

Bye-Law 17

Raise and Give

1. Introduction and Definitions

1.1 There shall be two organisations for Raise and Give (RAG) known as 'Queen Mary (QM) RAG', for students based on the Mile End Campus, and 'Barts and the London (BL) RAG', for students in the Barts and The London School of Medicine and Dentistry.

1.2 All Members and Associate members of the Union can be involved RAG.

1.3 Members involved in RAG activities are bound by the Union's Articles of Association, bye-laws and policies.

1.4 The Union will provide support to RAG, through staff support and training.

1.5 Definitions

1.5.1 Raise and Give (RAG) A student run charity fund raising organisation.

1.5.2 Societies Co-ordinator The Societies Co-ordinator is a full-time staff member of the Union employed to support the work of Societies and Raise and Give (RAG).

1.5.3 RAG Officer (Mile End) A member of Student Council representing students involved in RAG based at Mile End and responsible for overseeing and co-ordinating the work of QM RAG.

1.5.4 RAG Officer (Barts and The London) A member of Student Council representing students involved in RAG based at Barts and The London Student Association and responsible for overseeing and co-ordinating the work of BL RAG.

1.5.5 Society Fundraisers Principal Officers and/or Society members organising fundraising activities as part of a society.

1.5.6 RAG Member A Member or Associate member involved in RAG.

2. Aims

2.1 The aims of RAG are:

- (i) To involve students in charitable fundraising;
- (ii) To organise and support fundraising activities and events;
- (iii) To organise recruitment and retention events to raise the profile of RAG;
- (iv) To raise enough general funds to cover operating costs and to allow RAG to grow and develop; and
- (v) To be the official charitable fundraising bodies of the Union.

3. **RAG Committees**

There shall be two RAG Committees, called QM RAG Committee and BL RAG Committee which meet in line with the terms of reference in Appendix I.

- 3.1 The RAG Officers are responsible for the co-ordination and chairing of their respective committees.
- 3.2 Each committee shall also have a RAG Treasurer who should be a Member of the Union, appointed by the respective RAG Officer.
 - 3.2.1 The RAG Treasurer is responsible for:
 - (i) Overseeing the RAG accounts;
 - (ii) Ensuring that expenses are claimed properly; and
 - (iii) Ensuring that charities receive the correct funds.
- 3.3 The RAG Committees, can contain further members as needed to ensure the running of RAG, as decided by the RAG Officer.
- 3.4 The RAG Officers are required to write a handover report at the end of the academic year reporting on activities of the RAG Committee. A copy of the report should be submitted to the Societies Co-ordinator.
- 3.5 The RAG Officers are responsible for ensuring that the RAG Committees are transparent and accountable for all fundraising activities.

4 **Fundraising for a Charity**

The RAG Officer will:

- (i) Seek permission from each charity they wish to fundraise for;
 - (ii) Gain permission from the relevant charities to use their chosen fundraising methods and events to ensure the reputations of the charities are not damaged;
 - (iii) Ensure the charity name, registration number and logo is clearly displayed on all collection buckets and promotional material; and
 - (iv) Ensure that the committee has selected the charities for which it is fundraising for.
- 4.1 The RAG Committee will:
- (i) Be knowledgeable about the charity/causes they are fundraising for and will be transparent with the public when collecting money;
 - (ii) Ensure RAG members use sealed collecting receptacles and wear visible ID badges when raising money;
 - (iii) Ensure RAG members do not shake collection buckets to draw the attention of the public; and
 - (iv) Ensure all relevant permits are gained from either the charity they are collecting for or

directly from the Council before any fundraising begin, as detailed in 8.1.4

5. **Finances**

RAG shall operate under the Union's financial regulations. When necessary, RAG will present its accounts to the Union or the College.

5.1 **Depositing Money**

All money fundraised by RAG must be paid into the Union as soon after receipt as possible, where it will be credited to the relevant RAG account.

- 5.1.1 Income deposited by cash or cheque will be receipted at the time of transaction and the receipt must be retained in the RAG Treasurer's records.
- 5.1.2 RAG members will indicate on the receipt which charity they would like to donate the money to. RAG Members should include the charity name, charity registration number and how the money should be accredited to the organisation (BACS or Cheque).
- 5.1.3 RAG Officers will be informed when a cheque or BACS transfer has been made to the allocated charity.
- 5.1.4 All money, excluding expenses, generated at an event or under a street collection permit in the name of a specific charity shall be paid solely to said charity.
- 5.1.5 All money during the year raises in the name of RAG for no specific charity will be distributed to charities decided by the RAG Committee.
- 5.1.6 The RAG Officer will agree with the Union a rollover of money to be kept in the RAG account for running costs. The amount held back shall be decided by the RAG Committee.

5.2 **Claims for reimbursements and expenditure**

The RAG Treasurers are responsible for authorising all claims for reimbursement, except in their absence where the responsibility falls to the RAG Officer.

- 5.2.1 If the claim is from a RAG Treasurer, the RAG Officer is responsible for authorising the claim for reimbursement.
- 5.2.2 RAG Committee will agree a maximum % of gross income from an event to which can be used to pay for expenses before the event takes place.
- 5.2.3 The committee must be consulted on all major expenditures and shall receive realistic projections on costs and fundraising for all activities.

6. **Events**

The RAG Committee are encouraged to organise events to further their aims and engage their members.

- 6.1 Events will be classified either high or low risk. A high risk event would include some or all of the following:
 - (i) High costs.
 - (ii) Large audience / participation.

- (iii) A contractual agreement (venues, insurance, licenses).
 - (iv) Taking place in an external venue.
 - (v) Speculative income.
 - (vi) Members of the public in attendance.
- 6.2 The RAG Officer must arrange a meeting with the Societies Co-ordinator before committing to a date, venue or any other expenditure relating to the event.
- 6.3 The RAG Officer must present a completed Event Budget and Risk Assessment to the Societies Co-ordinator at least six weeks in advance for a high risk event, and at least two weeks in advance for a low risk event.
- 6.4 Event budgets and risk assessment must be approved and signed off before a RAG Committee can start planning their event. The RAG Officer must liaise with the Union in regards to public liability insurance, licenses and risk assessments (see 8.1).
- 6.5 Tickets for any RAG event should be sold through the Union's website and/or tills, where possible.
- 6.6 The RAG Officer or Treasurer must keep records for any other items the Committee decides not to sell through the Union's website or tills. At the end of sales the RAG Committee must also be able to present to the Union receipts of sales.
- 6.7 **Room Bookings and External Speakers**
- 6.7.1 For events in the Union facilities, RAG may be charged a minimal rate for hire of equipment, security, or staff.
- 6.7.2 RAG Officers wishing to book College rooms must follow the procedure set out by the College's Teaching Bookings Department.
- 6.7.3 An external speaker refers to a person or organisation that is not part of the Union or the College who is invited to speak at any RAG event on or off campus.
- 6.7.4 RAG Officers must notify the Union of any events on or off campus that involve external speakers.
- 6.7.5 No event will be publicised by the Union until it has been cleared by the Union.
- 6.7.6 The Union reserves the right to cancel or prohibit any event if the procedures provided herein are not followed or if relevant health, safety, and security measures cannot be met.
- 6.7.7 When making a booking on campus the Union requires the RAG Committees to provide the following:
- (i) Organiser's name and contact details.
 - (ii) The name of the RAG Committee the booking is for.
 - (iii) The expected number of attendees.
 - (iv) Whether the event is open to members only, invitation only, all students of the College, all students of University of London, or the general public.
 - (v) External speaker's affiliations (specifically where they are political or religious).
 - (vi) Any knowledge of controversy attracted by the speaker or the topic in the past.
 - (vii) If the event is expected to attract media interest, and if so why.
 - (viii) Website details providing further information of the external speaker.
- 6.7.8 On receipt of the information in 6.7.8 the Union will perform a risk assessment and will make a

recommendation to the College.

6.7.9 The RAG Committee organising the event has a duty to inform the Union of any new undisclosed risk that has come to attention in the lead up to the event after a risk assessment has been completed.

6.7.10 The Union will monitor closely approved events in their lead up.

7. Promotion of RAG

7.1 Postering and Flyering Policy

7.1.1 Only designated notice boards are to be used for postering and permission must be sought from the relevant College / Union / Association department. Exterior walls or pillars, windows or doors are not to be used.

7.1.2 The following must be adhered to:

- (i) All posters and flyers must clearly carry the name of the relevant RAG Committee and carry the Union logo. This logo must not be distorted or abridged in anyway.
- (ii) All posters must be stamped and flyers approved by the Societies Co-ordinator or the Vice President Barts and The London or the Union Reception Staff before they are displayed.
- (iii) All posters must be removed following an event that they are advertising.
- (iv) Members must clearly display student ID when giving out flyers.
- (v) All posters in a foreign language must be accompanied by an English translation.

8. Health and Safety

8.1 Risk Assessments, Insurance and Licenses

8.1.1 All full members of affiliated activity groups are covered by Public Liability Insurance under the Union's insurance policy.

8.1.2 RAG Officers will complete thorough risk assessments for all events which will be submitted to the Societies Co-ordinator in accordance with 6.3. Fundraising activities taking place off-campus require a risk assessment to ensure members are covered by the Union's Public Liability Insurance.

8.1.3 Hired costumes and equipment are not covered by the Union's Public Liability Insurance. RAG Officers wishing to hire such items will consult the Societies Co-ordinator to ensure the relevant insurance policy is taken out.

8.1.4 RAG Officers will purchase the relevant licences from the charity they are collecting for, or directly from the relevant County Council or the Metropolitan Police in order to run legal and safe events.

8.1.5 RAG will not take part in any illegal or unlawful activity, while fundraising.

8.1.6 RAG will apply for permits to fundraise in London Underground entrance halls.

8.2 Food Safety

8.2.1 RAG Officers wishing to prepare food for events must follow the Union's Food Hygiene guidelines. RAG members should consider the preparation of food, storage and specific dietary

requirements of guests.

8.2.2 RAG Officers wishing to invite external catering companies will need to request copies of the following:

- (i) Food Registration certificate.
- (ii) Staff Food Hygiene certificates.
- (iii) Public Liability Insurance.
- (iv) Risk Assessment for the event.

8.2.3 The Union's Marketing Team and College will need to agree for the company to be on campus.

8.3 **Safeguarding Children and Vulnerable Adults**

8.3.1 RAG Members working unsupervised with children or vulnerable adults will complete a Criminal Record Bureau Check. RAG Members with an existing CRB Check will show this to the Societies Co-ordinator for review. Disclosure numbers will be recorded.

8.3.2 CRB checks revealing convictions, cautions, reprimands and warnings will be reviewed on a case-by-case basis.

9. **Ultra Vires**

9.1 An Ultra Vires act is one that is outside the specified and /or implied constitutions objects and powers of the body in question.

9.2 RAG is the only activity of the Union that can fundraise for charity.

9.3 By law, affiliated clubs, societies and other activities of the Union, except RAG, cannot fundraise for anyone other than themselves or the Union. An affiliated club or society cannot aim to fundraise for charity.

9.4 Societies, clubs and other activities of the Union wishing to fundraise for charity should contact the relevant Union RAG Officer.

9.5 Money fundraised by societies, clubs or other activities of the Union, will be paid into the RAG account and then donated to the selected charity.

10. **Complaints**

10.1 To make a complaint, please see the Union Complaints Procedure.

11. **Recognition of RAG**

11.1 The Union will award RAG and individuals annually for their achievements and commitment to RAG activities. Awards will be decided through a fair and transparent system.

APPENDIX I

QM or BL RAG Committee Terms of Reference

1. Constitution

The RAG Committees are sub-committees of the Student Council.

2. Membership

2.1 The Chair of the QM RAG Committee shall be the RAG Officer (Mile End).

The members of the QM RAG Committee shall include the:

- (i) RAG Officer (Mile End);
- (ii) RAG Treasurer; and
- (iii) Other members as determined by the RAG Officer.

2.2 The Chair of the BL RAG Committee shall be the RAG Officer (Barts and The London).

The members of the BL RAG Committee shall include the:

- (i) RAG Officer (BL);
- (ii) RAG Treasurer; and
- (iii) Other members as determined by the RAG Officer.

2.3 A quorum for each committee shall be at least 50% of the members.

3. Attendance at Meetings

In normal circumstances only the Committee members shall attend the meeting. Additional Union or College Staff, Union Officers, or RAG members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

4. Frequency of Meetings

Meetings will normally be held a minimum of five times throughout the academic year.

5. Authority

The Committee is authorised by the Student Council to take decisions on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Student Council or other Committees of the Student Council as set out in their respective terms of reference.

The Committee shall conduct its business in accordance with the Articles of Association, the by-laws and policies of the Union.

6. **Duties**

The duties of the meeting shall be:

- (i) To plan RAG events and activities to raise money for charity.
- (ii) Oversee the RAG accounts.
- (iii) To ensure appropriate methods are in place to provide award and recognition to students involved in RAG.
- (iv) To decide on the charities to which RAG is fundraising for.
- (v) All other responsibilities defined in the Raise and Give bye-law.

7. **Reporting Procedures**

Notes should be made recording the meeting. These will be circulated to all members and submitted to the next Student Council.

The RAG Committee shall produce an Annual Report.

8. **Clerking Arrangements**

The Clerk to the meeting shall be a RAG Committee member.