

# Memorandum

Regulations

Konglig Samhällsbyggnadssektion  
Stockholm

Note: this document is a translation of the original swedish PM which applies to the Konglig Samhällsbyggnadssektion and the original PM in Swedish is **always** valid in case of confusions due to translation.

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## **Introduction**

This memo is a regulation for functionaries and subgroups of Konglig Samhällsbyggnadssektion. The regulations apply as a guide for the chapters' organization and gets edited through decisions made on the Chapter meetings.

All functionaries and subgroups are subordinated and must report to the Student Division Board.

All functionaries are responsible for holding their assigned budget and in their organization, they must preserve the chapter, its members, traditions and inventories. All functionaries and subgroups are responsible for actively working with the Student Division's equal-treatment plan as well as other documents from the division or THS allocated policy-documents. All functionaries are also accountable for presenting an activity-report at the end of every half-year as well as an economical report while continuously holding a dialogue with the Vice President about the economy within the group. Furthermore, all functionaries are responsible for, within a possible extent, to publish important and relevant information even in English.

# **Student Division Board**

## **ORGANISATION**

1. The Student Division Board has an operational year from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December.
2. The Student Division Board consists of the Chapter's President, Vice President, Head of Student Educational Committee, Head of Business Relations, Head of Equality, Qlubbmästare as well as 2 to 4 division councils without a specific area of responsibility.
3. The Student Division Board's work is led by the President. The Vice President is the head of accountings. All functionaries and groups within the chapter are subordinated under the Student Division Board, who are responsible for SM and are assigned to execute the SM's decisions.
4. The Chapter's President has the right to make a decision which normally devolves on the Student Division Board should an urgent matter come up. These decisions must be confirmed by the Student Division Board during the next meeting.
5. The Student Division Board has the right to make a decision which normally devolves on SM should an urgent matter come up although if possible, it should be submitted during the SM.

## **TASKS**

The Student Division Board has, as its task to manage the chapter's current organization regarding the following matters:

1. Conduct the chapter's goals and actively work in order to better the circumstances for the chapter's members.
2. Bring, compile and forward or discuss incoming correspondences.
3. Maintain and widen the chapter's contact network towards other universities and colleges.
4. Ensure that the chapter's brand-registration is renewed.

5. When requested from the SM, to administer by-elections to vacant posts.
  6. Carry out the SM at least once per term in accordance to the consistencies.
  7. Hold a consistently well contact with the chapter's groups and functionaries.
  8. Promote themselves and other functionaries through "Sektionens Dag" at least once during the operational year.
  9. Be responsible for the chapter hall as well as that the material is held in good condition, and maintenance.
  10. When needed, appoint a work-group to tend to a certain matter.
  11. Be the outmost in-charge of archiving the chapter documents.
  12. Ensure that the conclusions that are conducted over the operational year's student division board was the student division board. The conclusion must be presented for the approval from the chapter during the chapter meeting for the upcoming year.
  13. Conduct protocol on the chapter's board meetings.
  14. Be responsible for the relevance and accessibility of the chapter's regulations-documents for the chapter's members.
  15. The Student Division Board must be accountable for publishing on the chapter's website. The Student Division Board must continuously update and maintain the chapter's website and other IT-based systems. The Student Division Board has the right to appoint a web-group.
  16. The President and Qlubbmästare must have relevant qualifications and knowledge with the party-organization and alcohol-serving which is needed from the permissions department and the Royal Institute of Technology. The Vice President should have relevant qualifications and knowledge should have relevant qualifications and knowledge with the party-organization and alcohol-serving which is needed from the permissions department and the Royal Institute of Technology.
  17. By the end of the year an annual activity report of the Student Division's work as well as a testament as a start-up help and knowledge feedback must be conducted with the new appointed Student Division.
- 6.

## **Student Division President**

- 1.** The president shall be elected through election during the autumn.
- 2.** The president coordinates and is responsible for the Student Division's work.
- 3.** The president shall be the chapter representative in the Presidential Council at THS.
- 4.** The president shall represent the chapter at the school council.
- 5.** The president shall hold a continuous contact with the Donorden.
- 6.** The president shall hold contact with the presidents for chapters within the education regarding the civil-engineering branch in Sweden, as well as abroad. The president shall thrive for knowledge-exchange that is conducted between the above-mentioned presidents and their boards at least once during the operational year.
- 7.** The president shall, in a reasonable manner, declare their work which they have conducted at THS and the Chapter as well as declare the work which the Student Division has conducted.
- 8.** The president shall ensure that the reception is conducted and fulfilled its purpose in accordance to the PM.
- 9.** The president shall be the chapter's Fanbärare. As a Fanbärare, with pride shall the president hold the chapter's standard in the matters where the chapter's standards shall be shown. If the president cannot be present, the president is responsible for finding a substitute.
- 10.** The president shall be accountable for the chapter's serving-permission and shall thereby go through the schooling that qualify them for it. KTH:s schooling in party- and fire-regulations, so called FEST and STAD, must be qualified for. The president shall even write Stockholm Stads knowledge test regarding the alcohol-law with a passing result.

18. The president shall, by the end of the year, write an annual report regarding their work as the president and the Student Division's work as a testament as a start-up help and knowledge feedback must be conducted with the new appointed president.

**11.**

## **Student Division Vice President**

1. The Vice president shall be elected through election during the autumn.
2. The Vice president shall, when the president has an impediment, operate as the chapter's president.
3. The Vice president shall be the chapter's second Fanbärare. If the vice president cannot be present, the president is responsible for finding a substitute.
4. The Vice president shall be responsible for the chapter's economy.
5. The Vice president shall manage the chapter's transactions and account them.
6. The Vice president shall declare the upcoming year's budget-suggestion during the chapter meeting in autumn.
7. The Vice president shall ensure that the chapter-fee and the technologist's-funds are payed to the chapter.
8. The Vice president shall, through responsible functionaries ensure that invoicing and renting of the chapter's property is done in a way to satisfy the needs of the chapter.
9. The Vice president shall sit in the Economy Council at THS.
10. The Vice president shall be the president and convener for BAR. The Vice president shall lead the economic work within BAR. The Vice president is the Student Division Board's representative in BAR.
11. The Vice president shall, in a reasonable manner, declare their work which they have conducted.
12. The Vice president shall, by the end of the year, write an annual report regarding their work as the president and the Student Division's work as a testament as a start-up help and knowledge feedback must be conducted with the new appointed Vice president.

**13.**

## **Head of Business Relations**

- 1.** The Head of Business Relations shall be elected at the chapter meeting during the autumn.
- 2.** The Head of Business Relations shall be the Chapter representative in THS Näringslivsråd.
- 3.** The Head of Business Relations shall, together with the council without a specific role, be a representative in Samhällsbyggnadslänken.
- 4.** The Head of Business Relations be the president and convener for business relations group and shall lead the work with coordinating and developing the chapter's business relation's contacts. The Head of Business Relations is the Student Division's representative within the business relations group.
- 5.** The Head of Business Relations can recruit members to the business relations group in addition to the predetermined members in accordance to the PM.
- 6.** The Head of Business Relations shall, in a reasonable manner, declare their work which they and the business relations group have conducted.
- 7.** The Head of Business Relations shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed Head of Business Relations.

## **President of Student Educational Committee (SNO)**

- 1.** SNO shall be elected at the chapter meeting during the autumn.
- 2.** SNO shall be the president and convener for Student Educational Committee and lead the work regarding study-related affairs. SNO is Student Division representative in the Student Educational Committee.
- 3.** SNO shall, in correspondence with vice SNO, handle affairs within their organization continuously.
- 4.** SNO shall assemble the representatives within the Student Educational Committee at least four times per operational year.
- 5.** SNO shall, in correspondence with PAS manage studyoriented affairs för the chapter's accounting and work thrive for a strong independent student-influence.
- 6.** SNO shall in correspondence with PAS and the rest of Student Educational Committee appoint MAS for the master-programs where civil-engineering is represented.
- 7.** SNO shall, together with Student Educational Committee appoint student-representatives to the committee, advisory and work-groups at ABE-school, where students at the chapter are authorized representatives.
- 8.** SNO shall sit as the Chapter representative in Utbildningsrådet at THS.
- 9.** SNO shall sit as the Chapter representative in Skolarådet at THS.
- 10.** SNO shall, if no one is elected, sit at the student-representatiive för the chapter in Strategiska rådet and Ledningsgruppen at ABE-school.
- 11.** SNO shall is responsible so that student-representation-place in Rekryteringsnämnderna at ABE-school is filled.
- 12.** SNO shall, in a reasonable manner, declare their work which they have conducted.

- 13.** SNO shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed SNO.

## Head of Equality (Jämno)

1. Head of Equality shall be elected at the chapter meeting during the autumn.
2. Head of Equality shall have an operational year from 1<sup>st</sup> of January to 31<sup>st</sup> of December.
3. Head of Equality shall work against discrimination based on ethnical background, gender, sexual orientation, gender identity or gender expression, age, functional disability or religion.
4. Head of Equality shall be the chapter representative in JML-rådet at THS.
5. Head of Equality shall be the chapter representative at the Skolrådet.
6. Head of Equality be the president and assemble for the Chapter Environment Advisory and shall inform about the JML-advisory's work as well as assemble the chapter's opinions and feedback regarding the work.
7. Head of Equality operated as the Chapters studying-Skyddsombud according to the THS' definition and shall be the Chapter's representative during THS Skyddsombudnätverk.
8. Head of Equality shall report to the Student Division Board during Division Board meeting about the conducted work.
9. Head of Equality shall, in a reasonable manner, declare their work which they have conducted.
10. Head of Equality has the right too appoint a work-group in order to further encourage equality at the Chapter.
11. Head of Equality shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed Head of Equality.

## **Commissioners in the Student Division Board**

1. Commissioners in the Student Division Board shall consist of 2-4 people.
2. Commissioners in the Student Division Board has no specific area of responsibility regulated according to this memorandum.
3. Commissioners in the Student Division Board is responsible for the Chapter's current organization according to point 1 which does not fall under another board-post's operational area. The Commissioners in the Student Division Board and the Student Division Board can freely divide up area of responsibility in a suitable manner.
4. Commissioners in the Student Division Board in a reasonable manner present the work which the commissioners have conducted.
5. Commissioners in the Student Division Board by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed Commissioners in the Student Division Board.

## Qlubbmästare

1. Qlubbmästare shall be elected at the chapter meeting during the autumn.
2. Qlubbmästare has the outmost responsibility for Qlubbmästeriet (QBM), which operate the Chapter's party- and bar-organization.
3. Qlubbmästare is responsible for the chapter's serving-permission and shall thereby go through the schooling that qualify them for it. KTH:s schooling in party- and fire-regulations, so called FEST and STAD, must be qualified for. Qlubbmästare shall even write Stockholm Stads knowledge test regarding the alcohol-law with a passing result.
4. Qlubbmästare shall hold a continuous contact with the Chapter's functionaries and other groups for planning before a party-organization. Qlubbmästare is the Chapter Division Board's representative in QBM-board and in all affairs regarding the party-organization at the Chapter.
5. Qlubbmästare shall be responsible for the Servings-responsible (SA) within QBM having the relevant qualification within party-organization and alcohol-serving that is required by the permission's council and Royal Institute of Technology.
6. Qlubbmästare shall, in a reasonable manner, declare their work which they have conducted and the work which QBM-board has conducted within their organization.
7. Qlubbmästare shall actively for to better the environment within QBM in accordance with the Chapter's policy and THS' plan for JML-affairs.
8. Qlubbmästare shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed Qlubbmästare.
9. Qlubbmästare is responsible for, with QBM, appointing a responsible for maintenance of Örtagården as well as preservation of S-bäsq under the Chapter's party-arrangement if so required. This person shall be called Snubbe.

## **Vice Qlubmästare**

- 1.** Vice Qlubbmästare shall be elected at the chapter meeting during the autumn.
- 2.** Vice Qlubbmästare shall have an operational year from 1<sup>st</sup> of January to 31<sup>st</sup> of December.
- 3.** Vice Qlubbmästare shall, together with the Qlubbmästare, Qrösus and SeQret be responsible for the party-organization.
- 4.** Vice Qlubbmästare shall be responsible for the upkeep av the Qlubbmästeriet's storage and equipment.
- 5.** Vice Qlubbmästare shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed Vice Qlubbmästare.

## Qrösus

1. Qrösus shall be elected at the chapter meeting during the autumn.
2. Qrösus shall have an operational year from 1<sup>st</sup> of January to 31<sup>st</sup> of December.
3. Qrösus shall, together with the Qlubbmästare, Vice Qlubbmästare and SeQret be responsible for the party-organization.
4. Qrösus shall be the economical head for Qlubbmästeriet and shall upkeep its accounting.
5. Qrösus shall be the QBM representative within BAR and hold a good contact with the Chapter's economy head.
6. Qrösus, by the end of the operational year, present an end report for Qlubbmästeriet's economy.
7. Qrösus shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed Qrösus.

## **Seqret**

1. Seqret shall be elected at the chapter meeting during the autumn.
2. Seqret shall have an operational year from 1<sup>st</sup> of January to 31<sup>st</sup> of December.
3. Seqret shall, together with the Qlubbmästare, Vice Qlubbmästare and Qrösus be responsible for the party-organization.
4. Seqret shall be the closest contact-person for the members of Qlubbmästeriet.
5. Seqret shall work in accordance with the Chapter's plan for Equal-treatment and is outmost responsible for following up the plan within the QBM's current organization and while recruiting new members.
6. Seqret shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed Seqret.

## **Head of Programme Student (PAS)**

- 1.** PAS shall be elected at the chapter meeting during the autumn.
- 2.** PAS shall have an operational year from 1<sup>st</sup> of January to 31<sup>st</sup> of December.
- 3.** PAS shall work together with SNO with study-related affairs at the Chapter and work with programme-quality related affairs.
- 4.** A PAS from every bachelors-program at the Chapter shall be appointed.
- 5.** Together with SNO and the rest of Student Educational Committee, appoint MAS on the programs which have civil-engineering represented. These MASs are responsible for attending their respective master's educational-advisory and must thereafter report to PAS.
- 6.** PAS shall sit as the student representative in Educational Advisory at Kåren.
- 7.** PAS shall report about their work on the Student Educational Committee's meeting.
- 8.** PAS shall have a regular contact with the Head of Programme (PA).
- 9.** PAS shall spread the information about the work which they have conducted.
- 10.** PAS shall sit as the student representative with the program advisory for their program.
- 11.** PAS shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed PAS.

## **Class Representatives (Åke)**

- 1.** Åke shall be elected at the chapter meeting during the autumn.
- 2.** Åke shall have an operational year from 1<sup>st</sup> of January to 31<sup>st</sup> of December.
- 3.** There should be at least one Åke for every grade in all educational-programs which the Chapter represents.
- 4.** Åke shall, together with the course-representative, develop course-evaluation being conducted for every course within the grade.
- 5.** Åke shall hold a regular contact with their grade and inform their classmates about the possibilities for influence within the courses and the program.
- 6.** Åke shall hold meetings with the course-representatives for every course. Åke shall, before the meeting, gather the grade's opinions and feedback within a possible manner and during the meetings, present their class in a best possible manner.
- 7.** Åke shall sit with the Student Educational Committee and actively engage in events which the Student Educational Committee arranges. In the Student Educational Committee, Åke shall be a representative for its grade.
- 8.** Åke shall work together with SNO and PAS with course-quality-related affairs.
- 9.** Åke shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed Åke.

## **Student Educational Committee (SN)**

- 1.** Student Educational Committee (SN) shall have the responsibility to monitor and answer the members of the chapter's interest in study-questions.
- 2.** Student Educational Committee shall consist of SNO, PAS, Åke and other interested students.
- 3.** Student Educational Committee's work shall be led by SNO. SNO shall be the Student Division Board's representative in SN.
- 4.** Student Educational Committee shall choose a vice SNO, who shall, in the absence of SNO, lead SN.
- 5.** Vice SNO shall carry records during Student Educational Committee's meetings.
- 6.** Student Educational Committee shall appoint student-representatives in KTH's agency, where the chapter is not already represented through other functionaries.
- 7.** Student Educational Committee shall appoint Mastersansvarigstudent (MAS) for the master-programs where the chapter members study.
- 8.** Student Educational Committee shall convene at least four times per year. SNO is responsible for convening SN.
- 9.** Student Educational Committee shall function as discussion's, information's and conclusion's forum for study-related questions.
- 10.** Student Educational Committee shall be open for all chapter members and wherever the members have rights to testimony, however not the right to vote.

## **Ambassador**

- 1.** Ambassador shall be elected at the chapter meeting during the autumn.
- 2.** Ambassador shall consist of a group of 3-6 people.
- 3.** Ambassador have an operational year from 1<sup>st</sup> of January to 31<sup>st</sup> of December.
- 4.** Ambassador shall work for integrating the chapter's international students in the chapter's student-life.
- 5.** Ambassador shall sit within the Sektionsmiljörådet.
- 6.** Ambassador shall sit within the International Council at the Union and be the contact person between the International Council at the Union and the international students at the chapter.
- 7.** Ambassador shall be the contact person for IACES.
- 8.** Ambassador shall have the right to engage in and be the arranger for Nordiskt Möte for Lantmätare.
- 9.** Ambassador shall, together with the Student Division Board maintain and widen the chapter's contact-network with other colleges and universities.
- 10.** Ambassador shall coordinate its organization together with Jämno and Sektionsmiljörådet for equality and safety officer matters.
- 11.** Ambassador shall work to get the current information regarding the chapter to be conveyed in English.
- 12.** Ambassador shall appoint a contact person within the group for Kansliet within its area of responsibility.
- 13.** Ambassador shall, together with Kansliet, Student Division Board and DKP, be responsible for and lead the work with the master's reception.

- 14.** If a spring-reception does become relevant, it shall be planed together with the previous year's group.
- 15.** Ambassador has the right to appoint a work-group for the master-reception.
- 16.** Ambassador shall have the right to, directly, take away a member within the work-group if they fail to conduct their appointment.
- 17.** Ambassador shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed Ambassador.

## **Sportig**

- 1.** Sportig shall be elected at the chapter meeting during the spring.
- 2.** Sportig shall have an operational year from 1<sup>st</sup> of July to 31<sup>st</sup> of June.
- 3.** Sportig shall be the president in Sportiggruppen, who shall be an association of sport-interested chapter members, whom Sportig recruits.
- 4.** Sportig shall be the chapter's representative in the Committee of Sport (Idrottsrådet) at THS.
- 5.** Sportig shall inform the chapter about the Sportiggrupp, THS and other student-organizations' sport-events which can be of interest for the chapter's members.
- 6.** Sportig shall sit within the Sektionsmiljörådet.
- 7.** Sportig shall, together with Sportiggruppen thrive for the members of the chapter to be able to exercise together in different ways.
- 8.** Sportig shall thrive so that the chapter always is represented in THS' sport-championships.
- 9.** Sportig shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed Sportig.

## **Konglig Samhällsbyggnadssektion FC**

- 1.** Konglig Samhällsbyggnadssektion FC is the chapter's football club and shall consist of a women's and a men's team.
- 2.** Konglig Samhällsbyggnadssektion FC shall have a division board which is responsible for the sport-related as well as the economic matters regarding the football's club. Konglig Samhällsbyggnadssektion FC consists of, apart from that, the players within the both teams.
- 3.** Konglig Samhällsbyggnadssektion FC division board shall consist of representatives from both teams and of unrestricted number of players.
- 4.** Konglig Samhällsbyggnadssektion FC shall appoint a president for the football's club. Konglig Samhällsbyggnadssektion FC's president shall lead the work within the Konglig Samhällsbyggnadssektion FC division board.
- 5.** Konglig Samhällsbyggnadssektion FC's president shall be confirmed during the chapter's meeting during the autumn. Konglig Samhällsbyggnadssektion FC's president shall have the football's club's trust and be a player within some of the team. Konglig Samhällsbyggnadssektion FC's president shall have played in one of the teams for at least one year.
- 6.** Konglig Samhällsbyggnadssektion FC's president as well as the division board shall have an operational year from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December.
- 7.** Konglig Samhällsbyggnadssektion FC's president shall maintain good contact with Sportig as well as the Student Division Board and notify them about the Konglig Samhällsbyggnadssektion FC's work.
- 8.** Konglig Samhällsbyggnadssektion FC shall have a women's and a men's team in a series game. The team shall even have the opportunity to be able to take part in tournaments. Konglig Samhällsbyggnadssektion FC shall hold trainings for its players as well as hold trainings which are open for all of the interested chapter's members.
- 9.** Konglig Samhällsbyggnadssektion FC shall hold extractions from its teams so that new players can join. These extractions shall be held in accordance with the guidelines for the sport-related goals which the football's club has set up as well as in accordance with the guidelines regarding the chapter's plan for equal treatment.
- 10.** Konglig Samhällsbyggnadssektion FC's president shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed president.

## **SNOW**

- 1.** SNOW shall consist of an optional number of members.
- 2.** SNOW's president shall be elected at the chapter meeting during the spring.
- 3.** SNOW's president has the right to recruit and appoint members within SNOW.
- 4.** SNOW shall have an operational year from 1<sup>st</sup> of July to 31<sup>st</sup> of June.
- 5.** SNOW shall arrange at least one ski-trip per year for the Samhällsbyggnadssektionen's members.
- 6.** SNOW's president shall maintain good contact with Sportig and notify them about SNOW's work.
- 7.** SNOW's president shall engage a dialoug with ABE-school's kansli regarding the planning of the dates during for the ski-trips so that the passenger's studies get affected in the least possible way.
- 8.** SNOW's president shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed president.

## **Chapter Environment Advisory Committee (Sektionsmiljörådet)**

- 1.** Chapter Environment Advisory shall thrive to achieve a good social study environment.
- 2.** Chapter Environment Advisory shall consist of Jämno, Sportig, Ambassadeur and an optional number of other interested students.
- 3.** Chapter Environment Advisory shall work with equality, equal-treatment and diversity as well as attend the matters from THS JML-council.
- 4.** Chapter Environment Advisory shall convene at the invitation from Jämno, however, at least once per term.
- 5.** Chapter Environment Advisory shall hold good contact with the rest of the functionaries within the chapter.

## Lava

1. Lava's projectgroup shall consist of the following posts, individually and specifically:
  - a. Project-leader
    - i. Project-leader shall have the overall responsibility for the job-fair.
    - ii. Project- leader shall have responsibility over the economy together with Economy head.
    - iii. Project-leader shall be Lava's contact-person towards the Student Division Board.
    - iv. In the case of equal votes in the project group, the project-leader for Lava has the final say.
  - b. Economy head
    - i. The Economy head shall have responsibility over the economy together with Project- leader and be in authority over presenting the economy to the Chapter's Vice president.
    - ii. Economy head shall be Lava's representative in BAR.
  - c. Company head
    - i. The Company head shall be responsible for the contact between Lava and companies.
    - ii. The Company head shall be Lava's representative in Näringslivsgruppen and within that, coordinate the company contacts.
  - d. Marketing head
    - i. Marketing head shall be responsible for spreading information and marketing as well as developing Lava's website where the participating companies are presented.
    - ii. Marketing head shall follow up with the PM's regulations for Lava's logo.
  - e. Event head
    - i. Event head shall be responsible for arranging a banquet in connections to Lava.
    - ii. Event head shall be responsible for food- and drinks-related matters around Lava.
  - f. Logistics head
    - i. Logistics head shall be responsible for Lava's logistics and technics.
    - ii. Logistics head shall be responsible for stock for storage of Lava's supplies being held clean.
  - g. Personnel head
    - i. Personnel head shall be responsible for recruiting functionaries for Lava as well as be responsible for them during Lava.
    - ii. Personnel head shall be responsible for working in accordance with the chapter's plan for equal treatment and be the outmost responsible for the plan being followed up during Lava and project group.
  - h. Sponsor head
    - i. Sponsor head shall be responsible for Lava's sponsor-group and the contact with the company which sponsor with products for Lava.
    - ii. Sponsor head shall coordinate sponsors within all the project's parts and work within all the functionary posts.
    - iii. Sponsor head shall even be responsible for the lounges.

2. Lava's project-leader shall be elected at the chapter meeting during the autumn, the rest of the project-group shall be elected during the chapter meeting during spring.
3. Lava's project-group shall have an operational year from 1<sup>st</sup> of July to 30<sup>th</sup> of June.
4. Lava shall arrange a job-fairday for the chapter and work for stimulating the contact between the technologists and business sector in a natural way.
5. Lava shall be implemented in a way in the best possible way regarding quality, professionally and economically advanced for the chapter and the companies.
6. Every chapter member shall have, with regards to space, right to participate in Lava. Composition of Lava's organization shall be arranged by Lava's project group.
7. In case if Lava's project group must be complemented with further member in hindsight, the Student Division Board shall choose a person to fill up that position.
8. Lava's project group shall latest 4 months before Lava, present an economic budget for Lava for that Chapter Division Board which must be approved by the Chapter's Division board.
9. Lava's project group shall be responsible so that, in Lava's marketing, it shows clearly that Lava is a part of the Chapter.
10. Lava's project group shall work for a sustainable cooperation between THS and THS management team. The new project group shall have a dialog with and inform THS management team regarding the Lava fair and the Lava gasque's planned lokalisation no later than 1 mars of the year before the fair takes place.
11. Lava's project group shall have a dialog with ABE-school's Office about matters which effect Lava and the organization which effect the office. The contact shall be established in good time before the event.
12. Lava's logo shall look according to Appendix 1 regarding the vectorized logo's appearance, but may assume any point size.
13. Lava's website shall be [www.lavakth.se](http://www.lavakth.se)
14. Lava's project group shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed Lava's project group.

## DKP & the reception

1. DKP shall be elected at the chapter meeting during the autumn.
2. DKP shall have an operational year from 1<sup>st</sup> of January to 31<sup>th</sup> of December.
3. DKP shall be responsible for realising the Chapter's reception together with the arrangements around it.
4. DKP shall consist of the following 5 posts:
  - a. President (also responsible for the functionaries, "Phöseriet")
    - i. DKP's president shall be DKP's contact-person towards the Chapter's board.
    - ii. DKP's president shall be responsible for the economy together with DKP's Economy head and be accountable for presenting it towards the Chapter's Vice President.
    - iii. DKP's president shall be responsible for recruiting functionaries for the reception, so called Phöseriet, as well as be responsible for them during the reception and during activities that are arranged by DKP.
    - iv. DKP's president shall be responsible for the communications within DKP, Phöseriet and towards THS and ABE-school's official.
  - b. Economy head  
DKP's Economy head shall be responsible for the economy together with DKP's president and be accountable for presenting it towards the Chapter's Vice President.  
DKP's Economy head shall be DKP's representative in BAR.
  - c. Company head
    - i. DKP's Company head shall be DKP's representative Näringslivsgruppen and with that coordinate the company-contacts.
    - ii. DKP's Company head shall together with DKP's president be responsible for the contact between DKP and companies or other organizations who engage during the reception.
  - d. Event- and PR- head
    - i. Event- and PR- head shall be responsible for the banquets with take place in connection to the reception.
    - ii. Event- and PR- head shall be responsible for food- and drinkrelated matter around the reception.
    - iii. Event- and PR- head shall together with DKP's Company head be responsible for the companies and organizations which engage themselves during the reception's activities and get exposure towards the new students, "nollan" and Phöseriet which the parties agree upon.
  - e. Logistics head
    - i. DKP's Logistics head shall be responsible for booking all the halls and areas which are needed in connection to the reception. The logistics head shall even be responsible for booking equipment and vehicle and be responsible for it being done in a correct manner.
5. To DKP one can register either as a group on or individually.

6. DKP shall presents a budget for the reception and DKP's organisation, latest months before the reception towards the reception, towards the Student Union Board.
7. DKP shall take into account, the previous DKP's testaments and survey around the reception.
8. The decision about who has a certain area of responsibility is decided internally within the group. The decision about who is the President and Phöseri head as well as the Economy head shall be confirmed on the next upcoming Chapter meeting. Other areas of responsibility shall be presented on the same Chapter meeting.
9. DKP shall hold a continuous contact with the Student Union Board so that the board has a good insight in the organization which DKP runs.
10. DKP shall work in accordance with the Chapter's plan for equal treatment and is utterly responsible for the plan to be followed through towards the new students, within Phöseriet and DKP.
11. DKP shall strive to fulfill the following general goals:
  - a. The reception shall be for the new students.
  - b. The new students shall be met in well manner and with care.
  - c. The reception is voluntary, but the goal should be that everyone wants to engage in the reception.
  - d. The aim shall be to achieve the highest possible attendance without going against the points mentioned above.
  - e. Work against bullying and exclusion.
  - f. Give the new students a good introduction to academic studies.
  - g. Give the new students positive and memorable experiences.
  - h. Give good unity between the new students.
  - i. Entice people to engage themselves in the Chapter and THS.
  - j. Strive towards encouraging chapter spirit and good comradery among all reception functionaries.
  - k. The reception shall be equal and there for all of the new students.
12. One or more people from the DKP shall sit within the Mottagningsråd (MR) at THS.
13. DKP shall make sure that THS' and MR's rules are followed.
14. DKP shall have the right to, with direct action, take away a member from the Phöseri if the person does not do their appointed job.

15. DKP shall, apart from THS' general survey, constitute an internal survey about the S-Chapter's reception.
16. DKP shall evaluate its own and other functionaries' work.
17. DKP shall conduct a dialogue with the ABE-school official in the matters that effect the reception and DKP's organization matters which effect the ABE-school official. The contact shall be made well in advance, before the reception.
18. DKP shall, together with the Official, Student Union Board and Ambassadeur be responsible for and lead the work with the reception.
19. If the need arises for the DKP roster to be increased to the maximum of 5 members, after that fact that the original roster was chosen, the new members shall be appointed through by-election by the Chapter board.
20. DKP shall, by the end of the year, write a testament as a start-up help and knowledge feedback must be conducted with the new appointed DKP.

## **Business relations group**

1. Business relations group shall be responsible for coordination and development of the Chapter's Business relations contact.
- 2.** Business relations group shall aim towards completing the following comprehensive goals:
  - a. Make sure the Business relations contacts be created, saved and taken care off.
  - b. Make sure that the database with contacts to the companies happens. This database shall be allowed to be updated by all functionaries.
  - c. Coordinate all work with marketing at the Chapter and making sure that company-connections are not used for an inappropriate manner.
  - d. Encourage business relations apart from Lava and the reception.
- 3.** Member within the Business relations group shall be the Head of business relations group, Lava's company head, a representative from DKP as well as optional number of students of other interested chapter-members.

## **Head of accountings committee**

- 1.** BAR shall be responsible for the Chapter's economy and presentation.
- 2.** BAR shall consist of Vice President, Lava's Economy head, DKP's Economy head as well as Qrösus.
- 3.** BAR shall be responsible for the Chapter's accounting be done according to the Swedish accounting-law.
- 4.** BAR shall make sure that all the accounting is available during the operational year.
- 5.** BAR shall make it easier to do the annual account at the end of the operational year's and make sure that all verifications are presented in the accountings program as well as be available in paper-form and be archived.

## **Head of Meetings**

1. Head of meetings shall be appointed at the Chapter meeting during spring.
2. Head of meetings shall have an operational year from 1<sup>st</sup> of July to the 30<sup>th</sup> of June.
3. Head of meetings shall be 1-2 people.
4. Head of meetings shall be the head of meeting during the Chapter meeting.
5. Head of meetings shall during the operational year, actively stay in contact with the Chapter and the Nomination committee, about the details regarding the Chapter meeting.
6. If the Head of meetings cannot be present or is vacant shall the Chapter's president open the Chapter meeting and elect a head of meeting during the Chapter meeting.
7. Head of meetings shall, by the end of the operational year, write a testament as a start-up help and knowledge must be given further to the next appointed Head of Meetings.

## **Nomination Committee**

1. Nomination Committee shall consist of free number of members which shall be chosen on the Chapter meeting during spring.
2. Nomination Committee shall have an operational year from 1<sup>st</sup> of July to the 30<sup>th</sup> of June.
3. Nomination Committee's members should reflect the Chapter's structure regarding the educational program, year-grade, etc.
4. A president shall be appointed within the group, and the decision shall be confirmed at the next upcoming Chapter meeting. Nomination Committee's president shall have the title OrdVal.
5. OrdVal shall be convening within the Nomination Committee and be responsible for the Nomination Committee's work.
6. OrdVal shall be the Student Union Board's and the Head of Meetings' contact-person within the Nomination Committee.
7. OrdVal shall sit in Valnämnden at THS.
8. Nomination Committee shall prepare the election of the functionary posts which is regulated according to the PM and make sure that the election-papers are available together with the bylaws.
9. Nomination Committee shall, during the election during the Chapter meeting present the Nomination Committee's recommendations as well as other candidates.
10. Nomination Committee shall in detail, inform all candidates about the commitment which follows with the post they are searching and make sure that the candidate is aware of what is written in the P and bylaws for the Chapter.
11. Nomination Committee shall, well beforehand shed light towards the posts that shall be appointed.
12. Nomination Committee shall conduct a closed vote for the post of president and wise president of the chapter board. The closed vote shall be conducted over at least 4 workdays in connection to the chapter meeting. The vote is to be concluded during the meeting where the results will be presented.
13. OrdVal shall be responsible so that the Nomination Committee, by the end of the operational year, write a testament as a start-up help and knowledge must be given further to the next appointed Nomination Committee.

## **Auditors**

- 1.** Auditors are chosen at the Chapter meeting during autumn.
- 2.** Auditors shall have the same operational year as the Student Union Board.
- 3.** Auditors shall examine the Chapter's organization.
- 4.** Auditors shall, if not due to certain circumstances, have 2 of the following people at hand, in the following order:
  - Previous year's President
  - Previous year's Vice President
  - Previous year's Qlubbmästare
  - Or someone else from the previous year's board
- 5.** Auditors shall sit in the Ekonomirådet at THS and hold good contact with BAR.
- 6.** Auditors shall present audit report for the examining operational year at the Chapter meeting together with that the Board presents the Chapter's annual report and accounting.
- 7.** Auditors shall, by the end of the operational year, write a testament as a start-up help and knowledge must be given further to the next appointed Auditors.

## **Nuntius Donum**

- 1.** Nuntius Donum shall have the same operational year as the Chapter's Board.
- 2.** Nuntius Donum shall be the representative of Donorden within the Chapter.
- 3.** Nuntius Donum shall be Pontefix Maximus (President) within Donorden or another chosen Don from Donorden.
- 4.** Nuntius Donum shall together with the Chapter's Board, work for a closer cooperation between Donorden and the Chapter.
- 5.** Nuntius Donum shall together with the Chapter's Board, thrive to make more events happen with the Donarnas presence at the Chapter.
- 6.** Nuntius Donum shall coordinate its organization with the Student Union Board.

## **KF-councils and substitutes**

1. Ordinary KF-councils and substitutes shall be chosen through central arrangements of election by THS under the period of Spring.
2. KF-council shall have the operational year from the 1<sup>st</sup> of July to the 30<sup>th</sup> of June.
3. KF-councils shall participate in the Kårfullmäktige (KF) as the Chapter's mandate and to distil the S-Chapter's will at KF.
4. Substitutes shall proceed in ordinary KF-council's place if the KF-council cannot be present.
5. The number of KF-councils is decided by THS.
6. KF-council shall report about the decisions and discussions that are taken up at the KF, towards the Chapter and SM. KF-councils shall in the best possible manner show the work which KF-councils and KF conduct.

## **Qlenod**

1. Qlenod is appointed at the Chapter meeting during spring.
2. Qlenod shall have an operational year from 1<sup>st</sup> of July to the 30<sup>th</sup> of June.
3. Qlenod shall conserve the Chapter's traditions, special objects as well as its document tax, these are known as klenoder.
4. Qlenod has the right to recruit a Qlenod group.
5. Qlenod shall honor and guard/ conserve Land and Water Resources Engineering's, Urban Planning and Environment's, Civil and Architectural Engineering's klenoder as with the gifts and on other ways acquired klenoder from other Chapters and occasions.
6. Qlenod shall be responsible for obtaining, administrating as well as easier accessibility for sale of the overalls and the Chapter's other goods for all the Chapter's members.
7. Qlenod shall be responsible for and presenting Qlenod groups economy for the Chapter's Vice President.
8. Qlenod shall be responsible for making sure that the storage room for storage of Qlenod group's things, is held clean.
9. Qlenod shall together with the Sångledare, be responsible for making songbooks available and together with the Chapter Board make sure that the songbooks are updated when needed. During the work with formation of the new songbooks, Qlenod should have contact with the previous sångledare and Donar that have a strong interest for songs, for in every possible way conserve the traditions which exist via songs at the Chapter.
10. Qlenod shall, by the end of the operational year, write a testament as a start-up help and knowledge must be given further to the next appointed Qlenod

## **Head of technics**

1. Head of technics appointed at the Chapter meeting during spring.
2. Head of technics shall have an operational year from 1<sup>st</sup> of July to the 30<sup>th</sup> of June.
3. Head of technics shall take care of, protect, update as well as manage the Chapter's technoly.  
Head of technics shall be aware of who is renting the technical equipment's and make sure that they are sent an invoice for that.
4. Head of technics shall continuously send declarations to the Vice President about which people have been invoiced and which sum.
5. Head of technics has the right to recruit a technics group which can consist of a free number of Chapter members.
6. Head of technics is responsible for the technology which is rented or borrowed out, comes back in the same state, as well as solve the eventual problems that can come up.
7. Head of technics shall be responsible for making sure that the storage room for storage of the technics being held clean.
8. Head of technics shall, by the end of the operational year, write a testament as a start-up help and knowledge must be given further to the next appointed Head of technics.

## **Rattmuff**

- 1.** Rattmuff is appointed at the Chapter meeting during autumn.
- 2.** Rattmuff shall have an operational year from 1<sup>st</sup> of January to the 31<sup>st</sup> of December.
- 3.** Rattmuff is responsible so that the car, named Faxen and the tow are taken care of and attended to.
- 4.** Rattmuff must have a valid “B-license card”.
- 5.** Rattmuff shall, together with the Vice president, be responsible for the car’s and tow’s economy during the whole year.
- 6.** Rattmuff shall be aware about who is renting the car and the tow and make sure that they are invoiced for that.
- 7.** Rattmuff shall continuously update the Vice president about which individuals the invoice has been sent to and how much they have been charged for.
- 8.** Rattmuff has the right to recruit a car group which can consist of a free amount of chapter members. These members shall be referred to as follows: Tutan, Däcket, Lyktan, Röret, Tändningen, Locket, Kroken. Thereafter rattmuff is allowed to freely decide other names according to a relevant theme.
- 9.** Rattmuff shall, by the end of the operational year, write a testament as a start-up help and knowledge must be given further to the next appointed Rattmuff.

## **Qulturesse**

- 1.** Qulturesse is appointed at the Chapter meeting during spring.
- 2.** Qulturesse shall have an operational year from 1<sup>st</sup> of July to the 30<sup>th</sup> of June.
- 3.** Qulturesse can appoint a work group.
- 4.** Qulturesse shall thrive so that chapter members are offered, to be able to part-take together on events for a price that is affordable for students.
- 5.** Qulturesse shall arrange at least one event per term.
- 6.** Qulturesse shall inform the chapter about THS' and other student organization's event which can potentially be interesting for the chapter members.
- 7.** Qulturesse shall, by the end of the operational year, write a testament as a start-up help and knowledge must be given further to the next appointed Qulturesse.

## **Ball committee**

- 1.** Ball committee is appointed at the Chapter meeting during spring.
- 2.** Ball committee shall have an operational year from 1<sup>st</sup> of July to the 30<sup>th</sup> of June.
- 3.** Ball committee shall consist of 2-4 members.
- 4.** A president and an economy head shall be appointed internally within the group, and the decision that be confirmed by the Student Division Board.
- 5.** Ball committee's president is ball committee's contact person towards the Student Division Board.
- 6.** Ball committee is responsible to that the ball takes place, given that the economic funding is available.
- 7.** Ball committee should, through the economy head, be responsible for reporting the accounting towards the Vice president.
- 8.** Ball committee shall coordinate its company contacts with the Head of Business Relations.
- 9.** Ball committee shall, by the end of the operational year, write a testament as a start-up help and knowledge must be given further to the next appointed Ball committee.

## **Song leader/ Host of Events**

1. Song leader/ Host of Events is appointed at the Chapter meeting during spring.
2. Song leader/ Host of Events shall have an operational year from 1<sup>st</sup> of July to the 31<sup>th</sup> of June.
3. Song leader/ Host of Events shall lead the songs as well as give out important information to the guests during the arrangements/ gasquer/ banquet.
4. Song leader/ Host of Events shall, if the Chapter's Reception Responsible so wishes, have an active roll during the reception and convey the song traditions further to the new students.
5. Song leader/ Host of Events shall look after and revere the chapter's bell, named Qlockan.
6. Song leader/ Host of Events shall together with Qlenod be responsible for the songbook being available and with the help of the Student Division Board make sure that the songbook gets updated when needed. While working with the structure of the songbook, the Song leader/ Host of Events should have contact with the previous Song leader/ Host of Events and Donar which have a strong interest in songs, so that the traditions that exist regarding songs at the chapter are preserved in every manner possible.
7. Song leader/ Host of Events shall, together with the Vice Song leader/ Vice Host of Events, by the end of the operational year, write a testament as a start-up help and knowledge must be given further to the next appointed Song leader/ Host of Events.

## **Vice Song Leader**

- 1.** Vice Song leader/ Vice Host of Events is appointed at the Chapter meeting during spring.
- 2.** Vice Song leader/ Vice Host of Events shall have an operational year from 1<sup>st</sup> of July to the 31<sup>th</sup> of June.
- 3.** Vice Song leader/ Vice Host of Events shall help the regular Song leader/ Host of Events during for example: absence or large arrangement, and shall thereby conduct the tasks of the Song leader/ Host of Events according to the PM.
- 4.** Vice Song leader/ Vice Host of Events shall, together with the Song leader/ Host of Events, by the end of the operational year, write a testament as a start-up help and knowledge must be given further to the next appointed Vice Song leader/ Vice Host of Events.

## **I'Sqlings' President**

- 1.** I'Sqlings' President is appointed at the Chapter meeting during spring.
- 2.** I'Sqlings' President shall have an operational year from 1<sup>st</sup> of July to the 30<sup>th</sup> of June.
- 3.** I'Sqlings' President is responsible for I'Sqling, the Chapter's choir, which shall be an association for the songinterested chapter members which I'Sqlings' President recruits.
- 4.** I'Sqlings' President shall appoint a choir-leader.
- 5.** I'Sqlings' President shall, by the end of the operational year, write a testament as a start-up help and knowledge must be given further to the next appointed I'Sqlings' President.

## **ESSET- Editorial**

1. ESSET- Editorial shall have an operational year from 1<sup>st</sup> of July to the 30<sup>th</sup> of June.
2. ESSET- Editorial shall be responsible for the Chapter's own newspaper and shall work as an organization which spreads information to the chapter members.
3. ESSET- Editorial shall consist of one Chief- Editorial as well as a free amount of interested chapter members which the Chief- Editorial recruits.
4. Chief- Editorial is appointed at the Chapter meeting during spring.
5. Chief- Editorial shall lead ESSET- Editorial and is responsible publisher for ESSET and is held responsible for the content of the newspaper towards the chapter. Chief- Editorial shall coordinate its work with other PR- and information-related functionaries.
6. ESSET- Editorial shall in every manner possible, give the chapter members as well as the school's staff the right to have their contribution published in ESSET. ESSET- Editorial shall be assure that the date for manusstopp is officially known.
7. ESSET- Editorial shall have the right to edit articles as long as the content is not misrepresented.
8. ESSET shall supervise, inform and critically examine the chapter's, THS' and KTH's organization.
9. ESSET- Editorial shall be responsible so that all of the chapter's members, educational facilities, Donorden shall have the possibility to read the newspaper.
10. Chief- Editorial is responsible so that ESSET is stored in an appropriate manner.
11. Chief- Editorial shall, together with ESSET- Editorial, be responsible so that the newspaper gets published between equally distributed times during the operational period and that the paper has a diverse and interesting content which satisfies the chapter members. The Chief- Editorial shall freely decide if the newspapers should exist in the form of the physical newspaper or a digital article-file on the chapter's website.
12. ESSET- Editorial shall, when needed, sell advertising space in the newspaper, which shall be coordinated with the Business Relations head and Business Relations Group.
13. ESSET- Editorial shall be politically and religiously neutral.
14. Chief- Editorial shall be responsible so that ESSET- Editorial by the end of the operational year, write a testament as a start-up help and knowledge must be given further to the next appointed Chief- Editorial and ESSET- Editorial.

