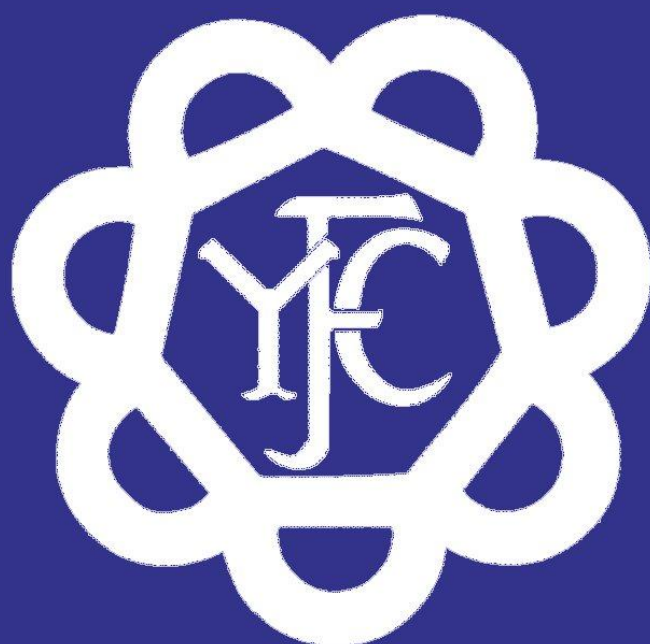


Staffordshire Federation of Young Farmers' Clubs



Club AGM's!

**A pain-free guide to the end
of your year!**

2018

Welcome to the Staffordshire Young Farmers Club AGM “Pain free” guide to the end of year and your Club AGM!

Firstly, Congratulations on making it to the end of a fun packed and totally hectic year of YFC fun and hard work at the same time!

This pack has been prepared to assist Club Officers in the run up to and during a Club AGM to ensure that all Staffordshire County Federation of Young Farmers’ Clubs are fulfilling their legal obligations as set out in the YFC constitution and the Charity Commission guidelines.

This pack contains:

1. Annual General Meeting - countdown checklist including:
 - Who to invite and when invitations should be sent
 - An example invitation letter
2. Checklist for an Annual General Meeting
3. Example YFC Annual General Meeting agenda
4. Notes to accompany the agenda including:
 - Voting Rights at the AGM
 - Deciding the level of annual subscription
 - Election of Trustees
 - Election of officers and club leaders
 - Standing Orders of a Young Farmers’ Club Annual General Meeting

Annual General Meeting - Countdown Checklist

1. At least **ONE MONTH'S WRITTEN NOTICE** must be given to all members of the time, date and place of a General Meeting and it **MUST BE HELD WITHIN THREE MONTHS OF THE TERMINATION OF THE CLUB'S FINANCIAL YEAR.**
2. The following people should be given notice and invited to the Annual General Meeting:



Club Members



The President, Vice President(s), Club Leader, Associate Members



Members of the Advisory Committee



The County Organising Secretary or a nominated representative of the County Federation.

EXAMPLE NOTICE OF MEETING

THE ANNUAL GENERAL MEETING of (Club name) YOUNG FARMERS' CLUB will be held on (date) at (venue) commencing at (time) All members are requested to attend.

I look forward to seeing you.

Yours sincerely

Club Secretary.

3. The Annual General Meeting must include:



The adoption of the Annual Report and audited (or independently examined) Statement of Accounts;



The election of officers (follow the circulated Club Officers Return Form from Staffordshire YFC for guidance on the kinds of positions you need to fill. Not all positions in your club will be the same and you may have additional positions too;



The election of auditors – election of person to audit or examine the club accounts;



The presentation of the annual return of membership for the Club year just ended;



The election of Club Leaders.

Elections should be carried out by secret ballot. **** Please note that this is very important that if two or more members would like to stand for a position within the club, they are asked to leave the room. Members should then be given slips of paper to vote with. Only members aged 10 – 26 years are eligible to vote.**

CHECKLIST FOR AN ANNUAL GENERAL MEETING

1. Have the Club members and President agreed the date, venue and time of the AGM? Has the venue been booked? If your President cannot Chair the AGM - which Vice-President will deputise?
2. Do you have a pre-AGM meeting to discuss who might be willing to stand for the various posts? If so, where is it and when? It is a good idea to hold a Pre AGM Meeting in order to establish who is keen to take on roles for next year. If your club needs help with filling any positions, please don't hesitate to contact the County Office for help and advice.
3. What is on the agenda? Do your members know by which date 'Motions' should be received?
4. Have you a copy of the last AGM Minutes? Has every item been actioned?
5. Is there a current copy of the signed Club Constitution available in the Minute Book?
6. Have the Club Members, Leaders, President, Vice-President, Advisory and Associate Members, County Organiser and special guests been invited (in writing) with at least one month's notice?
7. Do you know which members of the Advisory Committee are due to retire this year? If not, check 21 days before. When is the next Advisory Committee Meeting (to inform new Members)?
8. Have the Accounts been audited or independently examined within three months of the AGM? Has a copy been sent to the YFC Office? Has the auditor signed these? Any Club AGM's carried out without audited accounts will have to hold an "extra-ordinary" AGM at a later date.
9. Who will present the reports on the Annual Report, Statement of Accounts and Annual Return of Membership? This is normally the role of the Club Treasurer.
10. Are there sufficient ballot papers available?
11. Have all the Club's cups been accounted for and have they been valued in the last five years?
12. Has the Club Programme for the next few months been produced (at least 14 days before) for each member to take a copy away? Do they know "what's on" in the weeks after the AGM? Do they know which competitions are being entered by the Club? Have they been selected? Do they need training? How? When? Where? By whom? **This is such a helpful thing to organise in order that the next Club Officers are not landed in the deep end as soon as they start.**
13. Will there be biscuits and refreshments following the AGM? Who will organise this?
14. After the AGM, does every new Officer know what is expected of him/her? Training will be given to all Club Officers in October but in the interim period, please ensure that you hand over all information to those new officers with some guidance and advise based on your own experiences. Think back to this time last year – what would have helped you at the same time as this?
15. Make sure you have a quorum of members in attendance (1/4 of your 10 – 26 years membership based on the previous years figures)
16. Have the Minutes and correspondence from the meeting been written promptly?
17. Does everyone know what, when and where the next meeting is?

XXX YFC ANNUAL GENERAL MEETING AGENDA

1. Welcome by the President.
2. To receive apologies for absence. (list read by Club Chairman)
3. To appoint Tellers. (i.e. counters of votes at the meeting)
4. To receive the Minutes of the last Annual General Meeting held on (date) (Club Secretary)
5. To receive and adopt the Annual Report. (presented by outgoing Chairman) **** This should not be a week by week account of what your club did! However, it should be a good overview of each month, with highlights and achievements along the way. It needs to be written or typed and suitable for attaching to the minutes and putting into the minute's book. Be proud of your year and let your members know about it! ****
6. To receive and adopt the audited or independently examined Statement of Accounts (presented by the Club Treasurer).
7. Election of person to audit or examine the club accounts.
8. To receive and adopt the Annual Return of Membership.
9. To confirm the Annual Subscription – **ensure that you know what the County Levy is going to be and then you have a base figure to work from plus insurance.**
10. Election of the President.
11. Election of Vice Presidents.
12. Election of Trustee (s). (if the Club has them)
13. Election of Advisory Committee. (1/3 Committee to be elected in three year rotational blocks.)
14. Election of Club Officers:
 - a. Club Leader(s)
 - b. Programme Co-ordinators
 - c. Club Chairman
 - d. Club Vice Chairman
 - e. Secretary
 - f. Treasurer
 - g. Press Officer (continue as relevant to your Club.)

15. Election of representatives to County Executive Committees.
16. Election of Club Committee Representatives (in addition to the Club Officers).
17. Election of representatives to County Committees, e.g.
 - a. Social and Funding (3 voting reps)
 - b. Competitions (2 voting reps)
 - c. Development (2 voting reps)
18. Any Motions for decision.
19. Presentation of Awards.
20. Welcome by New Chairman who thanks the outgoing Chairman
21. To confirm the date of the next Annual General Meeting as (date)
22. Any other business (make sure that anyone else that needs to be thanked, is thanked at this point)

YOUR VOTE IS VITAL TO YFC DEMOCRACY MAKE SURE IT COUNTS BY VOTING AT YOUR AGM.

NOTES TO ACCOMPANY THE AGENDA



Voting Rights at the AGM

- a) Each member (aged 10 – 26 years) has one vote and 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) Club Leaders (unless a member of the Club), Associate Members, Advisory Committee Members and the County Organising Secretary or the nominated representative of the County Federation shall have no voting powers at the meetings of the Club.

Therefore, *tellers* (people to count the votes) should be two people who cannot vote.



Deciding the level of annual subscription

When deciding the level of the club's annual subscription try to include the following points:

- Will the cost per member cover the annual subscription for the county federation and the national federation including insurance? Information on the national federation levy and how it is spent is available from NFYFC tel: 02476 857 200
- Has the cost increased with the rate of inflation?
- Will the subscription be subsidised through events such as club discos or is that money better spent on something else for the club?
- Will the subscription include hall hire or will that be paid for separately?



Election of Trustees

Some Clubs have elected Trustees. These Trustees are recognised as *Holding Trustees* by the Charity Commission and are not the Trustees of the Charity (YFC Club). Holding Trustees are responsible for the Club's assets, investments and reserve funds. It is their responsibility that the assets, investments and reserve funds are working well for the Club. I.e. are earning the best interest available to the club. Trustees must be aged 18 or over and ideally each club elects 3 or 5 trustees, one of which is the Club Chairman.

The YFC Club Constitution records that at the Annual General Meeting, the Club shall appoint a Management Committee consisting of at least three people from among the Club Chairman, Vice Chairman, Secretary, Treasurer and Leader. Members of this Management Committee are the Charity Trustees as the Charity Commission will see this committee as holding legal responsibility for the proper day to day management of the Charity (YFC Club) ensuring it is meeting its charitable objectives and is compliant with legislation. In many YFC Clubs this committee is known as the Club Committee.

All such Committee Members must have attained their 18th birthday and they shall act as the Trustees with legal responsibility for the management of the charity. 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.

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

Election of officers and club leaders

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, more than one Club concurrently.

A club officer profile on the role of club leader is available from either your county office or can be downloaded from www.nfyfc.org.uk. Read the profile before choosing who will be nominated as club leader to ensure that the right person for the role is chosen.

The Club Leader shall be elected by the Club at the Annual General Meeting. 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. The retiring Club Leader shall be eligible for re-election.

A Club Leader, if under the prescribed age range, shall be permitted to participate in all activities.

A club officer guideline card is available for Club Advisory Member. Ensure that they are given a copy of the card before they agree to take on the role.

Standing Orders of a Young Farmers' Club Annual General Meeting

The Chair shall be taken by the CLUB PRESIDENT or failing that a VICE-PRESIDENT. If none of the above are available the CLUB CHAIRMAN.

The business of the meeting will be carried out as stated in the agenda unless the Chairman asks and received the permission of the meeting to vary the order.

A record of attendance will be kept of each meeting.

Motions to overturn resolutions previously passed by the GENERAL MEETING must be printed on the agenda. To be carried, it requires two-thirds majority of the members present and voting.

During a debate a member:

- (a) Will stand to speak and shall address the Chair.
- (b) Will direct his/her remarks to the subject under discussion, except that he may raise a point of order or may answer such a point of order.
- (c) Shall not speak more than once on any motion or amendment except that the proposer may have the right to sum up.
- (d) Whenever the Chairman rises during a meeting, the member then speaking shall immediately resume his seat.
- (e) Before an amendment is discussed the Chairman may require a copy of such amendment in writing.

- (f) No motion or amendment shall be discussed or put to the meeting until it has been seconded.
 - a. N.B An amendment seeks to alter or improve the original motion and may add words, delete words and substitute other works or substitute a counter proposal.
- (g) 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.

Any member may move without debate "That the question now be 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 to reply, be put at once.

Voting on all matters except elections may be by show of hands. If the outcome of such a vote shall appear inconclusive to either the Chairman or members, Tellers shall be appointed to count the votes.

Visitors to a General Meeting may be invited to speak by the Chairman.

Resolutions to amend or suspend Standing Orders may be made providing that no subsequent action contravenes the Club Constitution.

The Chairman's ruling on points of order or procedure or conduct shall not be open to question.

If you are unsure on any aspect of running a CLUB AGM help is at hand.

Contact the County Office on 01785 248645

GOOD LUCK!