

# The Raise & Give Team Constitution

This constitution sets out the rules and regulations of the Student-Led Service (SLS). It is subordinate to the Constitution and Bye Laws of Worcester Students' Union.

## Key Terms

The Union	Worcester Students' Union
The Leadership Team	The SLS Leadership Team that is appointed to coordinate the activities of the SLS
Members (of the Union)	All Worcester students automatically become <b>full members</b> of the Union (for free) when they join the University unless they choose to opt-out of membership. Alumni and University staff can apply and pay for associate membership of the Union.
Vice President Student Activities	The Full-Time elected Officer of the Union responsible for representing students on matters relating to societies, sport, RAG (charity fundraising), and volunteering.
Executive Committee (of the Union)	Made up of the three Full Time Officers of the Union. It oversees the representation and campaigning work of the Union, as well as the implementation of Policy passed by Student Council and the Ideas Forum process.
Affiliated	A term to describe an official attachment to an organisation e.g. societies and sports clubs that are officially part of the Union

## Name

The name of the group shall be the Worcester Students' Union Raise & Give Team, referred to as the "RAG Team".

## Aims and Overview of the Service provided to Students

1. The aims of the RAG Team shall be:
  - 1.1 To be the primary student fundraising network for students at the University of Worcester
  - 1.2 To involve students in charitable fundraising, to organise and support fundraising events
  - 1.3 To support student groups in their fundraising
  - 1.4 To raise the profile of student fundraising in Worcester

- 1.5 To work constructively and supportively with other university RAGs and the National Student Fundraising Association
  - 1.6 To coordinate the Union's RAG week
  - 1.7 To coordinate a variety of fundraising events for University of Worcester students
  - 1.8 To deliver student fundraising at Union events
  - 1.9 To aid in the selection of the Union's nominated charity(ies)
2. The RAG team will provide the following to the student body:
- 2.1 Direct support, advice and training for Sports Clubs, Societies, Networks, and other Student Led Services at the Union with the support of Union staff,
  - 2.2 Direct support, advice and training for individual University of Worcester students, academic courses and challenge event fundraisers with the support of Union staff.
  - 2.3 Fundraising tools and opportunities for the student body
  - 2.4 Recognition of student fundraising activities, through the annual RAG Total
  - 2.5 Organised fundraising events throughout the academic year
  - 2.6 Volunteering opportunities for students to participate in through the SU volunteering Scheme

### **Student Participation in RAG Team Events - Volunteer Membership**

3. The RAG Team will provide voluntary opportunities where students can participate in the organisational element and running of RAG Team events through the SU Volunteering Scheme.
4. Individuals who are not members of the Union may participate in Service activities as the guest of a full member and with the agreement of the RAG Team. Any guest of a member participating in any activity which is not on the University of Worcester premises shall not be covered by insurance and shall be made aware of this at the earliest practical opportunity.
5. All members of the RAG Team and those participating in RAG Team Events must act in accordance to the Union's Bye-laws and Constitutions.

### **Affiliation and Finance**

6. Membership of the Raise and Give Team will be free.
7. The service has three potential income streams.
8. A Service Account holds all money raised by the Service to allow it to function. This account can be used to:

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- 8.1 Fund RAG events
- 8.2 Fund RAG's participation in conferences and external training
- 8.3 Purchase new fundraising tools and equipment
- 9. Separate income and expenditure lines will be held by the Union to enable RAG to facilitate student fundraising.
- 10. The Service may also receive an allocated budget managed by the Membership Engagement Manager.
- 11. All accounts are run by the Union on behalf of the Service. The Service must run its accounts in line with the Union's financial procedures.
- 12. The Service accounts are available for inspection at any time by the Union and members of the Service.
- 13. All Service expenditure from their Service Account will be authorised by one of the designated signatories (RAG Team Leader or RAG Assistant Team Leader).
- 14. All Service expenditure from any allocated budget will be authorised by the Membership Engagement Manager.
- 15. Union members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with Service business.
- 16. As standard 100% of profit will be donated to charity.
  - 16.1 If the RAG Team wish to donate proceeds or less than 100% of profits this needs approval from the SU prior to the event.
  - 16.2 If there is continually loss the RAG Team will be asked to review events with the SU.
- 17. All RAG fundraising activities must comply with guidance on *Ultra Vires* issued by the Union in line with Charity law.

### **The RAG Team Leadership**

- 18. A recruited Team of students will conduct the RAG Team's administration. This Team shall operate democratically in the best interests of student fundraising.
- 19. All team members must be full members of the Union for the duration of their term of office.
- 20. It is mandatory for at least one members of the RAG Team to attend the Union's ASM.
- 21. If RAG Team members are unable to attend a required Union meeting, a written apology must be given to the Vice President Student Activities.
- 22. The RAG Team will consist of the following officers who shall be full members of the Union:
  - 22.1 Team Leader

- 22.2 Team Assistant Leader
- 22.3 Events Co-ordinator
- 22.4 Social Media and Promotions Rep

23. The Team shall take office on the 1<sup>st</sup> June and sit until the 31<sup>st</sup> May.

24. The roles and duties of the RAG Team can be found in the appendix of this constitution.

### **Team Meetings**

25. The Rag Team is expected to hold fortnightly meetings during University teaching, as a minimum.

26. All Meetings shall have recorded minutes which shall be submitted to the Union.

27. Team members must attend at least 1 in every 3 Team meetings.

28. Team members who fail to attend 6 consecutive team meetings will be deemed to have resigned from their role.

### **Recruitment of the RAG Team**

29. The Vice President Student Activities and the current RAG Team Leader will jointly commence recruitment for the RAG Team at a time that ensures the team is recruited before the end of the academic year.

30. The Recruitment process will be agreed on an annual basis between the Vice President Student Activities, the Student Groups Assistant, and the outgoing RAG Team Leader.

31. An Interview Panel shall review all applications. The Interview Panel shall include a minimum of two from the following:

- 31.1 The Vice President Student Activities
- 31.2 An additional Officer Trustee
- 31.3 A member of Students' Union Staff
- 31.4 member of the outgoing RAG Team

32. Interviews should be held with a minimum of 3 of the interview panel in attendance.

33. All applicants shall be notified of the outcomes of the interviews within 5 working days.

34. Any resignations require a 2 week notice period.

35. The Vice President Student Activities shall be responsible for:

- 35.1 Re-advertising any unfilled positions at the earliest appropriate date after the recruitment process.
- 35.2 Re-advertising any resigned positions at the earliest opportunity

## Support from the Union for RAG Team Members

36. The RAG Team Leader, as the key RAG Team member, will be provided with an Officer Development Plan to help guide and support them during their role.
37. The Union will provide all team members with training.
38. All Team members who fail to attend training by the end of their first semester in post will be deemed to have resigned from their role.

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## Fundraising Legislation

39. The RAG Team will ensure that all of their fundraising adheres to the relevant fundraising legislation and Charity Commission rules and regulations.
40. The RAG Team will work with Union staff to ensure that fundraising across the student body adheres to the relevant fundraising legislation and Charity Commission rules and regulations.
41. The RAG Team will ensure that all relevant licenses, certificates and permissions are obtained before conducting any fundraising activity.
42. The RAG Team will work with the Union to ensure that easily accessible guidelines are published on an annual basis.
43. The RAG Team will only permit and conduct fundraising for verifiable registered charities.

## Interpretation

44. If there is a dispute over the interpretation of the Service Constitution, the decision of the Vice President Student Activities will be required.

## Amendments

45. Any proposed amendment to this constitution must be passed by a majority at the RAG General Meeting or as an online RAG referendum.
46. The Constitution & Bye-laws of the Union will always override a Service's constitution.

## Discipline of Members and Removal of RAG Team Members

47. When handling complaints, disciplinary actions and appeals, Student Led Services shall follow the Union's Complaints and Appeals Procedure, which can be found in the Union's Code of Conduct.
48. As members of the RAG Team are recruited into their roles, the Students' Union is able to remove team members who fail to undertake their role effectively. This

would be following a verbal and written warning and structured support will be offered by the Union before any warning is given.

49. Team members may be removed because:
  - 49.1 They consistently fail to fulfil their responsibilities and duties as outlined in their role descriptions.
  - 49.2 Failure to attend three scheduled meetings without sending written apologies to the Team Leader.
  - 49.3 Failure to attend training before the end of their first full semester in office.
50. Any decision to remove a RAG Team member will be taken by at least 3 members of the interview panel.