



# THE SMALL FARM TRAINING GROUP

## CONSTITUTION

- ARTICLE 1**      **Title and date of commencement**  
The group has been known as The Small Farm Training Group since 8<sup>th</sup> Sept 1983 and this constitution shall come into effect from the AGM in November 2015
- ARTICLE 2**      **Objectives**  
The primary purpose of the Group is to provide group members, their families and households with the management, technical and craft skills needed to benefit the business and personal development.
- ARTICLE 3**      **Membership**  
Membership is open to those interested in agriculture, horticulture or in related activities.
- ARTICLE 4**      **Officers**  
In accordance with Article 6 the members shall annually elect from the membership at least 5 officers including a Chairman and a Treasurer, and other named posts for which nominations have been received. The elected officers shall form a Management Committee who shall elect from themselves or co opt from the membership vacant posts of Vice Chairman, Membership secretary, Shows Organiser, Meetings organiser and Newsletter Editor.  
A person may not stand for re-election as Chairman for more than three successive years and may not be re-elected in the two year period immediately following a period of office. Whenever possible the retiring Chairman should continue to serve on the Management Committee for the two year period following his/her term of office.
- ARTICLE 5**      **Management Committee**  
The Management Committee shall meet as often as necessary to carry out the day-to-day business of the Group and make and execute such decisions as are necessary in the name of the Group. A quorum shall consist of 50% of committee members with a minimum of four, whichever is the greater. The Management Committee shall report all its activities to an Annual General Meeting and shall be accountable to the Annual General Meeting in accordance with Article 6(c).  
The Management Committee is responsible for appointing a Group Training Officer (GTO) and setting their remuneration

## **ARTICLE 6**

### **General and Extraordinary Meetings**

- (a) General meetings of the Group shall be held annually, not more than fifteen months shall elapse between the date of one Annual General Meeting and that of the next. At least two weeks notice in writing of a General Meeting shall be given to all members.
- (b) Extraordinary Meetings may be convened by the Chairman or by one third of the members. Two weeks notice of an Extraordinary Meeting shall be given to all members.
- (c) Voting - each member or member business shall have one vote, which may be given in person or by proxy in writing.
- (d) Quorum - the presence of one quarter of the membership shall constitute a quorum.
- (e) Decisions shall be by majority of those attending or represented by proxy.

## **ARTICLE 7**

### **Finance**

- (a) Members shall pay an annual subscription to the Group on 1st August, the amount to be decided by the Management Committee after consultation with the membership.
- (b) The Treasurer shall open a Bank Account or Building Society Account in the name of the Small Farm Training Group.
- (c) The Treasurer shall prepare an annual statement of Income and Expenditure and a statement of Assets and Liabilities which shall be represented by the Management Committee after audit by two nominated members (or a qualified accountant) for the Group's approval at the Annual General Meeting.
- (d) The Group is a non-profit making body.
- (e) Funds shall be used solely for the promotion of the group and its activities unless at the AGM a majority of member attending vote to make a grant outside the group. Day to day expenses shall be the responsibility of the Management Committee and should be limited to no more than £200 for any single transaction without the need for prior approval. Items costing over £200 but no more than £1000 should be discussed and approved by the committee prior to incurring the expenditure. Any item costing more than £1000 should be referred to the membership for approval.
- (f) The Committee will at all times ensure that the value of liabilities does not exceed the value of the assets of the organisation without the prior agreement of its members
- (g) Group members shall have equal possession of assets and equal liability for group debts. The liability of a Management Committee Member shall not exceed the liability of a Group Member unless negligence or fault is proven in court.

**ARTICLE 8            Statement of Intent**

The Group will produce a plan of their intended training activities and an action plan for the following year at the AGM

**ARTICLE 9            Winding Up**

The Group shall be wound up if two-thirds or more of the members so desire by giving three months notice in writing to the Chairman of the Group at an EGM. In the event that the SFTG is disbanded, any remaining funds shall be dispersed as follows:-

- 1) Members will receive a refund of their membership subscriptions at the rate of one-twelfth of the annual subscription for each complete calendar month between the date of disbanding and the date that their subscriptions would normally have been due for renewal.
- 2) Any funds remaining after the refund of subscription will be donated to at least one not-for-profit organisation with similar aims to the SFTG.
- 3) In the event that a suitable organisation cannot be found for the purposes of bullet point 2 above, the remaining funds will be donated to at least one agricultural charity.

**ARTICLE 10            Amendments to the Constitution**

Alterations to this constitution must be agreed at an Annual General Meeting or an Extraordinary General Meeting.

**ARTICLE 11            Insurance**

The Group will ensure that appropriate and adequate insurance is in place to cover its activities.