

Passed at Representation and Welfare Board  
18<sup>th</sup> November 2010

Imperial College Union  
Raising and Giving and Community Action Group Policy

**A. General**  
**Introduction**

1. The Raising and Giving (RAG) and Community Action Group (CAG) Policy sets out the rights and responsibilities of the Union, RAG and CAG, their respective projects and other relevant Union activity and individual members. It also sets out the method of administration of RAG and CAG.
2. This policy binds the whole Union, but is aimed in particular at RAG, CAG and parts of the Union with responsibility for charitable fund raising and work in the community.

**Statement of Intent**

3. The Union is committed under its Constitution to
  - i. To promote and encourage the interest by students in matters outside the College curriculum, especially cultural, social and sporting interests.
  - ii. To provide or ensure a range of facilities which advance the interests of the students of Imperial College.
4. The Union furthers these aims by the provision of outreach projects and projects raising money for charitable causes.

**Definitions**

5. 'RAG' and 'CAG' refer to the committees 'Raising and Giving' and Community Action Group respectively
6. 'Project' refers to any project with a committee under RAG or CAG,

**B. Duties of the Union and its Projects**

**Duties and Responsibilities**

This section outlines the responsibilities of the projects implementing activity described in section 4 and those of the Union.

***Duties of Imperial College Union***

7. The Union shall fulfil its objects and statement of intent (sections 3 and 4).
8. The Union shall provide a safe environment, free from harassment and discrimination for all Union activity (according to the Health & Safety and Equal Opportunities Policies).
9. The Union shall provide funding for the activity described in section 4 in accordance with budgeting constraints.
10. The Union shall provide basic use of rooms within its premises at no charge, in accordance with space constraints.

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11. The Union shall provide resources, including computing, printing, photocopying, phone and fax services, though a charge may be made for these.
12. The Union shall endeavour to provide a stall at Freshers' Fair for every Project. No charge shall be made to the Project for the stall. This stall should not be used to promote an external organisation but rather the cause for which the project exists to benefit.
13. The Union shall provide space in the Clubs, Societies & Projects Handbook at the start of each academic year for each Project to have an entry and contact details.

#### ***Duties of Projects***

14. Projects are expected to comply with the Union Constitution and its regulations and policies. Their aims and objectives must not conflict with any Union rule. The aims and objectives whether or not of a new project and whether or not it predates a Union rule, is void to the extent of the conflict with that rule. In the event of a dispute, the President shall rule on which parts of the project Aims and Objectives are void.
15. Projects are required to conduct themselves in a fair and democratic manner. They owe a duty of care to the health and safety of their members and a responsibility not to discriminate among them or harass them.
16. Projects owe a duty to their members to ensure equal provision of facilities
17. The Union needs to comply with significant financial and health & safety requirements prescribed by law, College and other bodies or agencies. Projects will need to demonstrate to the Union that they are complying with these requirements.
18. In particular, projects are expected to comply with the Financial Regulations, Health & Safety and Equal Opportunities Policies, as well as this policy.
19. Projects represent the Union and the College when holding events or trips. As such they are expected to behave responsibly as ambassadors for the Union and the College and not bring the Union or the College into disrepute.
20. Project Chairs may be required to provide the Deputy President (Welfare), or their nominee, the following items of documentation:
  - i. Financial Responsibility
  - ii. Committee contact list
  - iii. Aims and Objectives
  - iv. Risk Assessment
  - v. Affiliation
  - vi. Inventory
21. Time limits for submission of documents shall be set by the Deputy President (Clubs & Societies), other documentation such as trip registration forms may be required for certain activities
22. Sanctions for incomplete documentation shall be as detailed in the appropriate section of CSB Policy

#### **C. Chain of responsibility**

23. The Union operates a chain of responsibility for all matters relating to projects.

This is as follows:

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- i. The Union President,
- ii. The appropriate Deputy President
- iii. The RAG or CAG Chair (as appropriate), or Treasurer or other committee member as appropriate
- iv. The Project Chair,
- v. The Project members.

24. The appropriate Deputy President in section ii) is:

- i) the Deputy President (Welfare) for matters concerning governance and advising on funding sources
- ii) the Deputy President (Clubs & Societies) for matters concerning documentation, space, Health & Safety issues and all other issues not covered by the other Deputy Presidents
- iii) the Deputy President (Finance & Services) for operational finance and budgeting

25. Individuals in section 21 are responsible to those above them in the list for the activities of the projects

D. **Constitutional matters**

**Status**

26. All projects whose primary objective is to raise money for charitable causes should be formed as a Project under RAG

27. All projects whose primary objective is outreach work should be formed as a Project under CAG

28. These Presidents Committees report to the Representation and Welfare Board which determines budgeting, advises on policy issues and deals with disputes between CAG and RAG.

29. RAG and CAG are to have their own constitutions, officers and meetings, and are responsible for providing for the co-ordination and development of student activity within their projects.

30. The central activities of RAG and CAG are treated as projects with respect to the duties, chain of responsibility, documentation and duties. They are also expected to run themselves democratically and properly.

**Creation of new projects**

31. A full member of the Union must sponsor the creation of a new project which should also have the names, departments, years and signatures of at least five prospective members

32. The New Projects Committee may authorise additional measures to ensure the new project has a firm foundation.

33. A new project must have aims and objectives that differ from all current projects under RAG or CAG and that are not covered by an existing Club or Society

34. RAG and CAG report to the Representation and Welfare Board, which determines budgeting, advises on policy issues and deals with inter RAG or CAG disputes. The Representation and Welfare Board reports in turn to the Executive Committee for administration matters and to the Union Council for policy matters. The Executive Committee and Union Council both report to the Trustee Board.

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35. A New Projects Committee shall meet as required to determine whether prospective projects should be set up or not and shall allocate all projects to RAG or CAG as it sees fit. It shall be bound by New Projects Committee Policy.
36. The members of a Project's committee share a responsibility for its management, though its Chair holds ultimate responsibility to the Union for the project's activity, health & safety and finances..
37. Any Full Member of the Union (regardless of whether he or she is connected with the new club or society) may appeal the decision of the New Projects Committee to approve or disapprove the new club or society to the Representation and Welfare Board.

### **Transformations**

38. The Representation and Welfare Board has the power to create, merge, split, transfer, make dormant and dissolve projects.
39. For a Project to merge, split or be dissolved shall require a:
  - i) resolution of the Projects committee and consent of their relevant governing committee or,
  - ii) a majority vote by the remaining projects in the appropriate President's Committee at the end of the academic year or,
  - iii) a resolution of the Representation and Welfare Board or Executive Committee or,
  - iv) in the case of splitting a project by a petition of ten full members of the project with their names, years, departments and signature and with the approval of RAG/CAG, the Representation and Welfare Board or the Executive Committee
40. A consensus on the reallocation of property and funds in the case of dissolution or splitting of a project should be reached. Dispute shall be ruled upon by the President on the advice of the relevant Deputy Presidents
  - i) Money held in the account for the purpose of charity must be given to the charity at the point of dissolution.
41. A project may be classed as dormant if it has not elected a minimum committee or has fewer than 5 members. Failure to progress towards a projects stated aims and objectives may also lead to dormancy.
42. Dormant projects have equal rights to funds and facilities as active ones, and may become active upon achieving the goals set for it at the time dormancy was imposed.
43. Once a Project has been dormant for a whole academic term it may be dissolved by CAG or RAG committees as appropriate, or the Deputy President (Welfare)

### **Suspension of Projects**

44. A project may be suspended in the following manner:
  - i) A resolution of CAG/RAG, RWB or Executive Committee,
  - ii) By the Deputy President (Clubs and Societies) for incomplete documentation (see section 86) or for a severe breach of the Health and Safety policy,
  - iii) By the Union President.
45. The extent of the suspension for incomplete documentation (in 56.ii) is set out under Part F of CSB Policy. The extent of the suspension in 56 i) and iii) will be determined by that authority and may include any or all of the restrictions for incomplete documentation.
46. A suspension should be reviewed regularly and issued for good reason. It may be appealed: for 56 i) in the order the committees are listed; for ii) to the President; for iii) to the Union Court.

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**Internal Management of Projects**

47. Projects are managed by a committee. The members of the committee share a responsibility for its management, though its Chair holds ultimate responsibility to the Union for the club or society's activity, health & safety and finances
48. Each project shall have a Chair and Treasurer who shall be a Full Member of the Union. Projects may have a Secretary who must also be a Full Member of the Union. Only Full Members of the Union are permitted to vote on or chair the committee. The committee shall be elected at the project's AGM. Other committee positions may be added as appropriate.
49. Membership rules for Projects and rules pertaining to Meetings, Elections, Removal of Officers and Removal of Members can be found in points 59-73 of CSB Policy where Clubs and Societies and derivatives should be substituted for projects