

# GWENT FEDERATION OF YOUNG FARMERS' CLUBS

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## STANDING ORDERS FOR THE EXECUTIVE COMMITTEE

The Executive committee is the body responsible for the management of the affairs of the Gwent Federation of YFC. It has, therefore, to take decisions in the interests of the movement as a whole.

Each member of the Executive committee is elected to assist in this work on behalf of the whole Movement and an Executive member's prime responsibility must be to the National Movement. As a representative of a YFC club within the Federation, the member brings to Executive the benefit of knowledge of the requirements, opinions and wishes of their YFC Club and has the responsibility to inform their YFC Club and members of the matters being discussed and the decisions being taken at a County, Wales and National level.

The early fixing of dates for Executive meetings, the detailed agenda and subsequent minutes are provided to ensure that there is an effective channel of communication between Executive and the Clubs within the Federation.

The purpose of these Standing Orders is to facilitate the management of the Gwent Federation's affairs and particularly the running of the Executive Committee.

Some of the general principals in these Standing Orders can apply also to the operation of any business meeting.

### **CHARITABLE INCORPORATED ORGANISATION (CIO)**

#### **Appointed Charity Trustees (voting members)**

In reference to the constitution of the CIO of the Gwent Federation, Appointed Charity Trustees are the four elected representatives from NFYFC affiliated Clubs within the YFC Federation of Gwent, namely;

- Abergavenny
- Bedwas
- Crucorney
- Raglan
- Usk
- Wentwood
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All Appointed Charity Trustees must be within membership age as of the 1<sup>st</sup> September, annually.

All Clubs are eligible to put forward two deputy representatives. These members are eligible to vote only in the absence of the Clubs named representatives.

### **Ex-officio Trustees (voting members)**

Ex-officio Trustees (elected by virtue of one's position or status) for the purposes of the constitution of the CIO of the Gwent Federation have been approved as follows;

- President of the Federation,
- Chairman of the Executive Committee,
- Vice Chairman of the Executive Committee,
- Treasurer of the Federation,
- Immediate Past Chairman of the Federation,
- Chairman of the Competitions Committee
- Chairman of the Rally Committee
- President Elect
- 4 Co-opted

### **Nominated Trustees**

The Federation has the opportunity to appoint Nominated Trustees. If elected nominated trustees are eligible to vote. Nominated trustees can only be elected at the Annual or Extraordinary General Meeting of the Federation.

### **Non-voting positions (Invitees)**

The following positions (to be elected at the Annual or Extraordinary General Meetings of the Federation) may speak but not vote at the Federations meetings.

- Vice Chairman of the Competitions Committee
- Vice Chairman of the Rally Committee
- Safeguarding Representative
- Health & Safety Representative
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### **Non-voting ex-officio posts**

The following positions are to receive notice of all the Federations meetings. They may speak but not vote.

- Chief Executive of the National Federation of YFC,
- Chairman of the Wales Federation of YFC
- Chief Executive of the Wales YFC Federation of YFC,

### **Secretariat**

The Secretariat for the meetings of the Gwent Federation of YFC are the paid members of staff of the Federation.

## **ANNUAL OR EXTRAORDINARY GENERAL MEETINGS**

The Gwent Federation of Young Farmers Clubs as a CIO will hold a single annual county executive AGM.

The place of each Annual or Extraordinary General meeting shall be decided by the Executive Committee.

Copies of the resolutions to be proposed at an Annual or Extraordinary General Meeting must be registered at the office of the County Federation at least twenty eight days before the meeting.

The Chair shall be taken by the Federation President. In their absence the President Elect. If none of the above are available, the Federation Chairman.

At an Extraordinary General Meeting no minutes shall be read. The minutes of Extraordinary General Meetings shall be read at the next Annual General Meeting.

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

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

## **ORDINARY MEETINGS AND SUB-COMMITTEES**

At either Ordinary meetings or sub-committee meetings all remarks must be addressed through the Chair.

Visitors to an ordinary meeting or a sub-committee may be invited to speak by the Chair.

## **RECORD OF ATTENDANCE**

A record of attendance shall be kept at each meeting of the Gwent Federation of YFC.

## **FINANCIAL YEAR END**

The financial year of the Federation shall end on 31<sup>st</sup> July.

## **SUB-COMMITTEES OF THE EXECUTIVE COMMITTEE**

**Insert Terms of Reference here**

## **SUSPENSION OF 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 clubs that fails to maintain the standards required of a Club affiliated to the National Federation.

## **NFYFC STANDING ORDERS**

Standing orders of NFYFC can also apply where appropriate. If such Standing Orders conflict with the CIO constitution, the CIO constitution shall prevail.

## **Trophies**

All County Trophies should be engraved up to date, cleaned and returned to the following meetings:

AGM Trophies  
Stockjudging and Public Speaking Trophies  
Entertainments and Member of the Year Trophies  
Field Day Trophies  
Sports Day Trophies  
Rally Trophies

September Competitions committee meeting  
October Competitions committee meeting  
January Competitions committee meeting  
March Competitions committee meeting  
April Competitions committee meeting  
May Competitions committee meeting

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 **Paul Jarrold Tyres Ltd**

Competitions committee meetings are held on the first Monday of every month (excluding bank holidays) at 8pm at County Office.

If any trophies are returned dirty, damaged or not engraved the winning club will be invoiced for £50.

### **Changing Clubs**

If a member wishes to change clubs within the same YFC year within Gwent YFC they MUST confirm this in writing to their current club secretary and the Gwent YFC County Organiser before joining a different club. They should give their previous membership card to the County Organiser. The member must pay for 12 month membership to both clubs. In accordance with the NFYFC Spirit of Fair Play rule if a member has already competed at a NFYFC level they can not compete for a second club within the same YFC year.

### **County Equipment**

Borrowing of any county equipment should be arranged with county office in advance. Equipment should be returned promptly in good condition and cleaned. If any county equipment is damaged or lost whilst a club is in possession of it, that club will be invoiced for the repair or replacement of such equipment.

The county trailer should be returned to the shed at county office.

All potato boxes and ply board should be returned to Llwyn Y Gaer, Tregare, Raglan NP15 2DL.

### **Membership**

All membership forms must be received by the county office 14 days in advance of the competition for which they are intended. Any membership forms received by county office less than 14 days before a competition will not be allowed to compete in that competition.

At competitions members must produce their current membership card complete with photo. A photograph of a membership card will be accepted. Failure to produce a card or photo of a card will result in a £5 fine per member that will be invoiced to the club.

If it is found that a person competes that is not in fact a member that club will be disqualified from that competition retrospectively.

### **Entry Forms and Intention of Entry**

Entry forms and/or intention of entries must be received by county office by the deadline given by the county. Substitutions will be allowed, however, they must be declared with county office or the steward on the day of the competition.

### **Competing at Wales YFC and NFYFC competitions and Selection**

Winners of all competitions will automatically qualify to represent Gwent YFC at Wales YFC or NFYFC competitions, **excluding** Public Speaking, Stockjudging and Efficiency with Safety where county selectors will choose a team to go forward.

Members that have qualified or selected to represent Gwent YFC at Wales YFC and/or NFYFC competitions have one week to confirm if they can or can not compete. If no communication is received Gwent YFC will assume that the member/team is unable to compete.

### **Disclosure and Barring Service (DBS) checks**

All club and county officers must provide identification documents for a DBS check on or before the club officer training day. Failure to provide this will result in that individuals disqualification as a club or county officer.

In the event of an issue following a DBS check the officer in question will need to provide the paper copy of the DBS and attend a confidential interview with a panel consisting of: the County President, a Wales YFC Officer and the County Safeguarding Officer. This panel will make a decision on whether that person is suitable for their role within the club/county. If the panel is unable to make a decision then the issue will be put to the local children's board panel for their consideration and guidance on the next steps to take.

### **Committee Meetings**

Executive Committee and Finance and Development meetings shall be held on the same evening on the last Monday in every other month starting in September.

Competitions committee meetings will be held on the first Monday of every month excluding bank holidays.

Rally Committee meetings will be held on the same evening as competitions committee meetings. Committee members will be notified by county office of when rally meetings will be held.

Management Committee meetings will be held quarterly.

Meetings will be held at 8pm in the meeting room at county office.

### **Levy Payments**

Clubs will receive 2 levy bills. The first is due to be paid before the 15<sup>th</sup> January and the second will be due on the 15<sup>th</sup> May. Failure to pay the first instalment on time will result in disqualification from the Entertainments competition and failure to pay the second instalment on time will result in disqualification from the Rally.

### **County Signatories**

There will be 4 signatories on all Gwent YFC bank accounts being; County Treasurer, County Chairman, County Vice-Chairman and County Organiser. There always needs to be 2 signatories to sign cheques.