

Union Council Papers 4th May 2010

200 Constitutional Motions

Motion 201

Heading: Prevention of Persons Occupying Multiple Offices of the Union

Submitted by: Nick Holland (Chair of Council), Jamie Morgado (Executive Committee)

Council Notes

- Currently, there is nothing to prevent a member standing and being elected in multiple and possibly conflicting roles as officers of the Union.

Council Believes

- It is impossible for a single individual to act with suitable objectivity to occupy two such roles. E.g. Executive Position, Member of HSF, Chair of CSF, Chair of Council, Vice Chair of Council.
- It is important for the diversity and efficiency of the Union to have many people occupying these roles as possible.
- It is also very important for the Unions transparency and accountability to not have certain people occupying roles that may conflict each other.

Council Mandates

- An addition should be made to the constitution, to prevent an individual from standing in an election when they already hold a post either within HSF (Hall Chairs, Chairs of Sections, HSF Committee) or as an Officer of the Union (Chair of Council, Vice Chair of Council, CSF Chair, HSF Chair, Executive Committee)

Motion: 202

Heading: Loughborough Students' Rag

Submitted by: Jamie Oliver (Executive Committee), Jamie Morgado (Executive Committee)

Council Believes

1. That a new core constitution was passed by Union Council in October 2009.
2. That the Rag schedule in the core constitution is out of date and needs updating.

Council Resolves

1. To adopt the following schedule in the Union Constitution in replace of Schedule X Loughborough Students' Rag.

SCHEDULE X LOUGHBOROUGH STUDENTS' RAG

1) THE STATUS

- a) Loughborough Students' Rag, (abbreviated to LS Rag) is an integral part of Loughborough Students Union with the status of a section under the Constitution, and has the following aims:
 - i) To involve students in charitable fundraising, to organize fundraising events and to pass on any monies thus raised to charities and voluntary organizations.
 - ii) To show by example that charitable fundraising can be fun and exciting and to organize events and competitions to further this aim.
 - iii) To educate students on issues pertinent to charitable fund raising and the work carried out by charities and voluntary organizations.
 - iv) To take a particular interest in charitable and voluntary organizations within the Borough of Charnwood.
- b) All full members of Loughborough Students' Union (LSU) are automatically members of Loughborough Students' Rag, this also includes life members.
- c) The Board of Trustees will, at their discretion, allocate suitable premises, equipment and resources to facilitate these aims.

2) RAG PRINCIPLE OFFICER

- a) The Rag Chair is the principal officer.
- b) The Rag Chair is a Section Sabbatical Officer of the Union and a member of the Executive committee reporting to Union council and Trustee Board (**as set out in S4.b.2**).
- c) The Rag Chair is elected annually in accordance with **Standing Order C**.
- d) The Rag Chair shall have the following responsibilities:
 - i) Leading the Rag Committee.
 - ii) Being the principal representative of Rag to the media and external bodies.
 - iii) Chairing Rag Committee, Rag Council and Rag Finance committee meetings.
 - iv) May take urgent decisions between meetings, reporting them to the following meeting.

3) RAG COMMITTEE

a) ROLE

- i) To promote the work of Rag generally.
- ii) To organise central Rag events.
- iii) To assist and encourage Rag Reps in Halls and elsewhere.
- iv) To support each other in Rag endeavours, including, but not limited to, attendance at all Rag Events, Rag Committee Meetings and Rag Council Meetings.

b) COMPOSITION

- i) The membership of Rag committee and individual roles are in addition to the Rag Chair.
- ii) In addition to the specific responsibilities outlined below, Committee members will also be responsible for any other such reasonable duties as delegated by the Rag Council, Committee and Chair including the organisation of specific events.
- iii) Membership of Rag Committee will commence on the first day of the summer term after a successful election at the Rag AGM. This term will run until the last day of the Easter term in the subsequent Academic year.
- iv) If no replacement is elected at the AGM it is encouraged, but not expected, that the current post holder will continue to provide some input in Rag Committee and assist with arranging a suitable replacement.

c) VICE CHAIR sits below the Rag Chair as the main aide on committee. The Vice Chair is a member of the Rag Finance Committee, and will deputise for the Chair should the need arise. Main responsibilities include:

- i) Welfare of Hall Reps
- ii) Branded merchandise and other forms of stash.
- iii) Coordinate social occasions for rag volunteers with the Events Coordinators and the Rag Chair.
- iv) Maintain handover documents for the following academic year.
- v) Research and develop new projects and ventures to see the expansion of Rag as an organisation. After the first year of a project, responsibility will hand-over to the appropriate member of committee.

d) SECRETARY responsibilities include:

- i) Taking minutes and creating agendas for all Rag meetings.
- ii) Ensuring Rag works in accordance with the constitution.
- iii) Assisting the Chair with Press releases in conjunction with Marketing and Recruitment.
- iv) Arrange for the minutes of Rag Council and Rag Committee to be sent to the Vice President: Democracy and Communications for ratification by Union Council.
- v) Maintaining the archive with the Rag Administrator.

- e) TREASURER sits of Rag Finance Committee, and acts as a signatory on the Rag Account. Responsibilities include:
- i) Attendance and completion of actions of Rag Finance Committee.
 - ii) Co-signature and scrutiny of all financial transactions within Rag
 - iii) Assistance with money counting as much as possible.
 - iv) Ensuring Star Fundraiser database and hall totals are up to date and made available to reps.
 - v) Produce a budget with the Rag Chair to be passed at the first council of term.
 - vi) Produce mini-budgets prior to each Event.
- f) EVENTS CO-ORDINATOR (2 Positions) responsibilities include:
- i) Consultation with committee, particularly Logistics and Media Coordinators, to ascertain and specific requirements before planning of an event begins.
 - ii) Setting a date for the event, after this consultation, which should then be swiftly communicated to Marketing and Recruitment Officer.
 - iii) Organisation of all aspects of the Event, from set up to take down. This includes where, when, and how (infrastructure, routes and operational teams as required).
 - iv) Liaison with the Chair regarding progress and difficulty.
 - v) Liaison with the Logistics Coordinator to arrange for the purchase of additional resources needed for the event.
 - vi) Briefing Rag Committee upon completion of the planning stage, and following agreement from Rag Committee, briefing Rag Council.
 - vii) Delegation of tasks during the event to maintain an overall view of the event and ensure its smooth running.
- g) RAIDS OFFICER responsibilities include:
- i) Liaison with charities, maintaining contact with their representatives and keeping up to date with their raids calendars to be aware of those available.
 - ii) Selection and booking of raids regularly across the academic year, working with the Chair to plan the dates.
 - iii) Preparation of collection materials for raids including buckets/tins, wraps, lids, seals, permits, and other charity materials such as stickers and t-shirts.
 - iv) Compilation of information on charities being collected for, and areas being collected in, to distribute to volunteers.
 - v) Securing accommodation and transport for raids where required.
 - vi) Book annual tours during the holiday periods as appropriate.
- h) LOGISTICS CO-ORDINATOR responsibilities include:
- i) Acquisition, storage, maintenance and transport of all equipment required for any rag event.
 - ii) Liaison with Rag Administrator to arrange the safe storage of financial and legal documents.

- iii) Liaison with Maintenance staff to ensure safe storage of gas bottles and similar hazardous materials.
 - iv) Keeping the Rag Store organised.
- i) **MARKETING AND RECRUITMENT OFFICER** responsibilities include:
- i) Promotion of all Rag events to all students, particularly targeting under-represented audiences including community students, societies and international students.
 - ii) Major recruitment drives, such as Choose a Challenge.
 - iii) Acting as the main point of contact for externally run events.
 - iv) Procurement of a title sponsor, as well as individual event sponsors.
 - v) Press releases, including, but not limited to, the creation of the bi-weekly, term-time, newsletter.
- j) **WEBMASTER** responsibilities include:
- i) Administration and maintenance of Rag internal email system (for committee and reps), providing technical assistance as required.
 - ii) Maintenance of the bi-weekly, term-time, external newsletter. This involves the consolidation of news from Committee and the distribution. Creation should be done in conjunction with the Marketing and Recruitment Officer.
 - iii) Creation, maintenance and development of both content and functionality of all rag websites, currently lufbra.net/rag and lsrag.co.uk, to cater for all online audiences both internal and external to the union. This includes the accuracy of any information.
 - iv) Liaison with the Marketing and Recruitment Officer to fully utilise social media for the promotion of all rag events and activities to internal and external partners.
- k) **MEDIA CO-ORDINATOR** responsibilities include:
- i) Maintaining close links with LSU media and other external media outlets.
 - ii) Liaison with the Multi-Media Editor to utilise LSUTV, Label and LCR to the fullest extent, and ensure rag events are given adequate media coverage, with an appropriate output e.g. video or photos, where required.
 - iii) Contribution of material for press releases and posters.
 - iv) Sourcing and formatting material for recruitment and promotion drives e.g. choose a challenge.
- l) **ALUMNI OFFICER (2 Positions)** is a non-voting member of Rag Committee, who is not expected to attend meetings, but will be invited at the discretion of the chair. Similarly they are not expected to attend rag events, but are always welcome to support either in person, or with advice and encouragement. Responsibilities include:
- i) Maintaining good communication links with as many rag alumni as possible through all communication channels, i.e. social media, with particular efforts

directed to previous rag committee members. It is also expected that the Alumni Officer will maintain communication with the Alumni Representative of the Union.

- ii) Organising, in conjunction with the Rag Chair, for these alumni to take part in rag, both events and raids, where possible and in particular Beerfest and Bonfire Night. Whilst not limited just to Beerfest and Bonfire Night, these are the events which benefit the most from a strong Alumni representation, and also provide the ideal situation for the Alumni to give the wisdom of experience to the new committee and reps.

m) **REMOVAL OF COMMITTEE MEMBER**

- i) Should Rag Committee deem another member of committee unfit to continue in their post they may call a vote of no confidence.
- ii) Removal will require a unanimous vote of committee (the member in question does not receive a vote).
- iii) If Committee are not unanimous then the matter will pass to Rag Council, where a 2/3rd majority is required for a successful vote of no confidence. It will then be recommended to Union Council that the member is removed, and upon Union Council ratification this decision shall be final. Whilst awaiting Union Council ratification, the Committee member in question loses all voting, listening, and speaking rights at any meeting of Rag Committee, Rag Council, or Rag Finance Committee, but retains the title of their position.

4) **RAG COUNCIL**

a) **ROLE**

- i) To direct the work of the Rag Committee. A Committee Questions section has been added to the structure of the agenda to allow for questioning the direction of Rag Committee, and suggestions as to a better course of action.
- ii) To elect the members of the Rag Committee (excluding the appointed positions of Webmaster and Media Coordinator).
- iii) Co-ordinate Rag activity in Halls.
- iv) At as a channel of communication for Rag.
- v) To agree policies for Rag's operation and to refer these to Union Council and Trustee Board for approval.

b) **COMPOSITION**

- i) 2 reps nominated by each Hall committee that opts to be in the Hall Incentive scheme
- ii) 1 rep from the College
- iii) 1 rep from the RNIB
- iv) Rag Committee

5) **FINANCES**

- a) All money raised by Rag is held in trust by the LSU Trustees for the charitable purpose for which they were raised less an agreed amount towards to costs of fundraising and administration not normally more than 10%.

- b) Certain events support the charitable objectives of Rag as part of Loughborough Students' Union, and as such are not expected to make a profit, but merely to encourage student involvement.
 - c) Rag will designate, and make clear to donors, which charitable funds are being supported by any donation.
 - d) Bank Account signatories will be Rag Chair, Rag Treasurer, Rag Administrator and the Union Finance Manager. Each cheque shall be signed by one student and one staff member.
 - e) In the event of any discrepancies regarding the Rag finances, an investigation will be carried out by the VP Finance and Commercial Services.
 - f) The Rag total of funds raised will be calculated and declared each year. The manner of this declaration will be periodically agreed at Union Council.
 - g) Funds claimed by LS Rag as a result of Marshalling shall not exceed £400,000. Marshalling events which take place on campus are exempt from this cap, and instead the amount raised will be claimed centrally, but not distributed to halls. Marshalling events run externally will be claimed on a per head basis, where each volunteer will accrue a monetary value for their hall total. This value will be decided at the discretion of Rag Committee.
 - h) RAG FINANCE COMMITTEE shall oversee the finances of LS Rag, and be accountable to the Board of Trustees. Responsibilities include:
 - i) Consideration and drafting Rag's financial budgets subject to approval by LSU Trustees and rag council and in accordance with Union financial procedures.
 - ii) Monitoring Rag's financial control systems and practices to ensure that all charitable money is properly accounted for and allocated in line with systems approved by LSU Trustees.
 - iii) Consideration and comment on Rag's annual financial accounts prior to approval by LSU Trustees.
 - iv) Setting out guide-lines for the management of Rag projects and to consider reports on the financial outcome of such projects subject to policies and reporting to LSU Trustees.
 - v) Allowing expenditure of over £1000 in a single instance if deemed necessary.
 - vi) Composition
 - (1) Rag Chair (who will Chair and convene meetings – at least 3 during the academic year)
 - (2) VP Finance and Commercial Services
 - (3) Rag Treasurer
 - (4) Rag Vice Chair
 - (5) The Union Permanent Secretary will ensure appropriate staff support for the committee.
- 6) **RAG STANDING ORDERS** except where otherwise stated general Union standing orders apply.
- a) COUNCIL

- i) There shall be at least 20 Rag Council meetings each year.
- ii) Any hall rep who misses 3 meetings without written apologies can be removed from Rag Council at the discretion of Rag Committee
- iii) The quorum for Rag Council is half of elected voting members.
- iv) The Agenda will follow the typical structure as laid out in the Union Constitution, but will include a section for Committee Questions. This is to allow reps the chance to question the activities of committee.
- v) Procedural motions shall be the same as those adopted within the Union Council section, but may be suspended with a simple majority vote of Rag Council.

b) POLICY AND REPORTING

- i) All Rag committees and officers should operate in accordance with policies approved by Rag Council. Where appropriate these policies will be endorsed by Union Council and or The Board of Trustees.
- ii) The Chair of council will rule on whether such endorsement should come in the form of approval of a report, or a specific motion to Union Council. This will be dependent on the policy's importance.
- iii) Once approved by both Rag Council and Union council, policies will be binding and may not be changed or abandoned without following the process laid out above.
- iv) Changes to this constitution will require a 2/3rds majority vote at Rag Council, and will need to be ratified at the next possible Union Council.
- v) Any policy concerning finance will be approved by the Rag Finance Committee and endorsed by the Board of Trustees.
- vi) All Committee members, including the Chair, will report to Council each week.
- vii) The Chair's report will also be made available to Union Council, through whatever means is required by Council Mandate.

c) COMMITTEE AND ELECTIONS

- i) One meeting in the spring term will be designated (at least 4 weeks in advance) as the AGM and at this meeting elections for the following year's Committee will take place.
- ii) Written notice of at least 14 days must be given to both old and new reps. Any motions must be sent out 7 days before the date of the AGM.
- iii) The elections of Rag Committee members will be in accordance with Standing Order D except that the posts of Webmaster and Media coordinator.
- iv) Webmaster and Media Coordinator will be appointed following a suitable selection procedure by a panel that consists of Chair, Chair Elect and one other member of committee that ensures a mixture of gender on the panel.
- v) This selection procedure must be conducted prior to the AGM, and a decision made ready for announcement at the AGM.
- vi) Ratification of the Webmaster Elect and Media Coordinator Elect will be the first item on the agenda at the AGM.
- vii) Current Rag Committee must be fair and impartial to all potential candidates, and in line with this Rag Committee cannot propose or second.
- viii) The Election of all other members of Rag Committee will take place according to the Union Constitution (Single or Alternate Transferable Voting as appropriate).

- ix) Eligible voters will be Rag Committee and any hall rep to have served in the current academic year, who have not stepped down or been removed from their position. This vote can be reinstated by a simple majority vote of Rag Council.
- x) Any person elected to Rag Committee, who still holds the position of Rag Rep on a Hall Committee, will be given 6 weeks in which to find a replacement for their position on Hall Committee. During this period the person in question will be expected to undertake the responsibilities of both roles, and as such is encouraged to find a replacement as soon as possible. If after 6 weeks a replacement is not found, it will become an agenda item for Rag Committee who will work to resolve the situation in the best interests of the section.

d) RAG PRESENTATION EVENING

- i) This will be the forum for the disclosure of the final total of funds collected by LS Rag.
- ii) On this evening, a variety of awards will be distributed to recognise the outstanding contribution of individuals to rag and the halls which have raised the most money. The awards to be distributed are detailed below:
 - (1) Best Hall – To be won by the Hall with the highest total come the end of the year.
 - (2) Best Hall Per Head – To be won by the Hall with the highest total per bed in their Hall at the end of the year.
 - (3) Most Improved Hall - To be won by the Hall that has the largest percentage improvement on their previous year's total at the end of the year.
 - (4) Raids League - To be won by the Hall that has the highest amount of points at the end of the year.
 - (5) Don Buccanhan – Awarded to a leaving volunteer who has made an outstanding contribution to LSRag over their time at the University. Awarded by the new committee, the Rag administrator, Chair Elect and Chair.
 - (6) Rag Chair's Award – Awarded to the volunteer that has made the best contribution to the Chair's year. Decided by the Chair.
 - (7) Peter Oakes Hands on Award – Awarded to the volunteer that has just gotten on with things without complaining and has a really hands on attitude to fundraising. Decided by the Current and Previous Committee.
 - (8) Best Old Rep – Awarded to the most outstanding rep in the previous academic year YY to January of the current year. Decided by the old committee.
 - (9) Best New Rep - Awarded to the most outstanding rep in the current academic year YY to present. Decided by the new committee.
 - (10) Best Collector of Rag Week – Awarded to the volunteer whom has collected the most funds during Rag week.
 - (11) Best Tour Collector - Awarded to the volunteer whom has collected the most funds during any Rag Tour.
 - (12) Starfundraiser – Awarded to the Volunteer that has raised the most from bucket collections over the course of the current year.

- (13) Best Fresher Collector - Awarded to the individual fresher that has raised the most from bucket collections over the course of the current year.
- (14) Driver of the Year – Awarded to the driver that has contributed the most in miles and time that year.
- (15) Largest Fresher's Raid - Awarded to the Hall that had the largest percentage of freshers in attendance on their fresher raid.
- (16) Best Fresher's Raid - Awarded to the Hall that raised the largest amount money on their fresher raid.
- (17) Best Raid in Rag Week – Awarded to the hall whom raised the most on a single raid in Rag Week per head in attendance to a minimum of 20 individuals.
- (18) Mayor's Parade – Awarded by the Mayor to the Hall that he deems to have the best float.
- (19) Garcia – Awarded to the hall that has made the most significant contribution to Rag week decided on by the committee in power during Rag Week.

e) DISTRIBUTION OF UNALLOCATED CENTRAL FUNDS

- i) During the course of the year funds may be collected for central LS Rag budget to allow other events to take place.
- ii) Should this budget be in surplus at the end of the year, LS Rag shall invite local charities and organisations (within Loughborough or the immediate local area) to bid for some of this surplus.
- iii) An extra Rag Council will be called, and all members of LS Rag invited for the sole purpose of deciding the most worthy bids. For this meeting, and this meeting only, all members of LS Rag shall have an equal vote. It is discouraged that bids from organisations with National Support be granted during this process, and instead focus be given to organisations operating only within the local area.
- iv) Two weeks' notice shall be given before the date of this meeting, and bid applications circulated one week before.
- v) The Rag Finance Committee will decide what proportion of the remaining budget surplus is allocated for distribution, so that an operational budget is kept for the next academic year.

400 Policy Motions

Motion 401

Heading: LSU Discipline Policy

Submitted by: Henry Chambers (Executive Committee), Jamie Morgado (Executive Committee)

See Additional Documents for more information.

600 Other Motions

Motion 601

Heading: Casual Vacancies for Executive 2010/11

Submitted by: Jamie Morgado (Executive Committee)

See Additional Documents for more information - Casual Vacancy Working Group Minutes