

### **J 19-4 to update Chapter sixteen: SSC Design Team The SSC note:**

1. The current SSC Design Team constitution, does not allow Design Team to refresh the committee when a member is not fulfilling their role as stated in Chapter sixteen.
2. The current SSC Design Team constitution does not have a wide enough scope to reflect the work that we do more thoroughly.
3. The current SSC Design Team constitution does not contain the position of Project Manager

### **The SSC believes:**

1. The SSC Design Team would benefit from a procedure to remove people, the committee when they are not fulfilling their roles to aid the smooth running of the committee as a whole and to allow Design Team to continue to enact its mission to the best of its ability.
2. As the SSC Design Team provides a service to other committees and already struggles to build volunteers on the committee, it is vital that everyone who is on the committee is fulfilling their role to ensure that the rest of the committee is able to function efficiently to provide the best services possible.
3. The SSC Design Team believe that it is in the best interest of the committee to not structure this as a vote of no confidence as this would put significant pressures on the committee as a whole and during the period leading up to this would significantly reduce the ability of the committee to continue to fulfil projects and its wider role. Further as some parts of the committee are further separated from others e.g. the designers from the marketing team they will not always be able to see the full effect of one half of the marketing team for example not performing their role, especially if the other part of the role is being picked up by the other member.
4. The SSC Design Team's constitution does not reflect the true scope of the activities that we engage in and should be updated.
5. The SSC Design Team has grown significantly in number of projects: 2 years ago we completed 29 projects, currently so far this year we have completed 17 projects and have a further 23 projects being managed
6. The role of The SSC Design Team Vice President includes helping the Convener, managing the volunteers and mentor scheme, as well as all of our projects. The introduction of a Project Manager would help to both improve the efficiency of Design Team whilst also giving the Convener and the Vice President more time to work on the mentor scheme as well as supporting the marketing, photography and events team within the SSC Design Team.
7. This will allow us to meet the demands of our expanding number of projects, events, workshops and outreach programs whilst also improving our design project clients experience.

### **The SSC resolves:**

1. To update Chapter sixteen of the Laws to update the current SSC Design Team constitution (Appendix A) and replace it with Appendix B.

**Owner:** Edward Spencer

**Seconders:**

Gavin Sandford – Member without portfolio Shania Sullivan – DoSDA  
Morgan Morris – Community Relations officer **Appendix:**

A – Excerpt from current Laws

B – Proposed updated Laws (changes highlighted)

C – Volunteers Agreement, Design Team Policy and University Policy

## **Appendix A: Excerpt from current Laws**

### 1. Aims

1.1. The SSC Design Team aims to encourage and promote the interest in publication and graphic design through the provision of services, resources, expertise, and support, both among the student body and the community of St Andrews.

1.2. To provide the opportunity for students to collaborate with like-minded peers, and to participate in design-related projects.

1.3. To offer design and promotional services to the Association and its affiliated societies.

1.4. To provide training in digital design.

### 2. Committee

2.1. Design Team Membership: The Design Team Committee shall have the following members:

2.1.1. SSC Design Convenor (Convenor and Chair) 2.1.2. Vice-President

2.1.2.1. Ordinary Member (designers) (x3)

2.1.3. Secretary

2.1.4. Treasurer

2.1.5. Marketing Team

2.1.6. Training Officer 2.1.7. Social Coordinator 2.1.8. Photography Officer

### 3. Roles

3.1. Convenor shall:

2.1.5.1. Branding Officer 2.1.5.2. Social Media Officer

2.1.8.1. Ordinary Member (photographer) (x3)

2.1.9. Director of Events and Services

2.2. All committee members shall write, and submit to the Convenor, handover documents for their successors no later than one week before the AGM.

3.1.1. Oversee all aspects of the Design Team, ensuring that the Design Team fulfills its responsibilities as set out by the University of St Andrews Students' Association constitution.

3.1.2. Chair committee meetings.

3.2. Vice President shall:

3.2.4. Be the main point of contact for volunteers 3.3. Ordinary Members (designers) (x3) shall:

3.3.1. Take on a minimum number of design projects

3.1.3. Liaise between heads of societies and subcommittees, university staff, and volunteers.

3.1.4. Maintain all notice boards in the Design Suite

3.1.5. Organize an annual End-of-year Showcase, possibly as part of the On The Rocks Festival, in collaboration with the Convener-elect

3.2.1. Assist the Convener wherever possible and represent the Design Team when the Convener is unable to.

3.2.2. Directly manage the ordinary members (designers) 3.2.3. Oversee Trello activity

3.3.2. Help recruit and mentor new design volunteers 3.4. Secretary shall:

3.4.1. Take minutes of every committee meeting, update a document that is to be shared regularly with the DoES and reception staff.

3.4.2. Maintain a mailing list for current members and send out weekly email updates.

3.4.3. Maintain a mailing list for alumni and send out newsletters at least once a semester

3.4.4. Assist with other administrative duties as they arise. 3.5. Treasurer shall:

3.5.1. Maintain a log of all financial transactions.

3.5.3. Keep the cash box and keys.

3.6. Marketing Team shall:

3.5.2. Take responsibility for obtaining cash floats from the Cash Office as needed.

3.5.4. Actively try and secure sponsorship deals/grants and suggest ways by which the Design Team can raise money for the purpose of providing improved or continued services and resources to students and societies.

3.6.1. Work together to create a marketing plan for each year.

3.6.2. Work together to redesign the YourUnionDesign website when needed. 3.6.3. Branding Officer shall:

3.6.3.1. Develop and manage the Design Team brand in collaboration with the Convener.

3.6.3.2. Design, create, and distribute publicity for all Design Team events and services.

3.6.4. Social Media Officer shall:

3.6.4.1. Manage all social media accounts.

3.6.4.2. Update events calendar on the YourUnionDesign website.

3.6.4.3. Maintain the Design Team website, updating the calendar, committee profiles, Union links, and other content as necessary.

3.7. Training Officer shall:

3.7.1. Be responsible for the upkeep of all computers and subscriptions.

3.8. Social Coordinator shall:

3.8.1. Organize committee socials, volunteer socials, and creative workshops

3.9. Photography Officer shall:

3.10. Ordinary Members (photographers) (x3) shall:

4. Meetings

3.7.2. Run weekly Adobe Skills Workshops with assistance from committee members who have specific expertise

3.9.1. Organize and run photography skills workshops

3.9.2. Directly manage the ordinary members (photographers)

3.10.1. Take on a minimum number of photography jobs

3.10.2. Help recruit and mentor new photography volunteers

4.1. The committee shall meet weekly throughout the year, or as the convener sees fit. 4.2. The SSC Design Convener will take the chair.

4.3. In the absence of the SSC Design Convener, the Vice-President will chair. 4.4. Quorum

4.4.1. The quorum shall be three-fifths of the voting membership of the committee.

4.5. Notice

4.5.1. All members of the Committee must be given at least 24 hours' notice of any committee meeting.

5. Annual General Meeting 5.1. Procedure

5.2. The AGM shall be held during Semester Two and shall:

5.2.1. Require 14 days' notice.

5.2.2. Be publicised widely in such places and by such methods as the committee shall determine from time to time.

5.2.3. Shall elect all Design Team Committee positions except for the SSC Design Convener

5.2.4. Be open to all matriculated students of the University of St Andrews, except those who have exercised their right to opt out of the Students' Association under the provisions of the Education Act 1994.

### 5.3. Business

5.3.1. The order of business shall be: 5.3.1.1. 5.3.1.2. 5.3.1.3. 5.3.1.4. 5.3.1.5.

## 6. Interviewed positions

6.1. The SSC Design Convenor will be appointed by the SSC Convenor Selection Committee as described in Chapter 5.13 of the Laws.

## 7. Committee Vacancies

7.1. Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by an EGM, following the same guidelines as described in section 5.

## 8. Committee Decisions

8.1. Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the Design Team Committee shall be eligible to vote.

## Appendix B: Proposed updated Laws (changes highlighted)

### 1. Aims

1.1. The SSC Design Team aims to encourage and promote the interest in publication, **and production of creative** graphic design through the provision of services, resources, expertise, support and events, both among the student body and the community of St Andrews.

1.2. To provide the opportunity for students to collaborate with like-minded peers, and to participate in design-related projects.

1.3. To offer design and promotional services to the Association and its affiliated societies.

1.4. To provide training in digital design and Photography. 2. Committee

2.1. Design Team Membership: The Design Team Committee shall have the following members:

2.1.1. SSC Design Convenor (Convenor and Chair)

2.1.2. Vice-President

2.1.2.1. Ordinary Member (designers) (x3)

2.1.3. Secretary

2.1.4. Treasurer

2.1.5. Marketing Team

2.1.5.1. Branding Officer 2.1.5.2. Social Media Officer

2.1.6. Training Officer 2.1.7. Social Coordinator 2.1.8. Photography Officer

2.1.8.1. Ordinary Member (photographer) (x3)

2.1.9. Director of Events and Services

**2.1.10. Project Manager**

2.2. All committee members shall write, and submit to the Convenor, handover documents for their successors no later than one week before the AGM.

**2.3 If a committee Member is not fulfilling their role to the standards expected of them, then the SSC Design Team Convenor will have an informal conversation to try to resolve the issue and offer assistance. Following this, if there is no change in their performance then they will talk to the Director of Events and Services about the situation and, if deemed appropriate, the Member may be removed from the committee.**

2.3.1 If a member is not satisfied with the decision that is made then they can appeal to the Executive committee of the Students Association who will hear both cases and will have the final say on the matter.

2.4. If a volunteer breaches the volunteers' agreement in anyway then, at the discretion of the SSC Design Team Convener and Director of Events and Services they can be removed from the team as a volunteer, such that they will no longer be able to access projects. A volunteer may re-join the team at any point if deemed appropriate by the SSC Design Team Convener and Director of Events and Services.

2.4.1 If a volunteer is not satisfied with the decision that is made then they can appeal to the Executive committee of the Students Association who will hear both cases and will have the final say on the matter.

### 3. Roles.

#### 3.1. Convener shall:

3.1.1. Oversee all aspects of the Design Team, ensuring that the Design Team fulfils its responsibilities as set out in Chapter of the University of St Andrews Students' Association constitution

3.1.2. Chair committee meetings

3.1.4. Maintain all notice boards in the Design Suite

#### 3.2. Vice President shall:

3.1.3. Liaise between heads of societies and subcommittees, university staff, and volunteers.

3.1.5. Organize an annual End-of-year Showcase, possibly as part of the On The Rocks Festival, in collaboration with the Convener-elect

3.2.1. Assist the Convener wherever possible and represent the Design Team when the Convener is unable to

3.2.2. Directly manage the ordinary members (designers)

**3.2.3. Oversee and assist the project manager in managing all projects**

3.2.4. Be the main point of contact for volunteers

#### 3.3. Ordinary Members (designers) (x3) shall:

3.3.1. Take on a minimum number of design projects 3.3.2. Help recruit and mentor new design volunteers

#### 3.4. Secretary shall:



3.4.1. Take minutes of every committee meeting, update a document that is to be shared regularly with the DoES and reception staff.

3.4.2. Maintain a mailing list for current members and send out weekly email updates.

3.4.3. Maintain a mailing list for alumni and send out newsletters at least once a semester

3.4.4. Assist with other administrative duties as they arise

3.5. Treasurer shall:

3.5.1. Maintain a log of all financial transactions

3.5.3. Keep the cash box and keys

3.6. Marketing Team shall:

3.5.2. Take responsibility for obtaining cash floats from the Cash Office as needed.

3.5.4. Actively try and secure sponsorship deals/grants and suggest ways by which the Design Team can raise money for the purpose of providing improved or continued services and resources to students and societies.

3.6.1. Work together to create a marketing plan for each year.

3.6.2. Work together to redesign the YourUnionDesign website when needed. 3.6.3. Branding Officer shall:

3.6.3.1. Develop and manage the Design Team brand in collaboration with the Convener.

3.6.3.2. Design, create, and distribute publicity for all Design Team events and services.

3.6.4. Social Media Officer shall:

3.7. Training Officer Shall:

3.7.1. Be responsible for the upkeep of all computers and subscriptions

3.8. Social Coordinator shall:

3.8.1. Organize committee socials, volunteer socials, and creative workshops

3.9. Photography Officer shall:

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3.6.4.1. Manage all social media accounts.

3.6.4.2. Update events calendar on the YourUnionDesign website.

3.6.4.3. Maintain the Design Team website, updating the calendar, committee profiles, Union links, and other content as necessary.

3.7.2. Run weekly Adobe Skills Workshops with assistance from committee members who have specific expertise

3.9.2. Directly manage the ordinary members (photographers) 3.10. Ordinary Members (photographers) (x3) shall:

3.11. Project Manager shall:

4. Meetings

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3.10.1. Take on a minimum number of photography jobs 3.10.2. Help recruit and mentor new photography volunteers

3.11.1. Assist the Vice President in managing to manage all projects.

3.11.2. Check the Design Team email at least twice a day for project related emails and quires as labelled by the SSC Design Team Secretary.

3.11.3. Ensure that the Vice President and Convener are notified as soon as possible if a project is running late or if there is any issue relating to it.

4.1. The committee shall meet fortnightly throughout the year, and at other times as the convenor sees fit

4.2. The SSC Design Convenor will take the chair.

4.3. In the absence of the SSC Design Convenor, the Vice-President will chair. 4.4. Quorum

4.4.1. The quorum shall be three-fifths of the voting membership of the committee.

4.5. Notice

4.5.1. All members of the Committee must be given at least 24 hours' notice of any committee meeting.

5. Annual General Meeting 5.1. Procedure

5.2. The AGM shall be held during Semester Two and shall:

5.2.1 Require 14 days' notice.

5.2.2. Be publicised widely in such places and by such methods as the committee shall determine from time to time.

5.2.3. Shall elect all Design Team Committee positions except for the SSC Design Convener

5.2.4. Be open to all matriculated students of the University of St Andrews, except those who have exercised their right to opt out of the Students' Association under the provisions of the Education Act 1994.

### 5.3. Business

5.3.1. The order of business shall be:

5.3.1.1. Report of the SSC Design Convener 5.3.1.2. Report of the Vice-President 5.3.1.3. Report of the Marketing Officer 5.3.1.4. Elections

5.3.1.5. AOCB.

### 5.4. Elections

5.4.1. Elections shall be conducted by a secret ballot using the STV system

6. Interviewed positions

7. Committee Vacancies

8. Committee Decisions

## **Appendix C: Volunteers Agreement, Design Team Policy and University Policy**

### **University of St. Andrews Design Team Standards and Policies**

This policy form represents your agreement with the SSC Design Team to adhere to certain policies laid out by the SSC committee. It signifies that you understand and have read the

5.4.2. No person shall hold more than one position on the Committee at any one time

6.1. The SSC Design Convenor will be appointed by the SSC Convenor Selection Committee as described in Chapter 5.13 of the Laws.

7.1. Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by an EGM, following the same guidelines as described in section 5.

8.1. Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the Design Team Committee shall be eligible to vote and in the event of a tie, the casting vote will be held by the Chair of the meeting

following policies regarding good design practice and follow our design standards as an Association subcommittee.

I, \_\_\_\_\_, assert that:

- I am responsible for ensuring projects that I take on are completed in a timely manner.
- I will follow University policy regarding digital media and logo usage.
- I have read and accept the SSC Design Team standards and policy and will adhere to these standards and policies as I take on and complete projects.
- I understand that until I hear further, all projects I complete will be first approved by an assigned member of committee or the Vice President before forwarding to the project requester.
- I understand that the SSC Design Team takes no responsibility for anything that occurs during or as a result of projects including but not limited to injury or damage to equipment the volunteer holds all liability.
- I understand that the SSC Design Team and the university may update their policies and standards and that I am responsible for being up to date with these. Name:

Signature: Date:

**Design Team Policy 2019-2020**

## 1. Originality of works

1. 1.1 Volunteers shall not use fonts, images, or vector images from the internet except at the following circumstances:
  1. 1.1.1 The creative properties are Royalty Free.
  2. 1.1.2 Design Team owns a license for commercial free usage.
  3. 1.1.3 Vector images which are under CCO license can be used for any designs to be offered to affiliated societies which are commercial entities.
2. 1.2 Volunteers shall have freedom in any works they create for a project under 1.1, albeit shall put the interest of the project requestor, the “client”, as the top priority.
  1. 1.2.1 Volunteers shall follow the design requirements as outlined in the project request form to create the drafts for initial delivery.
  2. 1.2.2 Volunteers shall put the feedback of the “client” and the Committee (if given) in the intermediate drafts and hence, for the final design.
3. 1.3 Thereby volunteers shall declare that all designs created are of their own work unless the permission is given as outlined in 1.1.

## 2. Project delivery

- 2.1. Volunteers shall follow the general project process as outlined by Design Team.
- 2.2. Until Volunteers hear further, all work completed shall first be approved by their assigned mentor or the Vice President before they are sent to the client, where

there is a disagreement the Convener shall be notified promptly and will resolve the issue.

2.3. Volunteers shall actively seek for advice/support/answers to questions from “mentors”, i.e. ordinary member designers/photographers or Vice President, if it, in any means, arises to be a problem in part of the project delivery.

2.4. If there is a modification request from the “client” which involves any violations of Design Team Policy and/or University Policy, designers shall consult with “mentors” or the Vice President promptly and will not make such amendments thereby.

2.5. All works must include the Design Team logo unless they themselves are a logo as per guidelines provided for the specific project.

3. Where volunteers choose to take on projects Design Team takes no responsibility for anything that occurs including but not limited to injury or damage to equipment the volunteer holds all liability.

## 4. Mentors

4.1. Mentors are responsible for supporting Designers and ensuring that all work meets the standards that are set by Design Team before it is sent to clients. 4.2. Mentors will report any violations of Design Team standards or policy to the Convener promptly.

5. If there is, in any means, conflict of interest between the two policies, volunteers shall

follow University Policy over Design Team Policy.

## **University Policy**

### 1. Logo/Crest Policy

1.1. The policy abides with the University Policy as outlined in

<https://digitalcommunications.wp.st-andrews.ac.uk/2017/02/13/correct-and-incorrect-use-of-the-university-of-st-andrews-logo/>

1.2. In summary of the above, designers shall use the University Logo under the following principles to maintain the University's corporate identity and design principle:

1. 1.2.1 Only the dark text logo on a white background or the white text logo on a dark background should be used.
  2. 1.2.2 If the background is an image, white text should be used. Image must be dark.
  3. 1.2.3 The monochrome version of the logo should be used when black and white print is required.
  4. 1.2.4 The logo should be not rotated.
  5. 1.2.5 No re-colourisation is allowed.
  6. 1.2.6 No drop shadows or any special effects are allowed on the logo.
  7. 1.2.7 White text cannot be used on a light image.
  8. 1.2.8 Proportion should not be altered.
  9. 1.2.9 No substitution of text or modification of the logo is allowed.
  10. 1.2.10 A logo should not be enclosed in a box.
  11. 1.2.11 The logo should not be used over a busy image.
  12. 1.2.12 The imagery of the University crest should not be altered in any way.
2. The above shall be facilitated with the digital standards outlined in the university service manual whenever necessary.

2.1. The university service manual including the information of corporate identity, code standards, and design principles is accessible via <https://www.st-andrews.ac.uk/digital-standards/service-manual/>