

Student Fundraising Bye-Law

Approval Details

Implementation date:	October 2014
Last reviewed:	August 2017 (admin review only, new approvals not required)
Review date:	As required
Manager responsible:	Chief Executive

Reviewing this document

This document may be reviewed with the permission of both the Board of Trustees and Union Council.

1 Charity Fundraising Bye-Law

- 1.1 As the University of Plymouth Students' Union is a Registered Charity, the principles below aim to clarify the Unions position in relation to fundraising for other Charities. In all cases below, a charity must provide the relevant committee/group with a charity registration number and a primary contact.
- 1.2 The Union acts as a custodian of funds and has a watching brief to ensure there is no financial malpractice.

2 RAG, Clubs & Societies

- 2.1 The Union will allow RAG to undertake fundraising activities for chosen charities as their primary objective, and as an educational activity. The RAG Committee will be formally elected via an annual cross campus ballot and must ensure that they are fully compliant with their own RAG Constitution and relevant Policies of the Union as applicable.
- 2.2 The RAG Committee will formally select a limited number of 'chosen charities' at the start of each academic year through an all student vote.
- 2.3 Only UK registered charities are eligible. Exemptions can be made by request to the Union President (e.g. Charitable Trusts).
- 2.4 Societies and Clubs will also be allowed to endorse 'chosen charities' in relation to their activities, as part of their ongoing commitment to work within the wider community. The Varsity Captains will approve a chosen charity for the annual "Varsity" sports competition.
- 2.5 RAG will run at least one "RAG Week" where the student body will be encouraged to take part in fundraising activities, supporting the RAG chosen charities.
- 2.6 RAG will run one collaborative signature event during the year as appropriate and as decided by the RAG Committee (e.g. a Winter Ball). Proceeds will go to the chosen charities.
- 2.7 Where any fundraising (RAG) event has a budget exceeding £2, 000 a project plan has to be approved by the Union President and a Senior Manager.

3 Students as Individuals

- 3.1 Where students approach the Union to ask about individual fundraising objectives, they will be directed to the RAG committee or relevant Union staff member. Depending on the view of the committee, their charity could be selected as a chosen charity, possibly in the following year following due process. Individuals will be able, to raise funds for their own charity.
- 3.2 If direct donation sites are not being used for RAG activities that are not linked to a Club or Society, they should be processed through the RAG account.
- 3.3 The Union has a duty of care to the student body as a whole, and will not support students in raising money which solely benefits themselves. Fundraising events and activities where fundraising activity benefits the individual as well as the charity are permissible with approval of the Union President only if at least 50% of funds raised are going to the Charity. All promotional materials should clearly state if funds are going elsewhere.

4 Union Staff

- 4.1 The staff of the Union, as a group of individuals linked by a common work-place, will often run social activities with a charitable objective. These are run by staff as individuals, and money is donated directly to a charity.

5 Charitable Organisations

- 5.1 On occasions and in agreement with a Sabbatical Officer, the Union will allow charitable organisations to raise awareness of their cause in a non-invasive manner.

6 Collection tins

- 6.1 Every year collection tins are placed near the tills of our social enterprise operations to gather loose change from customers. The charities requesting for these collection points should be directed to RAG who will decide on relevant ones to link with their annual campaigns.

Questions relating to this Bye Law should be directed to the Responsible Manager

END OF BYE LAW

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