Sektionen för Arkitektur och Industridesign
inom Teknologkåren vid Lunds Tekniska Högskola

REGULATIONS

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CHAPTER 1 TECHNOLOGICA

§1.1 Purple

The A-guild's official colour is purple in accordance with the by-laws §1.5. The correct colour is Pantone Violet 2597C, it is defined in the POLICY FOR GRAPHIC PROFILE

§1.2 Skalman

Skalman is the official mascot of the A-guild in accordance with the by-laws §1.6.1. Skalman is the cartoon character created by Rune Andréasson for the first Bamse cartoon in 1966

§1.3 The Unicorn

The unicorn, Enhörningen, is the official spirit animal of the A-guild in accordance with the by-laws §1.6.2.

§1.4 The rat Rolf-Christina

Rolf-Christina is the A-guild's official patron saint in accordance with the by-laws §1.6.3. Rolf-Christina, also called Roffe-Stina, is the rat that since 1965 lived in the guild's storage room and passed away the night of the Nollegasque 2016.

§1.5 Symbol and emblem

The guild's symbol is a stylized A in accordance with the by-laws §1.4.

The extensive emblem, se figure below, can also be used as an official symbol when this feels motivated.

Symbol and emblem can be used by all the guild's members in accordance with the by-laws §1.4, figure above and in the POLICY FOR GRAPHIC PROFILE. Stylized A and the guild's emblem may be used any time it feels appropriate.

§1.6 Medal and cordon

The medal shall be viewed as a sign of appreciation for the volunteers' performed work for the guild and thus no cost shall befall any single member for the medal itself. Medals shall work as a reward for performed work

and encouragement for continued commitment. Medals are given in accordance with the POLICY FOR THE GUILD'S HONOURS AND INSIGNIAS.

§1.6.1 Cordon

The A-guild's cordon shall consist of a purple sash with a thin, black stripe running down the middle. Members of the presidium and members of the presidium emeriti are allowed to wear a wider cordon consisting of a purple sash with a thin, black stripe running down the middle. How and when to wear the cordon is regulated by the POLICY FOR THE GUILD'S HONOURS AND INSIGNIAS.

§1.7 Ring

A person who has a master's degree in architecture or bachelor's degree in art and design from LTH and have fulfilled their duties toward TLTH, in accordance with the by-laws and regulations of TLTH, has the right to wear by the association established ring, called architecture ring and design ring respectively. Compare with the TLTH regulations §11.6.1.

§1.8 Guild Apparel

The A-guild's official apparel is a black blazer, with a classic silhouette, with the A-guild's extensive emblem on the back. The A-guild's official apparel may be worn by all members of the guild at any time they wish. Students on the bachelor's and master's programme in industrial design are also allowed to attach the lime green ribbon to the guild apparel.

§1.9 Other Insignias

Other official insignias connected to the guild are regulated by the policy document for honours and insignias.

CHAPTER 2 HONORARY MEMBERS

The A-guild's honorary members are:

Nils Philip Påhlsson

CHAPTER 3 GUILD ASSEMBLY

§3.1 Proclamation

Beyond posting on the pin board, the following people shall be sent the convocation:

A. The Nomination Committee

B. The Auditors

C. President of TLTH

D. The Inspector

§3.2 Spring Assembly

During the Spring Assembly the following positions shall be filled:

A. The Inspector (only odd years) in accordance with the by-laws §4.4.1 and §10.2

B. The Nommination Committee Chair in accordance with the by-laws §4.4.1 and §6.1

C.Corporate Relations Committee Chair

D. Student Council for Architecture Chair

E. Public Relations Committee Chair

F. Student Council for Industrial Design Chair

G. Ceremony Committee Chair

H. Recreation Committee Chair

§3.3 Autumn Assembly

During the Autumn Assembly the following positions shall be filled:

A. Two (2) regular Auditors in accordance with the by-laws §4.4.2

a. Two (2) substitutes to the Auditors in accordance with the by-laws §4.4.2

B. Representative for TLTH's Council Election Board in accordance with the by-laws§4.4.2

C. World Master

D. Treasurer

E. Secretary

F. Vice President

G. President of the Guild

H. Head of Festivities

I. Øverphøs

J. Equality Representative

CHAPTER 4 THE GUILD BOARD

The Guild Board's main task is to make sure that the guild is perceived in a positive light by the members. Thus, the board shall prioritize operation and activities that benefit all the guild's members.

§4.1 Composition

The board consists of a Presidium, which is the highest leadership within the guild and whose duty it is to arrange organisational plans for the guild assemblies and board meetings. The Executive Committee consists of: the President of the Guild, Vice President, Secretary and Treasurer. Moreover, the Board consists of the following committee chairs: the Student Council for Architecture, the Student Council for Industrial Design, the Public Relations Committee, the Corporate Relations Committee, the Recreation Committee, the Ceremony Committee, the Festivities Committee, the Phøs and the World Master. In total the Guild Board consists of thirteen(13) members.

§4.2 Duties

It is the Guild Board's duty:

to be held responsible for the guild's operation.

to prepare the guild assemblies.

to execute and supervise the execution of the guild's decisions.

to ensure that non-finalised matters from previous assemblies will be treated at the next guild assembly.

to be held responsible for the guild's assets.

to prepare sent-in suggestions.

to handle the guild's correspondence.

to work out suggestions for the budget and balance sheets.

to hand over the Account of the Operational Year, protocols, balancing of the books and other documents to the Auditors no later than 5 weeks after the end of the operational year.

to, once a term, decide which volunteers the board thinks should receive a medal.

to hold Board meetings at least three times during the term.

to keep in contact with all the volunteers.

to continually report to the members what's going on at the guild.

to keep on good terms with all guild members and all personnel in the A-building and IKDC.

to be responsible for the election of the guild's volunteers.

to, before the end of their term of office, decide a program for the Guild Board Shift.

to assemble a group consisting of the presidium, one (1) accountant and one (1) member from the nomination committee, but not the nominating committee chairman.

to prepare and conduct interviews for candidates for nomination committee chairman.

to present candidates for nomination committee chairman with associated interview material at the spring assembly.

§4.3 Habitually co-opted

Habitually co-opted to the Guild Board meetings, in accordance with the by-laws §11.6, are the Auditors, the Inspector of the A-guild, the Equality Representative and Student Union Contacts

§4.4 Age Recommendations

The Head of Festivities and the members of the Presidium are recommended to be 20 years of age at the time of their term of office starting, so that the A-guild can be granted license to serve and sell alcohol.

CHAPTER 5 PRESIDENT OF THE GUILD

The President of the Guild shall feel responsibility for the entire guild's operation and keep in touch with the surrounding world. The President shall represent the guild, be the face of the guild and lead the Guild Board in its work.

§5.1 Election

The President of the Guild is elected by the Autumn Assembly.

§5.2 Duties

It is the President's duty:

to prepare the guild assemblies

to represent the guild and speak for the guild.

to participate in official matters and at the guild's activities.

to convene the Board.

to prepare the Board meetings.

to lead and supervise the work within the board and supervise the work in the committees.

to proudly wear the guild regalia with formal attire.

to be publisher of the guild's media.

to collect the guild's mail at TLTH and the post room at least twice a week.

to continually keep in touch with the President of TLTH and the presidents of the other guilds.

to be a part of the House Committee.

to together with the secretary be responsible for the guilds' computer accounts and email accounts work.

to write a testament after the end of the term of office.

to write an Account of the Operational Year based on the committee's accounts of the year after the term of office.

CHAPTER 6 VICE PRESIDENT

The Vice President shall ensure that the President always has the support required. The Vice President shall stay updated with the President's work and be responsible for making sure the Board's operation is moving forward.

§6.1 Election

The Vice President is elected by the Autumn Assembly.

§6.2 Duties

It is the Vice President's duty:

to prepare the Guild Board meetings, together with the President.

to assist the President in their work.

to have overall responsibility for the volunteers and members.

to continually update the guild's volunteer register.

to fill the post of Representative in the Electoral Board at the Student Union (Teknologkåren) if left vacant.

to continually keep in touch with other appropriate student organizations at the A-guild's sister educations.

to be responsible for the guild's invitations together with other possible organizers in accordance with the POLICY DOCUMENT FOR CORDIALLY REQUESTED AND INVITATIONS.

to act as contact person between the A-guild board and the person responsible for the temporary project group approved according with CHAPTER 25 PROJECT GROUPS.

to write a testament after the end of the term of office.

CHAPTER 7 TREASURER

The Treasurer's main task is to handle the guild's finances, present budget suggestions and supply the committees with money when necessary.

§7.1 Election

The Treasurer is elected by the Autumn Assembly.

§7.2 Duties

It is the Treasurer's duty to:

to compile a suggested budget for the next operational year to the Autumn Assembly, together with the President and the committee chairs.

to revise the current budget to the Spring Assembly, together with the President and the committee chairs.

to present the final accounts, balance sheet and result disposition for the Spring Assembly, as soon as possible after the finished term of office.

to be responsible for the continual monitoring of the guild's finances.

to hold regular meetings with the financially responsible members of the Phøs, the Corporate Relations Committee and Festivities Committee, and instruct them on accounting, invoicing and budgeting for the respective committees.

to be responsible for the guild's accounting.

to supply the necessary forms in order to transfer the concerned funds at the end of the term of office.

to write a testament after the end of the term of office.

CHAPTER 8 SECRETARY

The Secretary writes the protocols during the Guild Board meetings and guild assemblies. The Secretary also has the overall responsibility for the guild's registers and administrative tasks.

§8.1 Election

The Secretary is elected by the Autumn Assembly.

§8.2 Duty

It is the Secretary's duty:

to publish convocations to the Board meetings and guild assemblies.

to write protocols at the Board meetings and guild assemblies and publish them on the guild's website in accordance with the by-laws §9.2-9.3.

to archive old protocols and other documents in a dedicated folder, in accordance with the by-laws §9.3.

to keep the guild's pin boards in good order, together with the Public Relations Committee Chair.

to be responsible for the guild's computer accounts and email addresses, together with the Guild President.

to be responsible for the keys to the “guild’s facilities”.

to continually update the guild’s register for Sustaining Members.

to be in charge of continually updating the regulatory documents after changes have been made.

to write a testament after the end of the term of office.

CHAPTER 9 COMMITTEES

The guild consists of eleven (11) different committees that together exercise the guild’s operation under supervision from the Guild Board.

§9.1 Duties

It is the committees’ duty:

to apply for the required permits.

to follow the guild’s by-laws, regulations, and policy documents.

to follow other guidelines set by the Guild Board.

CHAPTER 10 COMMITTEE CHAIRS

Every committee in the guild is led by a committee chair. The committee chair is the convenor for the committee meetings and shall represent the committee and be its public figure.

§10.1 Duties

It is the committee chairs’ duty:

to be held responsible for the committee’s operation.

to lead and distribute the work within the committee.

to convene to the committee meetings, at least four (4) times per operational year.

to keep up with the committee’s budget, accounting and operation, together with the Treasurer.

to prepare the final profit and loss statement for the committee, together with the Treasurer.

to keep the Guild Board updated on the committee’s operation.

to appoint a necessary number of volunteers beyond the ones chosen by the guild.

to, no later than four weeks after the end of the operational year, hand over the Account of the Operational Year to the Guild Board.

to write a testament after the end of the term of office.

§10.2 Titles

Alternative title for Committee Chair is Master.

CHAPTER 11 THE STUDENT COUNCILS (SRA & SRID)

The Students Councils' main task is to supervise the members' education at the School of Architecture and School of Industrial Design at LTH and ensure they stay among the country's best.

§11.1 Composition and Election

The Student Councils are two separate committees, The Student Council for Architecture (SRA) and the Student Council for Industrial Design (SRID). The Chair of the Student Council for Architecture and The Chair of the Student Council for Industrial Design are elected by the Spring Assembly. The Student Council should consist of a number of other volunteers, it is however recommended to have at least five (5) volunteers in each Student Council. The elections are held by the Guild Board, the SRA Chair and SRID Chair prepare the elections in accordance with *POLICY FOR ELECTIONS*.

§11.2 Duties

It is the Student Councils' duty:

- to actively cooperate with each other and work towards a closer contact between the two programs within the guild.
- to review the course evaluation according to the guidance document from TLTH after each completed course
- to ensure that the members' collective criticism is presented to the course manager.
- to nominate representatives to the different agencies of the Institute, Program Management, the House Board, the Board of Education and current reference groups in connection with these. The representatives should be volunteers in the student councils or members of the Guild Board.
- to prepare matters for the meetings of the Institute, Program Management, the House Board, the Board of Education and current reference groups in connection with these.
- to actively work together with the A-guild's Equality Representative and World Master.
- to, through the committee chair, actively partake in SRX, the college for Student Council Chairs held by TLTH.
- to handle the contact with the Education Committee of TLTH.

to choose two Safety Representatives among the Stunde Council volunteers, one from each program at the A-guild.

to write testaments and Account of the Operational Year at the end of the term of office.

to, within SRID distribute the position of vice-chairman every semester.

§11.3 Meetings

The Student Councils have meetings when convened by the committee chairs. The following have the right to require proclamation of a Student Council meeting:

A. At least 10 guild members.

B. The Auditors.

C. The Inspector of the A-Guild.

CHAPTER 12 THE CORPORATE RELATIONS COMMITTEE

The Corporate Relations Committee's main task is to establish connections between the industry and the A-guild's members.

§12.1 Composition and Election

The Corporate Relations Committee Chair is elected by the Spring Assembly. The Corporate Relations Committee should consist of a number of other volunteers, it is however recommended to have at least five (5) volunteers. The election is held by the Guild Board, the Corporate Relations Committee Chair prepares the election in accordance with *POLICY FOR ELECTIONS*.

§12.2 Duties

It is the Corporate Relations Committee's duty:

to work for the A-guild's relationships with the industry and ensure their growth and good standing.

to work with spreading information about the School of Architecture and School of Industrial Design at LTH to the industry and businesses.

to, within the committee, distribute the workload in suitable work groups.

to at least appoint the following positions in the committee: Vice Committee Chair, Financially Responsible.

to advance the members' possibilities of obtaining internships.

to have the overall responsibility of searching for and obtaining sponsors for the A-guild.

to, if possible, assist the Phøs in searching for sponsors for the Introduction.

to, through contact with guild alumni give insight to interesting companies and businesses.

to, through the Corporate Relations Committee Chair keep in touch with the other guilds' Corporate Relations Committees.

to through the Financially Responsible assist and relieve the Treasurer regarding the committee's finances.

to handle the contact with the Career Committee of TLTH.

to create contacts in the industry for the members of the A-guild.

to assist with contacting businesses, and handling that contact, for all the guild's committees.

to write a testament and Account of the Operational Year at the end of the term of office.

CHAPTER 13 THE FESTIVITIES COMMITTEE

The Festivities Committee's main task is to support and organise all social activities such as parties, bars, "sittningar" and events at the guild.

§13.1 Composition and Election

The Festivities Committee Chair, the Head of Festivities, is elected by the Autumn Assembly. The Festivities Committee should consist of a number of other volunteers, it is however recommended to have at least five (5) volunteers. The election of the volunteers with a masterpost is held by the guild board, where the nomination committee prepares the election, according to POLICY FOR ELECTIONS. The election of the volunteers without a specific post, for example workers, is held by the Guild Board, the Head of Festivities prepares the election, according to POLICY FOR ELECTIONS.

§13.2 Duties

It is the Festivities Committee's duty:

to handle the A-guild's party and pub activities.

to, within the committee, distribute the workload in suitable work groups.

to at least appoint the following positions in the committee: Vice Head of Festivities, Financially Responsible, Bar Master, Kitchen Master

to be held responsible for all that the Festivities Committee keeps in the guild's storage, and that it is kept in order, and ensure that the fridges are clean and sanitary.

to through the Head of Festivities keep in contact with the other guild's Festivities Committees.

to through the Financially Responsible assist and relieve the Treasurer regarding the committee's finances.

to, within the committee, choose one or more song masters to be responsible for leading songs at guild-related events.

to, in the years it is not a jubilee ball, organize a "Vårfårfiolsgasque".

CHAPTER 14 THE RECREATION COMMITTEE

The Recreation Committee's main task is to organise fun activities for the members of the guild.

§14.1 Composition and Election

The Recreation Committee Chair is elected by the Spring Assembly. The Recreation Committee should consist of a number of other volunteers, it is however recommended to have at least five (5) volunteers. The election is held by the Guild Board, the Recreation Committee Chair prepares the election in accordance with *POLICY FOR ELECTIONS*.

§14.2 Duties

It is the Recreation Committee's duty:

to ensure that the members of the A-guild has the opportunity to engage in activities and events outside of the A-building and IKDC a few times spread out over the year.

to through the guild offer a wide array of experiences.

ato be responsible for the A-guild's participation in the Tandem Relay the years it is organised.

to be responsible for the A-guild's participation in the Lundakarneval the years it is organised.

to through the Recreation Committee Chair keep in touch with the other guild's Recreation Committees.

to handle the contact with the Sports Committee of TLTH.

to handle the contact with the project group GympA.

to write a testament and Account of the Operational Year at the end of the term of office.

CHAPTER 15 THE PUBLIC RELATIONS COMMITTEE

The Public Relations Committee's main task is to provide the members of the guild with information and spread the A-guild's message throughout Lund and the World.

§15.1 Composition and Election

The Public Relations Committee Chair is elected by the Spring Assembly. The Public Relations Committee should consist of a number of other volunteers, it is however recommended to have at least five (5) volunteers. The election is held by the Guild Board, the Public Relations Committee Chair prepares the election in accordance with *POLICY FOR ELECTIONS*.

§15.2 Duties

It is the Public Relations Committee's duty:

to be responsible for spreading the guild's and Guild Board's information.

to assist the other committees in spreading their information.

to keep the guild's pin boards in order, together with the Secretary.

to be responsible for the running of and updating the Guild's website.

to ensure that as many of the Guild's events as possible are photographed and documented.

to ensure that the A-guild has a uniform graphic profile.

to, through the Public Relations Committee Chair keep in touch with the other guild's Public Relations Committees.

to handle the contact with the Public Relations Committee of TLTH.

to write a testament and Account of the Operational Year at the end of the term of office.

CHAPTER 16 THE CEREMONY COMMITTEE

The Ceremony Committee's main task is to ensure that formal occasions are handled correctly, to attend to the guild's traditions and keep in touch with the guild's alumni.

§16.1 Composition and Election

The Ceremony Committee Chair is elected by the Spring Assembly. The Ceremony Committee should consist of a number of other volunteers, it is however recommended to have at least two (2) volunteers. The election is held by the Guild Board, the Ceremony Committee Chair prepares the election in accordance with *POLICY FOR ELECTIONS*.

§16.2 Duties

It is the Ceremony Committee's duty:

to supervise and ensure that formal occasions, such sittings, balls, graduation ceremonies and the like, are handled correctly.

to attend to the traditions of the A-guild and ensure their survival.

to within the committee appoint a Standard-Bearer, who shall, in formal academic attire, carry the guild's standard at graduation ceremonies and similar celebrations as well as at nolle-related events such as FlyING and the Regatta.

to be responsible for ordering and selling the A-guild's song books.

to be responsible for the A-guild's medals and hand these out in a suitable fashion.

to be responsible for the A-guild's stock of back patches and fabric patches together with the Phøs and handle the ordering and sales of these.

to be responsible for the guild's medals and insignia policy document being followed and kept up to date.

to be responsible for the policy document for requests and invitations being followed and kept up to date.

to be responsible to edit the song book if needed

to be responsible for the Guild's attendance in Sångarstriden together with Muzak

to write a testament and Account of the Operational Year at the end of the term of office.

CHAPTER 17 THE PHØS

The Phøs' main task is to organise the A-guild's introduction, to welcome all new students, "nollor", to the A-guild as well as establish a good foundation for future volunteer careers.

§17.1 Composition and Election

The Øverphøs are elected by the Autumn Assembly. The rest of the Phøs are elected by the Board of the Guild, and the Nomination Committee prepares the election according to the Policy for Elections. The Phøs should consist of four (4) to six (6) volunteers, apart from the Øverphøs.

Phøset shall select one (1) or two (2) other officials, so-called Øverpepper. The election is made by the guild board and prepared by the Nomination Committee according to the Policy for Elections.

The Øverpepper(s), together with Peppare, form the subgroup Peppet. The Peppare are elected by the Board of the Guild, and the Nomination Committee prepares the election according to the Policy for Elections. The total amount of volunteers in Peppet is recommended to be between eight (8) and ten (10).

§17.2 Duties

It is the Phøs's duty:

to organize and carry out a, from the perspective of the nolla, fun and eventful introduction.

to, within the committee, distribute the workload in suitable work groups.

to at least appoint the following positions: Vice Øverphøs, Financially Responsible.

to through the Financially Responsible assist and relieve the Treasurer regarding the committee's finances.

to have close contact with the Corporate Relations Committee Chair when searching for sponsors.

to, during the introduction, have at least one set of special phøs clothes.

to name one responsible phøsare for every event during the introduction.

to be responsible for buying paint and ensure that the purple color is visible at LTH.

to, through the Øverphøs keep in touch with the other guild's Phøs.

to write a testament and Account of the Operational Year at the end of the term of office.

Det åligger Peppet:

It is the Pepp's duty:

to be the Phøs's right hand and relieve the Phøs in their planning and execution of both the introduction and non-introduction related events.

to write a testament and assist the Phøs when writing the Account on the Operational Year at the end of the term of office by the Øverpepper(s).

CHAPTER 18 THE INTERNATIONAL COMMITTEE

The International Committe's main task is to act as a contact to the guild's international students. This is also responsible for informing the international students about activities during the year. Together with the Phøs the International Committee is also responsible for spreading information regarding activities during the introduction.

§18.1 Composition and Election

The World Master is elected by the Autumn Assembly. The International Committee should consist of a number of other volunteers, it is however recommended to have at least three (3) volunteers. The election is held by the Guild Board, the World Master prepares the election in accordance with *POLICY FOR ELECTIONS*.

§18.2 Duties

It is the International Committee's duty:

to take care of and keep in touch with the international students at the guild.

to be present at Registration Day at the start of every term, approximately two weeks before the start of the term.

to, through close contact with the other committees, ensure that the guild has an international perspective in its organization.

to ensure that the international students get information regarding what events the Student Union and guild offer.

to in its work cooperate with the Student Councils and ensure that the international students' courses are supervised and evaluated.

to promote internships and studies abroad to the members of the A-guild through practical advice.

to be responsible for the contact with institutions and program management in relation to the guild regarding international questions.

to be responsible for the internationalization policy document being followed and kept up to date.

to write a testament and Account of the Operational Year at the end of the term of office.

CHAPTER 19 THE EQUALITY COMMITTEE

§19.1 Composition and Election

The Equality Representative is elected by the Autumn Assembly. The Equality Committee should consist of a number of other volunteers, it is however recommended to have at least three (3) volunteers. The election is held by the Guild Board, the Equality Representative prepares the election in accordance with *POLICY FOR ELECTIONS*.

§19.2 Duties

It is the Equality Committee's duty:

to actively cooperate with the Student Councils.

to supervise the guild's operation from an equality perspective.

to pursue equality issues within education with the Student Councils.

to be responsible for keeping the equality policy document being followed and kept up to date.

to make support resources visible for students.

to be present from the start of the introduction period, the "Nollning", with help of for example equality brochures and activities.

to shield a good relationship between the Industrial Design and Architecture Program.

CHAPTER 20 THE NOMINATION COMMITTEE

It is the Nomination Committee's main task to prepare the elections to the guild assemblies in accordance with *POLICY FOR ELECTIONS*. It is the Nomination Committee's task to, among the nominated members, find the best suited candidates for the respective positions.

§20.1 Composition and Election

The Nomination Committee Chair is elected by the Spring Assembly. The Nomination Committee should consist of a number of other volunteers, it is however recommended to have at least two (2) volunteers in accordance with the by-laws §6.1. The volunteers should represent different grades and programs. The election is held by the Guild Board, the Nomination Committee Chair prepares the election. The Nomination Committee Chair cannot prepare their own successor.

§20.2 Term of Office

The term of office for all volunteers in The Nomination Committee is from July 1st to June 30th the following year.

§20.3 Duties

It is the Nomination Committee's duty:

to ensure that all persons that have been nominated for any position in the guild shall be asked.

to ensure that everyone who has accepted their nomination is taken into account by the Nomination Committee.

to ensure that all nominated to chair-positions except the Nomination Chair shall be interviewed and taken into account by the Nomination Committee before their proposed nominations are decided.

to in accordance with the by-laws §6.2 announce their suggestions for the election no later than five (5) days before the guild assembly.

to in accordance with the by-laws §6.2 publish their suggestions no later than five (5) days before the guild assembly on the guild's communication channels.

to write a testament and Account of the Operational Year at the end of the term of office.

CHAPTER 21-25 OTHER VOLUNTEERS

CHAPTER 21 EQUALITY REPRESENTATIVE

The Equality Representatives' task is to work to ensure that all members always feel welcome at the guild and in their education, regardless of gender, gender identify, economic or social background, ethnic affiliation, religious views or other belief, sexual orientation, age, mental or physical disability, family situation, political opinion or study results.

§21.1 Composition and Election

The Equality Representatives are one (1) to two (2) volunteers and are elected by the Autumn Assembly. There should be one or more volunteers to assist the Equality Representatives in their work. The committee is called JämlikA or The Equality Committee with the Equality Representatives as committee chair. The election is held by the Guild Board, the Equality Representatives prepares the election in accordance with *POLICY FOR ELECTIONS*.

§21.2 Duties

It is the Equality Representatives' duty:

to actively cooperate with the Student Councils.

to supervise the guild's operation from an equality perspective.

to alert the Guild Board and the committee chairs of situations and environmentsthat could be perceived as offensive or insensitive by members of the guild or that violate the A-guild's or TLTH's Equality Policy.

to pursue equality issues within education with the Student Councils.

to keep in touch with the other guilds' Equality Representatives.

to partake in the College of Equality Opportunities of TLTH.

to write a testament and Account of the Operational Year at the end of the term of office.

to be the guild´s contact person and help for members who consider themselves to be discriminated against by persons connected to the university and the educations due to any of the following, or other grounds: gender, gender identity or expression, age, ethnicity, disability, belief, sexual orientation, family situation, socio-economic background, study results and/or political opinion.

to refer to the Student Safety Representative for questions related to the education's organisational, social, or physical environment.

to inform students about the Equality Representatives' function and what external resources there are in questions relating to the Guild's operation

to be responsible for keeping the equality policy document being followed and kept up to date.

CHAPTER 22 THE AUDITORS

The Auditors' main task is to impartially supervise the guild's transactions so that these can be viewed as impeccable in accordance with good accounting practice.

§22.1 Composition and Election

The regular Auditors shall in accordance with the by-laws §4.4.2 be two (2) people and their substitutes are also two (2) people. They are elected by the Autumn Assembly.

§22.2 Duties

It is the Auditors' duty:

to during the Operational year supervise the guild's and the committees' operation relative to the by-laws and regulations, as well as their accounting.

to in accordance with the by-laws §5.4 write the Auditors' Account of the Operational Year and present this, and possibly suggest freedom of liability for the Guild Board, at the next following Spring Assembly.

to in accordance with the by-laws §5.4 hand over the Auditors' Account of the Operational Year no later than ten (10) study days before the Spring Assembly.

to write a testament and Account of the Operational Year at the end of the term of office.

CHAPTER 23 HOUSE ELF

It is the House Elf's task to keep the guild's facilities, storage and equipment in good condition. The House Elf shall as much as possible work for the positive development of these.

§23.1 Composition and Election

The House Elf is elected by the Spring Assembly.

§23.2 Term of Office

The term of office for the House Elf is from July 1st to June 30th the following year.

§23.3 Duties

It is the House Elf's duty:

to be responsible for the guild's facilities, and ensure that they are fit for the guild's committees, volunteers and members to use.

to in their work cooperate with the concerned committees, volunteers, members and other users when using the facilities.

to ensure that the users clean and restore the guild's facilities after using them.

to make sure that the concerned committees and volunteers keep the storage room clean and in good condition.

to be responsible for the guild's equipment and its upkeep.

to be responsible for the rental of the guild's equipment and facilities.

to be responsible for the inventory of the guild's materials and equipment.

to be responsible for questions regarding the guild's facilities.

to be responsible for the Guild Board's assignments regarding the guild's facilities.

to write a testament and Account of the Operational Year at the end of the term of office.

CHAPTER 24 SAFETY REPRESENTATIVE

The A-guild has two (2) Safety Representatives, one from each program. The Safety Representatives are the guild's contact regarding facilities and physical work environment. The Safety Representatives' task is mainly to network, and work to support and affect. They are responsible for the groups that work with the study environment such as the Student Councils, the workshop groups and the House Board. The Safety Representatives shall collect the students views and work actively to implement the students' suggestions regarding the facilities.

§24.1 Election

The Safety Representatives are elected by the Student Councils (SRA & SRID).

§24.2 Term of Office

The Safety Representatives' term of office is from the first of July to the 30th of June the following year.

§24.3 Duties

It is the Safety Representative's duty:

to be a part of the House board and HMS Committee.

to partake in the safety inspections.

to be the A-guild's contact regarding matters relating to the physical and organisational work environment.

to have continual contact with the Student Councils.

to be present at SkyX or similar meetings organized by TLTH.

to be present at possible workshop meetings with the institution and workshop employees.

to coordinate and be the contact for the guild's workshop groups.

to create workshop groups if there is a need for it.

to participate in the university's training for student safety representatives.

to write a testament at the end of the term of office.

CHAPTER 25 SUSTAINABILITY COORDINATOR

The Sustainability Coordinator is responsible for leading the guild's sustainability work and collaborates with the Equality Representative in matters regarding social sustainability.

§25.1 Composition and election

Sustainability coordinators are chosen by the board in consultation with the equality representative during the spring term, no later than the 6th board meeting of the term.

§25.2 Term of office

The sustainability coordinator's term of office extends from the first of July to the last of June of the following year.

§25.3 Duties

It is the Sustainability Coordinator's duty:

to maintain, administer and update the guild's policy for environmental work.

to disseminate information and documentation on sustainability issues to the guild's members and active members.

to report the results of the sustainability work to the guild board through either an oral conversation or a written report.

to stimulate and engage guild members through their work, in order to involve more people in the sustainability work.

to act as a representative for the A-guild within TLTH's Environmental College and participate in meetings there.

to write a will to their successors.

CHAPTER 26 PROJECT GROUPS

A project group is a working group with a purpose to carry out a specific project that will benefit the section and its members. Project groups run their activities independently following decisions made by the board.

§26.1 Temporary project group

§26.1.1 Composition of temporary project group

All members of the guild have the right to apply to the board to start a project group. Project groups are started after a decision by the board. In proposals for decisions, the project name, budget, purpose, and business plan with timetable must be included. The project must not overlap with other activities at the guild and must also be study-related or add benefit to the guild.

§26.1.2 Financial support temporary project group

The project group can apply for financial support from the guilds's funds.

§26.1.3 Duties for temporary project group

It is the temporary project groups duty: to run projects that benefit the guild and its members, to keep in touch with the board, and to write an Account of the Operational Year at the end of the term of office.

§26.1.4 Dissolution temporary project group

At the end of the operating year, the group is dissolved if an application for extension is not approved.

§26.2 Permanent project group

§26.2.1 Composition of the permanent project group

All members of the guild have the right to apply before the guild meeting to start a project group. Project groups are started after the decision of the guild meeting. In proposals for decisions, the project name, budget, purpose and business plan must be included. The project must not overlap with other activities at the guild and must also be study-related or add benefit to the guild.

§26.2.2 Financial support permanent project group

The project group seeks financial support in the form of a budget item during the guild meeting.

§26.2.3 Dissolution of permanent project group

In case of dissolution of the permanent project group, a decision with a simple (1/2) majority is required at a guild meeting.

§26.2.4 Composition and election

A permanent project group must consist of at least one (1) project manager. The project leader role belongs to the person who applied to start the project group, unless otherwise stated. Future project managers are then nominated by the project group themselves and elected by the guild board. Project managers are elected over one (1) year. If there are no members in the project group, the right to nominate a new project manager belongs to the guild board, where section members themselves can register their interest in the role of project manager to the guild board.

§26.3 Active permanent project groups

§26.3.1. GympA

GympA is a project group with the goal of organizing sports activities for the A guild's members.

§26.3.1.1 Year of operation

GympA's operating year extends to the calendar year.

§26.3.1.2 Contact person

GympA's contact person is the Chairman of the Recreation Committee.

§26.3.1.3 Duties

It is the project manager and group of Gympa's duty:

to arrange sports-related activity within the guild.

to promote sports interest in the guild.

to maintain contact with other guilds' sports activities.

to write an Account of the Operational Year at the end of the term of office.

§26.3.2 ARKIPELAGO

The main task is to organize the annual labor market fair Arkipelago.

§26.3.2.1 Year of operation

Archipelago's operating year runs from May 1 to April 30.

§26.3.2.2 Composition and election

Arkipelago's former project manager is preparing the election for the next project manager, who will be selected by the board before the end of the business year on April 30. The new project manager prepares the selection of his working group of officials during the spring term, who are selected through the board.

§26.3.2.3 Contact person

Arkipelago's contact person on the board is the chairman of the Corporate Relations Committee

§26.3.2.4 Duties

It is the project manager and group of Arkipelago's duty:

to work to hold a labor market fair that is of interest to students on the guild's various courses.

to promote members' opportunities for internships through labor market fairs.

to assign appropriate areas of responsibility within the group and assign the post of finance manager.

to, through the project manager, maintain contact with the national student coordinator for Arkipelago Sweden (Sveriges Arkitekter) and project managers for Arkipelago at the other schools in Sweden.

to maintain contact with TLTH's exhibition board through the project manager.

to, through the financial manager, assist and relieve the guild's Treasurer with regard to the fair's finances.

to write a testament and Account of the Operational Year at the end of the term of office.

§26.3.3 MuzAk

MuzAk is a project group with the goal of promoting and managing the interest in music in the A-guild.

§26.3.3.1 Year of operation

MuzAk's operating year extends with the calendar year.

§26.3.3.2 Composition and election

MuzAk's former project manager prepares the election for the next project manager, who is selected through the board. The new project manager prepares the selection of his working group of officials.

§26.3.3.3 Contact person

MuzAk's contact person is the Vice President of the A-Guild.

§26.3.3.4 Duties

It is the project manager and group of MuzAk's duty:

to maintain a house band of the A-Guild.

to offer the possibility of entertainment at the A-Guild's event.

§26.3.4 insPu

insPu is a project group under the A-guild that sees architecture and design as multifaceted and interdisciplinary professional roles that require their professionals to have knowledge in a wide range of subjects.

§26.3.4.1 Year of operation

insPu's operating year extends to the calendar year.

§26.3.4.2 Composition and election

insPu's former project manager prepares the election for the next project manager, who is selected by the board. The new project manager prepares the selection of his working group of officials.

§26.3.4.3 Contact person

insPu's contact person is the Vice President of the A-Guild.

§26.3.4.4 Duties

It is the project manager and group of insPu's duty:

to organize lectures, workshops and design-and-architecture-competitions for the guild's members.

to write a will after the end of the financial year.

§26.3.5 The student workshop

The student workshop is a project group under the A-guild that collaborates with the school's workshop group and represents students in matters surrounding the soft tool workshop.

§26.3.5.1 Year of operation

The student workshop's operating year extends with the calendar year.

§26.3.5.2 Composition and election

The student workshop's former project manager prepares the election for the next project manager, who is selected through the guild's board. The new project manager chooses his working group of officials.

§26.3.5.3 Contact person

The student workshop's contact person is the chairman of SRID.

§26.3.4.4 Duties

It is the responsibility of the student workshop and its project manager:

to represent students in the workshop group.

to write a will after the end of the financial year.

to recruit participants to the project group.

to keep in touch with safety representatives and the study council for industrial design.

§26.3.6 KlokA

KlokA is a project group with the goal to support the Guild Board and act for a long term engagement.

§26.3.6.1 Year of operation

KlokA's operating year extends with the calendar year.

§26.3.6.2 Composition and election

KlokA's former project manager prepares the election for the next project manager, who is selected through the guild's board. The new project manager chooses his working group of officials. To be a volunteer in KlokA, the candidate must fulfill at least one of following:

Been a volunteer for the Guild at least four (4) semesters

Have had a specific assignment at least one term of office

Have had an advanced assignment at least one term of office

§26.3.6.3 Contact person

KlokA's contact person is the Vice President of the A-Guild.

§26.3.6.4 Duties

It is the responsibility of Kloka and its project manager:

to act as support for the Guild's operation

to offer a platform for previous active volunteers of the Guild to keep company

CHAPTER 27 GUILD BOARD SHIFT

To accomplish a good transition between the retiring and elected Guild Board the retiring Board invited the elected Board to some form of festivities where there can be some form of exchange of experiences and knowledge.

§27.1 Duties

It is the Guild Board Shift's duty:

to have a program planned by the retiring Guild Board.

to be paid for by the guild.

to appoint the elected President of the Guild and Treasurer as the ones responsible for signing for the guild.

CHAPTER 28 FUNDS

The guild has funds with earmarked money for long-term purposes. A fund can be instituted by a Guild Assembly.

§28.1 The Guild's Funds

The guild has the following funds:

A. The Investment Fund, with the purpose of financing bigger investments.

B. The Jubilee Fund, with the purpose of financing the Guild's jubilee activities.

C. The Repair Fund, with the purpose of funding the restoration of the Guild's facilities and goods.

D. The Event Fund, with the purpose of supporting bigger events.

§28.2 Utilisation

For the Guild's funds, the following applies:

A. Capital is added to the funds after a decision by the Guild Assembly.

B. The funds are managed by the Guild Board.

C. The Board has the right to use the funds within the framework of their purpose after the decision by a Board meeting or Guild Assembly. The Board meeting can only grant single withdrawals under five thousand (5000) Swedish kronor. For withdrawals over five thousand (5000) Swedish kronor, a decision with a simple (1/2) majority of the Guild Assembly is required.

D. The utilisation of the funds shall be reported at the next Guild Assembly.

CHAPTER 29 JUBILEE CELEBRATION

§29.1 Jubilee celebration

The A-guild board shall act for there to be a bigger jubilee celebration with a jubilee ball every fifth year, along with the founding of the guild year 1965.

§29.2 Jubilee General(s)

The A-guild board shall the year before a jubilee year choose one or more jubilee generals for the planning of the ball and its execution.

CHAPTER 30 COMMUNICATION CHANNELS

The A-guild has three communication channels: two (2) pin boards placed in Mässen and Kilen, the website www.asektionen.se and the Facebook page "A-sektionen inom TLTH".

Disclaimer

This is an interpretation of the A-Guild's document REGLEMENTEN, which is originally written in Swedish. This is not a binding document, but merely a help for non-swedish speaking people to gain insight into the A-Guild's operation.

In the case of this document and the original REGLEMENTEN contradicting one another, or if there is ever any difference in interpretation, the Swedish original REGLEMENTEN always takes precedence.