

# Manchester RAG Constitution

This constitution was adopted on 30/03/2011 and will become effective 01/09/2011.

This constitution supersedes all previous constitutions of Manchester RAG, UMIST Rag and Manchester University Student Charities Appeal (MUSCA)

All information in this constitution is in addition to the policies, rules and schedules of the University of Manchester Student Union (UMSU) Constitution

These are the objectives and procedures governing the operation and activities of Manchester RAG, the voluntary student fundraising body of the University of Manchester and the University of Manchester Students' Union

## 1. Aims

- 1.1. To raise money and offer assistance for local, national and international charities.  
To be the principal and official fundraising body for students at the University of Manchester
- 1.2. To provide facilities, training and practical experience for its members
- 1.3. To work as a team, supporting each other
- 1.4. To raise the profile of student fundraising in Manchester
- 1.5. To engage the interest and support of groups within the University of Manchester, University of Manchester Students' Union and local community
- 1.6. To work constructively and supportively with other university RAGs
- 1.7. To provide support and guidance to other groups wishing to organise fundraising events
- 1.8. To make fundraising enjoyable

## 2. Membership

- 2.1. All members of UMSU are automatically members of RAG and may attend any event
- 2.2. Full membership is open to all students in Manchester in further or higher education

## 3. Structure

- 3.1. RAG will have a three tier membership structure

### 3.2. Executive

Oversees the business and day to day running of RAG and takes strategic decisions

- 3.2.1. Will meet weekly (term time only)
- 3.2.2. Quorum will be 50%
- 3.2.3. Will allocate budgets, agree event affiliation and approve dates and venues for events

**3.2.4. Chair**

- 3.2.4.1. To chair meetings
- 3.2.4.2. To be the deciding vote and to ensure that all actions that take place are in accordance with the RAG Constitution.
- 3.2.4.3. To be the full time Sabbatical Officer
- 3.2.4.4. To support and assist all RAG members and endeavour to meet all reasonable requests of RAG members
- 3.2.4.5. To attend UMSU Student Activities Forum
- 3.2.4.6. To be a signatory to the Manchester RAG bank account
- 3.2.4.7. To organise and facilitate Officers' training and development

**3.2.5. Secretary**

- 3.2.5.1. To support the Chair in the organisation and administration of RAG.
- 3.2.5.2. To take minutes and communicate with members
- 3.2.5.3. To facilitate the distribution of untied funds in the Manchester RAG Community Fund
- 3.2.5.4. To be the main contact in holding the Chair to account
- 3.2.5.5. To act as the main contact for RAG in the absence of the Chair
- 3.2.5.6. To be an UMSU Cardholder

**3.2.6. Treasurer**

- 3.2.6.1. To control and manage finances and budgets
- 3.2.6.2. To present account summaries to Executive and Council meetings
- 3.2.6.3. To be a signatory to the Manchester RAG bank account
- 3.2.6.4. To make emergency budgetary decisions with the Chair
- 3.2.6.5. To ensure expenses claims are paid and charitable donations are made in a reasonable time frame
- 3.2.6.6. To recruit corporate sponsors

**3.2.7. Publicity Officer**

- 3.2.7.1. To administer all promotion and publicity streams
- 3.2.7.2. To ensure that the RAG brand is protected
- 3.2.7.3. To support the work of the other Publicity Officers
- 3.2.7.4. To work with the Treasurer to allocate appropriate budgets for marketing campaigns
- 3.2.7.5. To ensure that marketing materials are appropriate, consistent and correct
- 3.2.7.6. To oversee RAG's presence in Welcome Week
- 3.2.7.7. To work with Officers in the design of printed materials including Posters, Flyers, T-Shirts and Merchandise
- 3.2.7.8. To offer reasonable timescales in the production of materials

3.2.7.9. To advise on quantity and variety of marketing materials

**3.2.8. Volunteer Coordinator**

3.2.8.1. To administer the volunteers database

3.2.8.2. To promote volunteering opportunities to RAG Members

3.2.8.3. To advise committee members on best practice

3.2.8.4. To liaise with Manchester Leadership Programme, Student Action, Careers Service and other external organisations

3.2.8.5. To ensure the welfare and safety of volunteers

3.2.8.6. To ensure that volunteers receive recognition for their achievements

3.2.8.7. To work with the Chair in the organisation of Officer Training

**3.2.9. 2 x General Member**

3.2.9.1. To support the work of Executive Officers

3.2.9.2. To be assigned to roles and responsibilities on an “as and when” basis

**3.3. Council**

Members have a specific role and need only act in their specific area of activity. There may be any number of council officers based on the number of relevant activities/volunteers.

3.3.1. Will meet monthly (term time only)

3.3.2. Meeting dates for the whole year will be announced at the first RAG Council

3.3.3. Will vote on strategic decisions referred from Executive

3.3.4. Members are encouraged to support and attend other RAG events

3.3.5. The RAG Chair will keep an updated list of council officers

3.3.6. At the Chair’s discretion an officer may take more than one role

**3.3.7. Executive Committee Officers**

3.3.8. The council may be made up of any number of officers as deemed appropriate by Executive, the following officers are a guide as to an ideal minimum and officers may take more than one role

**3.3.9. Collections Officer x 2**

3.3.9.1. To oversee and organise regular collections

3.3.9.2. To support and advise external bodies and other officers

3.3.9.3. To aim to have one collection a week during term time and several major collections and tours during vacations

3.3.9.4. To liaise with charities in the acquisition of permits

3.3.9.5. To ensure there is a manager and driver (where appropriate) assigned to each collection

3.3.9.6. To keep the collections cupboard tidy and ensure sufficient stock of collection materials (buckets, tins, seals, t-shirts, permits etc)

**3.3.10. Challenge Officers**

- 3.3.10.1. To recruit and support the fundraising for externally organised challenges
- 3.3.10.2. To ensure that all participants meet their targets within the agreed timescales
- 3.3.10.3. To attend training from and liaise with the charity
- 3.3.10.4. May be recruited by RAG or by the charity

**3.3.11. Small Events Officer**

- 3.3.11.1. To organise a variety of occasional, one off events
- 3.3.11.2. To oversee the casino equipment and train volunteer Croupiers

**3.3.12. Major Appeals Officer**

- 3.3.12.1. To organise events and campaigns for national charity campaigns (Children in Need, Poppy Appeal, Comic Relief etc)
- 3.3.12.2. To respond quickly in organising events to raise funds for disaster and emergency relief campaigns

**3.3.13. Major Event Co-ordinators**

- 3.3.13.1. Responsible for organising only one major event/activity (Jailbreak, BeerFest, Panto, Bogle etc)
- 3.3.13.2. Major Events are those that include one or more of the following:
  - Significant monetary outlay/return
  - A planning period measured in months
  - Large numbers of volunteers/participants
- 3.3.13.3. Coordinate the logistics, promotion, recruitment and volunteers for the event
- 3.3.13.4. To delegate tasks to ensure that all necessary tasks are completed
- 3.3.13.5. To ensure that events are safe and that full Risk Assessments and Method Statements are produced
- 3.3.13.6. To not accept any financial risks without the confirmation of the Treasurer and Chair
- 3.3.13.7. To ensure that financial records are kept for the event
- 3.3.13.8. To ensure the event is repeatable with the aim to make it bigger and better
- 3.3.13.9. To prepare a handover document for successors
- 3.3.13.10. To identify and promote the role to potential successors

**3.3.14. Publicity (Web and Online Media) Officer**

- 3.3.14.1. To design and maintain [www.manchesterrag.com](http://www.manchesterrag.com)
- 3.3.14.2. To maintain and promote RAG's presence on social media websites
- 3.3.14.3. To ensure all information is consistent and up to date
- 3.3.14.4. To liaise with Officers to keep the calendar up to date and micro-websites and pages are of a sufficient standard

3.3.14.5. To allocate email addresses to Officers

**3.3.15. Publicity (Halls Liaison) Officer**

3.3.15.1. To oversee RAG's presence University managed accommodation

3.3.15.2. To regularly visit Halls and work with Residents Associations in promoting RAG opportunities

**3.3.16. Publicity (Societies Liaison) Officer**

3.3.16.1. To support and advise UMSU societies' fundraising

3.3.16.2. To promote RAG events as potential society socials

3.3.16.3. To promote charity fundraising the UMSU societies

3.3.17. Any RAG member may attend council meetings and vote

3.4. All officers must have contact with the Chair on a weekly basis (term time only)

**4. Voting in meetings**

4.1. The chair shall hold the casting vote

4.2. Voting at meetings on issues may be taken by show of hands when it concerns the following:

4.2.1. Matters on the agenda

4.2.2. Matters arising from the meeting

4.2.3. Review of the Constitution

4.3. Elections and Motions of Confidence will be run on a secret ballot single transferable vote system. The returning officer shall be the Secretary

**5. Officer Elections**

**5.1. Chair**

5.1.1. To be a paid position, employed through UMSU as "RAG Co-ordinator" on a fixed term one year contract.

5.1.2. The chair may hold the position for a maximum of two years.

5.1.3. The Chair will be an elected position, however candidates will have an interview with the outgoing Chair, Secretary and UMSU representative before their candidacy is announced

5.1.4. The Chair will preferably be a former committee member of Manchester RAG. If any member of RAG is dissatisfied with the Chair, they are to report the matter to the Secretary or UMSU Student Activity Manager who will discuss the issue with the Chair

**5.2. Executive**

5.2.1. Notification of elections shall be made at a meeting by the returning officer and with the agreement of the members

5.2.2. Elections for committee positions shall be held annually in late **MARCH** or early **APRIL** or when an event becomes deemed a major event

5.2.3. Candidates will self-nominate by handing in a copy of a manifesto for the position they wish to hold. Notification for all positions will open three

weeks before the elections and close one week before. All candidates must apply by application form

- 5.2.4. Notification of elections will be made at least three weeks before the election date
- 5.2.5. Dates for elections will be decided by the outgoing Executive and all members will be notified
- 5.2.6. Officers' terms are for one academic year
- 5.2.7. Decisions are made by an AGM of the outgoing council

### 5.3. Other Roles

- 5.3.1. Council Officers shall be selected by Executive
- 5.3.2. Posts will be advertised for a minimum of two weeks

## 6. Practices

- 6.1. The Committee shall set objectives and strategy for each academic year. These shall be set at the Committee Training during the summer vacation
- 6.2. Events shall be planned in such a manner that where possible they are repeatable and that they grow year on year
- 6.3. No event is the responsibility of RAG until it has been agreed to by the Executive
- 6.4. Untied funds will be allocated on an annual basis. Charities will be invited to apply in writing for funds. The RAG committee will decide on charities and donation amounts
- 6.5. Manchester RAG will judge charities using the following criteria
  - 6.5.1. Charities shall be North West based or be applying for funds for a North West based project
  - 6.5.2. Funds will not be used for the promotion of religion or religious values
  - 6.5.3. Funds will not be used for animal welfare without a direct social benefit
  - 6.5.4. Funds will not be used to support any organisation that is affiliated to a political party
- 6.6. Payments to charities meeting the above criteria may be outside the normal timescale with the agreement of the Executive if exceptional circumstances warrant it
- 6.7. RAG will support any events run by students for any UK registered charity
- 6.8. RAG will not provide students or any third party with the member list or contact details of its members
- 6.9. Student events may become affiliated RAG Events with the agreement of the Executive
  - 6.9.1. Organisers of affiliated events may make supervised use of the office and brand
- 6.10. Non-Students may attend events at the discretion of the event organiser and Chair

6.11. RAG will not run events or collections for nor allocate untied funds to animal, party political or religious charities

## **7. Revisions**

7.1. The Constitution is revisable by Council, changes being made in accordance with normal meeting procedure, with the following exceptions

- 7.1.1. that notice of proposed review and any changes must be announced at least 72 hours prior to the meeting and that the Chair informs all the Committee
- 7.1.2. The Chair is also to confirm that all Committee members are aware of the nature of the meeting in writing