

SHROPSHIRE COUNTY FEDERATION OF YOUNG FARMERS' CLUBS

RULES & CONSTITUTION

All previous rules rescinded



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Standard Rules & Constitution

1. NAME

1.1. The name of the Federation shall be the *Shropshire County Federation of Young Farmers' Clubs*, hereinafter called the County Federation.

2. OBJECTS

2.1. The objects of the County Federation shall be:

2.1.1. To advance the education of young members of the public at large in agriculture, home crafts, country life and related subjects; and

2.1.2. In the interests of the social welfare of such members of the public 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

3.1. In furtherance of its objects but not further or otherwise the County Federation:

3.1.1. Shall work in collaboration with the National Federation of Young Farmers' Clubs;

3.1.2. Shall co-operate with, and assist, young Farmers' Clubs in the County by co-ordination of activities and otherwise;

3.1.3. May co-operate with local authorities and other bodies having the same or similar objects;

3.1.4. May solicit and receive contributions to its funds, whether in the form of grants, donations, legacies, subscriptions, loans or otherwise providing that the County Federation shall not undertake any permanent trading activities in raising funds for the above-mentioned charitable objects;

3.1.5. 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, and;

3.1.6. May do all such other lawful acts and things as are necessary for the attainment of its objects.

4. CONSTITUTION

4.1. A County Federation is an association of the Young Farmers' Clubs in a County or such other areas as shall be approved by the National Federation formed in accordance with the form of constitution and rules for County Federations approved by the Council of the National Federation.

4.2. The County Federation shall be affiliated to the National Federation.

5. MEMBERSHIP

5.1. The members of the County Federation shall consist of:

5.1.1. All Young Farmers' Clubs formed in the county of Shropshire and affiliated to the NFYFC.

5.1.2. All persons who have been elected or nominated by the General Meeting as Honorary Members.

6. ADMINISTRATION

6.1. In the administration of the County, subject to their duties as Charity Trustees, the Management Committee (Board) shall have regard to the wishes of the Membership as stated at:



- 6.1.1. General Meetings
- 6.1.2. Executive Committee Meetings

6.2 The Financial Year of the County Federation shall end on 31th August.

7. THE GENERAL MEETING

7.1. A General Meeting shall consist of:

- 7.1.1. Five (5) representatives elected by each Member Club.
- 7.1.2. Members of the Executive Committee.
- 7.1.3. President
- 7.1.4. County Chairman
- 7.1.5. Vice Chairman
- 7.1.6. Salaried officers of the County Federation who may speak but not vote.
- 7.1.7. Any other Member of a Member Club, and Honorary Members who may speak but not vote.

7.2. The place of each General Meeting shall be decided by the Executive Committee.

7.3. The Annual General Meeting shall be held within three months of the termination of the financial year of the County Federation.

7.4. Two (2) months notice in writing shall be given to all Member clubs, Honorary Members, and members of the Executive Committee of the date of the Annual General Meeting.

7.5. Copies of the resolutions to be proposed at the Annual General Meeting must be sent to the County Office of the Federation at least twenty-eight (28) days before the meeting.

7.6. All resolutions put forward by the Executive Committee and by the Member Clubs shall be printed on the agenda paper and discussed in the order printed, except at the request of the Chairman and by permission of the meeting provided that no subject on which a decision has been come to at a General Meeting of the County Federation can be re-opened for three years unless placed on the agenda by the Executive Committee.

7.7. The agenda paper, as approved by the Executive Committee, shall be forwarded to all fourteen (14) days prior to the meeting.

7.8. The business to be transacted shall include

7.8.1.1. the adoption of an Annual Report and Statement of Accounts

7.8.1.2. the election of

- (i) a President (elected annually but for a maximum of 3 years).
- (ii) Vice-President(s) (A total of 9, on rotation, 3 to retire each year. To serve for a maximum of two terms (this to be applied retrospectively). Eligible for re-election after one year.
- (iii) Chairman of the Management Committee (elected annually)
- (iv) Chairman of the Executive Committee (County Chairman)
- (v) Vice Chairman of the Executive Committee (County Vice Chairman).
- (vi) County Treasurer

7.8.1.3 The presentation of the Annual Return of Membership.

7.8.1.4 The appointment of Auditors or independent examiners.

7.8.1.5 The appointment of Holding Trustees (minimum of (3) three), who report once a year to the Management Committee.

7.8.1.6 The Adoption of the levy.

7.9 A Special General Meeting may be called at the direction of the Executive Committee or on a petition signed by at least two-thirds of the Member Clubs.



7.9.1 All Member clubs, Honorary Members and members of the Executive committee shall be notified of the date of a Special General meeting and of the business to be transacted at least twenty-eight (28) days prior to the meeting.

7.10 The Standing orders approved for use at NFYFC General Meeting shall where appropriate apply unless specific Standing Orders have been approved for use by the County General Meeting. If such Standing Orders conflict with the Constitution, the Constitution shall prevail.

8 THE EXECUTIVE COMMITTEE.

8.1 There shall be an Executive Committee consisting of elected, ex-officio and co-opted members.

8.2 Elected Members

8.2.1 Each Member Club shall elect annually two (2) representative(s).

8.2.1.1 In the event of its being provided that more than one representative shall be elected by each Club, one (1) of such representatives shall be a Member of a Young Farmers' Club under twenty-six years of age.

8.3 Co-opted Members

8.3.1 The Executive Committee shall co-opt for such period as they may think fit representatives of grant-aiding bodies and other organisations and individuals interested in the Young Farmers organisation in the county. The total number of co-opted members shall not exceed nine (9). (who may speak but not vote)

8.4 Ex-officio Members

8.4.1 Ex-officio Members

8.4.1.1 The President who may speak and vote.

8.4.1.2 The Chairman of the Management Committee (Board) who may speak and vote.

8.4.1.3 The County Treasurer who may speak but **not** vote.

8.4.1.4 Two SFYFC (2) members of NFYFC Council who may speak and vote.

8.4.1.5 The Chairman of the Executive Committee (County Chairman) who may speak and vote

8.4.1.6 The Vice Chairman of the Executive Committee (County Vice Chairman) who may speak and vote

8.4.1.7 The County Organiser (or another Paid Employee) who may speak but not vote.

8.4.1.8 Immediate Past Chair of the Executive Committee (Immediate past County Chairman) who may speak but not vote.

8.4.2 Invited to Attend and report but not vote

8.4.2.1 Chair of the Rally Committee

8.4.2.2 Chair of the Show Committee

8.4.2.3 Chair of the Personal Development Committee

8.4.2.4 Chair of the Social Committee

8.4.2.5 Chair of the Competitions Committee.

8.4.2.6 Representatives from other Organisations as required.

8.5 The Chief Executive (or equivalent) of the National Federation of Young Farmers' Clubs or a representative nominated by him/her shall have the right to receive notice of and attend all meetings of the Executive Committee. He/she may speak but shall not vote.



8.6 Fourteen days' notice of meetings of the Executive Committee shall be sent to all those entitled to attend.

8.6.1 The Chairman and Vice-Chairman of the Executive Committee shall be ex-officio members of all committees and sub committees and may speak and vote.

8.7 One quarter (25%) of the members of the Executive Committee shall form a quorum. A quorum of any other Committee or Sub-Committee shall be 25% of its members unless stated otherwise.

8.8 Vacancies on the Executive Committee caused by death or resignation shall be filled from the same class in which the vacancy occurs. Any person so appointed shall be a member of the Executive Committee until such date as the person deceased or resigned would normally have ceased to be a member of the Committee.

8.9 The Executive Committee shall meet at least four (4) times a year.

8.10 The Executive Committee shall be responsible for the summoning of the Annual General Meeting of the County Federation and the preparation of its agenda.

8.11 Standing Orders approved for use at NFYFC Executive Committee shall where appropriate apply unless specific Standing Orders have been approved for use of the Executive Committee. If such Standing Orders conflict with the Constitution, the Constitution shall prevail.

9 THE MANAGEMENT COMMITTEE (BOARD)

9.1 There shall be a **Management Committee (Board)** appointed annually by the **Executive Committee, all of whom shall be over 18 years of age** and who shall be the Trustees of the County Federation.

9.2 The membership of the Management Committee shall consist of:

9.2.1 Ex-officio Members

9.2.1.1 The Chairman of the Executive Committee, (County Chairman) who may speak and vote

9.2.1.2 Vice Chairman of the Executive committee, (County Vice Chairman) who may speak and vote

9.2.1.3 The President who may speak and vote.

9.2.1.4 The Treasurer who may speak but **not** vote.

9.2.1.5 Chairman of the Management Committee who may speak and vote.

9.2.1.6 Chairman of the Staff Management Committee who may speak and vote.

9.2.1.7 Immediate past Chair of the Executive Committee, (Immediate past County Chairman). Who may speak and vote.

9.2.1.8 One (1) salaried officer of the Federation who may speak but **not** vote.

9.2.2 Elected and Co-opted Members

9.2.2.1 Not more than three (3) persons elected to bring particular expertise and knowledge not otherwise represented who may speak and vote.

9.2.3 Two thirds (66%) of the voting members of the Management Committee shall form a quorum. One quarter of the members of any Committee or Sub Committee appointed by the Management Committee shall form a quorum.



- 9.2.4** Vacancies on the Management Committee caused by death or resignation shall be filled from the same class in which the vacancy occurs. Any person so appointed shall be a member of the Executive Committee until such date as the person deceased or resigned would normally have ceased to be a member of the Committee.
- 9.2.5** The Management Committee shall superintend and conduct the business of the County Federation in accordance with its Rules and Constitution within the overall policy of the County Federation as laid down by the Executive Committee and ***act as the Committee of Management for the purposes of the Charity Commission.***
- 9.2.6** The Management Committee shall meet at least four (4) times a year.
- 9.2.7** Members of the Management Committee may be removed from office by a resolution approved by the Executive Committee and a simple majority of those present and voting.
- 9.2.8** The Management Committee shall make the following appointments:
- 9.2.9** **Management Committee** may also appoint three (3) or more **holding trustees**. These may be elected at the Annual General Meeting.
- 9.2.10** The **Management Committee** shall appoint Committees, Sub Committees, Working Groups or task Groups and shall determine their terms of reference and membership
- 9.2.11** The Management Committee shall appoint a **Staff Management Subcommittee** through which it shall fulfil its obligations as an employer.
- 9.2.12** The Staff Management Committee shall comprise the Chairman of the Staff Management Committee, County Treasurer, immediate past Chairman of the Executive Committee (immediate past County Chairman) and **at least one** person not otherwise a member of the Federation but with experience of staff employment.
- 9.2.12.1** **Chairman of the Staff Management Committee.** This appointment will be made either from amongst the members of the Staff Management Committee OR by the appointment of another suitably qualified and experienced person.
- 9.2.12.2** The Staff **Management Committee** shall appoint and remunerate such employees and agents (not including any of its own members) as it thinks fit, upon such terms and conditions permitted by law as it thinks fit.
- 9.2.12.3** The **Staff Management Committee** shall be responsible to, and shall report to the Management Committee and the Chairman of the Staff Management Committee shall be ex-officio a member of the Management Committee, and may speak and vote.
- 9.2.12.4** Two thirds (66%) of the voting members of the **Staff Management Committee** shall form a quorum and voting will be by a majority vote of those present and holding a vote.

10 FINANCE

10.1 Subscriptions

- 10.1.1** Each Member Club shall subscribe to the County Federation such annual Sum as shall be agreed by the Annual General Meeting of the County Federation.
- 10.1.2** Each Member Club shall be responsible for the collection and payment of such subscriptions to the County Federation **within 30 days of the invoice date** in each year.



10.1.3 Any member Club whose subscription is unpaid by the due date shall, at the discretion of the Executive Committee, forfeit the right to participate in County Federation activities

10.2. Banking

10.2.1. A Banking account shall be opened in the name of the Federation through which all monies received by them must be passed.

10.2.2. All withdrawals thereon must be approved by a member of the Management Committee (Board) and all payments therefore shall be signed/processed by both an administration staff and a member of the management committee.

10.3 Land and Vestments

10.3.1 Subject to the provisions of sub-clause 10.3.2 of this clause,

10.3.2

10.3.1.1 the Management Committee (Board) shall cause the title to:

10.3.1.2 all land held by the trust for the charity which is not vested in the Official Custodian for Charities; and

10.3.1.3 all vestments held by or on behalf of the charity;

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

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

10.4 Accounts

10.4.1 The Management Committee (Board) shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to:

10.4.1.1 the keeping of accounting records for charity;

10.4.1.2 the preparation of annual statements of accounts for the Charity;

10.4.1.3 the auditing or independent examination of the statement of account of the Charity;

10.4.1.4 the preparation of an Annual Report;

10.4.1.5 the transmission of the statements of account of the Charity to the Commissioners.

10.5 For the purpose of any direction of the Holding Trustees, a resolution in writing purporting to be passed by the Management Committee, signed by the Chairman and countersigned by another member of the Management Committee, and by the Treasurer shall be sufficient, and the Holding Trustees shall be indemnified in respect of any loss caused by acting on any such direction.



- 10.6** If in the event of the dissolution of the County Federation 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 the National Federation of Young Farmers' Clubs to be held on trust by the National Federation at its discretion and used for the benefit of the Young Farmers' Clubs organisation in the area concerned and shall not be distributed among the Member Clubs of the County Federation unless the said National Federation is no longer in being at the time of dissolution.

11 SUSPENSION OF MEMBER CLUBS

11.2.1 YFC MEMBER Clubs

The County Federation, after consultation with the National Federation shall have the power to suspend from participation in the activities of the County Federation for such period as it thinks fit a Member Club that fails to maintain the standards required of a Club affiliated to the National Federation of Young Farmers' Clubs.

11.2.2 OF YFC MEMBERS

The County Federation, after consultation with the National Federation shall have the power to suspend from participation in the activities of the County Federation for such period as it thinks fit a **YFC Member** that fails to maintain the standards required of YFC members (misconduct). This power is also extended to imposing a membership ban on members of the YFC in serious cases of misconduct.

Misconduct includes: -

Physical violence

Condoning physical violence by not revealing knowledge or not acting to help, or intimidation

Throwing beer, alcohol or other liquids or objects

Theft, vandalism or wilful damage

Abusive, offensive or intimidating language or behaviour: Flashing, streaking and nudity (indecent exposure) constitute offensive and potentially criminal behaviour

Any behaviour likely to cause harassment, harm, alarm or distress and including issues defined as Safeguarding.

Drug and/or alcohol abuse: A policy on drug and alcohol use and abuse is available from NFYFC

This list is an example and not exhaustive.

11.2.3

In the instant of a formal Safeguarding allegation being made against a YFC member, that member will immediately be suspended, and the allegation will be passed on to the relevant authorities for formal investigation. At the end of the formal investigations and when the outcome of the investigation is known, the federation will review the case and decision will be made about lifting the suspension or other actions as required by the safeguarding authorities.

12 DISPUTES

12.1 Member Clubs

12.1.1

Any Member Club which is aggrieved by the decision of the County Federation affecting the Club concerned shall have the right to appeal to the Management Committee (Board) in the following manner:

12.1.1.1 The Member Club shall state in writing the grounds of complaint and the relief asked for, and shall send two copies of the statement and any relevant documents to the Chairman of the Management Board of the County Federation.

12.1.1.2 The Management Committee (Board) shall within one month appoint a panel of three arbitrators independent of the YFC Club who shall consider the matter, and



after obtaining further information from either party that it deems necessary, shall reach a decision and communicate it in writing to the YFC Club making the appeal.

12.1.1.3 Such decisions shall be binding

12.1 YFC Members

12.2.1 Any YFC Member who is aggrieved by the decision of the County Federation affecting the YFC Member concerned shall have the right to appeal to the Management Committee (Board) in the following manner:

12.2.1.1 The YFC Member shall state in writing the grounds of complaint and the relief asked for, and shall send two copies of the statement and any relevant documents to the Office of the County Federation.

12.2.1.2 The Management Committee shall within one month appoint a panel of three (3) arbitrators independent of the YFC Member who shall consider the matter, and after obtaining further information from either party that it deems necessary, shall reach a decision and communicate it in writing to the YFC member making the appeal.

12.2.1.3 Such decisions shall be binding

13 ALTERATION TO THE CONSTITUTION

13.1 Any resolution to amend or vary this Constitution must receive:

13.1.1.3.1 The approval of the Council of the National Federation and,

13.1.1.3.2 The assent of at **least three-quarters of those present and voting at a General Meeting of the County Federation**, due notice of the meeting and the resolution having been given.

13.1.2 No amendment shall be made to: -

13.1.3.1.1 clause 2 (Objects);

13.1.3.1.2 clause 3 (Powers and Functions), or;

13.1.3.1.3 or clause 10.6 (Dissolution of the County Federation)

without the prior approval of the Charity Commission and on the recommendation of the National Federation.

14 Adopted by the Annual General Meeting of the Shropshire County Federation of Young Farmers' Clubs held on

11th November 2017

15 Signed: Rebecca Green

16 Date: 11th November 2017

