

# **Annex A**

## **SO2008**

# **STANDING ORDER GOVERNING RAISING AND GIVING COMMITTEE (RAG)**

## **1. FUNCTIONS**

1. The Raising and Giving Committee (RAG) shall be responsible for facilitating student fundraising, with the aim of raising as much money as possible by legitimate means for the benefit of local, national and international charities. All members of Hull University Union are eligible to be members of the Raising and Giving Committee.

## **2. MEMBERSHIP**

2. The voting membership of the Committee shall be:

1. The Chair RAG (3.1) shall be elected by cross campus

ballot in accordance with SO 8001.

(i) In the event of the resignation of the Chair RAG, the Vice- Chair (Challenges) (3.2) and Vice-Chair (Events) (3.3) shall take on the responsibilities until a temporary Chair is elected in by the Committee. They will hold office until the next cross campus election.

2. Elected by RAG members at the Annual General Meeting:

1. Vice-Chair (Challenges)

2. Vice-Chair (Events)

3. Publicity Officer

4. Volunteers Coordinator

5. General Secretary

3. Selected by the RAG Committee and Charity Partners,  
where applicable:

1. Challenge Leaders

Any committee member who fails (without apologies or reasonable explanation) to attend two consecutive Committee meetings in any one semester, or who loses a vote of no confidence shall be deemed to have resigned.

### 3. ELECTIONS

3. The election of voting members of the Committee is to be as follows:

1. The Chair, once annually, in accordance with the Hull University Union Articles and Bye Laws and SO 8001; elections to be held in Semester Two, position to be held from Week 1, Semester One of the following academic year.
2. All members of the Committee other than the Chairperson, annually at a General Meeting of RAG members, in accordance with Standing Order 8008.
3. The Chair RAG will be a member of the Activities Zone and a voting member of Council.

Executive Positions:

1. RAG Chair

The RAG Chair (3.1) is responsible for:

1. Overseeing the running of RAG as a whole, including assuming overall responsibility for the output of the Committee. The Chair will hold a veto on all decisions, unless there is a two-thirds vote against the veto.
2. Sitting on the Union Council to represent the views and opinions raised in RAG.
3. Working with the RAG Committee to coordinate

RAG activities.

4. Chairing Committee Meetings.

5. Meeting regularly with other Executive Chairs at the Activity Zone and working with them for the growth of each department within the Union.

6. Meeting regularly with the President of Activities (7) and working with them to develop RAG.

7. Working with the outgoing Chair, President of Activities (7) and the relevant Hull University Union Staff Member to develop a plan for the coming year, including but not limited to: Major Events, Challenge Trips and Key Charity Partnerships.

8. Signing off on all RAG paying out forms, alongside the General Secretary (3.6), where valid.

9. Working with the General Secretary (3.6) to create the agenda for Committee Meetings and publishing it on the RAG Google Drive at least 24 hours in advance of the meeting. Any action points that are decided in Committee Meetings must be on the agenda for the following meeting to ensure that the actions were taken.

10. Checking the [huu.rag@gmail.com](mailto:huu.rag@gmail.com) email account regularly and responding appropriately.

## 2. Vice-Chair (Challenges)

The Vice Chair (Challenges) (3.2) is responsible for:

1. If the Chair RAG (3.1) steps down or is voted out of their position, the Vice-Chair (Challenges) (3.2) will become Acting Co Chair alongside the Vice-Chair (Events) (3.3) until such time as an Emergency General Meeting (9) can be held and a replacement Chair co-opted into the Union Council.
2. Ensuring the training of Challenge Leaders (3.8) is completed, hosting regular meetings with Challenge Leaders (3.8) to track their progress, helping with any problems, and ensuring the success of all Challenges.
3. Communicating regularly with the relevant charities about their trips, in particular having knowledge of struggling fundraisers.
4. Bringing to the attention of the Chair RAG (3.1) any issues with recruits or Challenge Leaders (3.8).
5. To not be a Challenge Leader (3.8) themselves, to avoid a conflict of interest.
6. Checking the [hUU.rag@gmail.com](mailto:hUU.rag@gmail.com) regularly and responding appropriately.

## 3. Vice-Chair (Events)

The Vice-Chair (Events) (3.3) are responsible for:

1. If the RAG Chair (3.1) steps down or is voted out of their position, the Vice-Chair (Events) (3.3) will become Acting Co Chair alongside the Vice-Chair (Challenges) (3.2) until such time as an Emergency General Meeting (9) can be held and a replacement Chair co-opted into the Union Council.

2. The planning and running of all non-challenge related fundraising events organised by RAG such as RAG Week etc.

3. Liaising with the Publicity Officer (3.4) to ensure a successful promotion of all RAG events.

4. Helping the Chair RAG (3.1) to create a plan of events for the year over the summer following elections.

5. Planning events far in advance and promoting the opportunities available, to aid the Volunteer Coordinator (3.5) in their role.

6. Working with the Volunteer Coordinator (3.5) to oversee the recruitment and training of new and current RAG volunteers and to ensure that they follow the volunteer Agreement as determined by the Committee.

7. Organising and attending Volunteer meetings alongside the Volunteer Coordinator (3.5) to relay information from the committee to volunteers

8. Checking the [huu.rag@gmail.com](mailto:huu.rag@gmail.com) email account

regularly and responding appropriately.

#### 4. Publicity Officer

The Publicity Officer (3.4) is responsible for:

1. The planning and running of all promotions of RAG-related events.
2. Legally creating or obtaining any artwork, posters/flyers/cover photos at least two weeks in advance for an event. Being responsible to purchase these on the condition that they will be reimbursed from the RAG Budget.
3. Ensuring that all RAG-related events are promoted no less than two weeks in advance. Liaising with the Chair RAG (3.1), Vice-Char (Challenges) (3.2) and the Vice-Chair (Events) (3.3) to ensure the successful promotion of RAG events and challenges.
4. Keeping all RAG social media accounts updated and engaging.
5. Liaising with Hull University Union Media groups and ensuring that RAG events are reported on and promoted.
6. Working with the Chair RAG (3.1) to increase engagement from a variety of students.

7. Checking the [hvu.rag@gmail.com](mailto:hvu.rag@gmail.com) email account regularly and responding appropriately.

## 5. Volunteers Coordinator

The Volunteers Coordinator (3.5) is responsible for:

1. Working with the RAG Chair (3.1) and Vice-Chair (Events) (3.3) to increase volunteer participation in events.
2. Working with the Vice-Chair (Events) (3.3) to oversee the recruitment and training of new and current RAG volunteers and to ensure that they follow the volunteer Agreement as determined by the Committee
3. Organising and attending Volunteer meetings alongside the Vice-Chair (Events) (3.3) to relay information from the committee to volunteers
4. Planning events such as bag-packs, cake sales, raids etc.
5. Promoting all volunteer-based events and working with the Publicity Officer (3.4) to ensure the successful promotion of these events.
6. Ensuring the safety and welfare of students on raids. This means having contact details and next of kin details and checking in on the student on the raid at least once throughout the day.

7. Ensuring the general welfare of volunteers at all events, for example ensuring they have sufficient breaks if they are volunteering for more than four hours.
8. Obtaining the necessary permits to do collections for non-challenge related charities.
9. Focusing on building relationships with sports teams and societies.
10. Working with the Publicity Officer (3.4) to promote all events, challenges and volunteer opportunities to these students.
11. Working to improve the diversity and inclusion in RAG.
12. Checking the [huu.rag@gmail.com](mailto:huu.rag@gmail.com) email account regularly and responding appropriately.

## 6. General Secretary

The General Secretary (3.6) is responsible for:

1. Being in charge of the RAG budget and fundraising spreadsheets, updating them regularly. Coordinating with the Challenge Leaders (3.7) and Vice-Chair (Challenges) (3.2) to receive any relevant fundraising totals.

2. Coordinating with the Vice-Chair (Challenges) (3.2) to receive details of fundraising pages for their relevant groups.

3. Meeting with the Chair RAG (3.1), and the relevant Hull University Union Staff Member regarding the RAG budget a minimum of once per semester.

4. Signing off on all RAG paying out forms, alongside the Chair RAG (3.1), where valid.

5. Communicating with charities to notify them of an upcoming event to raise money for them; to retrieve payment information; and to ascertain if they can help by sending items such as banners, t-shirts or raffle prizes, to minimise the pressure on the RAG budget.

6. Taking minutes in Committee Meetings and publishing them on the RAG Google Drive page within 24 hours. (It will be taken that Committee Members agree to the minutes if they do not state otherwise within 24 hours of the minutes being posted.)

7. Keeping a file with contact details for all committee members, to be placed on the RAG google drive.

8. Keeping a file with contact details of all members who sign up to RAG Hull at Welcomefest and Welcomefest, The Reunion, as well as those who enquire about more information from us at any time. This file, and the subsequent mailing list, is to be placed on the RAG google drive and be kept updated throughout the year.

9. Booking rooms for all meetings at least two weeks in advance (unless the meeting is planned at the last minute).

10. Checking the [huv.rag@gmail.com](mailto:huv.rag@gmail.com) email account daily and replying to emails appropriately or passing them on to the relevant Committee member(s)

## 7. Challenge Leaders

1. Challenge leaders (3.7) are in charge of their specific challenge trip.
2. It is their responsibility to seek out training from the charity through the Vice-Chair (Challenges) (3.2).
3. This position is not elected at the AGM (8), instead they are selected through a nomination process in the Committee, working with the challenge related charities to select a suitable candidate.
4. They are jointly responsible, with the Publicity Officer (3.4), for the promotion and recruitment of their trip.
5. Challenge Leaders work with their respective challenge providers and are expected to act as a good

ambassador for the company, charity and the University.

6. They are required to attend regular meetings with the Vice-Chair (Challenges) (3.2) to report on their recruits' progress, work through any issues that are being had and ensure that the Committee is constantly updated.

7. The Challenge Leaders are responsible for the success of their own trips.

8. They are to have regular meetings with their recruits and to keep their Facebook groups active and engaging, with all information from the regular meetings posted on there to ensure everyone has all the information they need.

9. They are to keep an up-to-date spreadsheet with all trip recruits' online fundraising pages, their ongoing totals, and any required notes on recruits.

10. They are required to book rooms for any trip- related meetings, including but not limited to: information meetings, welcome meetings, weekly meetings and departure meetings.

11. They are required to book bucket collections for their charity if required.

12. They are to inform the General Secretary (3.6) of any relevant fundraising pages from their recruits and to help keep the RAG fundraising spreadsheet updated.

#### **4. DISTRIBUTION OF MONEY RAISED**

4. RAG will transfer money to charities through their account held with the Hull University Union Cash Office.
  
5. RAG will keep track of other student fundraising totals, where possible, to collate a full University total for the year.

#### **5. GENERAL PROCEDURE**

6. Committee: The Committee will attend all RAG meetings convened and take responsibility for their duties as expressed in these standing orders and shall encourage all members to attend meetings and have an involvement with RAG projects.
  
7. President of Activities, Hull University Union: The President of Activities (7) shall liaise with the Chair (3.1) (or Vice- Chair (Challenges) (3.2) and Vice-Chair (Events) (3.3) in their absence) in a meeting once a month regarding RAG projects and issues.
  
8. Annual General Meeting (AGM): The Committee shall be required to hold an Annual General Meeting to elect the

Committee for the following academic year once a new Chair RAG (3.1) has been elected during the Part-time officer elections, as agreed upon by the Committee. Should no Chair RAG (3.1) be elected then the AGM will be conducted once the part-time officer elections have concluded with the President of Activities (7) presiding over the meeting.

#### 9. Emergency General Meeting (EGM)

6. At least two weeks' notice must be given before an EGM.

7. At least 5 members must be present for an EGM to be valid.

8. Any full member of RAG is eligible to vote.

9. Positions are open to all full members of RAG. Students can run for multiple positions but cannot hold more than one. The result of each position is to be announced immediately after the vote to ensure that students do not get voted into two positions.

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