

M. 1516-13 Motion to update Standing Order 2008 governing Raising and Giving (RAG)

HUU Notes:

1. RAG's current Standing Order was last updated in 2010 and does not represent the society/department/group as it currently stands with several positions not being represented in the SO.
2. The updated SO version was passed by the current RAG committee.

HUU Believes:

1. The current standing order does not represent the direction of RAG and needs updating to provide clear guidance for future committees with updated roles and clarifications. For example there is no Challenge Coordinator or Volunteers Coordinator in the current Standing Order.

HUU Resolves

1. To update SO 2008 according to Appendix A with immediate effect.

Proposer: Joshua McMullan (Chair RAG)

Seconder: RAG Committee, Kathy Brook (VP Activities), Danielle Griffin (Chair RAG – elect)

## Appendix A

## SO: 2008

STANDING ORDERS GOVERNING  
CHARITIES APPEAL RAISING AND GIVING COMMITTEE (RAG)

FUNCTIONS

1. The Raising and Giving Committee (RAG) shall be responsible for the annual Hull Student Charity Appeal, with the aim of raising as much money as possible by legitimate means for the benefit of selected charities, which are both local and national charities. All members of Hull University Union are eligible to be members of the Raising and Giving Committee.

MEMBERSHIP

2. The voting membership of the Committee shall be:
- a) ~~The Chair RAG shall be~~ elected by cross campus ballot in accordance with SO 8001.
- (i) The Chair ~~RAG~~ In the event of the resignation of Chair ~~RAG~~, the Deputy Chairperson shall take on the responsibilities until a temporary Chairperson is elected in by the Committee. They will hold office until the next cross campus election.
- b) Elected by RAG at the Annual General Meeting and ratified by Council
- (i) ~~Vice Chair and Administrator~~ Secretary (Vice Chair and Communications)
- (ii) ~~Secretary~~ Treasurer
- (iii) ~~Publicity~~ ies Officer (x2)
- (iv) ~~Raids Officer (x2)~~ Challenge Coordinator
- (v) ~~Events~~ Coordinators (x2)
- ~~(vi) Events officer (x4)~~ Challenge Leaders
- (vi) ~~Social Secretary~~ Volunteers Coordinator
- c) Selected by the RAG committee
- (i) Challenge Leaders

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

## ELECTIONS

3. The election of voting members of the Executive Committee is to be as follows:
  - a. the Chair, once annually, in accordance with the HUU Constitution and Bye Laws and SO 8001; elections to be held in ~~Week 7 of~~ Semester Two, position to be held from Week 1, Semester One of the following academic year.
  - b. all voting members of the Committee other than the Chairperson, annually at a General Meeting of the student members of the Committee, in accordance with Standing Order 8008.
  - c. The Chair RAGag will be a member of the Community Activities Zone and a voting member of Council.

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### 3. Executive Positions:

#### 3.1 RAG Chair

The RAG Chair (3.1) is responsible for:

- 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.
- Sitting on the Union Council to represent the views and opinions raised in RAG.
- Working with the RAG Executive Committee to coordinate RAG activities.
- Assisting the Vice Chair and Administrator (3.2) in creating an agenda for Executive Committee Meetings (4.3).
- Chairing Executive Committee Meetings (4.3).
- Meeting regularly with other Executive Chairs at Activity Zone and working with them for the growth of each department within the Union.
- Meeting regularly with the VP Activities (5) and working with them to develop RAG.
- Working with the outgoing Chair, VP Activities (5) and the relevant HUU Staff Member (6) to develop a plan for the coming year, including but not limited to: Major Events, Challenge Trips and Key Charity Partnerships.
- Checking the huu-rag@hull.ac.uk email account regularly and responding appropriately.

#### 3.2 Vice Chair and Administrator

The Vice Chair and Administrator (3.2) is responsible for

- Assisting the RAG Chair (3.1) in all areas of their job where necessary. If the RAG Chair (3.1) steps down or is voted out of their position, the Vice Chair will become Acting Chair until such time as an Emergency General Meeting (4.2) can be held.
- Checking the huu-rag@hull.ac.uk email account daily and forwarding emails appropriately.
- Taking minutes in Executive Committee Meetings (4.3) and Volunteers' Meetings (4.4) and publishing them on the RAG Committee Facebook page within 24 hours. It will be taken that Executive Committee Members agree to the minutes if they do not state otherwise within 24 hours of the minutes being posted.
- Keeping a file with contact details of all members who sign up to RAG Hull at Freshers Fayre and Refreshers Fayre, as well as those who enquire about more information from us at any time. This file, and the subsequent mailing list, is to be kept updated throughout the year.
- Collecting reports from all Executive Committee Members each week, to be included in each Executive Committee Meeting (4.3) agenda.
- Working with RAG Chair (3.1) to create the agenda for Executive Committee Meetings (4.3) and publishing it on the RAG Facebook page at least 24 hours in advance of the meeting. Any action points that are decided in Executive Committee Meetings (4.3) must be on the agenda for the following meeting to ensure that the actions were taken.
- Booking rooms for all meetings at least two weeks in advance (unless the meeting is planned last minute).
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### 3.3 Events Coordinator (x2)

The Events Coordinators (3.3) are responsible for:

- The planning and running of all non-challenge related fundraising events organised by RAG such as RAG Week etc.
- Liaising with the Publicity Officer (3.5) to ensure a successful promotion of all national RAG events.
- Helping the RAG Chair (3.1) to create a plan of events for the year over the summer following elections.
- Ensuring the successful engagement of the AU and Societies in RAG. This includes planning events far in advance and promoting the opportunities available, via the different means within the Union.

### 3.4 Challenges Coordinator

The Challenge Coordinator (3.5) is responsible for:

- Acting as the Head Challenge leader. This will include training, hosting regular meetings with Challenge Leaders (3.8) to track their progress, helping with any problems, and ensuring the success of the Challenges.

including but not exclusive to Jailbreak and Climb Mt. Kilimanjaro Challenge.

- Communicating regularly with the relevant charities about their trips, in particular having knowledge of struggling fundraisers.
- Bringing to the attention of the RAG Chair (3.1) any issues with recruits or Challenge Leaders (3.8).
- To not be a Challenge Leader (3.8) themselves, to avoid a conflict of interest.

### 3.5 Publicity Officer:

The Publicity Officer (3.5) is responsible for:

- The planning and running of all promotions of RAG related events.
- 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.
- Ensuring that all RAG related events are promoted no less than two weeks in advance, Liaising with the Events Coordinator (3.3) to ensure the successful promotion of RAG events. This will, in part, be done by hosting a joint fortnightly meeting.
- Keeping all RAG social media accounts updated and engaging.
- Liaising with HUU Media groups and ensuring that RAG events are reported on and promoted.
- Liaise with Union Marketing team and RAG to design and write content for RAG Mag.

### 3.6 Volunteers Coordinator

The Volunteers Coordinator (3.6) is responsible for:

- Working with the RAG Chair (3.1) to increase volunteer participation in events.
- Planning events such as bag-packs, cake sales, raids etc.
- Promoting all volunteer-based events and working with the Publicity Officer (3.5) to ensure the successful promotion of these events.
- Writing and sending out a monthly newsletter, using the mailing list that Vice Chair and Administrator (3.2) has, to all members. This is to include the times and locations of each meeting and any events that are due to be planned, as well as any events that are upcoming. Also to gauge opinions for future events.
- 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.
- 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.

- Devoting time to develop new ideas for promoting RAG within the University of Hull, working with the RAG Executive Committee.
- Obtaining the necessary permits to do collections for non-challenge related charities.

### 3.7 Treasurer

The Treasurer (3.7) is responsible for:

- Being in charge of the RAG fundraising spreadsheet, and updating it regularly. Frequently meeting with the relevant HUU Staff Member (6) to collect paying in forms and add them to the spreadsheet.
- Coordinating with the Challenge Leaders (3.8) and Challenge Coordinator (3.4) to receive any relevant fundraising totals.
- Coordinating with the AU and relevant societies to receive details of fundraising pages for their relevant groups.
- Meeting with the RAG Chair (3.1), and the relevant HUU Staff Member (6) regarding the RAG budget.
- Signing off on all RAG paying out forms, where valid.  
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.

### 3.8 Challenge Leaders

- Challenge leaders are in charge of their specific challenge trip.
- It is their responsibility to seek out training from the charity through the Challenge Coordinator (3.4).
- This position is not elected at the AGM (4.1), instead they are selected through a nomination process in the Executive Committee, working with the challenge related charities to select a suitable candidate.
- They are jointly responsible, with the Publicity Officer (3.5), for the promotion and recruitment of their trip.
- Challenge Leaders work with their respective challenge providers and are expected to act as a good ambassador for the company and the university.
- They are required to attend regular meetings with the Challenge Coordinator (3.4) to report on their recruits' progress, work through any issues that are being had and ensure that the Executive Committee is constantly updated.
- The Challenge Leaders are responsible for the success of their own trips.
- They are to have regular meetings with their recruits and to keep their facebook groups active and engaged, with all information from the regular meetings posted on there to ensure everyone has all the information they need.

- 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.
- 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.
- They are required to book bucket collections for their charity if required.
- They are to inform the Treasurer (3.7) of any relevant fundraising pages from their recruits and to help keep the RAG fundraising spreadsheet updated.

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#### RESPONSIBILITIES

##### 4. Chair

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- a. Shall preside at all RAG meetings and have a casting vote only;
- b. As a member of the Executive Committee, shall carry out all related responsibilities;
- c. Will liaise regularly with the Vice-President Community Activities regarding RAG issues;
- d. Shall ensure that all executive members carry out their subsequent responsibilities;
- e. Shall be responsible for the application of relevant Standing Orders as well as the Constitution and Bye Laws;
- f. Shall ensure that the Union Executive Committee (along with Council) is informed of planned events throughout the year so that they are able to report back to their related areas;
- g. Shall authorize all decisions affecting RAG with approval from the executive committee.
- h. Shall ensure all activities are safe and follow the agreed health and safety procedures e.g. trip registration
- i. Shall be responsible for the organization and delegation of RAG mag duties

##### 5. Vice Chair

- a. Shall assist the Chair in the running of meetings;
- b. Shall take on the role of Chair in their absence;
- c. Shall be responsible for the election of Chair in their absence;
- d. Shall represent RAG at any Union meeting required in the absence or at the request of the Chair.
- e. Any other task that the Committee finds appropriate

##### 6. Secretary and Treasurer

- a. ~~Shall be responsible for the preparation of the agenda, recording of minutes and their distribution;~~
- b. ~~Shall be responsible for the maintenance of records of the executive committee and preparation of the report for the end of year AGM;~~
- c. ~~Shall be responsible for relaying information out to members for example the convening of meetings as well as up and coming events.~~
- d. ~~Shall be responsible for managing the RAG account~~
- e. ~~Shall be aware of RAG finances throughout their period in office and that this information is made available for the executive committee.~~
- f. ~~Shall notify the Vice-President Community Activities and Finance Manager of all transactions of over £500 from the secondary account before the transaction takes place.~~
- g. ~~Shall organize and administer the AGM~~
- h. ~~Shall book rooms for meetings~~

7. ~~Publicities Officer (x2):~~

- a. ~~Shall be responsible for the design, production, publication and delivery of publicity materials as required by the committee;~~
- b. ~~Shall liaise with the Marketing office to maintain a high standard of publications and consistent use of the RAG brand~~
- c. ~~Shall be responsible for the maintenance of the web site;~~
- d. ~~Shall be responsible for the management of the RAG magazine;~~
- e. ~~Shall work alongside the relevant executive committee members in liaising with external publicity broadcasting organizations for example local newspapers.~~
- f. ~~Work is distributed fairly between each Publicity officer.~~

8. ~~Raids Officer (x2)~~

- a. ~~Shall liaise with Charity Reps and UKRAG.net to look for permits for collections.~~
- b. ~~Shall rally people together with the rest of the exec to take part on collections.~~
- c. ~~Shall organise collections with the Charity Reps and organise transport.~~
- d. ~~Shall conduct a risk assessment on all collections.~~
- e. ~~Shall return all relevant merchandise from the charity that has been collected for~~
- f. ~~Shall collate, monitor and report back on individual Rag members collection totals~~

9. ~~Events Co-coordinator~~

- a. ~~Shall be responsible for the execution and organisation of all events~~
- b. ~~Shall liaise with external charity representatives~~
- c. ~~Shall organize and delegate fairly where appropriate the following responsibilities to the four Events Officers:~~
  - (i) ~~Shall organise fun events to raise money for both local and national Charities.~~
  - (ii) ~~Shall encourage participation.~~

~~(iii) Shall ensure the smooth running of events.~~

~~11. Social Secretary~~

~~a. Shall organise social events.~~

~~b. Shall liaise with other clubs, teams and societies to increase RAG's profile within the Union.~~

~~— Shall encourage fundraising within Hull University Union.~~

~~12. Challenge Coordinator~~

~~13. Challenge Leaders~~

~~17. 14. Volunteers Coordinator~~

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DISTRIBUTION OF MONEY RAISED

12. A substantial amount of money raised by RAG will predominately be given to Local Charities.

13. RAG will also raise for National Charities and attempt to incorporate national fundraising opportunities into their calendar.

PRESENTATION EVENING

~~14. RAG shall hold an annual Presentation Evening to present money to the Charities it has raised money for.~~

~~15. This will be used as a PR opportunity for the Union.~~

~~16. The Presentation Evening shall be organised jointly between the Vice-President CommunityActivities, Chair of RAG and HUU staff.~~

GENERAL PROCEDURE

~~(i) Project Groups Project groups will be set up by relevant members of the executive committee to overlook the running of RAG projects.~~

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~~18.17. Executive Committee The Executive 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.~~

~~19.18. Vice-President Community Activities, Hull University Union The Vice-President Community Activities shall liaise with the Chair (or deputy chair in their absence) in a meeting every two weeks regarding RAG projects and issues.~~

~~20. Annual General Meeting (AGM) The Committee shall be required to hold an Annual General Meeting to elect the Committee for the following academic year between weeks 8 and 10 of Semester 2 as agreed upon by the Committee.~~

~~19. Emergency General Meeting (EGM)~~

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

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At least 10 members must be present for an EGM to be valid.

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Any full member of the University of Hull Students' Union is eligible to vote.

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Positions are open to all full members of the University of Hull Student's Union. 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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21. RAG Volunteers' Meetings

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RAG Volunteers' Meetings should be held in the first week of every month, or the following available week when not possible.

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The RAG Chair (3.1) should lead the meeting.

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The meeting should cover up to three ideas submitted online and up to three ideas submitted in the room, however more may be taken at the discretion of the RAG Chair (3.1).

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The voting membership of the meeting shall be any member of RAG who attends the meeting.

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Passed at UEC: 24/11/10

Passed at HUU Council: 13/12/10

Updated: JM/KB

Passed at UEC: 6 April 2016

Passed at UC: 11 April 2016