the District.

The District may also form other sub-committees for specific purposes such as programming and event organisation. Such sub-committees shall not act without the authority of the District Management Committee.

7 ADMINISTRATION

- (a) In the administration of the District, subject to their duties as Trustees, the District Management Committee shall have regard to the wishes of the membership as stated at:
 - (i) Annual/Extraordinary General Meetings
 - (ii) Ordinary Meetings of the District Committee
- (b) The financial year of the District shall end on

8 THE DISTRICT COMMITTEE

- (a) There shall be a District Committee consisting of elected and co-opted members the majority of whom shall be over 18 years of age. Any member under 18 years of age may not vote on matters which affect the management of the District.
 - (i) Elected Members -
Each Member Club shall elect annually four representatives, two of whom must be of membership age. Deputies may be sent when elected representatives are unable to attend. Elected members have voting rights.
 - (ii) Co-opted Members -
The District Committee shall co-opt for such period as they may think fit further members. All co-opted members, unless affiliated to a Member Club, will become District Members, with voting rights.
 - (iii) Ex-officio Members with voting rights -
The District President, District Vice-President(s) and retiring District Chairman to be ex-officio members of the District Committee with voting rights.
 - (iv) Non-Voting Ex-officio Members -

The County President, the Chairman of the Executive Committee of the Yorkshire Federation, the County Co-ordinator, Honorary Life Members and Life Vice-Presidents of the District to be non-voting ex-officio members of the District Committee.

- (v) Voluntary Regional/District Organisers -
Districts may, at their discretion, elect Voluntary Regional/District Organisers to the District Committee who shall be non-voting members.
- (b) The District Committee shall appoint annually from among its members its own Chairman (who shall be able to vote and, at his/her discretion, give a casting vote), Vice-Chairman, Secretary and Treasurer (who shall all be Elected/Co-opted Members) and any other officers.
- (c) The Club whose District representative shall be appointed Chairman shall have the power to elect for the year in question one additional member of the District Committee with voting rights.
- (d) One-quarter of the voting members of the District Committee shall form a quorum.
- (e) Vacancies on the District Committee caused by death or resignation shall be filled from the same class in which the vacancy has occurred. Any person so appointed shall be a member of the District Committee until such date as the person deceased or resigned would normally have ceased to be a member of the Committee.
- (f) The District Committee shall meet at least four times during the year.
- (g) **A COPY OF THE MINUTES OF EACH MEETING OF THE DISTRICT COMMITTEE MUST BE FORWARDED TO COUNTY OFFICE.**

9 ANNUAL/EXTRAORDINARY GENERAL MEETINGS

- (a) An Annual/Extraordinary General Meeting shall consist of:
 - (i) Members of the District Committee
 - (ii) Any other Member(s) of a Member Club, Honorary Life Members and Life Vice-Presidents of the District who may speak but not vote.
- (b) The Annual General Meeting shall be held within three months of the termination of the financial year of the District.
- (c) The Agenda, as approved by the District Committee, shall be forwarded to all Member Clubs of the District at least twenty-eight days prior to the meeting.
- (d) The business to be transacted at the Annual General Meeting shall include the adoption of an Annual Report and Statement of Accounts, the election of a District President and a Yorkshire Federation Vice-President, the appointment of the Auditors or independent examiners and the appointment of members to serve on the various sub-committees of the County Federation.
- (e) An Extraordinary General Meeting may be called at the discretion of the District Committee or on a petition signed by at least two-thirds of the Member Clubs. All Member Clubs, Honorary Life Members and Life Vice-Presidents of the District and members of the District Committee shall be notified of the date, time and place of an Extraordinary General Meeting and of the business to be transacted at least twenty-eight days prior to the meeting.

- (a) **Alcohol Policy**
The Yorkshire Federation of Young Farmers' Clubs (hereinafter called the YFYFC) Executive Committee has approved a policy statement to discourage both the illegal under-age consumption of alcohol and the over-indulgence by those legally entitled to consume alcohol at all YFC meetings, events and functions organised at either County, District or Club level, (see "Alcohol Policy" document dated 21 October 2004 and any later version of this document)
- (b) **Anti-bullying Policy and Guidelines**
The YFYFC Executive Committee has approved a policy statement on Bullying. It commits the Federation to provide a caring, friendly and safe environment for all its members, whether at meetings, events or functions organised at County, District or Club level, from leaving home until returning home afterwards. Bullying of any kind is unacceptable throughout the Yorkshire Federation (see "Anti-bullying Policy" document and its guidelines, dated 26 January 2006, and any later version of this document)
- (c) **Drugs Policy**
The YFYFC operates a zero-tolerance policy with regard to all "classified" drugs should anyone, member or otherwise, be found to be using, possessing or distributing "classified" drugs (see "Drugs Policy" document approved by YFYFC Executive Committee on 21 October 2004, and any later version of this document)
- (d) **Health & Safety Policy**
The YFYFC recognises its responsibility to conduct its activities within the framework of the Health & Safety at Work, etc Act, 1974 and the subsequent regulations and Codes of Practice. This responsibility applies to all events organised at County, District or Club level (see "Health & Safety Policy" document approved by YFYFC Executive Committee on 22 January 2004 and any later version of this document)
- (e) **Policy for the Protection of Young People and the guidance of those working with them**
It is the policy of the YFYFC to safeguard the welfare of all its members by protecting them, as far as possible, from physical, sexual and emotional harm, whilst participating in YFC activities organised by the County, Districts or Clubs (see document headed "Policy for the Protection of Young People and the guidance of those working with them" approved by the YFYFC Executive Committee April 2000 and updated 21 October 2004 and any later version of this document)
- (f) **Policy on Standards of Personal Behaviour in YFC**
This Behaviour Policy is applicable to anyone, member or otherwise, attending a dance or any other event organised by the County, Districts or Clubs (see document headed "Policy on Standards of Personal Behaviour in YFC" re-approved by YFYFC Executive Committee on 14 April 2005 and any later version of this document)
- (g) Should it be necessary for the YFYFC's Executive Committee to approve further policies with regard to the welfare and safety of its members (or non-members) then those further policies will be deemed to have been incorporated into all constitutions at County, District or Club level.

11 FINANCE

- (a) A banking account shall be opened in the name of the District through which all monies received must be passed. All drawings thereon must be sanctioned by the District Management Committee. All cheques must be signed by the Treasurer and countersigned by one voting member of the District Management Committee.
- (b) Subscriptions shall be left to the discretion of the District Committee, and shall be reviewed at the Annual General Meeting. Subscriptions to the Yorkshire Federation shall be paid by 30th September in each year.
- (c) Accounts - The District Management Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to:
 - (i) the keeping of accounting records for the District;
 - (ii) the preparation of an annual statement of accounts for the District;
 - (iii) the auditing or independent examination of the statement of accounts of the District;
 - (iv) the preparation of an Annual Report and
 - (v) its submission along with the statement of accounts of the District to the Charity Commissioners.
- (d) For the purpose of any direction of the Trustees, a resolution in writing purporting to be passed by the District Committee, signed by the Chairman and countersigned by another member of the District Management Committee and by the Secretary shall be sufficient, and the Trustees shall be indemnified in respect of any loss caused by acting on such direction.
- (e) If in the event of the dissolution of the District there remains after the satisfaction of all its debts and liabilities any property or funds whatsoever to which it is beneficially entitled, the same shall be transferred to and become the property of the Yorkshire Federation of Young Farmers' Clubs or, if the said Yorkshire Federation be not then in being, the National Federation of Young Farmers' Clubs, upon trust to hold the said property or funds together with accruals to the fund for a period of seven years from the date of dissolution of the District, as a reserve to be used for the purpose of re-forming or assisting in the re-forming of a new Club in the area covered by the dissolved District.

After the expiry of the period of seven years the said property or funds shall become the absolute property of the Yorkshire Federation or of the National Federation as the case may be.

In the event of the Yorkshire Federation and the National Federation no longer being in existence the said property or funds shall not be distributed among the members of the District but shall be given to some other charity.

- (f) (i) Subject to the provisions of sub-clause (ii) of this clause, the District Management Committee shall cause the title to:
 - (a) all land held by or in trust for the District which is not vested in the official Custodian for Charities and

(b) all investments held by or on behalf of the District

to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the District Management Committee at their pleasure and shall act in accordance with the lawful directions of the District Management Committee. Provided they act only in accordance with the lawful directions of the District Management Committee, the holding trustees shall not be liable for the acts and defaults of its members.

(ii) If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the District, the District Management Committee may permit any investments held by or in trust for the District to be held in the name of a clearing bank, trust corporation or any stockbroking company, which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the District Management Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

12 ALTERATION TO THE CONSTITUTION

- (a) Any resolution to amend or vary this constitution must receive:
- (i) The approval of the Executive Committee of the Yorkshire Federation of Young Farmers' Clubs and
 - (ii) The assent of at least three-quarters of those present and voting at an Annual/Extraordinary General meeting of the District, due notice of the meeting and resolution having been given.
- (b) No amendment shall be made to clause 2, clause 3, or clause, 11(e) without the prior approval of the Charity Commission and on the recommendation of the National Federation.

Adopted by the Annual General Meeting of the District

held on

Signed President Date

Signed Chairman Date