



# University of St Andrews Students' Association Student Services Council

## AGENDA

Tuesday 8<sup>th</sup> October – Large Rehearsal Room - 6.00 pm

### 1. Adoption of the Agenda

### 2. Apologies for Absence

Frankie Borderie  
Sandra Mitchell

### 3. Open Forum

### 4. Reports of Sabbatical Officers

- 4.1. Report of the Association President –
- 4.2. Report of the Association Director of Wellbeing –
- 4.3. Report of the Association Director of Education –
- 4.4. Report of the Athletic Union President –
- 4.5. Report of the Association Director of Events & Services –
- 4.6. Report of the Association Director of Student Development & Activities –

### 5. Questions for Association Committees

- 5.1. Questions for Association Alumni Committee –
- 5.2. Questions for Association Community Relations Committee –
- 5.3. Questions for Association Environment Committee –
- 5.4. Questions for Association LGBT+ Committee –
- 5.5. Questions for Association Lifers Committee –

### 6. Questions for SSC Subcommittees

- 6.1. Questions for SSC Postgraduate Committee –
- 6.2. Questions for SSC Broadcasting Committee –
- 6.3. Questions for SSC Charities Committee –
- 6.4. Questions for SSC Entertainments Committee –
- 6.5. Questions for SSC Employability Committee –
- 6.6. Questions for SSC Debates Committee –
- 6.7. Questions for SSC Design & PR Committee –
- 6.8. Questions for SSC Music Committee –
- 6.9. Questions for SSC Performing Arts Committee –
- 6.10. Questions for SSC Societies Committee –
- 6.11. Questions for SSC Volunteering Committee –
- 6.12. Questions for SSC On The Rocks Committee –
- 6.13. Questions for SSC Member without Portfolio –

### 7. Any Other Competent Questions

### 6. Unfinished General Business

**8. New General Business**

S1-19 Design Team Motion to Update Constitution Chapter 16

**9. Any Other Competent Business**

**10. Collaborative Solutions**

## Association Reports

### **Association Alumni Officer – Olivia Wiggins – Report submitted late, reason given**

*What have I done since my last report?*

This week we have started discussing plans for a St Andrews Day and Community Relations Week. We have also lined up our first Alumni profile which should be appearing on The Alumni Committee Facebook page soon. We are making progress with gaining access to the Student's Association's LinkedIn account.

*What progress has been made on my manifesto?*

No immediate direct progress, however once our Alumni profiles start to be published they should work towards my aim of highlighting and celebrating the achievements of former students.

*If you've made progress, great, if you haven't, explain why and what you're doing instead.*

Little progress in terms of student development. Progress with the Alumni record keeping resource has halted. Hopefully this will be resolved once a meeting with Development is settled. Instead we have focussed on future events.

*What do I hope to achieve by next report?*

By the next report I hope to have confirmed speakers for our climate panel and progressed further with society Alumni records.

*Why does what i'm doing matter to students, and how can they get involved?*

Contact me at saalumni@ or Like the Alumni Subcommittee Facebook page !

### **Association Community Relations Officer – Morgan Morris**

*"What have I done since my last report?"*

Since my last report, we have continued plans for Community Relations week (week 11), and plans to publicize student groups who go out into the community on our facebook page. I have called a meeting of POLIS (the political society forum) we are running a voter registration campaign by creating an informational video and holding drop in session for people to register to vote. This is going to be a competition to see which group can get the most people registered, you will have to track this on the google form Jamie has, so if you want it let him know. Myself along with some other students attended the Hamish Foundation Gin making event to share ideas and how we can collaborate more. We have Community Council in a weeks time so if anybody had any thoughts please let me know, and I can bring them up.

*What progress has been made on my manifesto? (if applicable)*

The above was all in my manifesto, and there are a few points that will come in later this semester.

*What do I hope to achieve by next report?*

By my next report, we should hopefully have some confirmed plans for Community Relations Week, and we hope to elect freshers and postgraduate representative to my committee as soon as possible.

*Why does what i'm doing matter to students, and how can they get involved?"*

This matters because it allows students to feel more integrated in the town and shows them there are things they can get involved with outside gown side of there time in St Andrews.

As always any ideas, thoughts, questions please get in touch: [comrels@st-andrews.ac.uk](mailto:comrels@st-andrews.ac.uk).

**Association Environment Officer – Lauren Davis – report submitted late, no reason given**

*"What have I done since my last report?"*

In the last week, I have worked with my committee to finalize details for Green Week. We've had a large number of people emailing and asking if they can get involved with the committee later in the year, and we're looking to continue to upward trend of getting more students and groups involved.

*What progress has been made on my manifesto? (if applicable)*

The Environment Subcommittee is going to work with Refugee Action St Andrews and Sustainable Style to organize a massive clothes drive for refugees in Lesvos. There are also plans in place to continue making halls more sustainable, and beginning this week, the new Environment Hall Reps will be trained to help the Environment Team and my committee increase environmental awareness and improve the Interhall Energy Competition.

*If you've made progress, great, if you haven't, explain why and what you're doing instead.*

*What do I hope to achieve by next report? (What it says on the tin)*

I hope to have had an extremely successful Green Week 2019. On top of this, I hope I'll have information (from the Travel Survey) on university carbon emissions and car-use to start a focus group with Transition. It is our goal to use this information to encourage more students to walk to class, drive less, as well as monitor the carbon footprint of individuals at the beginning/end of term for our university carbon management goals.

*Why does what i'm doing matter to students, and how can they get involved? (As above)*

Students make up half the population of this town, so it's important we have everyone fill out the travel survey so we can get an accurate estimate of carbon emissions in this town for our focus group. In addition to this, we will use this information to get more students involved in our efforts using this focus group. Beyond this, we are always looking for more events, ideas, and concerns by students and invited anyone to attend our Monday meetings!

**Association LGBT+ Officer – Parker Hansen – No report submitted, no reason given**

**Association Lifelong and Flexible Learners Officer – Sandra Mitchell**

*"What have I done since my last report?"*

Since my last report I have met with Paul Gardner, I have revised the aim of the talk with his input and hope to have something firmed up in the next few weeks. Lifers have been organising raisin and we welcome anyone who wants to join us, especially if they are keen to take part without alcohol. I will also be meeting with Flora to speak about including lifers with the academic family finding as some lifers and commuter students are keen to get involved in the wider student community but are feeling a bit distanced. I have had a tentative conversation with Brit (Member for WP) regarding lifers and tea soc holding a joint event to encourage engagement. I hope to speak to her this week to firm this up.

We are also holding an EGM on Wednesday 09/20/19 at 14.00hrs, everyone is welcome.

*What progress has been made on my manifesto? (if applicable)*

See above, continuing to increase engagement with students from all pathways and raise the profile of students who are lifelong learners to encourage inclusion.

*If you've made progress, great, if you haven't, explain why and what you're doing instead.*

*What do I hope to achieve by next report? (What it says on the tin)*

Hopefully I'll have come up with a firm plan with Brit and also have lifers sorted for academic family finding. I hope to be that bit closer to actually have a relatively big event for lifers as well.

*Why does what i'm doing matter to students, and how can they get involved? (As above)"*

All of the above matters to students as it is a great way to show that uni students come from a wide variety of backgrounds and that being older or a parent shouldn't exclude you from having a full and positive uni experience. Students can get involved in any way they wish! Come along to our events, contact us for a chat or even contact

us to help organise and share their expertise in areas that lifers might not be very well versed in.

### **SSC Member Reports**

#### **SSC Postgraduate Officer – Blake Purchase**

*What have I done since my last report?*

Since my last report I have held meetings with Lucy Dunn at the Old Course in order to explore options for the Postgraduate Winter Ball. In attempting to tackle the issue of fewer ball tickets than graduands, I have been able to leverage an extra 50 tickets at 350 for what is typically a 300 maximum venue, achieved by the venue placing the bar outside the room and limiting the number of furniture pieces in the hall.

*What progress has been made on my manifesto? (if applicable)*

50 tickets more than in previous years.

*If you've made progress, great, if you haven't, explain why and what you're doing instead.*

Progress on the ball front is fantastic, EGM filled a few places but did leave two empty. A particular problem was the lack of a ball convenor, but we will re-valuate for next semester. Perhaps thinking of different ways to sell that role.

*What do I hope to achieve by next report? (What it says on the tin)*

*I hope to have confirmed the ball.*

*Why does what i'm doing matter to students, and how can they get involved? (As above)"*

It matters to students, both past and present, because they will be the prime beneficiaries of the extra tickets and well-planned ball.

#### **SSC Broadcasting Officer – Tom Groves**

*What have I done since my last report?*

We have appointed six new committee members in assistant positions, most of whom are in first or second year. We finished the show schedule, and uploaded it to the main website. Podcasting has changed, so shows can now go to [archive.standrewsradio.com](http://archive.standrewsradio.com) instead of collecting recordings from the control room.

The studio decoration event went very well, and the first two Sounds of Sandy's were a success, with starTV currently editing videos of the last two bands. The Record hosted two contributors' meetings, and Hearing Aid is hosting a contributors' meeting this week.

*What progress has been made on my manifesto?*

Manifesto is now 43% complete. You can track progress at [bit.ly/starfesto](http://bit.ly/starfesto).

We have now exhausted the remainder of STAR's budget from last year, and are unable to make any significant progress until we receive this year's budget.

We are also being held back by communication issues with the university's IT Services, with half of the studio computers currently rendered useless until they resolve a problem with internet access.

*What do I hope to achieve by next report?*

We are waiting for the new budget before we can buy new headphones and microphone arms. In the meantime, we are planning a social media workshop, jingle-making workshop, student music nights in Bell Pettigrew Museum, live lounges in Rector's Cafe, and continuing the Sounds of Sandy's events every Saturday.

We are also looking to develop our database of music, get now-playing song info displayed on the website, and take over management of some of Music is Love's equipment so that bands and event organisers have easier access to speakers, mixers, and microphones.

*Why does what I'm doing matter to students, and how can they get involved?*

These updates streamline and improve the process of hosting a radio show, and will build the sense of community within STAR. You can get involved by applying for a show (there are a few slots left, though most are at 9am), writing for The Record or Hearing Aid, making videos for starTV, or illustrating content for all of the above. We are always looking for people to perform at our events. Any questions [email hello@standrewsradio.com](mailto:hello@standrewsradio.com)!

### **SSC Charities Officer – Frankie Borderie**

*What have I done since my last report?*

We filmed the destination release video for Race2 Valencia. Model auditions were a bigger success than last year! We held our cheque presentation yesterday (where we donated over £65,000 to last year's nominated charities). I met with The Yard Fife (our local charity). We successfully held our EGM! I have been organising a Training Day for all of the Charities Campaign. We have firmed up some more event ideas.

*What progress has been made on my manifesto? (if applicable)*

**Improve awareness of the 3 charities - The Yard Fife, CALM, Women for Women** - I am organising a training day for the whole of USACC to learn more about the charities so they can better promote them. I have met with one of our charities to find out what support they want and how we can best promote them, we got lots of great ideas from this. I will meet with the other charities too. For more info, see last week's report.

**Increase number of students who nominate charities** - This will be more applicable in March/April time - in the meantime, I am trying to highlight that our charities are student-chosen and which charities we are supporting so that students are aware that we have official charities in the first place. I am building a website which among other things, will make the nomination process clearer – this is now closer to completion.

**Increase opportunities for students to get involved in charitable giving** - I have been heavily promoting my office hours on Tuesdays 3-5pm in Main Bar as a way for individuals to get started in charitable giving and have scheduled posts weekly to continue raising awareness of these.

*If you've made progress, great, if you haven't, explain why and what you're doing instead.*

*What do I hope to achieve by next report?*

Have spoken to the other two charities and start planning specific events for them, or ways they will get involved. More detailed planning of the Training Day and how we can make it an annual event. Continued support of my subcommittees to make sure they reach their full potential.

*Why does what I'm doing matter to students, and how can they get involved?*

I am here to support individual students, groups, sports clubs and societies raise money for the causes they care about. We raise over £100,000 every year for over 40 different charities that students choose, including our 3 nominated charities and I would love to increase this amount and reach out to anyone who has ever wanted to donate or fundraise for charity in some way, so that everyone's ideas are able to happen, and the causes students care about continue to be represented. Students can get involved in a number of ways: FOR THOSE WHO WANT TO BE INVOLVED EVERY SO OFTEN, Sign-up to be a volunteer for one-off events (such as cloakrooms, bake sales, box office etc.); FOR THOSE WHO WANT TO BE INVOLVED WITHIN A GIVEN TIMEFRAME, Apply to be on the UK Safety Team for Race2 when applications open later this semester, or apply to be a dresser for CATWALK when applications open in Semester 2; FOR THOSE WHO WANT TO PUT ON AN EVENT, Email us to find out how our events team can help you put on an event or collaborate with your society/sports club/student group; FOR THOSE WHO DON'T KNOW WHERE TO BEGIN, Come and chat to us in our office hours 3-5pm on Tuesdays; FOR THOSE WHO WANT TO SHOW THEIR SUPPORT attend our events, race in our hitchhike, donate money to our collection tins in the Union!

**SSC ENTS Convenor – Paul Lancaster – No report submitted, no reason given**

*What have I done since my last report?*

Ran more events, done more training (we have weekly lighting, projection, sound and DJ training). Our publicity officer ran a meet the committee marketing campaign leading to our most ever engaged post on our page + a 4000% increase in engagement/views.

*What progress has been made on my manifesto? (if applicable)*

No manifesto as non-elected position - main goals this year are:

- Allow the smooth introduction of the new paid full-time position
- Revive ents publicity to help with recruitment and image (within and without industry)
- Establish and maintain a solid base of Ents to put on the many events we do each year and in future years

*If you've made progress, great, if you haven't, explain why and what you're doing instead.*

See above, training helps with third aim. Publicity helps with second aim.

*What do I hope to achieve by next report? (What it says on the tin)*

Continue to coordinate with union staff as to how the new paid full-time tech position will integrate with our existing work.

*Why does what I'm doing matter to students, and how can they get involved? (As above)*

Every event: society, sub com, external body or university organised within the union commercial spaces is seen by the ents convener and results in the ents crew organising tech/equipment/logistics requirements for up to 200 events/year. Our work supports all these groups by putting on their events.

We're always really keen for more volunteers, we have crew meetings every Wednesday at 5 pm in the meeting room (where you sign up to help out) followed by training at 5:30 pm in the stage. If you're interested then just come along or email me at [ents@st-andrews.ac.uk](mailto:ents@st-andrews.ac.uk)!

## **SSC Debates Officer – Toni Valencia**

*What have I done since my last report? (This will be along the lines of stuff that goes in generally)*

I have been working with the UDS Board of Ten to produce quality debate training sessions, panel discussions and public debates. The Board of Ten has been organising and preparing for next semester's public debates and finalising our society collaborations. I have also been working on Internal debate competitions and socials in order to integrate freshers more in our society. We are preparing for our first competition of the academic year in Edinburgh! We are also finalising details and preparation for Bogwall: The Scottish University Debate Novice Championships which will be hosted in St. Andrews this year!

*What progress has been made on my manifesto? (if applicable)*

*If you've made progress, great, if you haven't, explain why and what you're doing instead.*

I have implemented a bursary scheme at the Union Debating Society (UDS) which was passed at Councils last week. In the last few weeks, I have also expanding my

network to collaborate with as many societies in our events. I have also made myself much more accessible through posting my contact details for students to reach out to me whenever. Furthermore, I have been organising more panel discussions such as Queer Question Time as well the Disabilities Panel and Nightline Panel in Week 10. Also, I have changed the constitution to ensure a wide diversity of guest speakers are invited to our public debates. This is an effort we continuously are working on!

*What do I hope to achieve by next report? (What it says on the tin)*

I hope to work more on creating more novice workshops throughout the semester so that anyone can join the UDS whenever they want to, even if they were unable to do so in the beginning of the semester. We are planning to create public speaking workshops later on in the semester as well!

*Why does what i'm doing matter to students, and how can they get involved? (As above)*

I want to make sure that as many students of the university are able to participate in the UDS public debates, panel discussions and training sessions! Any student can come to our training sessions which are Wednesdays at 2:00pm in the Large Rehearsal Room on the top floor of the Union. Also come to our public debates which happen on Thursday nights. This week we are hosting "This House Believes China is a Threat to the West".

### **SSC Design Team Convenor – Edward Spencer**

*"What have I done since my last report?  
(This will be along the lines of stuff that goes in generally)*

- Design Team has held 4 classes this week which have all been very well attended, these were our Inklight class, our volunteer information and training session, which lead to 7 new volunteers joining, and 2 Graphic Design Beginners Classes.
- Unfortunately due to personal circumstances, our Vice President has stepped down and we have begun advertising our EGM which will be held in week 5.
- I met with each of the individual subgroups of the committee to discuss individual goals and plans.
- The committee is investigating a Halloween event that we can run to promote creativity and also improve students knowledge of what Design Team does.

*If you've made progress, great, if you haven't, explain why and what you're doing instead.*

n/a

*What do I hope to achieve by next report? (What it says on the tin)*

By the next report we will have run another class for volunteers as well as begun planning a Halloween event. We also will be making progress in our current projects.

*Why does what I'm doing matter to students, and how can they get involved? (As above)"*

Design Team is continuing to promote and facilitate creativity within the student body. Students can get involved by becoming volunteer designers by emailing [sadt@st-andrews.ac.uk](mailto:sadt@st-andrews.ac.uk). They can also email [sadt@st-andrews.ac.uk](mailto:sadt@st-andrews.ac.uk) to express an interest in joining the committee in the forthcoming EGM or by coming along to one of our classes.

### **SSC Music Officer – N/A**

### **SSC Performing Arts Officer – Manaal Mahjoub**

*"What have I done since my last report?"*

I have scheduled the first Performing Arts President's Forum, to be held on Friday the 18th of October, which I'm really looking forward to. A Christmas Ball Subcommittee has been decided as well as a Box Office Team. On the day of writing this report, we have passed 6 shows for our Fresher's Drama Festival, a week-long festival consisting only of shows put on by students who are new to theatre in St Andrews. Auditions for that are coming up (more info in the 'how to get involved' section).

*What progress has been made on my manifesto? (if applicable)*

We are planning to have a conversation with the Byre soon about publicising Mermaids within the Byre and reaching out to locals to encourage them to come and see non-Byre Mermaids shows.

*What do I hope to achieve by next report? (What it says on the tin)*

I'm hoping to meet with the Byre and discuss the publicity situation mentioned above, and to begin ways to strategise and work on publicising Mermaids as a funding body before our next proposals.

*Why does what I'm doing matter to students, and how can they get involved?*

Being involved with Mermaids offers a creative outlet for many students, as well as the opportunity to learn valuable teamwork skills. Even simply being an audience member allows people to de-stress and escape the woes of student life for an hour or two. If you've never done theatre in St Andrews before and want to try acting, audition for the Freshers' Drama Festival this Thursday (18:30 - 20:30) and Friday (16:00 - 18:00) in the Barron. More information can be found on our Facebook page, as well as the dates and venues of all our upcoming shows.

### **SSC Societies Officer – Markus Lee**

*What have I done since my last report?*

The networking event has been confirmed for 10th of October and will be held in the Beacon Bar. Currently, around 30 societies have signed up along with a few subcoms and university departments. For affiliation, 42 societies are re-affiliated, with another 68 societies only waiting for General Risk Assessment. I will also be having meetings with DoSDA, DoWell, and Student Services to talk more about wellbeing

within societies. I am also looking into clarifying the classification of Societies and Sports Clubs.

*What progress has been made on my manifesto? (if applicable)*

Networking events have also been held to facilitate society collaborations.

*What do I hope to achieve by next report? (What it says on the tin)*

Hopefully by the next report we will have most societies completing reaffiliation.

*Why does what I'm doing matter to students, and how can they get involved? (As above)"*

It matters to students because societies are a core part of the university, and most students are involved with at least one society. We hope to have as many societies as possible affiliated to the Union.

### **SSC Volunteering Officer – Lisa Marie Husby**

*What have I done since my last report?*

We have received around 400 applications from students wanting to volunteer this year, so I have had decision meetings with all project officers to look through applications and piece it all together. The committee had a very productive meeting/social last week where we planned the year a head. In addition we have had three training sessions for all volunteers and are aiming to start up with most of the projects next week. My role requires a lot of administration so most of my time goes to answering e-mails, planning and talking to projects, committee members and volunteers.

*What progress has been made on my manifesto?*

I have made sure that all volunteers have been offered training and those who couldn't make it can have separate training sessions with me or get the notes to read it themselves. We have also had a more hands-on approach this year with the projects and will make sure that all volunteers feel like they know where to go for support or if they have any questions. When it comes to publicity I feel like we have made a huge difference already and more students know about SVS this year. When it comes to social events we have had one already, in addition to the three training sessions, and are planning a big social for all volunteers with their respective projects in a couple of weeks.

*What do I hope to achieve by next report?*

By next report I hope to have all projects up and running smoothly. I also hope that our logo is done and that we have started the process of creating a new and better webpage. I also want to find ways to reach out to people in town that need a befriender because so many students want to be a part of our 'Town and Gown'

scheme this year. All in all - by next report I hope that everyone who applied have been able to volunteer with one or more of our projects.

*Why does what i'm doing matter to students, and how can they get involved?*

What I'm doing matters to students because SVS let them be a part of something bigger than themselves and give them the opportunity to give back to the community around them. It is also a great way to escape the bubble for a while and do something positive for someone else. People can get involved by applying to be a volunteer on our webpage [yoursvs.org.uk](http://yoursvs.org.uk) or e-mailing [svs@st-andrews.ac.uk](mailto:svs@st-andrews.ac.uk)

### **On the Rocks Convenor – Holly Scrivener**

*"What have I done since my last report?"*

We've recruited our full committee, which means we are now able to fully start planning the festival.

We've made progress in planning our semester 1 event; On The Pebbles, a mini, one-day festival, which should work as a bit of a dry run for the main festival.

We've opened applications for events for the main festival (if any other subcommittees are thinking about running an event please do come and chat to me!).

The Head of Programming and I have been in touch with a couple of professional companies who performed at Edinburgh Fringe about potentially coming to do a show at OTR during their spring tours. One company in particular have as good as confirmed that they will come, which is really exciting, and should help put OTR a bit more on the map!

*What do I hope to achieve by next report?*

Have a more concrete idea of our semester one event, and to have made progress with planning for April.

*Why does what i'm doing matter to students, and how can they get involved?*

Lots of opportunities for various students to get involved in putting on an event coming up!

### **SSC Member without Portfolio – Gavin Sandford**

I have continued chatting to Rachel about bringing the calendar to fruition. We are moving to the final stage of finalising the design, and then will be able to get it shown around the union. I have also put up information in the councils office about getting in contact with Councillors for any students who are walking past (and found our 4th table).

The radio show idea has been taken up by the Sabbs and is now a weekly show on STAR.

I have created a new graphic to be posted to Facebook after each councils meeting which shows all the important info in a nice easy format. (I made a tool that generates it automatically from a text file so we can easily get it out quickly in future!)

My next work is to continue working with the Design team to finalise the design of the calendar, and populate it with information from sub committees.

## **Appendix i**

### **Motion Type-S 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 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

3.1.4. 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:

3.9.1. Organize and run photography skills workshops

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 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

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 exceptat 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-](https://digitalcommunications.wp.st-andrews.ac.uk/2017/02/13/correct-and-incorrect-use-of-the-university-of-st-andrews-logo/)

[incorrect-use-of-the-university-of-st-andrews-logo/](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/>