

# YORKSHIRE FEDERATION OF YOUNG FARMERS' CLUBS

## STANDARD CONSTITUTION - 10 MAY 2007

### AN OPEN CLUB

Though these rules may be varied in detail, the general principles involved must be adhered to. Approval of alterations must be sought from the National Federation of Young Farmers' Clubs before the Constitution is laid before the Club for acceptance, and any alteration to clauses 2, 3 or 15c of this standard constitution must receive the prior approval of the Charity Commission.

#### 1 NAME

The name of the Club shall be: ..... Young Farmers' Club, (hereinafter called "The Club").

#### 2 OBJECTIVES

The objectives of the Club 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 Club:-

- (a) shall work in collaboration with the National Federation of Young Farmers' Clubs;
- (b) shall co-operate with, and assist, Young Farmers' Clubs in the 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, providing that the Club 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; and
- (g) 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 16.

#### 4 **CONSTITUTION**

- (a) A Young Farmers' Club is an association of not less than six young persons formed in accordance with the form of constitution laid down for Young Farmers' Clubs by the Council of the National Federation to which Clubs shall be affiliated.
- (b) A Club shall belong to the County Federation existing for its area, and shall conform to the directions from time to time given or laid down by such County Federation.

#### 5 **MEMBERSHIP**

Membership of the Club shall be open to persons interested in furthering the objectives of the Club and paying such annual subscription as shall be decided from time to time under the provisions of Clause 15 hereof.

Membership shall be available to such persons who are not less than 10 or more than 26 years of age, although membership remains available to a person who is under 27 years of age on 1st September of the new membership year in which any office, international visit, or other such activity or event is held. A person who is within the prescribed age range for a competition on the date of the County final shall be eligible to complete the Area and National finals.

##### **Associate Members**

Associate Members are persons over 26 years of age, duly elected by the Club members to enjoy the privileges to which such membership entitles them, without power to vote on matters of Club business, except that they may hold office, with voting rights, if, in the opinion of the Club, no other person of membership age is able to take up that office.

#### 6 **CLUB OFFICERS**

The following Club Officers shall be elected from amongst the members of the Club: Chairman, Vice-Chairman, Secretary and Treasurer.

Additional officers may be appointed, if desired. All officers shall hold office for one year and shall be elected at the Annual General Meeting. Officers shall be eligible for re-election.

A Young Farmer who is a member of two or more Young Farmers' Clubs may not hold office in or represent concurrently more than one Club.

#### 7 **CLUB LEADER(S)**

On the formation of a new Club, Club Leader(s) shall be elected by the Advisory Committee and shall serve until the first Annual General Meeting. Thereafter, the Club Leader(s) shall be elected by the Club at the Annual General Meeting. The retiring Club Leader(s) shall be eligible for re-election.

A Club Leader, if within the prescribed age range, shall be permitted to participate in all activities and shall have voting rights.

## 8 **PRESIDENT AND VICE-PRESIDENT(s)**

A President and..... Vice-President(s) may be elected at the Annual General Meeting of the Club.

## 9 **ADVISORY COMMITTEE**

- (a) The Advisory Committee shall comprise a group of adults formed to help the Club. It shall meet at least twice in every Club year.
- (b) The members of the Advisory Committee shall be divided by lot into three groups, one group retiring by rotation each year. At each Annual General Meeting one-third of the members of the Advisory Committee shall be elected to serve for a period of three years. Retiring members shall be eligible for re-election.
- (c) The Advisory Committee may appoint from among its members a Chairman and any other officers.
- (d) In addition to the elected members the following shall be ex-officio members of the Advisory Committee:
  - (i) The Club Leader(s), who shall report on the work of the Club at each meeting.
  - (ii) The Club Chairman
- (e) The County Chairman shall have the right to receive notice of and to attend the meetings of the Advisory Committee, or to appoint a deputy to attend.

## 10 **CLUB MANAGEMENT COMMITTEE**

At the Annual General Meeting the Club **MUST** appoint a Management Committee consisting of at least three people from among the Club Chairman, Vice-Chairman, Secretary, Treasurer and Leader(s). All such Management Committee Members **must** have attained their 18th birthday and they shall act as the Trustees with legal responsibility for the management of the club. 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 Club.

The Club 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 Club Management Committee.

## 11 **ADMINISTRATION**

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

## 12 **ANNUAL/EXTRAORDINARY GENERAL MEETINGS**

- (a) An Annual General Meeting shall be held within three months of the termination of the Clubs' financial year, and the business to be transacted shall include:
  - (i) adoption of the Annual Report and audited or independently examined Statement of Accounts for the Charity Commission;

- (ii) election of officers;
  - (iii) election of auditors - election of a person(s) to audit or independently examine the club accounts;
  - (iv) presentation of the annual return of membership for the Club year just ended and
  - (v) election of Club Leader(s).
- Elections should be carried out by secret ballot.
- (b) An Extraordinary General Meeting may be called at the direction of the Club Management Committee or on written request of two-thirds of the members of the Club. A note of the business of the meeting shall be sent by the Secretary to those entitled to receive notice of the meeting.
  - (c) The following shall be summoned to and receive notice of an Annual/Extraordinary General Meeting:
    - (i) Club members – with voting rights
    - (ii) the President – who has a casting vote only whilst in the Chair
    - (iii) Vice-President(s), Club Leader(s), Associate Members and members of the Advisory Committee – without voting rights and
    - (iv) the County Chairman or a nominated representative of the Yorkshire Federation – without voting rights

At least twenty-eight days notice must be given to all members of the time, date and place of an Annual/Extraordinary General Meeting.

### 13 **ORDINARY MEETINGS**

- (a) Ordinary Meetings of the Club shall be held at regular intervals.
- (b) The business of the meeting shall include:
  - (i) recording attendance;
  - (ii) adopting and signing the Minutes of the previous meeting.
- (c) One-quarter of the members of the Club or one-quarter of the members of any Committee or Sub-Committee shall form a quorum.

### 14 **VOTING RIGHTS AT CLUB AND COMMITTEE MEETINGS**

- (a) Each member shall have one vote and, subject to Clause 18(a)(ii), all matters shall be decided by a majority of votes of members present and voting.
- (b) The Chairman of any meeting shall have a vote and, in case of equality of votes, shall have a casting vote.
- (c) The Club Leader(s), (unless a member of the Club), Associate Members, Club President, Club Vice-President(s), Advisory Committee Members and the County Chairman or the nominated representative of the County Federation shall have no voting powers at Club meetings.
- (d) The Club Leader(s) shall have the right to attend meetings of all sub-committees without voting rights.
- (e) The Club Chairman shall have the right to attend meetings of all sub-committees with voting rights.

### 15 **FINANCE**

- (a) Club Accounts - The Club Account shall be administered by the Club, and all cheques drawn on the account shall be signed by the Club Treasurer and countersigned by a Club Leader or a named member of the Club Management Committee.

- (b) (i) Club Members and Associate Members shall subscribe to the Club, the Yorkshire Federation and the National Federation such annual sums as shall be agreed by the Annual General Meetings of the Club, the Yorkshire Federation and the National Federation respectively.  
Subscriptions to the Club shall be paid by ..... in each year.  
Subscriptions to the Yorkshire Federation shall be paid by 30th September in each year.  
Subscriptions to the National Federation shall be paid by the 30th November in each year.
- (ii) It shall be the responsibility of the Club to ensure that such subscriptions are paid by the due date.
- (c) (i) If, in the event of the dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property or funds whatsoever 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 Club, as a reserve to be used for the purpose of re-forming or assisting in the forming of a new Club in the area covered by the dissolved Club.
- (ii) 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.
- (iii) In the event of the said 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 Club but shall be given to some other charity.
- (d) (i) Subject to the provisions of sub-clause (ii) of this clause, the Club Management Committee shall cause the title to:
- a all land held by or in trust for the Club which is not vested in the Official Custodian for Charities and
- b all investments held by or on behalf of the Club 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 Club Management Committee at their pleasure and shall act in accordance with the lawful directions of the Club Management Committee. Provided they act only in accordance with the lawful directions of the Club 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 Club, the Club Management Committee may permit any investments held by or in trust for the Club 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 Club Management Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.
- (e) Accounts  
The Club 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 Club;
- (ii) the preparation of an annual statement of accounts for the Club;

- (iii) the auditing or independent examination of the statement of accounts of the Club;
- (iv) the preparation of an Annual Report; and
- (v) the submission of the statement of accounts of the Club to the Charity Commission;

## 16 OBLIGATORY POLICIES

- (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 22nd 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.

**17 TERMINATION OF MEMBERSHIP**

- (a) Any member or Associate Member whose subscriptions are unpaid by the due dates shall cease to be a Member and his/her name shall be removed from the Club Register.
- (b) The Yorkshire Federation of Young Farmers' Clubs after consultation with the Club shall have the power to suspend or disqualify any member or members of the Club as per the provisions in Rule 19 of the Constitution of the National Federation of Young Farmers' Clubs.

The provisions laid out in Rule 19 state that if any dispute arises on the question of whether a member is entitled to become or to continue to be a member or to be reinstated as a member then five arbitrators shall be elected by the Federation, none with a direct interest in the dispute. From these five arbitrators three names shall be drawn by ballot by the complaining party or someone appointed by him/her and these three arbitrators shall decide on the matters in the dispute.

**18 ALTERATIONS TO THE CONSTITUTION**

- (a) Any resolution to amend or vary this Constitution must receive:-
  - (i) the approval of the Council of the National Federation of Young Farmers' Clubs and
  - (ii) the assent of at least three-quarters of those present and entitled to vote at a General Meeting of the Club, due notice of the meeting and of the resolution having been given.
- (b) No amendment shall be made to Clause 2, 3, or Clause 15(c) without the prior approval of the Charity Commission.

Adopted by the .....Young Farmers' Club at  
the Annual/Extraordinary General Meeting held on.....

Signed .....Chairman of the Club Date .....

Signed .....President of the Club Date .....