

Memorandum

Regulations

Konglig Samhällsbyggnadssektion
Stockholm

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

This document will be updated as the Swedish PM is changed through decisions made at Chapter meetings.

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1. Introduction

This Memorandum is a regulation for functionaries and subgroups of Konglig Samhällsbyggnadssektion. The regulations apply as a guide for the Chapters' organisation and are 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 organisation, they must preserve the Chapter, its members, traditions, and inventories. All functionaries with a budget are also responsible for, by the end of every half-year, presenting an economic report to the Student Division Board, as well as having a continuous dialogue with the Treasurer regarding the group's economy.

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. Further, all functionaires are responsible for, to the extent it is possible, reasonable, necessary and relevant, publish information in English as well. This Memorandum is a translation of the Swedish version, but it is always the Swedish version that is valid in case of confusion due to translation.

2. Student Division Board

ORGANISATION

1. The Student Division Board has an operational year from January 1st to December 31st.
2. The Student Division Board consists of the Chapter's President, Vice President, Treasurer, Commissioner with Educational Responsibility, Head of Business Relations, Head of Equality, Klubbmästare as well as 2 to 4 commissioners without a specific area of responsibility.
3. The Student Division Board's work is led by the President. The Treasurer is head of accountings. All functionaries and groups within the chapter are subordinated under the Student Division Board, who are responsible for Chapter meetings (SM) and are assigned to execute the decisions made at SM.
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 Student Division Board meeting.
5. The Student Division Board has the right to make a decision which normally devolves 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 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 semester in accordance with the statutes.
7. Hold a consistently well contact with the chapter's groups and functionaries.
8. Promote themselves and other functionaries through "Studentliv på S" (Life at the S-Chapter) 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. Be responsible for representing the chapter at the THS Sustainability Council, arrange at least 2 internal sustainability meetings per year and follow up on the Chapter's sustainability work. One division council or one by the Student Division Board appointed work group must be responsible for ensuring that this work is carried out.
11. When needed, appoint a work group to tend to a certain matter.
12. Be the utmost in charge of archiving the chapter's documents.
13. Ensure that financial statements are conducted for the operational year that the Student Divisions Board was the Student Division Board. The financial statements must be presented to the chapter for approval at the first chapter meeting of the upcoming year.
14. Conduct protocol on the Chapter's board meetings.
15. Be responsible for the relevance and accessibility of the chapter's regulation documents for the members of the chapter.
16. The Student Division Board must be responsible for publishing on the chapter website. The Student Division Board must continuously update and maintain the chapter website and other IT-based systems. The Student Division Board has the right to appoint a web-group.
17. The President and Qlubbmästare must have the relevant qualifications and knowledge regarding party organisation and serving alcohol which is demanded by the Permissions department and the Royal Institute of Technology. The Vice President should have the relevant qualifications and knowledge regarding party organisation and serving of alcohol which is demanded from the permissions department and the Royal Institute of Technology.
18. By the end of the year conduct an annual activity report of the Student Division Board's work as well as a testimony as a start-up help and knowledge feedback for the new appointed Student Division Board. An in-person meeting between the new and old Student Division Board should be held and the old Student Division Board should be available for questions and experience to ensure a good start for the new Student Division Board.

3. Student Division President

1. The President shall be appointed through an 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 Board has conducted.
8. The President shall ensure that the reception is conducted and fulfils its purpose in accordance with the Memorandum.
9. The President shall be the chapter's Flag bearer. As a Flag bearer, with pride shall the President hold the chapter's flag in the matters where the chapter's flag 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 also take Stockholm Stads knowledge test regarding the alcohol-law with a passing result.
11. The President shall, by the end of the year, write an annual report regarding their work as the President as well as the Student Division Board's work, as well as writing a testimony as a start-up help and knowledge feedback for the new appointed President. They shall also have an in-person meeting with the new President and actively make sure they have a good start of their year and be available for questions and experience.
12. The President shall, every half-year, at the latest by June 30th and December 31st, present an annual report of the Student Division's work for the chapter, which shall be available for all members of the chapter.

4. Student Division Vice President

1. The Vice President shall be appointed through an election during the autumn.
2. The Vice President shall, when the President is unavailable, operate as the chapter's president.
3. The Vice President shall assist the President, by help and support, with the President's work.
4. The Vice President shall be the chapter's second Flag bearer. If the Vice President cannot be present, the Vice President is responsible for finding a substitute.
5. The Vice President shall sit in the Vice President's Council at THS.
6. The Vice President shall, in a responsible manner, declare the work which they have conducted.
7. The Vice President shall, by the end of the year, write an annual report regarding their work as the Vice President, as well as writing a testimony as a start-up help and knowledge feedback for the new appointed Vice President. They shall also have an in-person meeting with the new Vice President and actively make sure they have a good start of their year and be available for questions and experience.
8. The Vice President shall, every half-year, at the latest by June 30th and December 31st, present an annual report of the Vice President's work for the chapter, which shall be available for all members of the chapter.

5. Treasurer

1. The Treasurer shall be appointed through an election during the autumn.
2. The Treasurer shall be responsible for the chapter's economy.
3. The Treasurer shall manage the chapter's transactions and account them.
4. The Treasurer shall declare the upcoming year's budget proposal during a chapter meeting in autumn.
5. The Treasurer shall ensure that the chapter-fee and the technologist's-funds are paid to the chapter.
6. The Treasurer 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.
7. The Treasurer shall sit in the Economy Council at THS.
8. The Treasurer shall be the president and convener for BAR. The Treasurer shall lead the economic work within BAR. The Treasurer is the Student Division Board's representative in BAR.
9. The Treasurer shall, in a reasonable manner, declare their work which they have conducted.
10. The Treasurer shall, by the end of the year, write an annual report regarding their work as the Treasurer, as well as writing a testimony as a start-up help and knowledge feedback for the new appointed Treasurer. They shall also have an in-person meeting with the new Treasurer and actively make sure they have a good start of their year and be available for questions and experience.
11. The Treasurer shall, every half-year, at the latest by June 30th and December 31st, present an annual report of the Treasurer's work for the chapter, which shall be available for all members of the chapter.

6. 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 Business Relations Council.
3. The Head of Business Relations shall, together with a council without a specific role, be the chapter's representative in Samhällsbyggnadslänken.
4. The Head of Business Relations shall be the president and convener for the 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 Board'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 with 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 an annual report regarding their work as the Head of Business Relations, as well as writing a testimony as a start-up help and knowledge feedback for the new appointed Head of Business Relations. They shall also have an in-person meeting with the new Head of Business Relations and actively make sure they have a good start of their year and be available for questions and experience.
8. The Head of Business Relations shall, every half-year, at the latest by June 30th and December 31st, present an annual report of the Head of Business Relations' work for the chapter, which shall be available for all members of the chapter.

7. Commissioner with Educational Responsibility (SMU)

1. SMU shall be elected at the chapter meeting during the autumn.
2. SMU shall have an operational year from 1st of January to 31st of December.
3. SMU shall be the Chapter's representative in the Education council at THS.
4. SMU shall write a testimony as a start-up help and knowledge feedback for the new appointed SMU, have at least one in-person meeting with the new SMU and actively make sure they have a good start of their year and be available for questions and experience.
5. SMU is the Student Division Board's representative in the Student Educational Committee.
6. SMU shall, together with the President of the Student Educational Committee and Student Representative in Educational Matters at the end of the operational year, write an activity report of the Student Educational Committee's work.
7. SMU shall, every half-year, at the latest by June 30th and December 31st, present an annual report of SMU work for the Student Division Board, which shall be available for all members of the chapter.
8. SMU shall, together with the Student Educational Committee, make sure that the S-chapter is represented at all of the councils, committees, work groups and other forums at KTH and the ABE-school where the Chapter's students have a right to be represented. In cases when OS or other functionaries shall represent, it is SMU's responsibility that the functionair finds a substitute to attend to the occasion where the functionair is absent.
9. SMU shall, in the absence of the President of the Student Educational Committee, lead their work.
10. SMU shall, in the absence of Student Representative in Educational Matters, lead their work.
11. SMU shall maintain a continuous dialogue with NO and OS through meetings.

8. 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 1st of January to 31st 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 the JML council at THS.
5. Head of Equality shall be the chapter representative at Skolrådet.
6. Head of Equality shall 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 operates as the Chapters Student Safety Representative according to the THS' definition and shall be the Chapter's representative in THS Skyddsombudnätverk.
8. Head of Equality shall report to the Student Division Board during the Division Board meeting about the conducted work.
9. Head of Equality shall, in an appropriate forum, declare their work which they have conducted.
10. Head of Equality shall, by the end of the year, write an annual report regarding their work as Head of Equality, as well as writing a testimony as a start-up help and knowledge feedback for the new appointed Head of Equality. They shall also have an in-person meeting with the new Head of Equality and actively make sure they have a good start of their year and be available for questions and experience.
11. Head of Equality shall, every half-year, at the latest by June 30th and December 31st, present an annual report of Head of Equality's work for the chapter, which shall be available for all members of the chapter.

9. 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 have no specific area of responsibility regulated according to this memorandum.
3. Commissioners in the Student Division Board are responsible for the Chapter's current organisation according to point 2 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 areas of responsibility in a suitable manner.
4. Commissioners in the Student Division Board shall in a reasonable manner present the work which the commissioners have conducted.
5. Commissioners in the Student Division Board shall, by the end of the year, write an annual report regarding their work as Commissioners in the Student Division Board, as well as writing a testimony as a start-up help and knowledge feedback for the new appointed Commissioners in the Student Division Board. They shall also have an in-person meeting with the new Commissioners in the Student Division Board and actively make sure they have a good start of their year and be available for questions and experience.
6. Commissioners in the Student Division Board shall, every half-year, at the latest by June 30th and December 31st, present an annual report of Commissioners in the Student Division Board's work for the chapter, which shall be available for all members of the chapter.

10. QBM's Board

1. QBM's Board shall be elected at the chapter meeting during the autumn.
2. QBM's Board shall consist of the following posts, which are applied for individually and specifically:
 - a. Qlubbmästare
 - i. Qlubbmästare has the utmost responsibility for Qlubbmästeriet (QBM), which operates the Chapter's party- and bar-organisation.
 - ii. Qlubbmästare is responsible for the chapter's serving-permission and shall thereby go through the schooling that qualifies 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.
 - iii. Qlubbmästare shall hold a continuous contact with the Chapter's functionaries and other groups for planning before a party-organisation. Qlubbmästare is the Chapter Division Board's representative in the QBM-board and in all affairs regarding the party-organisation at the Chapter.
 - iv. Qlubbmästare shall be responsible for the Servings-responsible (SA) within QBM having the relevant qualification within party-organisation and alcohol-serving that is required by the permission's council and Royal Institute of Technology.
 - v. Qlubbmästare shall, in a reasonable manner, declare their work which they have conducted and the work which QBM's Board has conducted within their organisation.
 - vi. Qlubbmästare shall actively strive to better the environment within QBM in accordance with the Chapter's policy and 'THS' plan for JML-affairs.
 - vii. Qlubbmästare shall, by the end of the year, write an annual report regarding their work as Qlubbmästare, as well as writing a testimony as a start-up help and knowledge feedback for the new appointed Qlubbmästare. They shall also have an in-person meeting with the new Qlubbmästare and actively make sure they have a good start of their year and be available for questions and experience.
 - viii. Qlubbmästare is responsible for, within QBM, appointing a responsible for maintenance of Örtagården as well as preservation of S-bäsq during the Chapter's party-arrangement if so required. This person shall be called Snubbe.
 - b. Vice Qlubbmästare
 - i. Vice Qlubbmästare shall, together with the Qlubbmästare, Qrösus, SeQret and FAQer be responsible for the party-organisation.
 - ii. Vice Qlubbmästare shall be responsible for the upkeep of the Qlubbmästeriet's storage and equipment.
 - iii. Vice Qlubbmästare shall, by the end of the year, write an annual report regarding their work as Vice Qlubbmästare, as well as writing a testimony as a start-up help and knowledge feedback for the new appointed Vice Qlubbmästare. They shall also have an in-person meeting with the new

Vice Qlubbmästare and actively make sure they have a good start of their year and be available for questions and experience.

- c. Qrösus
 - i. Qrösus shall, together with the Qlubbmästare, Vice Qlubbmästare, SeQret and FAQer be responsible for the party-organisation.
 - ii. Qrösus shall be the economical head for Qlubbmästeriet and shall upkeep its accounting.
 - iii. Qrösus shall be the QBM representative within BAR and hold a good contact with the Chapter's head of economy.
 - iv. Qrösus shall, by the end of the operational year, present an end report for Qlubbmästeriet's economy.
 - v. Qrösus shall, by the end of the year, write an annual report regarding their work as Qrösus, as well as writing a testimony as a start-up help and knowledge feedback for the new appointed Qrösus. They shall also have an in-person meeting with the new Qrösus and actively make sure they have a good start of their year and be available for questions and experience.

- d. SeQret
 - i. SeQret shall, together with the Qlubbmästare, Vice Qlubbmästare, Qrösus and FAQer be responsible for the party-organisation.
 - ii. SeQret shall be the closest contact-person for the members of Qlubbmästeriet.
 - iii. SeQret shall work in accordance with the Chapter's plan for Equal-treatment and is utmost responsible for following up the plan within the QBM's current organisation and while recruiting new members.
 - iv. SeQret shall, by the end of the year, write an annual report regarding their work as SeQret, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed SeQret. They shall also have an in-person meeting with the new SeQret and actively make sure they have a good start of their year and be available for questions and experience.

- e. FAQer
 - i. FAQer shall, together with the Qlubbmästare, Vice Qlubbmästare, Qrösus and SeQret be responsible for the party-organisation.
 - ii. FAQer shall be responsible for QBM's marketing and events for the members of the chapter.
 - iii. FAQer shall, by the end of the year, write an annual report regarding their work as FAQer, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed FAQer. They shall also have an in-person meeting with the new FAQer and actively make sure they have a good start of their year and be available for questions and experience.

- 3. Qlubbmästare, Vice Qlubbmästare, Qrösus, SeQret and FAQer shall have an operational year from 1st of January to 31st of December.

4. Qlubbmästare, Vice Qlubbmästare, Qrösus, SeQret and FAQer shall, every half-year, at the latest by June 30th and December 31st, each present an annual report of their work for the Student Division Board, which shall be available for all members of the chapter.
5. QBM's Board shall, during the autumn, present a budget of QBM's activity for the upcoming year which shall be approved by the Student Division Board. Further, QBM's Board shall present a budget overview for the chapter at a chapter meeting during autumn.

11. Student Educational Committee (SN)

1. The Student Educational Committee shall consist of SMU, NO, OS, PAS, ÅKE and other interested students.
2. SMU shall be the Student Division Board's representative in SN.
3. The Student Educational Committee shall have the responsibility to monitor and answer the members of the Chapter's interest in study-questions.
4. The Student Educational Committee shall have the responsibility to arrange Education-promotional activities for the members of the Chapter.
5. The Student Educational Committee shall appoint Mastersansvarigstudent (MAS) for the master-programs where the chapter members study.
6. The Student Educational Committee shall convene at least four times per year. NO is responsible for convening SN.
7. The Student Educational Committee shall function as discussion's, information, and conclusion's forum for study-related questions.
8. The Student Educational Committee shall be open for all chapter members and wherever the members have rights to testimony, however not the right to vote.

12. President of the Student Educational Committee (NO)

1. NO shall be elected at the chapter meeting during the autumn.
2. NO shall have an operational year from 1st of January to 31st of December.
3. NO shall sit as a Chapter representative in the Education Council at THS.
4. NO shall be the president and convener of the Student Educational Committee.
5. NO shall lead the Student Educational Committee's work with student promotional events.
6. NO shall assemble the representatives of the Student Educational Committee at least 4 times per operational year.
7. NO shall maintain a continuous dialogue with SMU and OS through meetings.
8. NO shall, together with Commissioner with Educational Responsibility and Student Representative in Educational Matters, at the end of the operational year, write an activity report of the Student Educational Committee's work.
9. NO shall write a testimony as start-up help and knowledge feedback for the newly appointed NO, have at least one in-person meeting with the new NO and actively make sure they have a good start of their operational year and be available for questions and experience.
10. NO shall, in the absence of Commissioner with Educational Responsibility, lead their work.
11. NO shall, in the absence of Student Representative in Educational Matters, lead their work.

13. Student Representative in Educational Matters (OS)

1. OS shall be elected at the Chapter meeting during the spring.
2. OS shall have an operational year from 1st of January to 31st of December.
3. OS shall sit as a Chapter representative in the Education Council at THS.
4. OS shall lead the Student Educational Committee's work with monitoring and answering for the Chapter member's interest in educational questions, at all of the Chapter's programs.
5. OS shall, together with the relevant functionair (PAS or ÅKE), handle current affairs within their operational field.
6. OS shall, together with SMU, PAS and ÅKE, attend to educational questions for the Chapter and work towards a strong and independent study influence.
7. OS shall, if no one else is appointed, be the student representative for the Chapter in the Strategic council and the management team at ABE-school.
8. OS shall, in a reasonable manner, report on the work OS and the Student Educational Committee conduct at THS, ABE-school and within the Chapter.
9. OS shall maintain a continuous dialogue with SMU and NO through meetings.
10. OS shall, together with Commissioner with Educational Responsibility and President of the Student Educational Committee, at the end of the operational year, write an activity report of the Student Educational Committee's work.
11. OS shall write a testimony as start-up help and knowledge feedback for the newly appointed OS, have at least one in-person meeting with the new OS and actively make sure they have a good start of their operational year and be available for questions and experience.
12. OS shall, in the absence of Commissioner with Educational Responsibility, lead their work.
13. OS shall, in the absence of President of the Student Educational Committee, lead their work.

14. Head of Programme Student (PAS)

1. PAS shall be elected at the chapter meeting during the spring.
2. PAS shall have an operational year from 1st of July to 30th of June.
3. PAS shall work together with OS 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. PAS shall, together with OS and the rest of the Student Educational Committee, appoint MAS on the programs which have civil engineering represented. These MAS are responsible for attending their respective master's educational-advisory and must thereafter report to OS.
6. PAS shall sit as the student representative in the Educational council at THS.
7. PAS shall report about their work on the Student Educational Committee's meetings.
8. PAS shall have 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 operational year, write an annual report regarding their work as PAS, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed PAS. They shall also have an in-person meeting with the new PAS and actively make sure they have a good start of their year and be available for questions and experience.

15. Class Representatives (ÅKE)

1. Åke shall be elected at the chapter meeting during the spring.
2. Åke shall have an operational year from 1st of July to 30th of June.
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, work towards a course-evaluation being conducted for every course within the grade.
5. Åke shall hold 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 the 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 OS and PAS with course-quality-related affairs.
9. Åke shall, by the end of the year, write a testimony as a start-up help and knowledge feedback must be conducted with the newly appointed Åke.

16. Ambassadeur

1. Ambassadeur shall be elected at the chapter meeting during the autumn.
2. Ambassadeur shall consist of a group of 3-6 people.
3. Ambassadeur have an operational year from 1st of January to 31st of December.
4. Ambassadeur shall work for integrating the chapter's international students in the chapter's student-life.
5. Ambassadeur shall sit within the Sektionsmiljörådet.
6. Ambassadeur shall sit within the International Council at THS and be the contact person between the International Council at THS and the international students at the chapter.
7. Ambassadeur shall be the contact person for IACES.
8. Ambassadeur shall coordinate its organisation together with Jämno and Sektionsmiljörådet for equality and student safety matters.
9. Ambassadeur shall work to get the current information regarding the chapter to be conveyed in English.
10. Ambassadeur shall appoint a contact person within the group for Kansliet within its area of responsibility.
11. Ambassadeur shall, together with Kansliet, the Student Division Board, and DKP, be responsible for and lead the work with the master's reception.
12. If a spring-reception does become relevant, it shall be planned together with the previous year's group.
13. Ambassadeur has the right to appoint a workgroup for the master-reception.
14. Ambassadeur shall have the right to, directly, take away a member within the workgroup if they fail to conduct their appointment.
15. Ambassadeur shall, by the end of the year, write an annual report regarding their work as Ambassadeur, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Ambassadeur. They shall also have an in-person meeting with the new Ambassadeur and actively make sure they have a good start of their year and be available for questions and experience.
16. Ambassadeur shall, every half-year, at the latest by June 30th and December 31st, present an annual report of Ambassadeur's work for the chapter, which shall be available for all members of the chapter.

17. Sportig

1. Sportig shall be elected at the chapter meeting during the spring.
2. Sportig shall have an operational year from 1st of July to 31st 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 Sports council at THS.
5. Sportig shall inform the chapter about the Sportiggrupp, THS and other student-organisations' 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 operational year, write an annual report regarding their work as Sportig, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Sportig. They shall also have an in-person meeting with the new Sportig and actively make sure they have a good start of their year and be available for questions and experience.
10. Sportig shall, every half-year, at the latest by June 30th and December 31st, present an annual report of Sportig's work for the chapter, which shall be available for all members of the chapter.

18. Konglig Samhällsbyggnadssektion FC

1. Konglig Samhällsbyggnadssektion FC is the chapters 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 both teams.
3. Konglig Samhällsbyggnadssektion FC division board shall consist of representatives from both teams and of an 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 meeting during the autumn. Konglig Samhällsbyggnadssektion FC's president shall have the football club's trust and be a player within one of the teams. 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 1st of January to the 31st 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 also have the opportunity to be able to take part in tournaments. Konglig Samhällsbyggnadssektion FC shall hold training sessions for its players as well as hold training sessions which are open for all the interested chapter's members.
9. Konglig Samhällsbyggnadssektion FC shall hold tryouts from its teams so that new players can join. These tryouts 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 operational year, write an annual report regarding their work as Konglig Samhällsbyggnadssektion FC's president, as well as writing a testimony as a start-up help and knowledge feedback for their successor. They shall also have an in-person meeting with the successor and actively make sure they have a good start of their year and be available for questions and experience.
11. Konglig Samhällsbyggnadssektion FC's president shall, every half-year, at the latest by June 30th and December 31st, present an annual report of Konglig Samhällsbyggnadssektion FC's work for the chapter, which shall be available for all members of the chapter.

19. 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 1st of July to 31st of June.
5. SNOW shall arrange at least one ski-trip per year for the members of Samhällsbyggnadssektionen.
6. SNOW's president shall maintain good contact with Sportig and notify them about SNOW's work.
7. SNOW's president shall engage in a dialogue with ABE-school's Kansli regarding the planning of the dates during 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 operational year, write an annual report regarding their work as SNOW, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed SNOW. They shall also have an in-person meeting with the new SNOW and actively make sure they have a good start of their year and be available for questions and experience.
9. SNOW's president shall, every half-year, at the latest by June 30th and December 31st, present an annual report of SNOW's work for the chapter, which shall be available for all members of the chapter.

20. Chapter Environment Advisory Committee (SekMiR)

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, at least once per term.
5. Chapter Environment Advisory shall hold good contact with the rest of the functionaries within the chapter.

21. Lava

1. Lava's project group shall consist of the following posts, which are applied for 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 the Head of Economy.
 - 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. Head of Economy
 - i. Head of Economy shall have responsibility over the economy together with the Project leader and be in authority over presenting the economy to the Chapter's Treasurer.
 - ii. Head of Economy shall be Lava's representative in BAR.
 - c. Head of Business relations
 - i. Head of Business relations shall be responsible for the contact between Lava and companies.
 - ii. Head of Business relations shall be Lava's representative in Näringslivsgruppen and within that, coordinate the company contacts.
 - d. Head of Marketing
 - i. Head of Marketing shall be responsible for spreading information and marketing as well as developing Lava's website where the participating companies are presented.
 - ii. Head of Marketing shall follow up with the PM's regulations for Lava's logo.
 - iii. Head of Marketing shall use the following color codes in Lava's graphic profile: #fca00e, #ffe990, #525454 and #b6bab2
 - e. Head of Events
 - i. Head of Events shall be responsible for arranging a banquet in connection to Lava.
 - ii. Head of Events shall be responsible for food- and drinks-related matters around Lava.
 - f. Head of Logistics
 - i. Head of Logistics shall be responsible for Lava's logistics and technics.
 - ii. Head of Logistics shall be responsible for stock for storage of Lava's supplies being held clean.
 - g. Head of Personnel
 - i. Head of Personnel shall be responsible for recruiting functionaries for Lava as well as be responsible for them during Lava.

- ii. Head of Personnel shall be responsible for working in accordance with the chapter's plan for equal treatment and be the utmost responsible for the plan being followed up within Lava and project group.
 - h. Head of Communication
 - i. Head of Communication shall be responsible for Lava's sponsor-group and the contact with the companies which sponsors products for Lava.
 - ii. Head of Communication shall be responsible for the communication between Lava and their main partner.
 - iii. Head of Communication shall coordinate sponsors within all the project's parts and work within all the functionary posts.
 - iv. Head of Communication shall also 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 the spring.
3. Lava's project group shall have an operational year from 1st of July to 30th of June.
4. Lava shall arrange a job-fair day for the chapter and work to stimulate 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, the right to participate in Lava. Composition of Lava's organisation shall be arranged by Lava's project group.
7. In cases when Lava's project group must be complemented with further members in hindsight, the Student Division Board shall choose a person to fill up that position.
8. Lava's project group shall, at the 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. Further, Lava's project group shall present a budget overview for the chapter at a chapter meeting during autumn.
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 localisation no later than 1st of March of the year before the fairtakes place.
11. Lava's project group shall have a dialogue with ABE-school's Kansli about matters which affect Lava and the organisation which affect the Kansli. 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

14. Lava's Project group shall, by the end of the operational year, write an annual report regarding their work as Lava's Project group, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Lava's Project group. They shall also have an in-person meeting with the new Lava's Project group and actively make sure they have a good start of their year and be available for questions and experience.
15. Lava's Project group shall, every half-year, at the latest by June 30th and December 31st, present an annual report of Lava's Project group's work for the chapter, which shall be available for all members of the chapter.

22. DKP & the Reception

1. DKP shall be elected at the chapter meeting during the autumn.
2. DKP shall have an operational year from 1st of January to 31st of December.
3. DKP shall be responsible for implementing the Chapter's reception together with the arrangements around it.
4. DKP shall consist of the following 5 posts, which are applied for individually and specifically:
 - a. President (also responsible for the functionaries, "Phöseriet")
 - i. DKP's president shall be DKP's contact person towards the Chapter board.
 - ii. DKP's president shall be responsible for the economy together with DKP's Head of Economy and be accountable for presenting it towards the Chapter's Treasurer.
 - 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 Kansli.
 - b. Head of Economy
 - i. DKP's Head of Economy shall be responsible for the economy together with DKP's president and be accountable for presenting it towards the Chapter's Treasurer.
 - ii. DKP's Head of Economy shall be DKP's representative in BAR.
 - c. Head of Business relations
 - i. DKP's Head of Business relations shall be DKP's representative in Näringslivsgruppen and with that coordinate the company-contacts.
 - ii. DKP's Head of Business relations shall together with DKP's president be responsible for the contact between DKP and companies or other organisations who engage during the reception.
 - d. Head of Events and PR
 - i. Head of Events and PR shall be responsible for the banquets which take place in connection to the reception.
 - ii. Head of Events and PR shall be responsible for food- and drink-related matters around the reception.
 - iii. Head of Events and PR shall together with DKP's Head of Business relations be responsible for the companies and organisations which engage themselves during the reception's activities and get exposure towards the new students, "nØllan" and Phöseriet which the parties agree upon.
 - e. Head of Logistics

- i. DKP's Head of Logistics shall be responsible for booking all the halls and areas which are needed in connection to the reception. Head of Logistics shall also be responsible for booking equipment and vehicle and be responsible for it being done in a correct manner.
5. DKP shall, at the latest 4 months prior to the reception, present a budget regarding the reception and DKP's organisation, which shall be approved by the Student Division Board. Further, DKP shall present a budget overview for the chapter at a chapter meeting during spring.
6. DKP shall take into account the previous DKP's testimony and surveys regarding the reception.
7. DKP shall hold a continuous contact with the Student Division Board so that the board has a good insight in the organisation which DKP runs.
8. 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.
9. DKP shall strive to fulfil the following general goals:
 - a. The reception shall be for the new students.
 - b. The new students shall be met in a good 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 the new students.
10. One or more people from the DKP shall sit in the Reception Council (MR) at THS.
11. DKP shall make sure that 'THS' and MR's rules are followed.
12. 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.
13. DKP shall, apart from 'THS' general survey, constitute an internal survey about the S-Chapter's reception.
14. DKP shall evaluate its own and other functionaries' work.

15. DKP shall conduct a dialogue with the ABE-school official in the matters that affect the reception and DKP's organisation matters which affect the ABE-school official. The contact shall be made well in advance before the reception.
16. DKP shall, together with the Kansli, Student Division Board and Ambassadeur be responsible for and lead the work with the reception.
17. If the need arises for the DKP roster to, in hindsight, be increased to the maximum of 5 members, the new members shall be appointed through by-election by the Chapter board.
18. DKP shall, by the end of the year, write an annual report regarding their work as DKP, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed DKP. They shall also have an in-person meeting with the new DKP and actively make sure they have a good start of their year and be available for questions and experience.
19. DKP shall, every half-year, at the latest by June 30th and December 31st, present an annual report of DKP's work for the chapter, which shall be available for all members of the chapter.

23. Business Relations Group

1. The Business Relations Group shall consist of Head of Business Relations in the Student Division Board, Lava's Head of Business Relations, DKP's Head of Business Relations, as well as an optional number of interested chapter members.
2. The Business Relations Group shall appoint a president and convener of the group. In the absence of a president, the Head of Business Relations in the Student Division Board has the utmost responsibility of leading the group's work.
3. Head of Business Relations in the Student Division Board is the Business Relations Group's contact person in the Student Division Board and this person shall continuously report on the Business Relations Group's work to the board.
4. The Business Relations Group shall, at least 1 time per school year, have an open recruitment that is announced in appropriate forums.
5. The Business Relations Group shall be responsible for coordination and development of the Chapter's Business relations contact.
6. The Business Relations Group shall aim towards completing the following comprehensive goals:
 - a. Make sure the Business relations contacts are created, saved, and taken care of.
 - 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 in an inappropriate manner.
 - d. Encourage business relations apart from Lava and the reception.
7. The Business Relations Group shall, at the end of the operational year, write an activity report on the work of the Business Relations Group.

24. Event Committee

1. The Event Committee shall consist of Commissioner in the Student Division Board with responsibility for events as well as an optional number of interested chapter members.
2. The Event Committee shall appoint a president and convener of the group. In the absence of a president, the Commissioner in the Student Division Board with responsibility for events has the utmost responsibility of leading the group's work.
3. Commissioner in the Student Division Board with responsibility for events is the Event Committee's contact person in the Student Division Board and this person shall continuously report on the Event Committee's work to the board.
4. The Event Committee shall, at least 1 time per school year, have an open recruitment that is announced in appropriate forums.
5. The Event Committee shall act so that chapter members are offered to be able to part-take together on events for a price that is affordable for students.
6. The Event Committee shall arrange at least one event per term.
7. The Event Committee shall be responsible for the conducting of "Studentliv på S" (Life at the S-Chapter) during the DKP Reception.
8. The Event Committee shall inform the chapter about 'THS' and other student organisation's events which can potentially be interesting for the chapter members.
9. The Event Committee shall, by the end of the operational year, write an activity report on the work of the Event Committee.

25. OaSen Committee

1. The OaSen Committee shall consist of Commissioner in the Student Division Board with responsibility for facilities as well as an optional number of interested chapter members.
2. The OaSen Committee shall appoint a president and convener of the group. In the absence of a president, the Commissioner in the Student Division Board with responsibility for facilities has the utmost responsibility of leading the group's work.
3. Commissioner in the Student Division Board with responsibility for facilities is the OaSen Committee's contact person in the Student Division Board and this person shall continuously report on the OaSen Committee's work to the board.
4. The OaSen Committee shall, at least 1 time per school year, have an open recruitment that is announced in appropriate forums.
5. The OaSen Committee is responsible for continuous maintenance and development of the Chapter hall, OaSen.
6. The OaSen Committee shall convene at least once per quarter for planning and implementation of facility maintenance in OaSen.
7. The OaSen Committee shall, by the end of the operational year, write an activity report on the work of the OaSen Committee.

26. Equality Committee (Jämnogruppen)

1. The Equality Committee shall consist of Jämno as well as an optional number of interested chapter members.
2. The Equality Committee shall appoint a president and convener of the group. In the absence of a president, Jämno has the utmost responsibility of leading the group's work.
3. Jämno is the Equality Committee's contact person in the Student Division Board and this person shall continuously report on the Equality Committee's work to the board.
4. The Equality Committee shall, at least 1 time per school year, have an open recruitment that is announced in appropriate forums.
5. The purpose of the Equality Committee is to promote equality at the S-chapter.
6. The Equality Committee shall, in an appropriate forum, declare the work which they have conducted.
7. The Equality Committee shall convene at least once per term to discuss equality-related issues.
8. The Equality Committee shall, by the end of the operational year, write an activity report on the work of the Equality Committee.

27. Head of Accountings Committee (BAR)

1. BAR shall be responsible for the Chapter's economy and accounting.
2. BAR shall consist of Treasurer, Lava's Head of Economy, DKP's Head of Economy 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.

28. Head of Meetings

1. Head of Meetings shall be appointed at the Chapter meeting during the spring.
2. Head of Meetings shall have an operational year from 1st of July to the 30th of June.
3. Head of Meetings shall be 1-2 people.
4. Head of Meetings shall be the head of meeting during the Chapter meetings.
5. Head of Meetings shall during the operational year, actively stay in contact with the Chapter's board and the Nomination committee, about the details regarding the Chapter meeting.
6. If the Head of Meetings cannot be present or is vacant, the Chapter's president shall 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 an annual report regarding their work as Head of Meetings, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Head of Meetings. They shall also have an in-person meeting with the new Head of Meetings and actively make sure they have a good start of their year and be available for questions and experience.
8. Head of Meetings shall, every half-year, at the latest by June 30th and December 31st, present an annual report of Head of Meetings' work for the chapter, which shall be available for all members of the chapter.

29. Nominations Committee

1. Nomination Committee shall consist of a free number of members which shall be chosen at the Chapter meeting during the spring.
2. Nomination Committee shall have an operational year from 1st of July to the 30th 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 statutes.
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 applying for and make sure that the candidate is aware of what is written in the PM and statutes 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 vice 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 an annual report regarding their work as Nomination Committee, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Nomination Committee. They shall also have an in-person meeting with the new Nomination Committee and actively make sure they have a good start of their year and be available for questions and experience.

14. Nomination Committee shall, every half-year, at the latest by June 30th and December 31st, present an annual report of Nomination Committee's work for the chapter, which shall be available for all members of the chapter.

30. Auditors

1. Auditors are chosen at the Chapter meeting during the autumn.
2. Auditors shall have the same operational year as the Student Division Board.
3. Auditors shall examine the Chapter's organisation.
4. Auditors shall, together, have enough knowledge about the Chapter to be able to execute their assignment according to PM and statutes.
5. Auditors shall sit in the Economics Council at THS and hold good contact with BAR.
6. Auditors shall present an 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 an annual report regarding their work as Auditors, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Auditors. They shall also have an in-person meeting with the new Auditors and actively make sure they have a good start of their year and be available for questions and experience.
8. Auditors shall, every half-year, at the latest by June 30th and December 31st, present an annual report of Auditors' work for the chapter, which shall be available for all members of the chapter.

31. 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 organisation with the Student Union Board.

32. KF-councils and substitutes

1. Ordinary KF-councils and substitutes shall be elected at the Chapter meeting during spring.
2. KF-council shall have the operational year from the 1st of July to the 30th of June.
3. The number of KF-councils is decided by THS.
4. The Chapter's President shall, to the Speaker's Presidium, report the KF-councils and substitutes who have been elected by the Chapter, no later than 15th of May along with the adjusted Chapter meeting protocol.
5. KF-councils shall participate in the Kårfullmäktige (KF) as the Chapter's mandate and to plead the S-Chapter's will at KF.
6. Substitutes shall proceed in ordinary KF-council's place if the KF-council cannot be present.
7. KF-councils shall report about the decisions and discussions that are taken up at the KF, towards the Chapter and Chapter meeting. KF-councils shall in the best possible manner show the work which KF-councils and KF conduct.

33. Qlenod

1. The direction of Qlenod shall consist of the following posts
 - a. Qlenodintendent
 - i. The Qlenodintendent has the utmost responsibility for Qlenod's work.
 - ii. The Qlenodintendent shall be responsible and accountable for presenting Qlenod's economy towards the Chapter's Treasurer.
 - iii. The Qlenodintendent shall be responsible for purchasing, storing and easily accessible resale of overalls and other objects related to the Chapter to the members of the Chapter.
 - iv. If a role is left vacant the Qlenodintendent takes on the tasks until a new person is elected for the role.
 - v. The Qlenodintendent shall, by the end of the operational year, write an annual report regarding their work as Qlenodintendent, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Qlenodintendent. They shall also have an in-person meeting with the new Qlenodintendent and actively make sure they have a good start of their year and be available for questions and experience.
 - vi. The Qlenodintendent shall, every half-year, at the latest by June 30th and December 31st, present an annual report of Qlenod's work for the chapter, which shall be available for all members of the chapter.
 - b. Qluddkonsulent
 - i. The Qluddkonsulent is responsible for creating new patches and products.
 - ii. The Qluddkonsulent shall, by the end of the operational year, write an annual report regarding their work as Qluddkonsulent, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Qluddkonsulent. They shall also have an in-person meeting with the new Qluddkonsulent and actively make sure they have a good start of their year and be available for questions and experience.
 - c. Qalaskonsulent
 - i. The Qalaskonsulent is responsible for the events held by Qlenod which will benefit the Chapter.
 - ii. The Qalaskonsulent shall, by the end of the operational year, write an annual report regarding their work as Qalaskonsulent, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Qalaskonsulent. They shall also have an in-person meeting with the new Qalaskonsulent and actively make sure they have a good start of their year and be available for questions and experience.
 - d. Qunnighetskonsulent
 - i. The Qunnighetskonsulent shall preserve the traditions of the Chapter, special objects and their great value, these are henceforth called treasures.
 - ii. The Qunnighetskonsulent shall honor and manage Väg och Vatten, Lantmäteri, Samhällsbyggnads treasures and the gifts and in other ways achieved treasures from other chapters and occasions.

- iii. The Qunnighetskonsulent shall, by the end of the operational year, write an annual report regarding their work as Qunnighetskonsulent, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Qunnighetskonsulent. They shall also have an in-person meeting with the new Qunnighetskonsulent and actively make sure they have a good start of their year and be available for questions and experience.
2. The direction of Qlenod shall be appointed at the Chapter meeting during the spring.
3. The Qlenodintendent and direction of Qlenod shall have an operational year from 1st of July to 30th of June.
4. The direction of Qlenod has the right to appoint a Qlenod group.
5. At a tie vote within the direction of Qlenod, the Qlenodintendent has the deciding vote.
6. The direction of Qlenod shall be responsible for keeping the storage for Qlenods belongings in a good condition.
7. The direction of Qlenod is responsible for selling the song book. Well before the stock of the current song book runs out shall the Qlenodintendent inform the Student Division Board of this.

34. Head of Technics

1. Head of Technics shall be appointed at the Chapter meeting during the spring.
2. Head of Technics shall have an operational year from 1st of July to the 30th of June.
3. Head of technics shall take care of, protect, update as well as manage the Chapter's technology. Head of Technics shall be aware of who is renting the technical equipment and make sure that they are sent an invoice for that.
4. Head of Technics shall continuously send declarations to the Treasurer 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 an annual report regarding their work as Head of Technics, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Head of Technics. They shall also have an in-person meeting with the new Head of Technics and actively make sure they have a good start of their year and be available for questions and experience.
9. Head of Technics shall, every half-year, at the latest by June 30th and December 31st, present an annual report of Head of Technics' work for the chapter, which shall be available for all members of the chapter.

35. Rattmuff

1. Rattmuff is appointed at the Chapter meeting during the autumn.
2. Rattmuff shall have an operational year from 1st of January to the 31st of December.
3. Rattmuff is responsible so that the car, named Faxen and the trailer are taken care of and attended to.
4. Rattmuff must have a valid driver's licence within the licence category B.
5. Rattmuff shall, together with the Treasurer, be responsible for the car's and trailer's economy during the whole year.
6. Rattmuff shall be aware about who is renting the car and the trailer and make sure that they are invoiced for that.
7. Rattmuff shall continuously update the Treasurer 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 year, write an annual report regarding their work as Rattmuff, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Rattmuff. They shall also have an in-person meeting with the new Rattmuff and actively make sure they have a good start of their year and be available for questions and experience.
10. Rattmuff shall, every half-year, at the latest by June 30th and December 31st, present an annual report of Rattmuff's work for the chapter, which shall be available for all members of the chapter.

36. Ball Committee

1. Ball committee is appointed at the Chapter meeting during the spring.
2. Ball committee shall have an operational year from 1st of July to the 30th of June.
3. Ball committee shall consist of 2-4 members.
4. A president and a head of economy shall be appointed internally within the group, and the decision shall be confirmed by the Student Division Board.
5. Ball committee's president is the ball committee's contact person towards the Student Division Board.
6. Ball committee is responsible for the ball taking place, given that the economic funding is available.
7. Ball committee should, through the head of economy, be responsible for reporting the accounting towards the Treasurer.
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 an annual report regarding their work as Ball committee, as well as writing a testimony as start-up help and knowledge feedback for the newly appointed Ball committee. They shall also have an in-person meeting with the new Ball committee and actively make sure they have a good start of their year and be available for questions and experience.
10. Ball committee shall, every half-year, at the latest by June 30th and December 31st, present an annual report of Ball committee's work for the chapter, which shall be available for all members of the chapter.

37. Song Leader

1. Song Leader is appointed at the Chapter meeting during the spring.
2. Song Leader shall have an operational year from 1st of July to the 30th of June.
3. Song Leader shall lead the songs as well as give out important information to the guests during arrangements/gasquer/banquets.
4. Song Leader shall, if the Chapter's Reception Responsible so wishes, have an active role during the reception and convey the song traditions further to the new students.
5. Song Leader shall look after and revere the chapter's bell, named Qlockan.
6. Song Leader shall, together with the Vice Song Leader, by the end of the operational year, write an annual report regarding their work as Song Leader, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Song Leader. They shall also have an in-person meeting with the new Song Leader and actively make sure they have a good start of their year and be available for questions and experience.
7. Song Leader shall, together with the Vice Song Leader, every half-year, at the latest by June 30th and December 31st, present an annual report of their work for the chapter, which shall be available for all members of the chapter.

38. Vice Song Leader

1. Vice Song Leader is appointed at the Chapter meeting during the spring.
2. Vice Song Leader shall have an operational year from 1st of July to the 30th of June.
3. Vice Song Leader shall help the regular Song leader during for example absence or large arrangements, and shall thereby conduct the tasks of the Song leader according to the PM.
4. Vice Song Leader shall, together with the Song Leader, by the end of the operational year, write an annual report regarding their work as Vice Song Leader, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Vice Song Leader. They shall also have an in-person meeting with the new Vice Song Leader and actively make sure they have a good start of their year and be available for questions and experience.
5. Vice Song Leader shall help the Song Leader with the annual report as stated in 37.7.

39. President of I'Sqling

1. President of I'Sqling is appointed at the Chapter meeting during the spring.
2. President of I'Sqling shall have an operational year from 1st of July to the 30^h of June.
3. President of I'Sqling is responsible for I'Sqling, the Chapter's choir, which shall be an association for the song interested chapter members which I'Sqlings' President recruits.
4. President of I'Sqling shall appoint a choir-leader.
5. President of I'Sqling shall, by the end of the operational year, write an annual report regarding their work as President of I'Sqling, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed President of I'Sqling. They shall also have an in-person meeting with the new President of I'Sqling and actively make sure they have a good start of their year and be available for questions and experience.
6. President of I'Sqling shall, every half-year, at the latest by June 30^h and December 31st, present an annual report of President of I'Sqling's work for the chapter, which shall be available for all members of the chapter.

40. ESSET Editorial

1. ESSET Editorial shall have an operational year from 1st of July to the 30th of June.
2. ESSET Editorial shall be responsible for the Chapter's own newspaper and shall work as an organisation 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 the 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 assured 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 organisation.
9. ESSET Editorial shall be responsible so that all the chapter's members, educational facilities, and 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 is 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 newspaper should exist in the form of a 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 Head of Business Relations 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 an annual report regarding their work as ESSET Editorial and Chief Editorial, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed ESSET Editorial and Chief Editorial. They shall also have an in-person meeting with their successors and actively make sure they have a good start of their year and be available for questions and experience.

15. Chief Editorial shall, every half-year, at the latest by June 30^h and December 31st, present an annual report of their work for the chapter, which shall be available for all members of the chapter.

41. Song Book Committee

1. Song Book Committee shall present a draft of a new song book at a Chapter meeting. The Chapter meeting decides on the production of a new song book.
2. Song Book Committee shall consist of 0-6 people and shall be appointed at the Chapter meeting during the spring. A new song book shall only be produced when the old edition is starting to run out. If it, when time to appoint a new Song Book Committee, is not relevant to produce a new song book the Chapter meeting should decide to elect 0 people to the Song Book Committee.
3. Song Book Committee shall have an operational year from 1st of July to 30th of June.
4. In case of disagreement within the group, a voting shall be held. Simple majority is applied and at a tie the outcome is decided by lottery.
5. Song Book Committee shall during the production of a new song book have a dialogue with Donorden and old Song Leaders. The purpose of this is primarily to give suggestions for songs that might have gotten lost over the years and are desired in the new edition of the song book. Donorden and old Song Leaders shall also present how these songs shall be performed according to tradition.
6. The purpose of revising the song book shall primarily be to create inclusive traditions for the members of the Chapter. Thus, the members of the Chapter have the right to take part in Song Book Committee's work and give feedback on the material for the song book. Song Book Committee is responsible for making the opinions of the members heard, for example by hosting an official song writing contest within the Chapter or something similar.
7. Song Book Committee shall create relevant and appropriate material for the Chapter and make sure that existing material follows the listed ground rules:
 - a. The material in the song book shall not be discriminating according to Diskrimineringslagen (SF 2008:567) that Diskrimineringsombudsmannen (DO) have created (with respect to possible changes in this law). Diskrimineringslagen and an explanation of terms, grounds of discrimination and further texts are available at DO.
 - b. The THS Song Policy shall be used as a basis for approving material. This due to the inclusive template for different "categories" is the simplest and most fair way to divide the material into approved and not approved songs.

42. Qubb

1. Qubb shall be elected at the chapter meeting during the spring.
2. Qubb shall have an operational year from 1st of July to 30th of June.
3. Qubb shall be the president in Qubbgruppen, who shall be an association of kubb-interested chapter members, whom Qubb recruits.
4. Qubb shall arrange at least one kubb-tournament each year for the members of the Chapter.
5. Qubb shall inform the chapter prior to the tournament so that everyone who is interested can sign up a team and spread information about other events surrounding the tournament.
6. Qubb shall, by the end of the operational year, write an annual report regarding their work as Qubb, as well as writing a testimony as a start-up help and knowledge feedback for the newly appointed Qubb. They shall also have an in-person meeting with the new Qubb and actively make sure they have a good start of their year and be available for questions and experience.
7. Qubb shall, every half-year, at the latest by June 30th and December 31st, present an annual report of Qubb's work for the chapter, which shall be available for all members of the chapter.