



# **Cheshire County Federation Of Young Farmers' Clubs CIO**

## **Operational Guide**

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# Aims

To be the leading organisation for young rural people in Cheshire, facilitating strong and vibrant member clubs that offer their members a wealth of new experiences and opportunities for personal development and achievement, a much-needed social and educational network and a safe environment for activities.

Led by young people for young people, Cheshire YFC provides members aged up to 30 with a unique opportunity to develop skills, work with their local community, travel abroad, take part in varied competition programmes, and enjoy a dynamic social life. From stock-judging to sport, quizzing to debating, there is something for everyone and plenty of new things to learn.

# Objectives

The objects of the Federation are for the public benefit to:-

- a. advance and promote education in agriculture, home crafts, country life and related subjects;
- b. advance and promote citizenship and community development; and
- c. provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation
- d. in each case for young people in the County of Cheshire with the object of improving their condition of life and assisting in their personal and social development as full members of their local communities.

# Definitions

1. Cheshire County Federation of Young Farmers' Clubs, hereinafter referred to as the "Federation", "Cheshire YFC", or "County"
2. Affiliated Club(s) hereinafter referred to as Club(s).
3. Members of Affiliated Clubs hereinafter referred to as Members.
4. Term of Office from the Annual General Meeting to the following Annual General Meeting.

# 1. Introduction

This Operational Guide provides a framework for the day-to-day operations of the Cheshire County Federation of Young Farmers' Clubs CIO (hereinafter referred to as "the Federation"). It complements the Federation's Constitution and should be read in conjunction with it. The guide aims to ensure efficient, effective, and compliant operations in line with charity law and best practices.

## 2. Governance Structure

The Federation is governed by a Board of Trustees, as outlined in the Constitution. The governance structure includes:

- Board of Trustees
- Executive Officials/Top Table
- Executive Committee
- Affiliated Clubs

The roles, responsibilities, and interrelationships of these bodies are detailed in the Constitution and further elaborated in this guide.

## 3. Roles and Responsibilities

### a. Trustees

Trustees are responsible for:

- Ensuring the Federation complies with its governing document, charity law, and other relevant legislation
- Acting in the best interests of the Federation and its beneficiaries
- Managing the Federation's resources responsibly
- Ensuring the accountability of the Executive Committee
- Trustees who are not Executive Officials can attend Executive Meetings in an advisory capacity but will not have any voting rights.

### b. Executive Officials/Top Table

Executive Officials (President, Deputy President, Vice-Deputy President, Chairman, Lady Chairman, Vice Chairman, Vice Lady Chairman, Treasurer) are responsible for:

- Providing leadership and direction to the Federation
- Managing the day-to-day operations of the Federation

- Implementing the decisions of the Board of Trustees and Executive Committee
- Representing the Federation at external organisations and events
- Positively promoting the public persona of the Federation

**c. Non-Executive Officials**

Non-Executive Officials (Vice Presidents, Life-Honorary Members and non-voting) provide support and advice to the Federation based on their experience and expertise.

**d. County Coordinator**

The Federation will engage the services of a County Coordinator to support the Federation and Top Table as the Executive Officials and Trustees deem appropriate.

The Top Table and Trustees are to set the Service fee at their sole discretion.

The engagement of a County Coordinator should be documented in an appropriate service contract that is signed by both parties.

The Federation shall undertake an Annual service review, such review to be undertaken by the Trustees.

## 4. Clubs

All Clubs affiliated to the Cheshire Federation of Young Farmers Club's charity will automatically become affiliated to the Cheshire Federation of Young Farmers Clubs' CIO.

All Clubs must:

- adhere to the Federation's Constitution, policies and procedures
- Maintain its own committee and governance structure
- Manage their own finances and annually report to the Federation by submitting an annual statement of account

The admission of a new Club to be affiliated with the Federation must be approved by the majority of members present and entitled to vote at an Executive meeting. Before the admission of the new Club is taken to the members for approval, the Executive Committee must be satisfied that:

- Meet the requirements of clause 10.1 of the Constitution
- No historic payments due to the Federation
- Takes their name from a local town or area based in Cheshire or the immediate area
- Have a bank account held in the name of the Club
- Appoint at least a Chairperson, Treasurer, Secretary, and President, of which no more than two of these roles can be from the same household or direct family

If a Club ceases to exist whilst a member of the Federation, all stocks of goods, shares, or Holdings and other assets held after all debts are settled will be held by the Federation on Trust (ringfenced for the future club) for 30 years until such time that the Club is reformed. If the Club isn't reformed within this time, the remaining assets will become Federation funds to be used in furthering the Objectives of the Federation.

## 5. Moody Bowl

The Federation will organise and manage the Moody Bowl competition annually, recognising outstanding achievements among affiliated clubs.

Any changes to the competitions and scoring are reviewed annually and need to be approved by a simple majority of the present members entitled to vote at an Executive Committee Meeting.

No single competition may have no more than 300 points/10% (whichever is lower) of the total awarded.

Any events that form part of the Moody Bowl must be events that further the objectives of the Federation.

The County Chairman and County Lady Chairman can not compete in Moody Bowl competitions.

## 6. Executive Committee

Executive Committee to consist of:

- a. All Executive Officials/Top Table
- b. Five Delegates from each Club. (Suggestion of Club Chairman, Club Chairlady, 2 Vices and Secretary/Treasurer.) Delegates should, where possible, serve for a minimum of one term. Substitutes accepted. Delegates must be under 30 before 1st June of the Moody Bowl year and signed up to the federation.
- c. Past County Chairman and County Lady Chairman to serve for four terms (generally one year), from the date of retiring from office. This will take precedence over a person's age being beyond 30 years.
- d. Co-opted Members - any co-opted members have no voting rights. (A co-opted member is a person who is appointed to a committee or council but is not an elected member. I.e. Toplink Editor)
- e. Trustees who are not Executive Officials can attend in an advisory capacity but will not have any voting rights.

Terms of Reference for the Executive Committee:

- a. The Executive Committee shall be convened on no less than six occasions per annum, to transact business for general and financial management of affairs and activities in pursuance of the objects of the Federation.
- b. An Extra-Ordinary Executive Committee Meeting shall be convened upon request of two or more Member Clubs. Such request should be notified to the County Coordinator in writing,
- c. 21 days' notice of either an Executive or Extra-Ordinary Executive Committee Meeting must be provided to all member Clubs
- d. An annual pre-AGM Executive Committee meeting must be held 7 days prior to the AGM, this meeting can form one of the six meetings in item A.

- e. The Executive Committee can establish sub-committees or working groups as required, but this does not remove the obligation of the Executive Committee of any of its Roles and Responsibilities.



## **7. Annual General Meeting**

An Annual General Meeting must be held in accordance with Clause 12 of the Constitution. All Members may attend and participate in the discussion of the business transacted, but resolutions and voting will be confined to all Executive Committee Members. All Voting for Officials will be by secret Ballot.

The Chairpersons of the Federation Officials will Chair the AGM

The Agenda for the Annual General Meeting shall include:

- a. The election of all Executive and Non-Executive Officers (as detailed in Section 9)
- b. Chartered Accountant (to Independently Examine Accounts in accordance with the Charities Commission Guidelines)
- c. Receive Reports from the Treasurer and a membership update
- d. Business prescribed by the Executive Committee

Extra-Ordinary Meetings can be called as outlined in the Constitution in Clause 12.

## **8. General Rules applying to Executive Committee Meetings and AGM**

A Quorum at all meetings shall be at least 1/3 of the voting membership of that Meeting.

In the event of a tie in any vote, the Chairperson of the Meeting or agenda point shall have the deciding vote.

Detailed information relating to Financial and Commercial Matters may be deemed confidential by the Executive Committee. Details of this nature will be given in writing only upon request of a Club and upon the undertaking from the requesting Club that such information is held in confidence.

## **9. Elections**

The Federation will ensure a fair and transparent election process for all Executive Officials based on the below procedures. All such Terms are to be for a twelve-month period unless a significant event disrupts the Federation year, in which case the Executive Committee may elect to extend the Term.

Multiple people from the same club can be nominated for the same position.

No Official shall hold more than one office.

If any official who normally serves more than one term but wishes to retire at a coming AGM they should, if at all possible, give notice at the Executive Committee Meeting prior.

### **President**

To be elected annually for one term of office. Nominations are to be in writing and lodged with the County Coordinator 7 days (5.00pm) in advance of the Annual General Meeting. The full nomination is to be a maximum of 2 minutes and read at the AGM by an Executive Official from the nominating club or the individual. If the individual is not present, then written confirmation from them, of their willingness to stand is required.

If no nominations are received before the 7 days prior to the AGM deadline, then nominations can be received at the AGM.

### **Deputy President**

As for the President.

### **Vice Deputy President**

As for the President.

### **Chairman**

To be elected annually for one term of office. In the event of the Vice Chairman not being elected to Chairman, the rule of eligibility of nominees under the election of Vice Chairman shall still apply.

### **Lady Chairman**

As for Chairman

### **Vice Chairman and Vice Lady Chairman**

To be elected annually to serve for one term.

Nominations shall be accepted from any Affiliated Clubs other than the Clubs represented by the Vice Chairman and the Vice Lady Chairman at the commencement of such Annual General Meeting.

Should a nomination not be forthcoming from within the above Clubs, then a nomination can be received from the present Chairman's Club for Lady Vice Chairman and the present Lady Chairman's Club for Vice Chairman.

Should a nomination not be forthcoming from within the above clubs, then a nomination can be received from any past member affiliated to a club under the age of 35 on the day of the 1st of June (the same year as the AGM)

The full nominations from both Vice Chairman and Vice Lady Chairman are to be a maximum of 2 minutes and read at the AGM by an Executive Official from the nominating club or the individual. If the individual is not present, then written confirmation from them of their willingness to stand is required.

The President will then toss the coin to decide which role gets voted on first (Heads face up = Vice Chairman, Tails face up = Vice Lady Chairman). Each role needs to be filled by a different club.

The order of nominations will be reset in the event of an EGM being called.

### **Treasurer**

Shall be elected for a term of two years. Nominations are to be in writing and lodged with the County Coordinator 7 days (5.00pm) in advance of the Annual General Meeting. The full nomination is to be a maximum of 2 minutes and read at the AGM by an Executive Official from the nominating club or the individual. If the individual is not present, then written confirmation from them of their willingness to stand is required.

### **Life Honorary Members & Vice Presidents**

Nominations are to be in writing, with appropriate justification of the nomination and lodged with the County Coordinator 7 days (5.00pm) in advance of the Annual General Meeting.

At least 3/4 of those present and voting through a secret ballot at the Pre-AGM Executive Meeting must be in favour of the nomination for it to be passed to go forth to the County AGM.

## 10. Finance

- a. The Financial Year shall end on 31st March each year.
- b. Each Club shall subscribe affiliation fees to the Federation at a rate per member as approved at the Annual General Meeting.
- c. The Federation may solicit and receive contributions to the General Funds in the form of; Grants, Sponsorship, Donations, Legacies, Subscriptions, Gifts or Loans or otherwise.
- d. The Federation may promote, sponsor and arrange events to accumulate surpluses as necessary to support the Objectives of the Federation and ensure appropriate level of Funds to ensure the long-term security of the Federation. A Bank Account(s) as necessary shall be held in the name of Cheshire County Federation of Young Farmers' Clubs.
- e. All Bank Accounts must be maintained with FSCS-protected financial institutions based in the UK. within £85,000 limit
- f. The Treasurer shall seek the authority to make a payment, which will have to be dual authorised in the first instance by either the Chairman or the Lady Chairman. In the event of the Chairman and Lady Chairman being indisposed and if the payment is required within five working days, the Vice Chairman, Vice Lady Chairman or President will have that authority. On no occasion can two of the authorisers be in the same household or family
- g. There must be a minimum of two bank signatories on all bank accounts, one of which must be the Treasurer and the second signatory one of the Chairman, Lady Chairman, President or any other Trustee.
- h. The Treasurer or other appointed Official shall be responsible for receiving all monies that are indebted to the Federation and to submit all payments from money held at the bank or otherwise to those indebted by the Federation. All such transactions shall be recorded in books of account.
- i. The Treasurer or other appointed Official shall:
  - a. Provide to the Executive Committee a detailed statement of account, including details of income and expenditure by event and details of bank balances. Such information is to be provided as a minimum at each Executive Committee Meeting.
  - b. Provide the Executive Committee Meeting with any financial information or otherwise as they deem appropriate.
  - c. The Treasurer or other appointed Official shall at the Annual General Meeting prepare accounts for the previous year. The annual accounts shall be independently examined by a firm of Accountants or Chartered Accountants, following guidelines as laid down by the Charities Commission.
- j. The Federation shall appoint an Independent Examiner or Auditor in line with the Charities Act
- k. An Annual set of accounts shall be drawn up in accordance with the requirements of the Charities Act and reviewed annually by the Independent Examiner or auditor.
- l. In the event of the winding up of the Federation, all stocks of goods, shares, or Holdings and other assets should be released, and after all debts are settled, the proceeds, along with all

monies, shall then be apportioned to any Affiliated Clubs on a membership basis. If no Affiliated Clubs exist upon the winding up of the Federation, any such monies are to be distributed to any other Charitable Institution that supports a number of rural or agricultural communities in Cheshire.

## **11. Delegation of Authority**

The Executive Committee should be presented with budgets and approve them for events the year ahead at an Executive Committee meeting. The Federation has no commitment to pay unless with prior agreement at an Executive Meeting.

The Trustees delegate to the Executive Committee the following that are incurred in support of the Federation's Objectives:

- Authorise and pay individual expenses/invoices up to £10,000, subject to quotes for any items over £1,000 being obtained in writing prior to the expenditure being incurred
- Authority to enter into contracts up to a maximum of £10,000, subject to quotes for any items over £1,000 being obtained in writing prior to the contract being entered into
- Change, introduce, and stop events and activities as long as they are not prohibited elsewhere in this Operating Manual and are done in support of the Objectives of the Federation

## **12. Executive Committee Undertakings**

The Executive Committee shall not without the prior consent of the Trustees (such consent to be provided by a simple majority of the Trustees either in writing or at a meeting where minutes are kept):

- Hold the Funds of the Federation in anything other than cash
- Open Savings Bank Accounts with new Financial Institutions

## 13. Legal and Compliance

- a. Charity Commission Compliance
  - i. The Federation will ensure the timely submission of annual returns and accounts to the Charity Commission
  - ii. Any significant changes or serious incidents will be reported to the Charity Commission as required
  - iii. The Federation will maintain appropriate insurance coverage, including public liability.
- b. Data Protection
  - i. The Federation will comply with GDPR and other relevant data protection legislation

## 14. Policies and Procedures

All policies and procedures implemented by the Federation must be passed and agreed upon by both the Trustee and Executive Committees.

Policies will be reviewed at least every 2 years and updated as needed.

All affiliated Clubs must follow and adhere to all policies and procedures as implemented by the Federation.

The Federation will maintain and implement policies including, but not limited to:

- Safeguarding
- Health and Safety
- Data Protection
- Equality Opportunities
- Child photographic and image
- Cookies
- Drug & alcohol
- Finance
- Personal Behaviour
- Risk Assessment
- Social Media
- Sexual Harassment
- Event Guide
- Dairy Queen Guide

All members, volunteers and staff will be trained on relevant policies and procedures.

## 15. Disciplinary

The Executive Officials/Top Table shall have the power to expel or suspend any Club or any individual member of a Club, which

- a. Fails to make payment of any monies indebted by that Club to the Federation.
- b. Contravenes the Rules of the Constitution and Operational Guide
- c. Contravenes the Policy & Procedures of the Federation
- d. By their deeds or actions bring into disrepute The Cheshire County Federation of Young Farmers' Clubs.

Such suspension and expulsion must be confirmed in writing within 7 days of such meeting where the decision was made.

In the event of such action being taken against any Club or member, the offending Club(s) or member(s) should be given an opportunity to repudiate or to offer defence of any accusations made.

Offending Clubs or Members shall have right to appeal. Such appeal to be made in writing to the Secretary of the Trustees within 14 days of receiving the letter informing them of the decision.

The appeal must be heard by a panel containing three or five people, but must contain at least two Trustees that are not an Executive Official.

The decision of the appeal panel is final.

## **16. Alterations to the Operational Guide**

Any Resolution to amend or vary this Operational Guide should be notified in writing to the County Coordinator at least 28 days in advance of the Annual General Meeting and should appear on the agenda of such meeting and be circularised to all Clubs.

Any Trustee shall have the right to speak at any Executive Meeting where any proposed amendments are discussed and the right to speak at any such Annual General Meeting or Extra-Ordinary General Meeting where any such proposed changes are voted at.

The assent of at least  $\frac{3}{4}$  of those present and voting at the Annual General Meeting, or Extra-Ordinary General Meeting must be in favour of the resolution before any such amendment or variation can take effect and providing no amendment is made that would cause the Federation to cease to be a charity in law.

## **17. Amendments to the Operational Guide**

This Operational Guide may be amended by a resolution of the Board of Trustees, subject to approval by the Executive Committee. Any amendments should be consistent with the Federation's Constitution and charitable objectives.