

# The Raise & Give (RAG) Team Constitution

This constitution sets out the rules and regulations of the RAG 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 RAG Team	The SLS Leadership Team that is appointed to coordinate the activities of the RAG 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
Ultra Vires	A term which means "beyond the powers" in Latin. In this context, it means Students' Unions may only do activities that support their charitable purpose and are in line with legislation that applies to them. The Students' Union (SU) as an entity is not able to directly fund other charities. Student groups, however, may raise funds for another charitable cause and the SU can pay those funds over on their behalf. When doing this, student groups must be clear where the money is going to.
Annual General Meeting	A meeting for members that takes place each year where the Union reports on the year's events and asks members to approve its annual accounts and the organisations the Union has formal relationships (affiliations) with (e.g. NUS). The AGM is often branded as the All Student Meeting.

## **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 RAG SLS provided to Students**

1. The aims of the RAG Team shall be:
  - 1.1 To be the primary student-led fundraising service for students at the University of Worcester, raising the profile of fundraising at Worcester and supporting students in their fundraising efforts.
  - 1.2 To coordinate a variety of RAG events across the year, including working with the SU to organise and run RAG week.
  - 1.3 To aid in the selection and promotion of the SU's Nominated Charity of the Year.

## **The RAG Team Leadership**

2. A recruited team of students will conduct the RAG Team's administration. This team shall operate democratically in the best interests of student fundraising.
3. All team members must be full members of the Union for the duration of their term of office.
4. It is expected for at least one member of the RAG Team to attend the Union's ASM.
5. It is expected for at least one member of the RAG Team to attend Student Activities Council which takes place four times a year during teaching time.
6. If RAG Team members are unable to attend a required Union meeting, a written apology must be given to the Vice President Student Activities.
7. The RAG Team will consist of the following officers who shall be full members of the Union:
  - 7.1 Team Leader
  - 7.2 Team Assistant Leader
  - 7.3 Events Co-ordinator x 2
  - 7.4 Social Media and Promotions Rep x2
8. The Team shall take office on the 1<sup>st</sup> June and sit until the 31<sup>st</sup> May as outlined in bye law 6 point 50.
9. The roles and duties of the RAG Team can be found in the appendix of this constitution.

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

10. 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.
11. Individuals who are not members of the Union may participate in RAG activities as the guest of a full member and with the agreement of the RAG Team and the SU. 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.
12. All members of the RAG Team and those participating in RAG Team Events must act in accordance with the Union's Bye-laws and Constitutions.

## **Affiliation and Finance**

13. Membership of the Raise and Give Team will be free.
14. The RAG SLS has three potential income streams.
15. A RAG SLS Account holds all money raised by the RAG SLS to allow it to function. This account can be used to:
  - 15.1 Fund RAG events
  - 15.2 Fund RAG's participation in conferences and external training
  - 15.3 Purchase new fundraising tools and equipment
16. The Union will hold separate income and expenditure lines to enable RAG to facilitate student fundraising.
17. The RAG SLS may also receive an allocated budget managed by the Student Activities Manager.
18. All accounts are run by the Union on behalf of the RAG SLS. The RAG SLS must run its accounts in line with the Union's financial procedures. This can be found in bye law 6 point 58-74.
19. The RAG SLS accounts are available to view at any time by the Union and members of the RAG SLS.
20. All RAG SLS expenditure from their RAG SLS Account will be authorised by one of the designated signatories (RAG Team Leader or RAG Assistant Team Leader).
21. All RAG SLS expenditure from any allocated budget will be authorised by the Student Activities Manager.
22. Union members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with RAG SLS business.

23. As standard 95% of profit will be donated to charity and 5% will be retained by the RAG account to fund future activities and expenses for the RAG Team and to support sustainability of the SLS.
  - 23.1 If the RAG Team wish to donate proceeds more or less than 95% of profits this needs approval from the SU prior to the event.
  - 23.2 If there is a continual financial loss, the RAG Team, this will be reviewed with the RAG Team by SU management.
24. All RAG fundraising activities must comply with guidance on *Ultra Vires* issued by the Union in line with Charity law.

## Team Meetings

25. The RAG Team is expected to hold monthly meetings during university teaching, as a minimum.
26. All meetings shall have recorded minutes which shall be submitted to the Union.
27. Team members are expected attend at least 1 in every 3 Team meetings.
28. Team members who fail to attend 4 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 Activities Administrator, and the outgoing RAG Team Leader, in line with by-law 6 points 51-53.
31. An interview panel shall review all applications. The panel will consist of a minimum of 3 individuals from at least 2 of the following roles:
  - 31.1 The Vice President Student Activities
  - 31.2 An additional Officer Trustee
  - 31.3 A member of Students' Union Staff
  - 31.4 A member of the outgoing RAG Team
32. All applicants shall be notified of the outcomes of the interviews within 5 working days.
33. Any resignations require a 2 week notice period.
34. The Vice President Student Activities and SU staff team shall be responsible for:
  - 34.1 Re-advertising any unfilled positions at the earliest appropriate date after the recruitment process.

34.2 Re-advertising any resigned positions at the earliest opportunity

## **Support from the Union for RAG Team Members**

35. The Union will provide all team members with training prior to them performing their roles or undertaking any activities.
36. All Team members who fail to attend training within 6 weeks of being in post will be deemed to have resigned from their role.
37. The Union will support the RAG Team with regular meeting with the Student Activities Administrator. The RAG Team can request to use SU resources through Student Activities Administrator.

## **Fundraising Legislation**

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

## **Interpretation**

42. If there is a dispute over the interpretation of the RAG SLS Constitution, it will be raised with the Vice President Student Activities and the decision of the Executive Committee will be required.

## **Amendments**

43. Any proposed amendment to this constitution must be passed by a majority at the SU's Executive Committee.
44. The Constitution & Bye-laws of the Union will always override the RAG SLS's Constitution.

## **Discipline of Members and Removal of RAG Team Members**

45. 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.

46. As members of the RAG Team are recruited into their roles, the Students' Union can remove team members who fail to undertake their role effectively. This would be following a verbal and written warning (by email will suffice) and structured support will be offered by the Union before any warning is given.
47. Team members may be removed because:
  - 47.1 They consistently fail to fulfil their responsibilities and duties as outlined in their role descriptions.
  - 47.2 Failure to attend three scheduled meetings without sending written apologies to the Team Leader.
  - 47.3 Failure to attend training before the end of their first full semester in office.
48. Any decision to remove a RAG Team member will be taken by Vice President Student Activities and Student Activities Manager.

## **Appendix**

Please see below for all RAG Role descriptions.

<p><b>Role: RAG Team Leader</b></p>	<p><b>Student Led Service:</b> Raise and Give Team</p>
<p><b>Role Related Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Be the first point of contact for the RAG Team, liaising with VP Student Activities and relevant SU staff members.</li> <li>• Lead the team ensuring members are fulfilling their duties and responsibilities, delegating tasks and leading team meetings.</li> <li>• Support the Events Coordinators in the organisation of RAG events and RAG Week.</li> <li>• Outreach to the wider community and businesses to source donations for events.</li> <li>• Outreach to local or national charities, as well as the student chosen focus-charity for the academic year to collaborate on events or projects.</li> <li>• Coordinate the organisation of charitable collections run by the RAG Team.</li> <li>• Support all Societies, Clubs, Networks, and Individuals in the running of their fundraising events and activities.</li> </ul>	<p><b>Time Commitment:</b> Varying throughout the year with an average of 5-10 hours a week</p> <p><b>Desirable Qualities:</b></p> <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Driven and motivated</li> <li>• Good leadership skills</li> <li>• Good communication skills</li> <li>• Able to balance multiple projects at once.</li> </ul>
<p><b>Duties and Responsibilities of all RAG Team members:</b></p> <ul style="list-style-type: none"> <li>• Attend monthly meetings with the Students' Union and/or the University, as well as attending committee training, one-to-one meetings, All Students' Meeting and TeamWorc Council meetings. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back to you.</li> <li>• Liaise with the Students' Union on any issues that arise during events/activities, understanding the implications misconduct can have. Give your full co-operation to the SU and University in such matters.</li> <li>• Supporting the Students' Unions Visions, values, and priority campaigns.</li> <li>• Adhere to WSU policies and procedures.</li> </ul>	<p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Gain a wide range of practical skills that will make you more employable.</li> <li>• Practical experience of organising a team and putting on events</li> <li>• Relevant training/on-going personal development</li> <li>• Qualify towards the Worcester Award and V Record.</li> <li>• Gain experience in community work</li> <li>• Fundraising Experience</li> </ul>
<p><b>Skills gained:</b></p> <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> <li>• Communication skills - conveying intended meanings from one entity or group to another.</li> <li>• Organisation skills - be clear about what you do and gain how to make sure all aspects are taken care of.</li> <li>• Teamwork - you will be working collaboratively with a group of people in order to achieve a goal.</li> <li>• Leadership skills - as Team Leader you will learn how to lead a group of individuals.</li> </ul>	

<p><b>Role: RAG Team Assistant Leader</b></p>	<p><b>Student Led Service:</b> Raise and Give Team</p>
<p><b>Role Related Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Work with the Team Leader to lead the RAG Team, ensuring they are fulfilling their duties and responsibilities.</li> <li>• Take accurate minutes at team meetings and ensure that they are circulated to relevant people.</li> <li>• With support from the Students' Union Finance Team, provide budget forecasts for RAG Team Events to ensure events are financially viable.</li> <li>• Support the Events Coordinators in the organisation of RAG events and RAG Week.</li> <li>• Support all Societies, Clubs, Networks, and Individuals in the running of their fundraising events and activities.</li> </ul>	<p><b>Time Commitment:</b> Varying throughout the year with an average of 5-10 hours a week</p> <p><b>Desirable Qualities:</b></p> <ul style="list-style-type: none"> <li>• Great organisational skills</li> <li>• Driven and motivated</li> <li>• Good leadership skills - KEY</li> <li>• Good communication skills</li> <li>• Able to balance multiple projects at once</li> </ul>
<p><b>Duties and Responsibilities of all RAG Team members:</b></p> <ul style="list-style-type: none"> <li>• Attend monthly meetings with the Students' Union and/or the University, as well as attending committee training, one-to-one meetings, All Students' Meeting and TeamWorc Council meetings. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back to you.</li> <li>• Liaise with the Students' Union on any issues that arise during events/activities, understanding the implications misconduct can have. Give your full co-operation to the SU and University in such matters.</li> <li>• Supporting the Students' Unions Visions, values, and priority campaigns.</li> <li>• Adhere to WSU policies and procedures.</li> </ul>	<p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Gain a wide range of practical skills that will make you more employable.</li> <li>• Practical experience of organising a team and putting on events</li> <li>• Relevant training/on-going personal development</li> <li>• Qualify towards the Worcester Award and V Record.</li> <li>• Gain experience in community work</li> <li>• Fundraising Experience</li> </ul>
<p><b>Skills gained:</b></p> <p>Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> <li>• Communication skills - conveying intended meanings from one entity or group to another.</li> <li>• Organisation skills - be clear about what you do and gain how to make sure all aspects are taken care of.</li> <li>• Teamwork - you will be working collaboratively with a group of people in order to achieve a goal.</li> <li>• Financial Management - you will learn skills around managing finances</li> </ul>	



<b>Role: RAG Team Events Coordinator</b>	<b>Student Led Service:</b> Raise and Give Team
<b>No of Places: 2</b>	
<b>Role Related Duties &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Coordinate the organisation of a variety of RAG Team fundraising events, liaising with the Students' Union.</li> <li>• Develop the Student Union's RAG Week, planning a variety of events for the student nominated charity.</li> <li>• Support all Societies, Clubs, Networks, and Individuals in the running of their fundraising events and activities.</li> <li>• Providing the SU Crew with volunteering opportunities.</li> <li>• Communicating with volunteers before, during, and after events to ensure they know what their responsibilities are, that they are having a positive experience.</li> <li>• Ensure everyone has a great and safe experience and all students are made to feel welcomed and involved. They will ensure there are no barriers to participation for students when fundraising.</li> </ul>	<b>Time Commitment:</b> Varying throughout the year with an average of 5-10 hours a week  <b>Desirable Qualities:</b> <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Driven and motivated</li> <li>• Creativity</li> <li>• Good communication skills</li> <li>• Able to balance multiple projects at once.</li> <li>• Good leadership skills</li> </ul>
<b>Duties and Responsibilities of all RAG Team members:</b> <ul style="list-style-type: none"> <li>• Attend monthly meetings with the Students' Union and/or the University, as well as attending committee training, one-to-one meetings, All Students' Meeting and TeamWorc Council meetings. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back to you.</li> <li>• Liaise with the Students' Union on any issues that arise during events/activities, understanding the implications misconduct can have. Give your full co-operation to the SU and University in such matters.</li> <li>• Supporting the Students' Unions Visions, values, and priority campaigns.</li> <li>• Adhere to WSU policies and procedures.</li> </ul>	<b>Benefits:</b> <ul style="list-style-type: none"> <li>• Gain a wide range of practical skills that will make you more employable.</li> <li>• Practical experience of organising a team and putting on events</li> <li>• Relevant training/on-going personal development</li> <li>• Qualify towards the Worcester Award and V Record.</li> <li>• Gain experience in community work</li> <li>• Fundraising Experience</li> </ul>
<b>Skills gained:</b> Participating in this opportunity will enable you to develop and practice the following skills: <ul style="list-style-type: none"> <li>• Communication skills - conveying intended meanings from one entity or group to another.</li> <li>• Organisation skills - be clear about what you do and gain how to make sure all aspects are taken care of.</li> <li>• Teamwork - you will be working collaboratively with a group of people in order to achieve a goal.</li> <li>• Creativity &amp; Problem Solving - developing a range of different events to engage diverse range of students.</li> </ul>	

<b>Role: RAG Team Social Media &amp; Promotions Rep*</b>	<b>Student Led Service:</b> Raise and Give Team
<b>No of places:</b> 2 <i>*The responsibilities of this role can be split into Social Media Rep &amp; Promotions Rep if needed</i>	
<b>Role Related Duties &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Be responsible for the marketing and promotion of RAG activities, working with the Union's Marketing and Communications team, when appropriate.</li> <li>• To be the lead team member for organising and delivering your stall at the Welcome Fair.</li> </ul>	<b>Time Commitment:</b> Varying throughout the year with an average of 5-10 hours a week
<b>Role: RAG Team Events Coordinator</b>	<b>Desirable Qualities:</b> <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Driven and motivated</li> <li>• Creativity</li> <li>• Good IT skills</li> <li>• Good communication skills</li> <li>• Knowledge of social media</li> <li>• Able to balance multiple projects at once.</li> <li>• Good leadership skills</li> </ul>
<b>No of Places:</b> 2	
<b>Role Related Duties &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Coordinate the organisation of a variety of RAG Team fundraising events, liaising with the Students' Union.</li> <li>• Develop the Student Union's RAG Week, planning a variety of events for the student nominated charity.</li> <li>• Support all Societies, Clubs, Networks, and Individuals in the running of their fundraising events and activities.</li> <li>• Providing the SU Crew with volunteering opportunities.</li> <li>• Communicating with volunteers before, during, and after events to ensure they know what their responsibilities are, that they are having a positive experience.</li> <li>• Ensure everyone has a great and safe experience and all students are made to feel welcomed and involved. They will ensure there are no barriers to participation for students when fundraising.</li> </ul>	
<b>Duties and Responsibilities of all RAG Team members:</b> <ul style="list-style-type: none"> <li>• Attend monthly meetings with the Students' Union and/or the University, as well as attending committee training, one-to-one meetings, All Students' Meeting and TeamWorc Council meetings. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back to you.</li> <li>• Liaise with the Students' Union on any issues that arise during events/activities, understanding the implications misconduct can have. Give your full co-operation to the SU and University in such matters.</li> <li>• Supporting the Students' Unions Visions, values, and priority campaigns.</li> <li>• Adhere to WSU policies and procedures.</li> </ul>	

<p><b>Skills gained:</b></p> <p>Participating in this opportunity will enable you to develop an</p> <ul style="list-style-type: none"> <li>• Communication skills - conveying intended meanings from one person to another.</li> <li>• Organisation skills - be clear about what you do and get things done. Tasks are taken care of.</li> <li>• Teamwork - you will be working collaboratively with a group to <u>achieve a goal.</u></li> <li>• <u>Creativity &amp; Problem Solving - developing a range of different solutions for a diverse range of students.</u></li> </ul>	
<ul style="list-style-type: none"> <li>• Make sure all charitable events are promoted through essential social media platforms and posters are created for big events, such as RAG week.</li> <li>• Communicate information about events and activities in a timely manner using the most appropriate means e.g., email, social media posts and other methods.</li> <li>• Respond to queries that the RAG Team receive via social media in a professional and timely manner.</li> <li>• Give students the opportunity to provide their feedback following events or ideas for future events.</li> </ul>	
<p><b>Duties and Responsibilities of all RAG Team members:</b></p> <ul style="list-style-type: none"> <li>• Attend monthly meetings with the Students' Union and/or the University, as well as attending committee training, one-to-one meetings, All Students' Meeting and TeamWorc Council meetings. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back.</li> <li>• Liaise with the Students' Union on any issues that arise during events/activities, understanding the implications misconduct can have. Give your full co-operation to the SU and University in such matters.</li> <li>• Supporting the Students' Unions Visions, values, and priority campaigns.</li> <li>• Adhere to WSU policies and procedures.</li> </ul>	<p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Gain a wide range of practical skills that will make you more employable.</li> <li>• Practical experience of organising a team and putting on events</li> <li>• Relevant training/on-going personal development</li> <li>• Qualify towards the Worcester Award and V Record.</li> <li>• Gain experience in community work</li> <li>• Fundraising Experience</li> </ul>

**Skills gained:**

Participating in this opportunity will enable you to develop and practice the following skills:

- Communication skills - providing accessible information in a concise and engaging way.
- Organisation skills - be clear about what you do and gain how to make sure all aspects are taken care of.
- Teamwork - you will be working collaboratively with a group of people in order to achieve a goal.
- Creativity - developing a range of different events to engage students in fundraising.