

S20-7 Motion to update Chapter sixteen: SSC Design Team

To take effect: At the point of the next General Meeting

The SSC notes:

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 has recently begun a photography service and the number of projects now exceeds what one person can manage for all 3 services that we offer (Graphic Design, Illustration & Photography)
2. The SSC Design Team believe that by changing the role of project manager to Head of Design & Illustration and changing the role of Photography Officer to Head of Photography, given their increase in role, would allow us to streamline our project and team management.
3. The SSC Design Team has experienced difficulties in attracting a training officer which we believe is a vital role to the committees efforts to attract new talent and interest so that we can continue to meet the demands of an increasing number of projects.
4. The SSC Design Team believes that separating the training officer role into a Graphic Design and Illustration Training Officer and a Photography Training Officer will aid us in attracting someone to the role as well as producing a training team that can work on exciting new projects that we would like to pursue with CAPOD.
5. The workload of volunteers was increased by approx. 400% last year and continues to rise this year,
6. The SSC Design Team believes that to make our courses more inclusive we should no longer specifically refer to adobe classes but to graphic design and photography classes more generally.

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:

Mika Schmeling

Morgan Morris

Markus Lee

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 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 Convener, 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 Convener 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

3.1.3. 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. Vice President shall:

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

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

3.5.3. Keep the cash box and keys

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. Marketing Team shall:

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

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

3.8. Social Coordinator shall:

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

3.9. Photography Officer shall:

3.9.1. Organize and run photography skills workshops

3.9.2. Directly manage the ordinary members (photographers)

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

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

3.11. Project Manager shall:

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. Meetings

4.1. The committee shall meet fortnightly throughout the year, and at other times 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. 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

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

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 and in the event of a tie, the casting vote will be held by the Chair of the meeting

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

2.1.3. **Head of Design & Illustration**

2.1.3.1 Ordinary Member (designers) (x3)

2.1.2.1.2 **Graphic Design & Illustration Training Officer**

2.1.4. **Head of Photography**

2.1.4.1. Ordinary Member (photographer) (x3)

2.1.4.2. **Photography Training Officer**

2.1.5. Secretary

2.1.6. Treasurer

2.1.7. Marketing Team

2.1.7.1. Branding Officer

2.1.7.2. Social Media Officer

2.1.8. Social Coordinator

2.1.8. 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.

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 Convenor 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 Convenor 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.

2.5. The roles of committee members shall remain voluntary and the committee, convener, and DoES have the right to refuse projects when the project load is more than a reasonable amount to be expected at a voluntary level.

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

3.1.3. 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. Vice President shall:

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

3.2.2. Directly manage both the Photography & Graphic Design Divisions

3.2.3. Oversee and assist the Head of Photography and Head of Design & Illustration 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

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

3.5.3. Keep the cash box and keys

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. Marketing Team shall:

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3.7. Graphic Design & Illustration Training Officer Shall:

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

3.7.2. Run weekly Design Skills Workshops in Graphic Design and Illustration with assistance from committee members who have specific expertise

3.7.3. Work with organisations outside of the committee on collaborative training programs that are to be benefit of members of the communities served by The SSC Design Team

3.7.4. Assist with the recruitment and training of new volunteer photographers

3.7.5 Will work collaboratively with the Photography Training Officer on any joint training projects

3.8. Photography Training Officer Shall:

3.8.1. Run weekly Photography Skills Workshops with assistance from committee members who have specific expertise

3.8.2. Work with organisations outside of the committee on collaborative training programs that are to be benefit of members of the communities served by The SSC Design Team

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

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

3.11. Head of Graphic Design & Illustration shall:

3.11.1. Will manage all Graphic Design & Illustration projects.

3.11.2. Check the Design Team email at least twice a day for graphic design and illustration 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.

3.11.4. Will be responsible for managing training and mentoring of new volunteers and member Designers.

3.11.5. Will be responsible for working with the Marketing Team to promote the services that Design Team offers.

3.12. Head of Photography shall:

3.11.1. Will manage all Photography projects.

3.11.2. Check the Design Team email at least twice a day for photography 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.

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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.

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

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 either: (1) EGM, following the same guidelines as described in section 5 or (2) **Co-Opt a member to committee with approval of the DoES or another sabbatical officer.**

7.2. In the case of a committee vacancy, when the workload is too much to handle for the current committee members, the Design Team shall be allowed to co-opt a member to temporarily fill a position until an next EGM can be arranged. The decision to co-opt a temporary committee member must be approved by the DoES or another sabbatical officer.

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 and in the event of a tie, the casting vote will be held by the Chair of the meeting

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 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 Volunteers shall not use fonts, images, or vector images from the internet except at the following circumstances:
 - 1.1.1 The creative properties are Royalty Free.
 - 1.1.2 Design Team owns a license for commercial free usage.

- 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.
- 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.
 - 1.2.1 Volunteers shall follow the design requirements as outlined in the project request form to create the drafts for initial delivery.
 - 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.
- 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:
 - 1.2.1 Only the dark text logo on a white background or the white text logo on a dark background should be used.

- 1.2.2 If the background is an image, white text should be used. Image must be dark.
 - 1.2.3 The monochrome version of the logo should be used when black and white print is required.
 - 1.2.4 The logo should be not rotated.
 - 1.2.5 No re-colourisation is allowed.
 - 1.2.6 No drop shadows or any special effects are allowed on the logo.
 - 1.2.7 White text cannot be used on a light image.
 - 1.2.8 Proportion should not be altered.
 - 1.2.9 No substitution of text or modification of the logo is allowed.
 - 1.2.10 A logo should not be enclosed in a box.
 - 1.2.11 The logo should not be used over a busy image.
 - 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/>