

STANDING ORDERS GOVERNING CHARITIES APPEAL 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) Elected by cross campus ballot
 - (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
 - (ii) Secretary/Treasurer
 - (iii) Publicities Officer (x2)
 - (iv) Raids Officer (x2)
 - (v) Events coordinator
 - (vi) Events officer (x4)
 - (vii) Social Secretary

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; 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 Rag will be a member of the Community Zone and a voting member of Council

RESPONSIBILITIES

4. Chair:

- 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 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 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.
 - c. Shall encourage fundraising within Hull University Union.

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 Community, Chair of RAG and HUU staff.

GENERAL PROCEDURE

17. Project Groups Project groups will be set up by relevant members of the executive committee to overlook the running of RAG projects.
18. 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. Vice-President Community, Hull University Union The Vice-President Community 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 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

Passed at UEC: 24/11/10
Passed at HUU Council: 13/12/10