

## **STANDING ORDERS GOVERNING THE RAISE AND GIVE (RAG) COMMITTEE**

### **1. Definition**

- 1.1 The Raise and Give (RAG) Committee is a standing committee as defined in Standing Order 1001 and will be subject to these regulations. The Raise and Give Committee is responsible to the Campaigns Network and the Vice President Welfare & Community, and is supported by the Campaign Support Coordinator and Campaigns Assistant.

### **2. Aims**

- 2.1 The Raise and Give Committee, with support from the Campaign Support Coordinator will:
- 2.1.1 be responsible for the annual Charity fundraising on behalf of Lincoln Students;
  - 2.1.2 aim to raise as much money as possible by legitimate means for the benefit of selected charities (this can be both local and national);
  - 2.1.3 empower the Union's members to participate in fundraising activity on behalf of charitable organisations in line with the fundraising guidance provided by the Union.
  - 2.1.3.4 support the Vice President Welfare & Community and groups of the Campaigns Network in the delivery of campus wide campaigns

### **3. RAG Officer**

- 3.1 The Chair of the Raise and Give Committee is a part-time student officer and shall be known as the "RAG Officer", and shall be elected once per academic year, in accordance with Bye-Law 7. The RAG Officer shall have responsibility for the Raise and Give Committee, and ensuring that the RAG Committee does not act in Ultra Vires of ULSU's Charitable objectives. The RAG Officer represents all members of ULSU on matters relating to Raise and Give as a compulsory, voting

attendee at All Student Members' meetings and the Campaigns Network meetings, where they will report on the impact and progress of RAG.

#### 4. **Raise and Give Committee**

4.1 In addition to the RAG Officer there shall be a Raise and Give Committee. The Raise and Give Committee shall support the RAG Officer in actively fundraising for the benefit of charities and ensuring that the committee does not act in Ultra Vires ULSU's charitable objects. The Raise and Give Committee shall be responsible for the organisation, direction and performance of the Raise and Give group (standing committee) in fulfilling its strategy. The Raise and Give Committee shall be responsible for monitoring and updating its long term strategy.

4.2 The membership of the Committee shall be:

4.2.1 **RAG Officer:** Who shall be the Chair of the Committee; will liaise regularly with the VP Welfare and Community regarding RAG; shall ensure that all committee members carry out their responsibilities; shall be responsible for the application of the Students' Union Constitution, Bye-Laws, Standing Orders and relevant Policies; shall ensure that the Executive Committee of the Union and the Campaigns Network are informed of planned events so that members are able to report back to their areas; shall authorize all decisions affecting RAG with approval from the Executive Committee and shall ensure all activities are safe and follow the agreed health and safety procedures.

4.2.2 **Secretary:** The Secretary shall assist the RAG Officer in the administration and organisation of the Raise and Give Committee. The Secretary shall be responsible for maintaining the membership list of the Raise and Give Committee; ensuring the Raise and Give Committee meets all relevant dates detailed in the Regulations; preparing and circulating papers prior to meetings and taking minutes; shall take on the role of Chair in their absence; shall represent Raise and Give at any Union meeting required in the absence or at the request of the Chair and will assist in the organisation and delivery of Raise and Give events.

4.2.3 **Treasurer:** The Treasurer shall be responsible for monitoring the Raise and Give Committee's account and

ensuring they are not overspent; shall be aware of Raise And Give finances throughout their period in office and that this information is made available for the Executive Committee; shall be responsible for purchase requests and obtaining the approvals in line with Section 11 of this Standing Order.

4.2.4 **Events Co-Ordinator (x3):** The Events Co-Ordinator shall organise fun events to raise money for both local and national Charities; shall encourage participation from the student body; shall ensure the smooth running of events; assist the committee in the running of its awareness campaigns and ensuring they are suitable for the entire membership; shall assist the RAG Officer in supporting the campaigns of the Vice President Welfare & Community and the Campaigns Network; shall be responsible for the application of the Students' Union Constitution, Bye-Laws, Standing Orders and relevant Policies; shall organise social events for Raise and Give; shall work with other Club, Societies and Groups to increase Raise and Give's profile within the Union and shall encourage fundraising within University of Lincoln Students' Union.

4.2.5 **Publicity Officer:** The Publicity Officer shall be responsible for assisting the Events Co-Ordinators and Social Secretary in advertising and promoting campaigns and social events; shall be responsible for the design, production, publication and delivery of publicity materials as required by the committee in line with SU brand guidelines; shall be responsible for the upkeep of Raise and Give social media pages and shall look to liaise with external publicity broadcasting organisations e.g. local newspapers, with approval from the SU Marketing team and Vice-President Welfare and Community;

## 5. **Training**

5.1 All of the Raise and Give Committee are to receive training each year. This will include:

5.1.1 Communications Training; involving how to use different branding techniques in line with Students' Union guidelines.

5.1.2 Events Training; involving training on the different policies, forms and required information for Events or Trips.

- 5.1.3 Fundraising Training; involving fundraising tips and rules, required licensing, reputation and safe keeping.
- 5.1.4 Charity law on fundraising and Ultra Vires and the legal requirements on individual members and committee members.
- 5.1.5 Campaign Training; involving training on running effective and well publicised campaigns to ensure maximum impact.

## 5. **Membership**

5.1 The Raise and Give Group has two types of membership:

- 5.1.1 **Full Membership:** Full membership is open to all University of Lincoln students, and those who have an interest in fundraising for national or local issues, who are full members of ULSU as defined in Bye-Law 1.
- 5.1.2 **Associate Membership:** Associate membership is open to all University of Lincoln students, and those who have an interest in fundraising for national or local issues, who are associate members of ULSU as defined in Bye-Law 1. Associate members have no voting rights within the Union nor may they hold an elected position.

## 6. **Elections**

6.1 The RAG Officer shall be elected in semester two in accordance with Bye-Law 7 and Standing Order 1001 (8.0) and shall hold their position for the next year. Raise and Give Committee members shall be elected in accordance with Standing Order 1001 (8.0, 11.0). If a member is elected through an emergency election during the academic year to fill a vacant post then they shall hold the position until the end of that academic year.

## 7. **Meetings**

- 7.1 Meetings of the Raise and Give Committee shall take place every six (6) weeks and at least twice per academic term
- 7.2 The RAG Officer shall attend meetings of the Campaigns Network on a monthly basis.

## 8. **Quorum**

- 8.1 The quorate of such meetings shall be three of the voting membership plus the RAG Officer.
- 8.2 If the RAG Officer is unable to attend, they can give written permission to the Secretary to chair the meeting.
  - 8.2.1 This written permission will need to be included in the minutes of the relevant meeting, and circulated to other committee members.

## **9. Minutes**

- 9.1 The minutes shall be taken by the Secretary, who will then send them to the clerk of the Campaigns Network, who shall be the Campaign Support Coordinator
- 9.2 In the event of 8.2 occurring, then minutes shall be taken by the Treasurer.

## **10. Voting**

- 10.1 All motions shall require a four person majority (50% +1) to pass. All votes shall be public except those on motions of caution, censure and no confidence which shall be conducted by secret ballot, counted by the Secretary and checked by the RAG Officer. If the motion is against the RAG Officer then it shall be checked by the Vice President Welfare and Community. If the motion is against the Secretary then the count will be by the RAG officer and checked by the Vice President Welfare and Community.
- 10.2 Motions of caution, censure and no confidence should be conducted in accordance with Standing Order 1001 (13.0).

## **11. Processing of Expenditure**

- 11.1 Using the Dashboard, all purchase requests and quotes are to be submitted onto SUMS by the Treasurer and using the Raise and Give account.
- 11.2 All requests submitted will need to be approved by the Vice President Welfare and Community and the Volunteering & Employability Manager. Requests must be approved before expenses are incurred.
- 11.3 All costs incurred will be paid for out of the Raise and Give account within Finance.
- 11.4 Vice President Welfare and Community is the budget head for the Raise and Give Committee and shall ultimately control expenditure. The Vice

President Welfare and Community may request the Treasurer attend All Student Members' Meetings to report on the financial performance of the Raise and Give Committee.

## **12. Planning Events and Income**

12.1 Each event that is planned by the Raise and Give Committee must be submitted to and approved by the Executive Committee of the Students' Union, and will be supported by the Campaign Support Coordinator. If this is approved then the following should happen:

12.1.1 Marketing requests for the event must be submitted to the Marketing Department to be approved.

12.1.2 Sealed Donation Containers will be issued for the event, before which the seal numbers will be recorded.

12.1.3 After the event, the Donation Containers will be brought into the Students' Union Reception in order to be unsealed and recorded, before the money is paid in.

12.1.4 The money paid in will be allocated to the Raise and Give account within Finance.

## **13. Distribution of Money Raised**

13.1 The Raise and Give Committee at the start of the academic year will decide a total minimum amount of funds to be raised through RAG activities.

13.2 All funds raised throughout the year from RAG activities will be collated and allocated to the Raise and Give account within Finance.

13.3 Applications from charities for funding, which are to be considered by the RAG committee will be received throughout the year.

13.4 At the end of the academic year, RAG will allocate funds raised to charities based upon the applications received.

13.3 All relevant permits must be in place to secure funding and to ensure policies are adhered to.

13.4 Raise and Give shall present to the charities locally by invitation to the Students' Union, which will be used as a Publicity opportunity for the Group and the Students' Union.

## **14. Powers**

14.1 The RAG Committee shall be able to:

11.1.1 Pass a motion of caution against the RAG Officer;

- 11.1.2 Bring motions of censure and no confidence, as detailed in Bye-Law 5, against a RAG Officer to Campaigns Network Meeting;
- 11.1.3 Pass a motion of caution, censure or no confidence against other RAG Committee members. Motions of no confidence are to be ratified by student members and if successful the member is removed from the RAG Committee;
- 11.1.4 Submit questions in writing to the Trustees of ULSU to be asked by the Vice President Welfare and Community;

JCB

June 2017

Passed at Executive Committee:

Passed at Student Council: