

Raising and Giving (RAG) Standing Orders

1. Status, Aims and Objectives

- 1.1. The RAG Group (the 'Group') shall co-ordinate the development and provision of student-led charitable fundraising within Imperial College Union
- 1.2. The Group is a Management Group of Imperial College Union.
- 1.3. The Group shall offer a wide range of opportunities for all students to raise money for registered external charities
- 1.4. The Group should represent the altruistic interests of the student body in College and further afield where appropriate.
- 1.5. Club shall be used herein to refer to a Club, Society, or Project without distinction unless otherwise stated.
- 1.6. RAG Consists of the following Committees, the make up of each is defined below:
 - 1.6.1. the Executive Committee which runs the management group on a day to day basis and enacts the decisions of the Management Group.
 - 1.6.2. the General Committee runs RAG's fund raising activities on a day to day basis – excluding the activities of the Clubs that are part of RAG
 - 1.6.3. the Management Group Committee – shall consist of representatives from all the Clubs which make up the Group
- 1.7. All current Full Members of Imperial College Union are members of the Group

2. Management Group Meetings

- 2.1. The Management Group Committee shall consist of the following, each of whom will have a vote at meetings:
 - 2.1.1. The Executive Officers, as defined in section 6.1
 - 2.1.2. The Chair and Treasurer from each of the Group's Clubs
- 2.2. The RAG Group's executive officers shall have overall responsibility for meeting the Aims and Objectives described in Section 1. They shall also be responsible for coordinating the budgeting procedure for the group's clubs.
- 2.3. The Group may form sub-committees as required
- 2.4. The Group, when formed as a group committee meeting, shall exercise all the powers of the RAG, and its decisions are binding on sub-committees, and Clubs.
- 2.5. Group Committee meetings and their subcommittees shall follow the Union rules for meetings as stated in the Union Bye-Laws.
- 2.6. Group Committee meetings shall be held at least once per term during Autumn and Spring terms, and emergency meetings called on petition of the Chair or 10% of the Management Group Committee's voting members.
- 2.7. Group Committee meetings are to be advertised at least five clear College days in advance, normally via the general committee mailing list, by the Group Chair or Secretary.
- 2.8. It is the responsibility of club chairs to inform the RAG secretary of changes to club or society officers, and their contact details, so the Committee mailing list can be kept up to date.
- 2.9. Any other member of the Union may attend a group committee meeting, though will not be entitled to vote.

3. The RAG General Committee

- 3.1. The RAG General Committee shall have the following voting members shall consist of:
 - 4.1.1 The Executive Officers
 - 4.1.2 The Hall Reps
 - 4.1.3 General committee members
 - 4.1.4 The Deputy Officers
 - 4.1.5 The Faculty Champions
- 4.2 Meetings shall advertised at least five clear College days in advance via the general committee mailing list, by the Group Chair or Secretary.

- 4.3 Any member of the Union may attend a General Committee Meeting, though will not be entitled to vote.
- 4.4 The Group's Annual General Meeting shall take place before the end of the Spring Term at a General Committee meeting. Reports will be presented from each Group Officer.
- 4.5 General Committee Meetings shall be held at least once per fortnight during the Autumn and Spring Terms.
- 4.6 Meetings may be called by the Group Chair or by 10% of the voting membership of the General Committee.

5 The RAG Executive Committee

- 5.1 The Executive Committee shall implement the decisions of RAG Committee meetings and shall consist of the Executive Officers (as listed in section 6.1).
- 5.2 When the entire RAG committee is unable to meet or cannot reach a quorate decision via email, the executive committee may vote on the issue instead, either electronically or in person.

6 Officers

- 6.1 The Executive Officers of the Group shall be the:
 - 1.1.1. Chair
 - 1.1.2. Vice Chair (Activities)
 - 1.1.3. Vice Chair (Operations)
 - 1.1.4. Treasurer
 - 1.1.5. Secretary
- 6.2 The Officers of the Group shall be the:
 - 6.2.1 The Executive Officers
 - 6.2.2 Challenges Officer
 - 6.2.3 Collects Officer
 - 6.2.4 Halls Officer
 - 6.2.5 Sponsorship Officer
 - 6.2.6 Events Officer
 - 6.2.7 Webmaster
 - 6.2.8 Publicity Officer
 - 6.2.9 Liaison Officer
- 6.3 The Deputy Officers of the Group shall be the:
 - 6.3.1 Deputy Treasurer
 - 6.3.2 Deputy Publicity Officer
 - 6.3.3 Deputy Events Officer
 - 6.3.4 Deputy Challenges Officer
 - 6.3.5 Deputy Sponsorship Officer
 - 6.3.6 Deputy Collects Officer
 - 6.3.7 Deputy Halls Officer
- 6.4 There shall also exist Constituent Union Champions whose job is to liaise between RAG and their respective Faculty and/or Constituent Committees. One shall be elected from each Constituent Union.
- 6.5 Up to two deputy officers may be elected for each deputy officer position
- 6.6 Officers shall be ex-officio members of all RAG Clubs and Societies.
- 6.7 Officers other than the Group Chair and Treasurer shall also be allowed to be officers of all RAG Clubs and Societies, including President, Treasurer and Secretary.

7 Job descriptions and responsibilities

- 7.1 *The Chair shall:*
 - 7.1.1 Represent and chair the Group meetings, as well as the RAG Committee and RAG Executive committee.

- 7.1.2 Be responsible to the Union President through the appropriate Deputy President for the finances, health & safety, adherence to policy and activities of the Board and its clubs and societies.
 - 7.1.3 Be responsible for the efficient organisation and administration of the Committee and the promotion of and advertising the Committee
 - 7.1.4 Advise on the preparation and justification of tour proposals.
 - 7.1.5 Chair the sub-committees in the absence of the respective sub-committee chair.
 - 7.1.6 Represent the committee at any formal or ad hoc Union or College committees or meetings which may be of importance to the RAG, including but not limited to the Clubs, Societies and Projects Board (CSPB) and the Union Council.
 - 7.1.7 Negotiate other duties with officers.
 - 7.1.8 Assist the Treasurer in preparing the annual Budget, and be responsible for preparation of an Annual Report.
 - 7.1.9 Create, manage and circulate the RAG operating procedures document, and ensure that it is up to date and is used as guidance by the committee.
- 7.2 The Vice Chair (Operations) shall:*
- 7.2.1 Work alongside the Vice Chair (Activities)
 - 7.2.2 Deputise for the Chair in their absence, in conjunction with the Vice Chair (Activities)
 - 7.2.3 Be responsible for overseeing and maintaining the RAG brand.
- 7.3 The Vice Chair (Activities) shall:*
- 7.3.1 Work alongside the Vice Chair (Activities)
 - 7.3.2 Deputise for the Chair in their absence, in conjunction with the Vice Chair (Operations)
 - 7.3.3 Be responsible for overseeing the RAG Week planning and other flagship RAG events.
- 7.4 The Secretary shall:*
- 7.4.1 Be responsible for the efficient administration of the Committee.
 - 7.4.2 Record and prepare minutes for the Group and Executive committees of the Committee.
 - 7.4.3 Be responsible for the coordination of RAG's volunteers and General Committee Members. Volunteers are considered to be those who contribute their time to RAG in the knowledge that it may be pro bono, and do not attend committee meetings.
 - 7.4.4 Draw up volunteer rotas and schedules where needed.
- 7.5 The Treasurer shall:*
- 7.5.1 Be responsible to the Chair for the efficient administration of the finances of the Committee, including Annual Budgeting
 - 7.5.2 Assist clubs in preparing IC Trust & Harlington Trust applications.
 - 7.5.3 Handle collection and deposition of donations, including those from the Union Shop.
- 7.6 The Challenges Officer shall:*
- 7.6.1 Be responsible for coordinating with Deputy Challenge Officers
 - 7.6.2 Be responsible for coordinating with relevant companies and organisations to run RAG's challenge events
- 7.7 The Publicity Officer shall:*
- 7.7.1 Coordinate with Deputy Publicity Officers
 - 7.7.2 Be tasked with creating publicity material for RAG and ensuring its distribution by working with the webmaster, secretary, halls officer and deputy publicity officers.
 - 7.7.3 Be responsible for RAG's presence on social media
- 7.8 The Halls Officer shall:*
- 7.8.1 Coordinate the Deputy Hall Officers, forming a Halls Team
 - 7.8.2 Ensure adequate representation within the halls of residence
 - 7.8.3 Be tasked with ensuring adequate publicity within halls
 - 7.8.4 Be tasked with encouraging independent hall-run RAG events and fostering competition between halls
- 7.9 The Events Officer shall:*

- 7.9.1 Organise RAG events including RAG week with a view to raising as much money and awareness of our chosen charities as possible
- 7.9.2 Ensure that all other committee members and the publicity team are up to date on the events being planned and the particulars of each.
- 7.10 *The Sponsorship Officer shall:*
 - 7.10.1 Be responsible for obtaining sponsorship to help fund RAG's activities
- 7.11 *The Collects Officer shall:*
 - 7.11.1 Be responsible for coordinating with Deputy Collect Officers
 - 7.11.2 Be tasked with working with the collect committee and liaising with charities to organise charity collects
 - 7.11.3 Be tasked with arranging a collection permit should one be needed.
- 7.12 *The Liaison Officer shall:*
 - 7.12.1 Be responsible for coordinating all cooperation between RAG and other Union groups, excluding Constituent Unions but including CAG and Imperial Hub
 - 7.12.2 Coordinate with external charities
- 7.13 *The Webmaster shall:*
 - 7.13.1 Regularly update the RAG website (www.union.ic.ac.uk/rag) as necessary
 - 7.13.2 Continually strive to improve the RAG website
 - 7.13.3 Work with the publicity officers to ensure adequate publicity of events
- 7.14 *The Deputy Treasurer shall:*
 - 7.14.1 Assist the treasurer in handling RAG finances and budgets
- 7.15 *The Deputy Publicity Officer shall:*
 - 7.15.1 Work with the Publicity Officer to create and distribute publicity material for RAG events
- 7.16 *The Deputy Sponsorship Officer shall:*
 - 7.16.1 Work with the Sponsorship Officer to ensure maximum sponsorship for RAG
- 7.17 *The Deputy Challenge Officer shall:*
 - 7.17.1 Work with the Challenge Officer to ensure challenge events are successful
- 7.18 *The Deputy Collect Officer shall:*
 - 7.18.1 Work with the Collect Officer to organise charity collects
- 7.19 *The Deputy Events Officer shall:*
 - 7.19.1 Work with the Events Officer to organise RAG's events throughout the year, including RAG week.
- 7.20 *The Deputy Halls Officer shall:*
 - 7.20.1 Work with the Halls officer to ensure engagement with the RAG hall reps

8 Elections

- 8.1 Elections for Executive Officers shall be held as part of the Big Elections during Spring term.
- 8.2 Any unfilled Executive Officers positions will be elected in the Summer Term.
- 8.3 In the case of an Executive Officer position being unfilled after Summer Term, the executive committee may appoint any full member of the Union to steward the role until an election to fill the post can be held.
- 8.4 The Group Chair shall be elected under the Major Elections Bye-laws. All other executive officers will be elected under the Minor Elections Bye-laws with all members eligible to vote.
- 8.5 Elections for Deputy Officers shall be held in the Autumn term under the Minor Election Bye-laws with all members of the Group being eligible to vote.
- 8.6 In the case of any Officer position being unfilled after the Autumn Elections, nominations will be opened at a General Committee meeting and any member of the Union may be elected upon receiving 50% of the votes cast at the General Committee Meeting.
- 8.7 Any member of the Union not already holding an Officer or Hall Representative post may be elected to the General Committee by contacting the Group Secretary and receiving over half of the votes of cast by the General Committee.

- 8.8 The Returning Officer for all elections other than the Executive Officers shall normally the Group Chair though another full member of the Union may be appointed by the Executive Committee.

9 RAG Awards

- 9.1 The committee shall annually present awards to individuals or groups who have carried out actions of note
- 9.2 The awards will be voted upon by the Executive Committee in confidence, with the exception of the Chair's award which will be awarded at the discretion of the Chair. Nominations will not be required and guidance may be sought from the Deputy President (Finance and Services) or the Deputy President (Clubs and Societies)
- 9.3 The decision of the Executive Committee will be final.
- 9.4 Awards may be split between multiple groups or individuals at the discretion of the executive committee, or withheld in a given year.
- 9.5 Awards will be decided upon and presented during the summer term, and the results published on the RAG website and in Felix.
- 9.6 The awards made will be:
- 9.6.1 RAG Volunteer of the Year – awarded to an individual who does not sit on the Executive Committee for outstanding service to RAG over the course of the year.
 - 9.6.2 RAG External Club of the Year – awarded to a club, society or project outside the RAG management group for their assistance in conducting RAG operations, to a level beyond what is expected.
 - 9.6.3 RAG Club of the Year – awarded to a club in the RAG management group who have been especially successful in fulfilling their Aims and Objectives
 - 9.6.4 RAG Event of the Year – awarded to the organiser(s) of an event within the RAG management group that is considered by the Executive Committee to have been an especially successful accomplishment.
 - 9.6.5 Chair's Award – awarded to an individual who in the opinion of the Chair has contributed heavily to RAG's activities over the year and deserves recognition.
 - 9.6.6 RAG Colours – awarded to any number of RAG member(s) for excellence in fundraising activities over the course of the year.

10 Status, interpretation and amendment of these standing orders

- 10.1 These Standing Orders are bound by the Union's Constitution, Bye-Laws and Policy.
- 10.2 The Chair shall make initial interpretations of these standing orders. When no settled position can be made on interpretation, or when it involves a Union rule, it shall be referred to the Union President.
- 10.3 The General Committee may propose an amendment to these standing orders, with at least five clear College days notice of the amendment circulated to all members and concurrence of two-thirds of them. The Clubs & Societies Board of the Union is required to approve amendments, though a decision to approve or reject an amendment may be overturned by the Union Council.
- 10.4 Disputes over an election, including elections within the Committee's clubs, societies and projects should be resolved by the Returning Officer where possible, and forwarded to the Union President for final interpretations if necessary.