

Imperial College Union
Raising and Giving and Community Action Group Policy
A Paper By the Representation and Welfare Board

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 community volunteering projects and projects raising money for charity.

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, or a Club or Society implementing activity described in section 4.

Duties and Responsibilities

This section outlines the responsibilities of the project 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.
11. The Union shall provide resources, including computing, printing, photocopying, phone and fax services, though a charge may be made for these.

Duties of Projects

12. Projects are expected to comply with the Union Constitution and its regulations and policies.

13. Projects are required to conduct themselves in a fair and democratic manner. They owe a duty of care to for the health and safety of their members and a responsibility not to discriminate among them or harass them.
14. Projects owe a duty to their members to ensure equal provision of facilities
15. 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.
16. In particular, projects are expected to comply with the Financial Regulations, Health & Safety and Equal Opportunities Policies, as well as this policy.
17. 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.
18. 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. Code of Conduct
 - v. Risk Assessment
 - vi. Data Protection
 - vii. Instructor registration
 - viii. Affiliation
 - ix. Inventory

Chain of responsibility

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

This is as follows:

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

Status

20. RAG and CAG shall each have a committee consisting of at least a Chair, Treasurer and Secretary.
21. All projects whose primary objective is to raise money for charity should be formed as a Project under RAG.
22. All projects whose primary objective is volunteering in the community should be formed as a Project under CAG.
23. 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.
24. Each project shall have a Chair, who shall be a Full Member of the Union. Projects may have a Treasurer and a Secretary who must also be Full Members 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.
25. The members of the 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.

26. 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.
27. 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.

New Projects

28. A New Projects Committee consisting of the RAG Chair, the CAG Chair and one elected member from RWB. The New Projects Committee shall be chaired by the Deputy President (Welfare).
29. The New Projects Committee shall meet as required to determine whether prospective projects should be set up or not.
30. A new prospective project requires the following information to be submitted to the Deputy President (Welfare):
 - i. A project to be proposed by a Full Member of the Union
 - ii. The names, departments, years and signatures of five prospective members (all of whom are Full Members of the Union).
 - iii. The aims and objectives of the prospective project.
31. The New Projects Committee may authorise additional measures to ensure the new project has a firm foundation.
32. A new project must have aims and objects that differ from all current projects under RAG or CAG.
33. The New Projects Committee shall allocate all projects to RAG or CAG as it sees fit.
34. The New Projects Committee shall state which of the following documents are required to be submitted on an annual basis, from the following: Financial Responsibility, Committee contact list, Aims and Objectives, Code of Conduct, Risk Assessment, Membership forms, Data Protection Act, Instructor registration, Affiliation, Inventory.
35. 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.
36. The Chair and any other committee positions of a project shall be appointed by the New Projects Committee. This committee and its members act with the same authority as an elected committee, and holds office until the end of its first academic year.

Transformations

37. The Representation and Welfare Board has the power to create, merge, split, transfer, make dormant and dissolve projects.
38. A project can be dissolved and cease to exist by a resolution of the project's committee and the consent of the relevant RAG or CAG committee.
39. Dissolved projects' property and funds shall be allocated by the President on the advice of the relevant Deputy Presidents.
40. A project may be suspended by the Deputy President (Welfare) for disciplinary reasons.