

The Constitution of Students' Union UCL

RAG Society

1 Name

- 1.1 The name of the club/society shall be Students' Union UCL RAG Society.
- 1.2 The club/society shall be affiliated to Students' Union UCL.

2 Statement of Intent

- 2.1 The constitution, regulations, management and conduct of the club/society shall abide by all Students' Union UCL policy, and shall be bound by the [Students' Union UCL Memorandum & Articles of Association, Byelaws, Club and Society Regulations](#) and the club and society procedures and guidance – laid out in the '[how to guides](#)'.
- 2.2 The club/society stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that club/society regulations pertaining to membership of the club/society or election to the club/society shall not contravene this policy.
- 2.3 The Club and Society Regulations can be found on the following webpage:
<http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

3 The Society Committee

3.1 President

- 3.1.1 The President's primary role is laid out in section 5.7 of the Club and Society Regulations. 3.1.2 Will have a good and experienced knowledge of the society, its past events, and how to organise such events.
- 3.1.3 Shall call General Meetings of the society, and organise proper elections for the following year's committee, in accordance with Club and Society Regulations and Procedures.
- 3.1.4 Shall be responsible overall for the activities of the society, and shall oversee all activities organised by the society.
- 3.1.5 Must have been an active member of the society for at least one year.

3.2 Treasurer

- 3.2.1 The Treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations. 3.2.2 Shall carry out the day to day financial duties of the society, and is responsible to the Union for society finances to the membership;
- 3.2.3 Shall keep current accurate financial information. The Treasurer is responsible for all financial transactions of the society ensuring that these are made through the Union Finance Department; only the Treasurer, or in his/her absence the President, may authorise withdrawals or expenditure from the society accounts;
- 3.2.4 Shall maintain a society account book.

3.3 Welfare Officer

3.3.1 The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations. 3.3.2 Will have a good and experienced knowledge of the society, its past events, and how to organise such events.

3.3.3 Shall be the only officer of the club or society with access to the welfare officer funding pot and is responsible for applications and initiatives using that funding.

3.3.4 Shall be responsible for the activity specified within the welfare officer remit including collaboration with other welfare officers in creation of demographic specific activity, recording of demographic specific membership and aware of the wider Union campaigns relevant to their club or society, specified or otherwise, on the welfare officer campaign timeline.

3.4 Vice President

3.4.1 Shall represent the society and shall be responsible for making sure that the society is run according to its constitution, the UCL Union Club and Society Regulations and Procedures, Good Practice Guidelines, and Constitution and Standing Orders of UCL Union.

3.4.2 Shall liaise with other UCLU societies and university RAGs.

3.4.3 Shall be a support to the President, and ensure that he/she is able to carry out their role to the best of their ability. Where needed, the Vice President must be able to stand in as President, if for some reason the President is absent (due to illness etc.)

3.4.4 Will have a good and experienced knowledge of the society, its past events, and how to organise such events.

3.4.5 Must have been an active member of the society for at least one year.

3.5 Secretary

3.5.1 Record the minutes from every meeting.

3.5.2 Email round the minutes from each meeting no later than 7 days after the meeting has taken place.

3.5.3 The minutes will include a list of tasks, which need to be completed by committee members, along with a deadline for which the task needs to be completed by.

3.5.4 Ensure all committee members are aware of the meeting times and dates. 3.5.5 Work with the President to produce the agenda for each meeting a minimum of 24 hours in advance.

3.5.6 Shall receive and is responsible for responding to all emails sent to the RAG society email by charities, companies, society members, and the Union.

3.6 Publicity Officer

3.6.1 Design required advertising for events.

3.6.2 Ensure all the required logos and information is included on publicity used to advertise society events.

3.6.3 Coordinate flyering and poster displays in the build-up to events.

3.6.4 Work with the Publicity Apprentice to contact departments, UCL and UCLU to request emails sent out to all students advertising events.

3.6.5 Work with the Publicity Apprentice to coordinate shout-outs in lectures for both RUMS and UCLU students.

3.7 Media Officer

3.7.1 Manage social media outlets including, but not limited to, Facebook, Twitter and Instagram, for promotion of events.

3.7.2 Manage updates for the RAG website

3.7.3 Collaborate with Publicity Officer to ensure joint strategy for branding.

3.8 Challenges Officer

- 3.8.1 Coordinate with charities and other organisations wishing to work with the RAG Society to provide fundraising opportunities, trips and challenges.
- 3.8.2 Submit the required paperwork and collaborate with UCLU to ensure the greatest numbers of participants are able to take advantage of such opportunities.
- 3.8.3 Arrange information meetings for challenges, requesting the presence of a representative from the specific company, which the RAG Society is working with.

3.9 Events Officer

- 3.9.1 Coordinate national events organised wholly by RAG Society and partners, including, but not limited to, Jailbreak, LOST and Skydiving.
- 3.9.2 Lead preparation and hosting of events, including arranging information meetings and pre departure meetings and fundraising workshops if required.

3.10 Social Secretary

- 3.10.1 Organising social events to engage with society members.

3.11 RAG Rep Coordinator

- 3.11.1 Main point of contact for RAG Reps and coordinate all RAG Rep events.
- 3.11.2 Recruit and contact for RAG Rep leaders.
- 3.11.3 Forward any RAG Rep notices to the Secretary to be added to the RAG newsletter.

3.12 Management of the club/society shall be vested in the club/society committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate club/society activities.

3.13 The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.

3.14 Committee members are elected to represent the interests and well-being of club/society members and are accountable to their members. If club/society members are not satisfied by the performance of their representative officers they may call for a motion of no-confidence in line with the Students' Union UCL Club and Society Regulations.

4 Terms, Aims and Objectives

4.1 The club/society shall hold the following as its aims and objectives.

4.2 The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

4.3 The core activities of the club/society shall be:

4.3.1 Organise fundraising events for a wide variety of charities. This includes charity collections, pub quizzes, balls, bowling and many more.

4.3.2 Provide students with activities which are innovative, unique opportunities and enjoyable. This includes such events as Jailbreak and trips abroad.

4.4 In addition, the club/society shall also strive to organise other activities for its members where possible:

4.4.1 Publicise and promote the charities, which we choose to support, ensuring that students are aware of how the money will be used to benefit others.

where **more** happens studentsunionucl.org

4.4.2 Publicise and promote charitable activities within UCL and UCLU to the best of our abilities to ensure the maximum potential funds are raised for charity.

4.5 This constitution shall be binding on the club/society officers, and shall only be altered by consent of two-thirds majority of the full members present at a club/society general meeting. The Activities Zone shall approve any such alterations.

4.6 This constitution has been approved and accepted as the Constitution for the Students' Union UCL RAG Society. By signing this document the president and treasurer have declared that they have read and abide by the Students' Union UCL Club and Society Regulations.

President name:	Jordan Poulos
President signature:	J. Poulos
Date:	04/10/2021
Treasurer name:	Xin Li
Treasurer signature:	X. Li
Date:	04/10/2021

where **more** happens studentsunionucl.org