Yorkshire Federation of Young Farmers' Clubs

DISTRICT AGM PACK

Reviewed July 2026

Yorkshire Federation of Young Farmers' Clubs, Regional Agricultural Centre,
Great Yorkshire Showground, Harrogate HG2 8NZ
Tel: 01423 546170 Email: office@yfyfc.org.uk

Introduction to Annual General Meetings (AGMs)

Step 1 – read me!

This pack aims to support your District and the District Officers host a successful Annual General Meeting.
It is a step-by-step guide to AGM procedures and should be particularly useful for new District Officers (Chairman, Secretary and Treasurer).

List of Contents

- **AGM Timetable & Attendees** – page 2
- **Example Election Letter** – page 3
- **How to Run a Successful AGM** – page 4
- **List of Eligible Voting District Members** – page 5
- **Example AGM Agenda** - page 6
- **Example Accounts** – page 7
- **Copy of the District Officer Return Form** – page 8 & 9
- **Charity Commission Form –** page 10 & 11
- **DBS – Who Will be Checked** – page 12
- **What is a Motion?** – page 13
- **Constitution –** page 14 - 19
- **Constitution help –** page 20
- **Money Raised Form –** page 21
- **Safeguarding Ratios –** page 22
- **After the AGM – what to do next –** page 23

Timetable leading up to District Annual General Meeting (AGM)

- AGM to be held within 3 months of the District's financial year end.
- Ensure the Districts accounts have been audited or checked by an independent person.
- Chairman to write the District annual report.
- At least 1 month before the date of the AGM, an Agenda/letter should be sent out to (see list below).
- District Officer Nomination Forms to be circulated at District meetings or thought given to nominations for District Officers.
- Treasurer to prepare the list of fully paid-up members.
- If there is to be a presentation ensure that all trophies have been returned, polished and engraved.
- Check the venue is booked.
- Ensure you have all relevant paperwork and attendance/minute book.
- Ensure your meeting is operating at a covid secure level.

People to invite to the AGM



- All paid-up Members
- Associate Members
- Honorary Life Members
- Club Leaders
- Trustees
- Advisory Committee
- President & Vice-Presidents
- You may want to consider inviting a YFYFC Officer

[This letter to be sent to: President, Vice-President and Advisory/Trustees]

.....District Young Farmers'
Registered Charity No (*if applicable*)

Chairman: [Current]
(Sender's Address)
Secretary: [Current]

Today's date

(Recipient's Name & Address)

Dear

I am writing on behalf of **[*insert district]*** Young Farmers' District to ask if you would be willing to stand for election/re-election* as **[*insert position*]** of the club.

The District AGM will be held on **[*insert date*]** at **[*insert place*]** at **[*insert time*]**. If you are willing to stand but unable to make the meeting I would be grateful if you could please let me know prior to the meeting.

Thank you for your continued support of **[*insert district*]** Young Farmers. We look forward to seeing you at the AGM.

Yours sincerely

District Secretary

* Delete as appropriate

How to Run an Annual General Meeting (AGM)

The intention behind this document is to try to simplify the process and give districts a better understanding of the process and therefore enable you to hold more effective and constitutionally correct meetings.

- Please ensure that the meeting is quorate (or quorum) before commencing the meeting. A Quorum is one quarter of your fully paid-up members.

- Meeting to be chaired by the District President who should open the meeting by welcoming those present.

- President to nominate teller(s) e.g. visiting County Officer or Field Development Officer (independent). Ensure you have voting slips ready.

- Explain who will be entitled to vote – fully paid-up members in age.

- Proposals should only be received from and seconded by paid-up in age members.

- President to ask for any amendments from in age members in writing.

- Voting should be by secret (paper) ballot and counted out of view by the elected tellers.

- The Chairman of the meeting (President) has the casting vote except when voting is for role of President when the District Chairman should make the casting vote.

- Advisory Committee – it is recommended that the number of Advisory members should be commensurate with the needs of the club. 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.

- Ensure that the meeting starts promptly.

..... Young Farmers' District

Fully Paid-up Members as at [date of district financial year end]

(Treasurer to list all members who have paid their subscription up to the district year end, in advance of the AGM. Those marked with an asterisk* are eligible to vote on financial matters.)

NB Associate Members are without power to vote on matters of district business, except that they may hold office, with voting rights, if, in the opinion of the district, no other person of membership age is able to take up that office.

*18 years of age and over at the date of the AGM

.....Young Farmers' District Annual General Meeting

[date of District AGM]

AGENDA

1 President's Welcome

2 Apologies for Absence

3 Minutes of the last Annual General Meeting

4 Matters arising from the minutes

5 Correspondence (relevant to District AGM)

6 Presentation of Reports
Chairman – (*Insert Name)*
(District may wish to include additional reports i.e.
Club Leader/President/Secretary) (*Insert names)*

7 Presentation of Audited Accounts by the Treasurer – (*Insert Name)*

8 Presentation of Awards

9 Election of Officers:
A) President B)Vice President C)Chairman D)Secretary E) Treasurer
(Some districts may have other officer roles too)

Management Committee/Trustees
District Representatives x 4
County representatives includes Exec Reps & Yorkshire & National AGM Voting Reps.

10 Election of Auditor

11 Resolutions – *Resolutions should be typed on this Agenda*
[ALL resolutions must be received in writing 28 days prior to the AGM.]
[ALL resolutions relating to matters of finance may only be voted upon by members 18 years of age and over.]

12 Any other business
There shouldn't be any. Can only be considered and then brought back to the next business meeting

13 Set the date of the next Annual General Meeting

The AGM may be followed by a short business meeting.

Example

..... Young Farmers' District

Charity No .....

Income and Expenditure account Year ended 30th April 2026

	30/04/2026		30/04/2025	
Income	£	£	£	£
District Rally	351.90		845.29	
Tractor Run	302.67		630.00	
Quiz	0.00		91.45	
Raffle	165.00		165.00	
Show	50.00			
Summer Dance	334.00			
Interest - Bank	0.08		0.66	
Interest - Building Society	148.82		123.45	
Total Income for Year		1352.47		1855.85
Expenditure				
Affiliation fees	1534.68		1481.00	
Officers expenses	57.31		40.58	
Tractor Run	0.00		230.00	
Quiz	0.00		120.00	
Competition expenses	57.50		227.95	
Show	40.00			
YFYFC Handbook	5.00			
Total Expenditure for Year		1694.49		2099.53
Balance for Year		-£342.02		-£243.68
Balance Sheet as at 30th April 2026				
Accumulated funds				
At the start of the year		5555.95		5799.63
Surplus/ (deficit) for the year		(342.02)		(243.68)
		£5,213.93		£5,555.95
Represented by				
Cash at Bank - current		749.01		239.93
Cash at Bank - deposit		12.23		12.15
Invested - Building Society		4452.69		5303.87
Cash in hand		0.00		0
		£5,213.93		£5,555.95

Treasurer's Signature Date:

Auditor's Signature Date:

THESE ACCOUNTS NEED SUBMITTING TO COUNTY OFFICE AS SOON AS POSSIBLE

Charity Commission Information

Date of AGM .....

Officer Holders:

District President –

District Chairman –

District Secretary –

District Treasurer –

Trustees (must be aged 18 and above):
It is a legal requirement by the Charities Commission if your club is a registered charity, that your Trustee records are kept up to date. Each Trustee must have their own account on the Charity Commission website and give third party access to County Office.

Please complete the details below, so County Office is aware of who your Trustees are:

	Full Name	Address	Date of Birth	Email address	Mobile No
1.	*Named contact on Charity Commission website*				
2.					
3.					
4.					

Bank Account information
It is a legal requirement by the Charities Commission to keep your bank account details up to date.

Name of Bank	Account No:	Sort Code:	Signatories names
YFC Name on cheque or paying in book.			

It is a **criminal offence** under the **Charities Act 2011** not to submit your up to date information on an annual basis. It is a legal requirement that all Trustees complete the NFYFC e-safeguarding training.

The District Secretary is expected to minute the Annual General Meeting as a true record of the meeting.

For clubs with an income (not a profit) of £10,000 or more, a Trustees Annual Report (TAR Report), must be completed. A template is available from County Office.

As District Chairman/Secretary I confirm I have included:

- ☐ Signed District Officer Return Form
- ☐ Signed District audited accounts
- ☐ Charity Commission Information
- ☐ Trustees Annual Report (for income over £10K)
- ☐ Bank Account Details
- ☐ Money Raised for Charities Form

I acknowledge the District Trustees are legally responsible for updating the accounts and updating their information on the Charity Commission website and creating a "My Charity Commission Account" (MCCA).
https://my-charity-account.charitycommission.gov.uk/

Signed .....

[District name] YFC – District Chairman

YORKSHIRE FEDERATION OF YOUNG FARMERS' CLUBS
REGIONAL AGRICULTURAL CENTRE, GREAT YORKSHIRE SHOWGROUND, HARROGATE, HG2 8NZ
TEL: 01423 546170, Email: office@yfyfc.org.uk
Charity Registration Number 504310

2026/2027 DISTRICT OFFICER RETURNS

District: ..... **Year End Accounts Enclosed** ☐

Day, Meeting Time, and Frequency: ....

Place of Meetings: .....

Please tick this column to give permission for your contact details to be given out (over 18's only)

Position	Full Name	Full Postal Address	✓ to grant permission	Tel No	Other Info i.e. Mobile
PRESIDENT Will be DBS checked.		 **POSTCODE** **E-MAIL**			
COUNTY VICE PRESIDENT – if different from above		 **POSTCODE**			
CHAIRMAN Will be DBS checked if 18 years of age or over		 **POSTCODE** **E-MAIL**			
SECRETARY Will be DBS checked if 18 years of age or over		 **POSTCODE** **E-MAIL**			
TREASURER Will be DBS checked if 18 years of age or over		 **POSTCODE** **E-MAIL**			

MANAGEMENT COMMITTEE – At least 3 people to be elected from among the Chairman, Vice-Chairmen, Secretary, Treasurer and who **MUST** be over 18 years of age. These people will be classed as trustees with regards to the Charity Commission returns

Names	Role	Tel No	Date of Birth

Position	Full Name	Full Postal Address	Telephone No	Other info
EXECUTIVE REPS (4) (one must be of the opposite sex and two should be of membership age) These Reps must not be already elected as a Club Rep		 **POSTCODE** **E-MAIL**		
		 POSTCODE **E-MAIL**		
		 POSTCODE **E-MAIL**		
		 POSTCODE **E-MAIL**		
Deputy		 **POSTCODE** **E-MAIL**		
Deputy		 **POSTCODE** **E-MAIL**		

District .....

Executive Sub Committee Representatives

Members elected to the Event, Finance & General Purposes, Competitions, and Promotion & Skills Committees, **MUST** be members of the Executive Committee at either Club or District Level.

Position	Full Name	Full Postal Address	Telephone No	Other info i.e. Mobile
EVENTS, FINANCE & GENERAL PURPOSES COMMITTEE REPRESENTATIVES		POSTCODE E-MAIL		
		POSTCODE E-MAIL		
Deputy		POSTCODE E-MAIL		
COMPETITIONS COMMITTEE REPRESENTATIVES		POSTCODE E-MAIL		
		POSTCODE E-MAIL		
Deputy		POSTCODE E-MAIL		
PROMOTION & SKILLS COMMITTEE REPRESENTATIVES		POSTCODE E-MAIL		
		POSTCODE E-MAIL		
Deputy		POSTCODE E-MAIL		

IT IS IMPORTANT THAT THIS FORM IS COMPLETED AND FORWARDED TO COUNTY OFFICE IMMEDIATELY FOLLOWING YOUR DISTRICT AGM

Date of Next District AGM:.....

Signed: (District Secretary) ..... **Dated:** .....

Reviewed: April 2024

Disclosure and Barring Service Checks – What to do?

Why do we need a DBS Check?

DBS Checks are necessary to ensure that everyone involved in YFC are protected, particularly those members under 18 and those who are vulnerable in line with YFYFC Safeguarding Policy.

Who needs a DBS check?

- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Club Leaders
- Any other adult where they may be responsible for the supervision or transportation of members under the age of 18 years
- Also, other volunteers in a position of trust or with responsibilities for the care and/ or supervision of children and young people (This may include Presidents, Vice Presidents, Parent Helpers etc).
- New in 2026 – Tug of War Coaches, Public Speaking Trainers and Performing Arts Trainers.

How to get a DBS Check?

Either contact the Field Development Officer and request a DBS check directly or
At your District AGM, the Field Development Officer present will issue you with the DBS form to complete
Each adult requiring a DBS check needs to bring the relevant forms of identification along to the meeting as these need to be checked. These can include passport, driving licence, birth certificate, utility bills, bank statement etc.
Once the completed form has been sent off, you will personally receive your DBS check to your home address. This form needs to be presented at County Office (either at the office or a County meeting) so it can be screened, and a note of your DBS number can be recorded.

If there are any questions regarding this process, please contact County Office directly.

Motions, Proposals and Resolutions
(not as complicated as it sounds!)

Proposals

Proposals are suggestions or ideas made by a member as a means to resolving an issue.

e.g. If no one is sure what time to book (organise) the coach for the County Dance a member may propose that "We all meet in the pub at 7.15pm and the coach leaves at 7.30pm".

Motions

Motions are suggestions aimed to move forward an issue.

e.g. During a meeting members may be discussing a proposal at length (going round in circles) and a member may move that "The motion now be put", in other words that the topic of debate is voted upon immediately, without further delay or debate.

Resolutions

Resolutions are proposals, usually made at an Annual General Meeting and therefore binding for one or more years, as stipulated in the relevant Constitution, which lay down rules or principles for the organisation to effectively help with its future.

eg "That the affiliation fee be increased by 3%"
or
"The post of Honorary Auctioneer be abolished".

YORKSHIRE FEDERATION OF YOUNG FARMERS' CLUBS

CONSTITUTION FOR DISTRICTS – (Amended 23rd January 2026)

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 onmatters 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 votingrights.
  (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 LifeVice-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.

10 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 25th January 2024 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 25th April 2024, 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 25th January 2024, 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 25th January 2024 and any later version of this document)

(e) Policy for the Safeguarding of Children and Young People

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 Safeguarding of Children and Young People" approved by the YFYFC Executive Committee on 1st September 2013 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 25th April 2024 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 31st October 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, theDistrict 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 .....

Constitution Guidelines

Advisory Committee:

- The advisory members should be split into 3 groups.
- Each group serves for 3 years.
- At each AGM, the group of members who have served their three-year term will retire. The retiring members are eligible to be re-elected.

District Management Committee:

The management committee is a group of people that have legal responsibility for the district. A trustee is a person formally appointed to manage the assets of the club for the benefit of its members in accordance with the terms of the constitution.

- Each district **MUST** have a management committee.
- All members of the management committee should be 18 years +
- The committee should be made up of at least 3 people from:
    - Chairman
    - Vice Chairman
    - Secretary
    - Treasurer

- Each member elected will act as a trustee for the district, with legal responsibilities. This means that:
    - You must ensure the district is carrying out its activities for the benefit of the members.
    - You comply with the district constitution and the law.
    - You must always act in the districts' best interest.
    - You must ensure your district manages your districts' resources responsibly.
    - Act with reasonable care and skill.

Part of the district's management committee's responsibility is ensuring that the information held by the Charity Commission is updated each year. This is a legal requirement and must be completed (please see form included). The information includes:

- Audited and Signed district accounts.
- Trustees Report.
- Names, Addresses, Date of Birth, telephone numbers and Email Address of each trustee appointed.

2026

MONEY RAISED FOR CHARITIES

Please complete this form with any relevant information about money raised and donated to a Charity.

This information is important as it gives prospective supporters of our Federation an idea of what we do to help other Charities.

Return by 5th October 2026

.....District have raised the following money for charity.

Amount Raised	Date Raised	Charity awarded to	Event in which money was raised

Signed: ..... District Secretary Date: .....

Yorkshire Federation of Young Farmers' Clubs, Regional Agricultural Centre, Great Yorkshire Showground, Harrogate, HG2 8NZ Charity No: 504310
Tel No: 01423 546170, Email: office@yfyfc.org.uk

Safeguarding Ratios at your Club or District

NFYFC have recently updated their Safeguarding Policy to ensure it meets legislative and statutory requirements and complies to the expectations of the Charity Commission.

The Policy itself operates in the same way as the previous version (no changes to the operation), except:

Supervision Ratios

Statutory Guidance from the Department of Education and is recommended by the NSPCC. This is a change to the ratio of supervising adults to young people.

1:8	One adult to eight children/young people aged 10 to 12 years
1:10	One adult to ten children/young people aged 13 to 18 years in a mainstream group situation (i.e. a club night)
1:6	One to six children/young people with additional support needs, SEN, disabilities, or are vulnerable.

NFYFC do not anticipate that this will require enormous change at club meetings and activities, because the number of 10, 11 and 12-year-olds in a single club will, mostly, be rather low.

Online Safeguarding Training

This is now a requirement for YFC Charity Trustees and those in Regulated Roles (see below) and therefore is now referenced in the Policy. The Charity Commission (England & Wales) requires every charity (including every young farmers club, YFC county federation and the NFYFC) working with children and/or with adults at risk has a safeguarding policy document, safeguarding procedures, and training in place.

A regulated role is face to face contact with/of children (any person under the age of 18) or adults at risk on more than three (3) occasions in a 30-day period OR overnight supervision between 2am & 6am.

As YFYFC receives your updated Officer Return Form, officers in regulated roles will be expected to complete the e-safeguarding training and asked to complete a DBS check.

These roles include:

- Charity Trustees or The Management Committee
- Club or District Chairman
- Club or District Secretary
- Club or District Treasurer
- Club or District Vice Chairman
- Club Leaders

Reminder: If you have been asked to complete your e-safeguarding training, can you ensure you complete it as soon as possible please, as this is statutory requirement.

YFYFC 26.04.2024

After the AGM – what to do next

Congratulations, you survived your Districts AGM!

During the meeting the Officer Team should have completed the:

- Officer Return Form
- Audited Accounts
- Charity Commission Form with the Trustee and Bank details
- Money Raised for Charities form
- District Constitution

These 5 forms now need returning to County Office as soon as possible to the address below:

Yorkshire Federation of Young Farmers' Clubs

Regional Agricultural Centre

Great Yorkshire Showground

Harrogate

HG2 8NZ

Email: office@yfyfc.org.uk