***All previous rules rescinded***

*Amended as per resolutions agreed at the NFYFC AGM 2021*

***STANDARD RULES AND CONSTITUTION***

For an

***OPEN CLUB***

***of the National Federation of Young Farmers’ Clubs***

1. **NAME**
   1. The Name of the Club shall be ……………………………………………………………………….. [add full name of the YFC club here] Young Farmers’ Club (hereinafter called “the Club”).
2. **OBJECTS**
   1. The objects of the Club shall be:-
      1. To advance the education of young members of the public at large in their knowledge of agriculture, crafts, life skills, rural affairs and country life,
      2. 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**
   1. In furtherance of its objects, but not further or otherwise, the Club:-
      1. Shall work in collaboration with the National Federation of Young Farmers’ Clubs;
      2. Shall co-operate with, and assist, Young Farmers’ Clubs in the County by co-ordination of activities and otherwise;
      3. May co-operate with local authorities and other bodies having the same or similar objects;
      4. 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 objects;
      5. May invest any monies not immediately required for its purposes in such securities as are for the time being authorized by law for the investment of trust funds and may transpose any such investments; and
      6. May do all such other lawful acts and things as are necessary for the attainment of its objects.
4. **CONSTITUTION**
   1. 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;
   2. 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**
   1. Membership of the Club shall be open to persons interested in furthering the objects of the Club and paying such annual subscription as shall be provided from time to time under the provisions of clause 15 hereof.
   2. Membership of an affiliated Young Farmers Club shall be made up of Members and Associated Members as defined in the NFYFC Constitution.
   3. Members of an affiliated Young Farmers Club shall have power to vote on matters of Club business or to hold office.
   4. Associate Members of an affiliated Young Farmers Club shall not have power to vote on matters of Club business or to hold office, 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**
   1. The following Club Officers shall be elected from amongst the members of the Club:
      1. Chair
      2. Vice Chair
      3. Secretary
      4. Treasurer
      5. Additional officers may be appointed, if desired.
   2. All officers shall hold office for one year and shall be elected at the Annual General Meeting.
   3. Officers shall be eligible for re-election.
   4. A Young Farmer who is a member of two or more Young Farmers’ Clubs may not hold office in, or represent, more than one Club concurrently.
7. **CLUB LEADER**
   1. On the formation of a new Club the Club Leader shall be elected by the Advisory Committee and shall serve until the first Annual General Meeting.
   2. Thereafter, the Club Leader shall be elected by the Club at the Annual General Meeting.
   3. Prior to the Annual General Meeting a Committee consisting of the retiring Club Committee and the Advisory Committee shall meet to nominate a person as its candidate for election as Club Leader at the Annual General Meeting. This shall not prejudice the right of the Club members to make their own nominations.
   4. The retiring Club Leader shall be eligible for re-election.
   5. A Club Leader, if under the prescribed age range, shall be permitted to participate in all activities.
8. **PRESIDENT AND VICE PRESIDENTS**
   1. A President and …………..(add number if required) Vice President(s) may be elected by the General Meeting of the Club.
9. **ADVISORY COMMITTEE**
   1. The Advisory Committee shall comprise a group of adults formed to help the Club.
   2. It shall meet at least twice in every Club year.
   3. The members of the Advisory Committee shall be divided by lot into three groups, one group retiring by rotation each year.
      1. 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.
      2. Retiring members of the Advisory Committee shall be eligible for re-election.
   4. The Advisory Committee may appoint from among its members a Chair and any other officers.
   5. In addition to the elected members, the following shall be ex-officio members of the Advisory Committee:
      1. The Club Leader, who shall report on the work of the Club at each meeting;
      2. The Club Chair.
   6. The Salaried Officer of the County Federation to which the Club belongs shall have the right to receive notice of, and to attend, the meetings of the Advisory Committee.
10. **CLUB COMMITTEE**
    1. At the Annual General Meeting, the Club shall appoint a Management Committee consisting of at least three people from among the:
       1. Club Chair
       2. Vice Chair
       3. Secretary
       4. Treasurer and
       5. Leader
    2. All such Committee Members must have attained their 18th birthday and they shall act as the Charity Trustees with legal responsibility for the management of the charity.
    3. The Committee may co-opt a minority of members under 18 years of age without powers to vote on matters which affect the management of the charity.
    4. The Club may also form other sub-committees for specific purposes such as programming and event organization. Such sub-committees shall not act without authority of the Club Committee.
11. **ADMINISTRATION**
    1. In the administration of the Club, subject to their duties as Charity Trustees, the Management Committee shall have regard to the wishes of the Membership as stated at:
       1. General Meetings
       2. Ordinary Meetings
    2. The financial year of the Club shall end on ……………….. (add date).
12. **GENERAL MEETINGS**
    1. The Annual General Meeting shall be held within three months of the termination of the Club’s financial year.
    2. The business to be transacted shall include:
       1. adoption of the Annual Report;
       2. adoption of the audited (or independently examined) Statement of Accounts;
       3. election of officers;
       4. election of auditors/independent examiner – election of person to audit or examine the club accounts;
       5. presentation of the annual return of membership for the Club year just ended;
       6. election of Club Leader
    3. Elections to be carried out by secret ballot.
    4. A special General Meeting may be called at the direction of the Club Committee or on the written request of two-thirds of the members of the Club.
       1. A note of the business of the meeting shall be sent by the Secretary to those entitled to receive notice of the meeting.
    5. The following shall be summoned to, and receive notice of, a General Meeting (Annual or Special):
       1. Club Members;
       2. the President;
       3. Vice President(s);
       4. Club Leader;
       5. Associate Members;
       6. Members of the Advisory Committee;
       7. the Salaried Officer of the County Federation or a nominated representative of the County Federation.
    6. At least one month’s written noticed must be given to all members of the time, date and place of a General Meeting.
13. **ORDINARY MEETINGS**
    1. Ordinary Meetings of the Club shall be held at regular intervals.
    2. The business of the meeting shall include:
       1. recording attendance;
       2. signing the Minutes of the previous meeting.
    3. 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 COMMITTEES AND MEETINGS**
    1. Each member shall have one vote and, subject to rule 17.1.2.
    2. All matters shall be decided by a majority of votes of members present and voting.
    3. The Chair of any meeting shall have a vote, and in case of equality of votes shall have a casting vote.
    4. The Club Leader (unless a member of the Club), Associate Members, Advisory Committee Members and the Salaried Officer of the County Federation or the nominated representative of the County Federation shall have no voting powers at the meetings of the Club.
    5. The Club Leader and Club Chair shall have the right to attend meetings of all sub-committees with voting rights.
15. **FINANCE**
    1. Club Accounts.
       1. The Club Accounts shall be administered by the Club, and all cheques drawn on the account shall be signed by the Club Treasurer and countersigned by the club Leader or a named member of the Club Committee.
    2. Club Members and Associate Members shall subscribe to the Club, the County Federation and the National Federation such annual sums as shall be agreed by the Annual General Meetings of the Club, the County Federation and the National Federation respectively.
    3. Subscriptions to the Club and County Federation shall be paid by ……………………………………………[add date here – seek information from County Federation if required] in each year.
    4. Subscriptions to the National Federation shall be paid by 30th November in each year or such date as the Council of NFYFC may decide.
    5. It shall be the responsibility of the Club to ensure that such subscriptions are paid by the due date.
    6. 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 Brecknock County Federation of Young Farmers’ Clubs or, if the said County 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 re-forming of a new Club in the area covered by the dissolved Club.
    7. After the expiry of the period of seven years the said property or funds shall become the absolute property of the County Federation or of the National Federation as the case may be.
    8. In the event of the said County 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.
    9. Subject to the provisions of sub-clause 15.11 of this clause, the Club Committee shall cause the title to:
       1. all land held by, or in trust for, the charity which is not vested in the Official Custodian for Charities; and
       2. all investments held by, or on behalf of, the charity:
    10. 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***.
        1. Holding trustees may be removed by the Club Committee at their pleasure and shall act in accordance with the lawful directions of the Club Committee. Provided they act only in accordance with the lawful directions of the Club Committee, the Holding Trustees shall not be liable for the acts and defaults of its members.
    11. If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the charity, the Club 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 stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Club Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.
    12. **Accounts**
    13. The Club Committee shall comply with their obligations under the Charities Act (or any statutory re-enactment or modification of that Act) with regard to:
        1. the keeping of accounting records for the Charity;
        2. the preparation of annual statements of account for the Charity;
        3. the auditing or independent examination of the statements of account of the Charity;
        4. the preparation of an Annual Report; and
        5. the transmission of the statements of account of the Charity to the Commissioners.
16. **TERMINATION OF MEMBERSHIP**
    1. Any member or Associate Member whose subscriptions are unpaid by the due dates shall cease to be a Member and his name shall be removed from the Club Register.
    2. The National 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.
    3. The provisions laid out in Rule 19 (of the Constitution of the NFYFC) 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 nominations, 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 matter in the dispute.
17. **ALTERATIONS TO THE CONSTITUTION**
    1. Any resolutions **to amend or vary this Constitution must receive:**
       1. **the approval of the Council of the National Federation of Young Farmers’ Clubs, and**
       2. 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 resolutions having been given.
    2. **No amendment shall be made to clause 2, 3 *15.6, 15.7 or clause 15.8* without prior approval of the Charity Commission.**
18. Adopted by the …………………………………………………………………………………………[ add club name here] Young Farmers’ Club at the General

meeting held on …………………………………………………….[add date of AGM this document as approved/adopted]

1. Signed: …….…………………………………………………………

Chair of the meeting (usually President)

1. Date of signature: ………………………………………………..
2. Signed: …….…………………………………………………………

Chair of the club

1. Date of signature: ………………………………………………..

*Below are the Standing Orders of a Young Farmers Club. These standing orders are not part of the constitution (rules of the club) – the support various parts of the constitution.*

***Standing Order of a Young Farmers Club***

# ***Note:-***

These are the rules for conducting the business of a Young Farmers’ Club and they support the various paragraphs of the Club Constitution.

1. **ANNUAL or SPECIAL GENERAL MEETINGS**
   1. The Chair shall be taken by the CLUB PRESIDENT or if they cannot attend, VICE-PRESIDENT.
   2. If none of the above are available the CLUB CHAIRMAN shall take the meeting.
   3. The business of the meeting shall be carried out as per the agenda unless the Chair asks and receives the permission of the meeting to vary the order printed on the agenda.
   4. A record of attendance shall be kept of each meeting.
   5. Motions to rescind resolutions previously passed by the GENERAL MEETING must be printed on the agenda **and be carried require a two-thirds majority of the MEMBERS present and voting**.
   6. During a debate a member:-
      1. Shall stand to speak and shall address the Chair.
      2. Shall direct their remarks to the subject under discussion, except that they may raise a point of order or may answer such a point of order.
      3. Shall not speak more than once on any motion or amendment except that the proposer may have the right to sum up.
      4. Whenever the Chair rises during a meeting, a member then speaking shall immediately resume their seat.
      5. Before an amendment is discussed the Chair may require a copy of such amendment in writing.
      6. No motion or amendment shall be discussed or put to the meeting until it has been seconded.
      7. N.B An amendment seeks to alter or improve the original motion and may:
         1. ADD WORDS
         2. DELETE WORDS AND
         3. SUBSTITUTE OTHER WORDS, or
         4. SUBSTITUTE A COUNTER PROPOSAL.
      8. Only one amendment may be discussed at once. If the amendment is carried the motion as amended shall become the substantive motion upon which further amendments may be moved.
   7. Any member may move, without debate “That the question be now put” and if the motion is seconded and carried by a majority the motion or amendment before the meeting shall after the proposer has been offered the right of reply, be put at once.
   8. Voting on all matters except elections may be by show of hands.
      1. If the outcome of such a vote shall appear inconclusive to either Chair or members, TELLERS shall be appointed to count the votes.
   9. Visitors to a General Meeting may be invited to speak by the Chair.
   10. Resolutions to amend or suspend Standing Orders may be made providing that no subsequent action contravenes the Club Constitution.
   11. The Chair’s ruling on points of order or procedure or conduct shall not be open to question.
   12. At a Special General Meeting NO MINUTES shall be read. The Minutes of Special General Meetings shall be read at the next Annual General Meeting.
2. **ORDINARY MEETINGS and SUB-COMMITTEES**
   1. The Chair at ordinary meetings shall be taken by either the Club Chair or Vice Chair.
   2. At least 7 days notice will be given of the intention to hold the ORDINARY MEETING.
      1. (A verbal announcement at a full meeting by the meeting Chair will be deemed to be sufficient notice although clubs are recommended to inform those Club members not present by some other method).
   3. Where possible the Club will follow the following agenda:
      1. Note: The ordinary meeting may be held before or after the evening’s topic/entertainment.
      2. Apologies for absence
      3. Minutes of the previous meeting
      4. Matters Arising
      5. Correspondence and necessary action
      6. Reports (if any) and necessary action.
         1. County Federation Representatives
         2. Club Representatives to other Organisations.
         3. Club Sub-Committees
         4. Club Treasurer.
      7. Arrangements for future Club events etc
      8. Any other business
      9. Notice of next meeting
   4. Members giving reports will be brief and to the point.
      1. Following presentations of the report each item will then be open to debate and shall subsequently be approved either as presented of after any amendments to the recommendation that have been made.
      2. If the **recommendations** contained in the report of a Sub-Committee are unacceptable they may be either rejected or referred back for further consideration.
      3. If the report is one from an outside organisation the committee may wish to give further instructions to their representative/delegate.
   5. At either Ordinary Club Meetings or Sub-Committee meetings all remarks must be addressed to the Chair.
   6. A motion or amendment may not be debated until it has been seconded. During a debate a member shall direct his remarks to the subject under discussion, except that he may raise a point of Order or may answer such a point of Order.
   7. Only one amendment may be discussed at once. Of the amendment is carried the motion as amended becomes the substantive motion upon which further amendments may be moved.
3. Voting on all matters may be by a show of hands. If the outcome of such a vote shall appear indecisive to either Chair or members TELLERS shall be appointed.
4. Visitors to an Ordinary Meetings or Sub-Committee may be invited to speak by the Chair.
5. The Chair’s ruling on points of order to procedure of conduct shall not be open to question.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Version*** | ***Date*** | ***Author*** | ***Comments & status*** |
| 0.1 | 23.06.2021 | NFYFC | Final document - for publication |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |