



Regulations

The Guild of Chemical Engineering and
Biotechnology

The Student Union at Lunds Tekniska Högskola

Regulations for the Guild of Chemical Engineering and Biotechnology within the Student Union at Lunds Tekniska Högskola.

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Date	Meeting	Changed paragraphs
2017-10-04	Fall Guild Meeting 1	§1:3, Chapter 2, Chapter 3, Chapter 4, §5:2:8, §5:2:9, §5:2:10, Chapter 6 and all following paragraph numbering, §8:1, §8:2, §9:1:3, 9:1:5, §9:2, §9:3, §9:7, Chapter 12.
2018-04-24	Spring Guild Meeting	§2:1, §2:2:1, §2:2:2, §2:2:3, §2:2:4, §2:2:5, §2:2:6, §2:2:7, §3:1, §4:1:3:1, §4:2:3:2, §4:4:2, §4:10:3:1, §5:2:5, §5:2:9, §5:2:10, §9:2, §10:3, §12:1, §12:2 Removal of earlier §10:2, §10:4, §10:5 and adjustment of following paragraph numbering. Addition of §5:2:11 and §10:7
2018-10-02	Fall Guild Meeting 1	§2:1, §4:2:2, §4:2:3:1, §4:2:3:2, §4:5:3:1, §12:1 Addition of §4:2:3:3, §4:5:3:2 and adjustment of following paragraph numbering
2019-04-16	Spring Guild Meeting	§1:3, §2:2:6, §2:2:7, §4:2:2, §4:2:3:1, §4:2:3:2, §4:2:3:3, §4:13:1, §4:9:2, §6:1, §6:1:1:1, §6:1:1:2, §6:1:1:3, §6:1:1:4, §6:1:2, §12:1 Removal of earlier §4:13:3:6, §4:13:3:7. Addition of §4:12, §4:12:1, §4:12:2, §4:12:3, §4:12:3:1, §4:12:3:2, §4:12:3:3, §4:12:3:4. Adjustment of following paragraph numbering.
2019-10-01	Fall Guild Meeting 1	§2:2:1, §2:2:2, §2:2:3, §2:2:6, §2:2:7, §3:2, §4:1:3:1, §4:1:3:2, §4:4:2, §4:4:3, §4:4:3:1, §4:10:2, §4:10:3:1, §4:10:3:3, §4:16:3, §11:1, §12:1 Removal of earlier §4:4:3:2, §4:4:3:4, §4:4:3:5, §4:4:3:6, §4:4:3:8. Addition of §2:2:2, §4:3, §4:3:1, §4:3:2, §4:3:3,

		§4:3:3:1, §4:3:3:2, §4:3:3:3, §4:3:3:4, §4:3:3:5, §4:4:3:4, §4:10:3:2
2020-05-20	Spring Guild Meeting	§2:1, §4:1:3:3, §4:2:2, §4:8:2, §4:8:3, §4:15:3:4, §4:15:3:5, §4:17:3, §5:2:6, §6:1:2, §9:2, §10:2, §10:3, §10:6, §12:1 Addition of §4:8:3 and adjustment of following paragraph numbering
2020-10-13	Fall Guild Meeting 1	§2:2:6, §2:2:8, §4:3:3:2, §4:3:3:3, §4:6:3:2, §4:11:2, §4:12:2, §4:12:3, §4:15:3:1, §4:17:4, §10:1, §12:1 Addition of §4:12:4, §4:12:5, §4:12:5:1 och §4:12:5:2 Removal of earlier §4:12:3:6 and adjustment of following paragraph numbering
2021-03-30	Spring Guild Meeting	§2:2:2, §3:1, §3:3, §4:7:3:1, §4:7:3:4, §4:12:2, §4:12:3:1, §10:2, §10:3, §10:4, §10:5, §10:6, §10:7, §12:1, Addition of §3:1 and adjustment of following paragraph numbering
2021-10-13	Fall Guild Meeting 1	§2:2:5, §4:6:2, §4:6:4:2, §4:6:4:3, §4:12:1, §4:12:2, §4:12:3 §4:13:3:1, §4:15:2, §12:1 Addition of §4:6:3, §4:12, §4:15:8, §4:15:9, §4:15:10, §4:17:5 and removal of previous §4:12:4, §4:12:5 and adjustment of following paragraph numbering.
2022-04-05	Spring Guild Meeting	§2:1, §2:2:1, §2:2:2, §2:2:3, §2:2:4 §2:2:5, §4:2:2, §4:2:3:2, §4:7:3:1, §4:7:3:2, §4:7:3:3, §4:7:3:4, §4:10:2, §4:12:3:1, §4:13:2 §4:13:3:1, §7:4, §9:2, §9:4, §10:1 & §12:1 Addition of §4:8:4:2, §4:8:4:3, §6:1:3 & §6:1:3:1 and adjustment of following paragraph numbering.
2022-10-12	Fall Guild Meeting 1	Removal of previous §4:16:3:3, §4:17:3:2, §4:17:3:3 & §4:17:3:8 and adjustment of following paragraph numbering. Addition of §4:4, §4:4:1, §4:4:2, §4:4:3, §4:4:3:1, §4:4:3:2, §4:7:4:4, §4:13:3:2, §4:15:3:5, §4:17:3:2 & §10:8 and adjustment of following paragraph numbering.

		Adjustment of §2:2:6, §2:3:2, §4:12:2, §4:17:3:7, §12:1, §4:8:3:1, §4:8:3:2, §4:8:3:3, §4:8:3:4, §4:15:3:2 & §7:4
2023-04-04	Spring Guild Meeting	Adjustment of §2:2:1, §2:2:4, §4:1:3:1, §4:2:2, §4:2:3:1, §4:3:3:1, §4:3:3:2, §4:4:3:1, §4:5:3:1, §4:6:3:1, §4:7:3:1, §4:7:4:2, §4:8:3:1, §4:9:3:1, §4:10:3:1, §4:11:3:1, §4:12:3:1, §4:13:3:1, §4:14:3:1, §4:16:3:1, §4:17:3:1, §4:18:3:1, §11:1 & §12:2 Addition of §4:19:6

Internal references

Following internal references occur in the Regulations:

Paragraph	refers to
§1:2	§1:2 in the By-laws
§2:1	§6:4 in the By-laws
§2:1	§1:3
§2:2:3	Chapter 9
§2:2:3	Chapter 10
§2:2:3	§6:6:1 in the By-laws
§2:3:1	§6:3 in the By-laws
§4:2:2.	§6:1:1
§4:14:2	§2:1 in the By-laws
§4:16:2	Chapter 9 in the By-laws

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Chapter 1

Introduction

§1:1 Overall

These Regulations apply for the Guild of Chemical Engineering and Biotechnology within The Student Union at Lunds Tekniska Högskola, henceforth called the Guild. The Regulations, in which application instructions and other instructions are to be found, is an addition to the By-laws. In the event of contradiction between the By-laws and the Regulations, the interpretation of the By-laws is the correct one.

§1:2 Operations of the Guild

The operations of the Guild shall meet §1:2 in the By-laws. This means that the Guild first and foremost manages operations within the student union area whose purpose is to promote the studies of the members. The Guild also manages operations whose purpose is to promote that which has connection to the studies of the members.

The promotion of the members' studies means that the Guild actively acts for the best possible prerequisites for education and social activities for the students at the education programs mentioned in the By-laws.

The promotion of that which has connection to the studies of the members means that the Guild shall offer service and events which increase the well-being of the members and facilitate the possibility to have contact with the working life and also enrich and gild the study time of the members. Operations which serve the purpose of a studentesque framing of the members' studies are also included here.

§1:3 K-marking

To elevate the cultural value of the K-Guild and the K-level of the outside world, well deserved locations, buildings, communities and the like shall be K-marked. These locations shall in that case have the proper attributes and phenomena of clear K-dignity. It is the obligation of every Guild member to, if the opportunity arises, visit these places and also some time in their lifetime make a pilgrimage to all these locations.

The decision of what should be K-marked is determined by the Board after a nomination by either the Honours Committee or a Guild member. If a member wants to K-mark a location, it is appropriate to discuss this with the Honours Committee before conveying to the Board. When a decision of a K-marking has been made, a diploma with a motivation shall be erected and sent to the chosen location.

The list of K-markings shall be updated by the Honours Committee in consultation with the Secretary of the Guild. The list should be available to all members of the Guild.

Chapter 2

The Board

§2:1 Obligations

In addition to §6:4 in the By-laws, the Board is also obligated to:

- On the first Board Meeting of the operational year establish a concretized budget for the Guild during the current operational year.
- On the first Board Meeting of the operational year establish an order of delegation regarding the economy.
- In consultation with the Information Committee and the Cyber Committee, inform the members of the Guild about current debates, events and happenings within TLTH.
- Process incoming suggestions for K-markings according to §1:3.
- During their operational year take part of the Board testament and also update it. The update should be complete at the turn of the year when the sitting Board resigns.
- Before Fall Guild Meeting 1, after correspondence with the members, overlook the Policy for Overall and Long-Term Goals and, if needed, update these.
- On the Spring Guild Meeting, when presenting the operations report, also present how the different committees' long-term goals have been followed up.
- Make sure that the Guild has representatives in relevant Colleges within TLTH.
- Make sure that there is always an updated crisis plan for the Guild.
- Make sure that the English versions of the

Regulatory Documents are always updated in line with decisions made.

§2:2 Members

§2:2:1 President

The President shall have a general view of the Guild's operations.

The President shall in consultation with the Secretary, summon to Board Meeting at least three times every semester and also hold an informal meeting with the Board every week.

The President shall have ongoing contact with the Union President and also the Presidents of the other Guilds.

The year which the President resigns their post, this person is called to the Honour Committee medal meetings.

The President is the publisher for the medias of the Guild.

The President is an authorised signatory.

The President shall be able to be a "Person with significant influence" at the Guild.

The President shall actively take part in the Board's work.

The President shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Board.

§2:2:2 Vice President

The Vice President shall assist the President and take over their tasks should the President be absent.

The Vice President is responsible for access to The Guild volunteers in line with the current regulations of the Guild.

The Vice President is an authorised signatory.

The Vice President shall be able to be a "Person

with significant influence” at the Guild.

The Vice President shall handle lending of keys. Compilation of the need of keys shall be made in consultation with the Board.

The Vice President is the Board’s Head of Contacts for the Nominations Committee.

The Vice President is the Head of Contacts for the license authority (Tillståndsmyndigheten) and applies for serving licenses of the Guild.

The Vice President shall actively take part in the Board’s work.

The Vice President shall in consultation with the President be convener and a part of Nämnden. At least two meetings per reading period shall be convened.

§2:2:3 Treasurer

The Treasurer manages the economy of the Guild and bookkeeping.

The Treasurer is responsible for the compliance of the regulations in Chapter 9 – Economy, and Chapter 10 – Funds.

The Treasurer is responsible for any cash that the Board should have along with other cash. At the turn of the year, the treasury of the Guild is numerated.

The Treasurer shall ensure that authority for bank accounts change when a new/new authorised signatory/ies is/are elected as well as removing the old volunteers.

The Treasurer is along with the President responsible for the funds in the Scholarship Fund in line with the rules regarding the Scholarship Fund.

The Treasurer shall after a finished operational year make final accounts which will be presented the following Spring Guild Meeting.

The Treasurer has a prolonged mandate period in

line with §6:6:1 in the By-laws.

The Treasurer is an authorised signatory.

The Treasurer shall be able to be a “Person with significant influence” at the Guild.

The Treasurer shall actively take part in the Board’s work.

§2:2:4 Secretary

The Secretary shall allocate summons for Board and Guild Meetings, and also send summons in line with the By-laws.

The Secretary is responsible for the minute taking at the Board and Guild Meetings.

The Secretary is responsible for printing volunteer certificates to old volunteers if they so wish.

The Secretary is responsible for establishing a list of all volunteers in the Guild.

The Secretary shall erect and send diploma to locations that have been K-marked by the Guild.

The Secretary is responsible for updating the Regulatory Documents after changes and also make sure that the Regulatory Documents are available to all members, including via the website. When a change in a Regulatory Document occurs, the Secretary is responsible for also updating the history segment of the document. The By-laws should also be sent to the Union Representative Council. The Secretary is also responsible for inserting adopted Guidelines into the Board testament.

The Secretary is in consultation with the Head of the Cyber Committee responsible for copying and archiving a digital version of each protocol during the operational year.

The Secretary is the Board’s Head of Contact for the Section Chefs and the Vice Secretaries. The Secretary is the Board’s Head of Contact and attests for all volunteers of which no Regulatory Document says another Board member is Head of

Contact or attests for.

The Secretary shall actively take part in the Board's work.

§2:2:5 Board member in charge of events

The Board Member in charge of Events is the Head of Contacts in the Board for the Honours Committee, the Introductions Committee, the Pub Committee and the Festivities Committee.

The Board Member in charge of Events shall be able to be a "Person with significant influence" at the Guild.

The Board Member in charge of Events shall actively take part in the Board's work.

§2:2:6 Board Member in charge of Activities

The Board Member in charge of Activities is the Head of Contacts in the Board for the Fermentation Committee, the Sports Committee, the Yellow Commanders, the Cafeteria Committee and the Gadget Committee.

The Board Member in charge of Activities shall actively take part in the Board's work.

The Board Member in charge of Activities shall actively participate in the task force "K on Science Village".

§2:2:7 Board Member in charge of PR

The Board Member in charge of PR is the Head of Contacts in the Board for the Corporate Relations Committee, the Career Fair Committee, the Information Committee and the Cyber Committee. The Board Member in charge of PR is also assisting and Head of Contacts for the Biotechnology Contacts.

The Board Member in charge of PR shall coordinate contact with friendly Guilds at the universities in and outside of Sweden and shall document this correspondence if needed. It is the obligation of the Board Member in charge of PR along with required help to handle practical arrangements when the Board organizes meetings with other student associations.

The Board Member in charge of PR shall actively take part in the Board's work.

§2:2:8 Board Member in charge of Education

The Board Member in charge of Education is the Head of contacts for the Alumni Committee, the Student Council, the Study Committee and the Safety Committee.

The Board Member in charge of Education should be a member of the Programme Management for their program and is responsible for giving feedback from decisions and discussions from the Programme Management to the Board.

The Board Member in charge of Education shall actively take part in the Board's work.

The Board Member in charge of Education shall actively participate in the task force "K on Science Village".

§2:3 Meetings

§2:3:1 Board Meetings

Board Meetings happen according to §6:3 in the By-laws.

§2:3:2 Visionary Meeting

The Board shall meet at least once per reading period to discuss long term strategies for the Guild.

Chapter 3

The Committee Council

§3:1 Purpose

The Committee Council is a forum for exchange of information, ideas and support between the Heads of Committees and also exists to promote cooperation between the committees of the Guild.

§3:2 Obligations

The Committee Council is obligated to:

- Before Fall Guild Meeting 2 plan events for recruiting volunteers in consultation with the Nomination Committee
- The Head of Committee shall before every Board Meeting send in a work report for their committee as an information item. If a committee does not have a Head of the Committee, the Head of Contacts for the committee in the Board is responsible for sending a report.
- Work for cooperation between committees.

§3:3 Members

The Committee Council consists of the President, the Vice President and all Heads of Committees.

§3:4 Meetings

The Committee Council shall meet at least two times each reading period.

Chapter 4

Committees

§4:1 The Alumni Committee

§4:1:1 Purpose

The Alumni Committee is responsible for creating and maintaining contact and cooperation with alumni.

§4:1:2 Obligations

The Alumni Committee is obligated to maintain contact with alumni. It is the obligation of the committees to cherish this contact and expand the exchange of ideas which relate to the operations of the Guild.

§4:1:3 Composition

§4:1:3:1 Head of the Alumni Committee

The Head of the Alumni Committee is responsible for and convener of the Alumni Committee.

The Head of the Alumni Committee shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of Education along with last year's Head of the Alumni Committee.

The head of the Alumni Committee shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:1:3:2 Alumni Contact

Alumni Contacts are responsible for the alumni activities of the Guild and also maintains contact with the alumni of the Guild.

Alumni Contacts shall also plan and implement at least one alumni related operation during the year.

Alumni Contacts and the Head of the Mentorship Program shall assist the Head of the Alumni Committee and each other in their work.

§4:1:3:3 Head of the Mentorship Program

The Head of the Mentorship Program is responsible for coordinating the Mentorship Program of the Guild.

The Mentorship Program follows the school year.

The Head of the Mentorship Program and the Alumni Contact shall assist the Head of the Alumni Committee and each other in their work.

§4:2 The Honours Committee

§4:2:1 Purpose

The Honours Committee is responsible for encouraging able volunteers and is also responsible for honouring other engineering traditions.

§4:2:2 Obligations

The Honours Committee is responsible for handing out medals from the Guild after nomination from a member of the Guild. The Merit Medals shall be handed out at the end of the operational year. Along with each Merit Medal, in line with §6:1:1, a diploma with a personal limerick should also be handed out.

The Honours Committee is responsible for continuously honouring, implementing and establishing engineering traditions.

The Honours Committee shall send in a budget proposal for the operational year to the first Board meeting of the year.

The Honours Committee is responsible for the presence of a Standard Bearer at special traditional events.

The Honours Committee shall distribute Kalibrerings-medals during the KalibreringspHest.

The Honours Committee shall encourage Guild members during the year to propose locations that could be K-marked. If a location is deemed to have the right attributes and phenomena of K-dignity, the Honours Committee is responsible for nominating them to the Board.

The Honours Committee is responsible for updating the list of K-markings when a new K-marking occurs.

The Honours Committee is responsible for preserving the trophy locker of the Guild and making sure it looks nice and presentable.

§4:2:3 Constitution

§4:2:3:1 Head of the Honours Committee

The Head of the Honours Committee is responsible for and convener of the Honours Committee. The Head of the Honours Committee shall, along with the remaining members of the committee, collect nominations for the Annual Calibration Ball as well as hand out Volunteer Medals and Merit Medals on this occasion.

The Head of the Honours Committee shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of Events as well as last year's Head of the Honours Committee.

The Head of the Honours Committee shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:2:3:2 Honour Ion

Honour Ions consists of a Guild member from each grade, five in total. The Honour Ions shall, along with the remaining members of the committee, collect nominations for the Annual Calibration Ball as well as hand out Volunteer Medals and Merit Medals on this occasion.

§4:2:3:3 Standard Bearer

The Standard Bearer has the responsibility to bear the standard of the Guild on special traditional events. The Standard Bearer shall, along with the remaining members of the committee, collect nominations for the Annual Calibration Ball as well as hand out Volunteer Medals and Merit Medals on this occasion.

§4:3 The Cyber Committee

§4:3:1 Purpose

The Cyber Committee is responsible for the visible presence of the Guild in cyberspace.

§ 4:3:2 Obligations

It is the obligation of the Cyber Committee to maintain the social medias, website and internet related operations of the Guild. The internet related operations of the Guild shall be updated and be up to date.

§4:3:3 Composition

§4:3:3:1 Head of the Cyber Committee

The Head of the Cyber Committee is responsible for and convener of the Cyber Committee.

The Head of the Cyber Committee shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of PR as well as last year's Head of the Cyber Committee.

The Head of the Cyber Committee is in consultation with the Secretary responsible for copying and archiving a digital version of each protocol during the operational year. The Head of the Cyber Committee is also responsible for backing up pictures and films produced during the year in the digital archive of the Guild. The Head of the Cyber Committee is also responsible for the functionality of the Guild's digital voting system.

The Head of the Cyber Committee shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:3:3:2 Cyber Ion

Cyber Ions shall assist the remaining volunteers in the Cyber Committee with their work. For instance, helping Webmasters forming the website or assist the Photographers if necessary.

§4:3:3:3 Webmaster

Webmasters shall maintain the website of the Guild which should contain information regarding The Guild and the Student Union, and other things that are of interest to the members of the Guild.

§4:3:3:4 Photographer

Photographers shall photograph big Guild events like parties, introduction and sport events. The pictures shall later be presented easily available to the members of the Guild, for example by uploading them to the website of the Guild. If no Photographer can attend on a mission, a replacement should be arranged, firstly from the Cyber Committee.

§4:3:3:5 Director

The Director is responsible for making films in the name of the Guild. The Director advantageously helps other committees make theme films and the like.

§4:4 The Fermentation Committee

§4:4:1 Purpose

The Fermentation Committee is responsible for the fermentation activities of the Guild.

§4:4:2 Obligations

It is the obligation of the Fermentation Committee to provide the Guild's members with fermented food.

§4:4:3 Composition

§4:4:3:1 Ferminator

The Ferminator is responsible for and convener of the Fermentation Committee.

The Ferminator shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of Activities as well as last year's Ferminator.

The Ferminator shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:4:3:2 Microbe

The Microbes assist the Ferminator in their work and run the activities which the committee wish to operate.

§4:5 The Sports Committee

§4:5:1 Purpose

The Sports Committee is responsible for the sporting arrangements and activities of the Guild.

§4:5:2 Obligations

It is the obligation of the Sports Committee to promote the Guild's participation in different sport events, arrange sport events and activities for the members of the Guild and represent the Guild in the Sports Committee within TLTH.

§4:5:3 Composition

§4:5:3:1 Head of the Sport Committee

The Head of the Sports Committee is responsible for and convener of the Sports Committee.

The Head of the Sports Committee shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of Activities as well as last year's Head of the Sports Committee.

The Head of the Sports Committee shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:5:3:2 Sports Ion

Sports Ions assist the Head of the Sports Committee in their work as well as being their loyal partners in training come what may.

§4:6 The Information Committee

§4:6:1 Purpose

The Information Committee shall inform the members of the operations of the Guild, TLTH and LTH.

§4:6:2 Obligations

It is the obligation of the Information Committee to handle the spread of information from the Guild to all its members. The Information Committee is responsible for the Guild Paper, Guild Newsletter, posters and e-mailing to the members of the Guild.

§4:6:3 Constitution

§4:6:3:1 Head of the Information Committee

The Head of the Information Committee is responsible for and convener of the Information Committee.

The Head of the Information Committee shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of PR as well as last year's Head of the Information Committee.

The Head of the Information Committee is responsible for organizing the physical archive of the Guild and make sure that its content is available to the members of the Guild. The Head of the Information Committee shall archive a copy of each poster, paper and the like printed during the operational year.

The Head of the Information Committee shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:6:3:2 Da Vinci

Da Vinci is responsible of graphical design in the name of the Guild. Da Vinci advantageously helps other committees with posters, catalogues and the like.

§4:6:3:3 Editor

The Editors shall make sure the Guild Paper is produced and handed out to all members of the Guild, to other Guilds as well as the Student Union. They shall also compile and send out the Guild Newsletter. The responsible publisher is the President of the Guild.

§4:6:3:4 Journalist

The Journalists shall assist remaining volunteers in the Information Committee in their work. For instance, but not only, helping Da Vinci with graphical design in the name of the Guild and also assist the Head of the Information Committee when organizing the physical archive of the Guild.

The Journalists are responsible for writing texts for the Guild Paper. At least one Journalist is responsible for translating parts of the content into English.

§4:7 The Cafeteria Committee

§4:7:1 Purpose

The Cafeteria Committee is responsible for the cafeteria operations of the Guild.

§4:7:2 Obligations

The Cafeteria Committee is responsible for making sure that the cafeteria operations meet the needs of the members.

The Cafeteria Committee is responsible to staff the café during opening hours which in the greatest possible extent benefits the Guild's members. This is accomplished with the help of the Cafeteria Committee's volunteers but also beneficially through the Facebook group "K-sektionens jobbare".

The Cafeteria Committee is also responsible for coordinating cleaning of Gallien and has authority to assign all committees of the Guild and all volunteers cleaning tasks. Good contact with these is advocated for a well-functioning cleaning.

It is the obligation of the volunteers of the Cafeteria Committee to host Gallien during renting if no volunteer from the Gadget Committee is available.

The Cafeteria Committee is responsible for the contact with the company which has the vending machine outside of Gallien.

§4:7:3 The Cafeteria Name

The name of the Cafeteria is "Mitokonditoriet"

§4:7:4 Constitution

§4:7:4:1 Head of the Cafeteria Committee

The head of the Cafeteria Committee is responsible for and convener of the Cafeteria Committee.

The Head of the Cafeteria Committee is responsible for the economy, earnings and outgoings as well as the Cafeteria Committee's cash register. The Head of the Cafeteria Committee shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of Activities as well as last year's Head of the Cafeteria Committee.

The Head of the Cafeteria Committee shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:7:4:2 Vice Head of the Cafeteria Committee

The Vice Head of the Cafeteria Committee shall assist the Head of the Cafeteria Committee in their work. This is advantageously done with determined task assignments, which the Head of the Cafeteria Committee and the Vice Head of the Cafeteria Committee themselves agree upon. Example of such suitable assignments are schedule planning, study circle leadership, stocktaking and responsibility, along with the Head of the Cafeteria Committee, for purchase of inventory for the operations of the Cafeteria Committee.

§4:7:4:3 Cafeteria Ion

The Cafeteria Ions shall assist the Head of the Cafeteria Committee in their work.

§4:7:4:4 Baker

The Bakers shall assist the Head of Cafeteria Committee in their work. The Bakers shall regularly bake bakery to sell in the café Mitokonditoriet. As a starting point the Bakers shall bake at least once a week. What to bake is decided in consultation with the Head of the Cafeteria Committee, the Vice Head of Cafeteria Committee and others in the Committee.

§4:8 The Yellow Commanders

§4:8:1 Purpose

The Yellow Commanders are responsible for the cultural arrangements and activities of the Guild as well as maintaining Guild fellowship.

§4:8:2 Obligations

The Yellow Commanders are responsible for maintaining bautastenarna, spread joy throughout the Guild and to other Guilds.

It is also the obligation of the Yellow Commanders to cultivate the members of the Guild by, for instance, arranging visits to cultural events, host movie nights in Gallien, inform about current theatre and music arrangements or promote culture in other ways.

§4:8:3 Constitution

§4:8:3:1 Head of the Yellow Commanders

The Head of the Yellow Commanders is responsible for and convener of the Yellow Commanders.

The Head of the Yellow Commanders shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of Activities as well as last year's Head of the Yellow Commanders.

The Head of the Yellow Commanders shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:8:3:2 Song Contest Team Leader

The Song Contest Team Leader's assignment is to coordinate so that the participation of the Guild in the yearly Song Contest gets as good a result as possible.

§4:8:3:3 Choir Leader

The Choir Leader is responsible for repetitions of the Choir as well as doing these well ahead of the Song Contest.

§4:8:3:4 Yellow Commander Ion

The Yellow Commander Ions assist the Head of the Yellow Commanders in their work.

§4:9 The Career Fair Committee

§4:9:1 Purpose

The Career Fair Committee is responsible for finding contacts for as well arranging the Guild's Career Fair.

§4:9:2 Obligations

The Career Fair Committee shall plan and arrange a Career Fair Day in the start of the following year and monitor the Guild's interests there, so that the short-term economic interests will not steer.

§4:9:3 Mandate period

The mandate period of the Career Fair Committee extends from the 1st of January to one week after the Career Fair Day of the following year. If this Career Fair Day for some reason does not occur as usual, the mandate period extends to the 1st of July the following year.

§4:9:4 Constitution

§4:9:4:1 Head of the Career Fair

The Head of the Career Fair is responsible for and convener of the Career Fair Committee.

The Head of the Career Fair shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of PR as well as last year's Head of the Career Fair.

The Head of the Career Fair shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:9:4:2 Head of Logistics

The Head of Logistics is responsible to arrange a venue and it's surrounding concerns. It means to organize contract for the venue, carpet and furniture as well as being responsible for the electrical scheme, company placement, parking spots for the companies and recipient of goods.

§4:9:4:3 Head of Marketing

The Head of Marketing is responsible for the advertisement of the attending companies on the Guild's social medias and physical advertisement. The Head of Marketing is responsible of updating the Guild's Career Fair webpage. The Head of Marketing shall have editing permission on the Guild's Facebook page.

§4:9:4:4 Career Fair Contact

The Career Fair Contacts shall assist the Head of the Career Fair in their work.

§4:10 The Corporate Relations Committee

§4:10:1 Purpose

The Corporate Relations Committee is responsible for coordinating the Guild's trade and Industry contacts throughout the year. The members of the Guild shall through the Corporate Relations Committee receive a clear connection to the trade and Industry.

§4:10:2 Obligations

The Corporate Relations Committee shall arrange at least one corporate activity per semester with a representative corporation for each main block and will monitor the interests of the Guild there, so that the short-term economic interests will not steer.

§4:10:3 Constitution

§4:10:3:1 Head of Corporate Relations

The Head of Corporate Relations is responsible for and convener of the Corporate Relations Committee.

The Head of Corporate Relations shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of PR as well as last year's Head of Corporate Relations.

The Head of Corporate Relations shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:10:3:2 Corporate Relations Contact

The Corporate Relations Contacts shall assist the Head of Corporate Relations in their work.

§4:11 The Introduction Committee

§4:11:1 Purpose

The Introduction Committee shall in consultation with other committees of the Guild plan for the reception of the new students, the so-called

introduction. The introduction shall encourage good comradery, engineering culture and study technique among the nollor.

§4:11:2 Obligations

It is the obligations of the Introductions Committee to plan and implement the introduction. The Introduction Committee is also responsible for the arrangement of the Wiggle Party after the Annual Calibration Ball. Good contact and cooperation with the Festivities Committee for parties as well as with other committees is advocated. The Introduction Committee selects a person in charge of the committee's economy among themselves. The Introduction Committee shall undergo appropriate education for dealing with crisis and conflict as well as dealing with alcohol. This education is chosen in consultation with the Board.

The Introduction Committee is also responsible for making sure that Introduction Volunteers gets sufficient education for dealing with crisis, conflict and alcohol as well as education for other relevant areas. It is decided in consultation with the Board which educations are relevant.

§4:11:3 Constitution

§4:11:3:1 Head of the Introduction Committee

The Head of the Introduction Committee is responsible for and convener of the Introduction Committee.

The Head of the Introduction Committee shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of Events as well as last year's Head of the Introduction Committee.

The Head of the Introduction Committee shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:11:3:2 Introduction Coordinator

The Introduction Coordinators assist the Head of the Introduction Committee in their work.

§4:12 The Gadget Committee

§4:12:1 Purpose

The Gadget Committee shall take care of and maintain all the Guild's inventory.

§4:12:2 Obligations

The Gadget Committee shall provide the Guild with the inventory needed in order to carry on operations. The Gadget Committee shall also make sure existing inventory is maintained.

The Gadget Committee is responsible for keeping order in the storages of the Guild. The Gadget Committee is responsible for the lost and found box in Gallien and for emptying it on a regular basis. The Gadget Committee is also responsible for plants and TV screens in Gallien and for the Guild's big first aid kit.

The Gadget Committee is responsible for the rental of the Guild's premises and inventory. When a premise is rented to others than the Guild, the Gadget Committee is firstly responsible for finding hosts who can keep watch during the event. If no hosts are available in the Gadget Committee, the Cafeteria Committee should be asked instead.

The Gadget Committee is responsible for the Guild's merchandise. This includes ordering and selling merchandise as well as possibly designing new products. This can advantageously be done in cooperation with other committees.

§4:12:3 Constitution

§4:12:3:1 Head of the Gadget Committee

The Head of the Gadget Committee is responsible for the rental of the premises and inventory of the Guild. The Head of the Gadget Committee is responsible for writing contracts on all renting occasions. The Head of the Gadget Committee is responsible for and convener of the Gadget Committee. The Head of the Gadget Committee shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of Activities, the Vice Head of the Gadget Committee as well as last year's Head of the Gadget Committee.

The Head of the Gadget Committee is responsible

for an annual thorough cleaning of the storages and advantageously gets help from other committees.

The Head of the Gadget Committee shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:12:3:2 Vice Head of the Gadget Committee

The Vice Head of the Gadget Committee shall assist the Head of the Gadget Committee in their work. The Vice Head of the Gadget Committee is responsible the stocktaking of the Guild's storages as well as in consultation with the Board place orders and make purchases of new inventory. The Vice Head of the Gadget Committee is also responsible for emptying the lost and found box in Gallien at least once every semester.

§4:12:3:3 Gadget Ion

The Gadget Ions assist the Head of the Gadget Committee in their work. The Gadget Ions are responsible for taking care of the plants in Gallien. The Gadget Ions are responsible for keeping order in the Guild's storages. The Gadget Ions are responsible for the TV screens in Gallien being on. The Gadget Ions are responsible for keeping the first aid kit updated.

§4:13 The Pub

§4:13:1 Purpose

The Pub is responsible for the Guild's pubs.

§4:13:2 Obligations

The Pub shall power and develop the Guild's pubs. Workers are advantageously recruited from the Guild's working pool on Facebook.

§4:13:3 Constitution

§4:13:3:1 Head of the Pub Operations

The Head of Pub Operations is responsible for and convener of the Pub Operations. The Head of Pub Operations shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of Events as well as last year's Head of Pub Operations.

The Head of the Pub Operations shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:13:5:2 Pub Deputy

The Pub Deputies are responsible along with the Head of Pub Operations for planning and implementing the Guild's pubs.

§4:14 The Festivities Committee

§4:14:1 Purpose

The Festivities Committee is responsible for the festive operations of the Guild.

§4:14:2 Obligations

It is the obligation of the Festivities Committee to organize the following traditional gasques:

- Theme release party
- Annual Calibration Ball: Is to be arranged sometime between 15th of February and 31st of May, where the President calibrates the Archive Litre. The party shall take place on a secret location so that curious individuals will not disturb the sensitive magnetic fields and consequently affect the result at the calibration.
- Get to Know
- Nollegasque

The Festivities Committee is encouraged to hold events of shifting nature beyond the above mentioned.

The Festivities Committee shall undergo appropriate alcohol education chosen in consultation with the Board.

Good contact and cooperation with the Introduction Committee and the Photographers is advocated.

§4:14:3 Constitution

§4:14:3:1 Head of the Festivities Committee

The Head of the Festivities is responsible for and convener of the Festivities Committee.

The Head of the Festivities shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of Events as well as last year's Head of the Festivities Committee.

The Head of the Festivities Committee shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:14:3:2 Vice Head of the Festivities Committee

The Vice Head of the Festivities Committee shall assist the Head of the Festivities Committee in their work and take their place should they be absent.

The Vice Head of the Festivities Committee shall in cooperation with the Head of the Festivities make sure that a stocktaking of the Festivities Committee's inventory based on retail price is done at the turn of the year.

§4:14:3:3 Bartender

The Bartenders are responsible for planning and maintaining the bar during the Festivities Committee's events.

§4:14:3:4 Headwaiter

The Headwaiters are responsible for table setting and waiting during the Festivities Committee's events.

§4:14:3:5 Chef

The Chefs are responsible for cooking food at the Festivities Committee's events.

§4:14:3:6 Toastmaster

The Toastmasters assignment is to lead the singalong on the Guild's get togethers. Before each Annual Calibration Ball, a song from a traditional melody, *Balladen om den franske kungens spelmän*, shall be written. The song book shall be continuously renewed and supplied with, for instance, Song Contest contributions.

4:14:3:7 Festivities Ion

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The Festivities Ions help the Festivities Committee at their events.

§4:15 The Safety Committee

§4:15:1 Purpose

The Safety Committee is responsible for the Guild's work regarding the psychological and physical work environment on in the Guild as well as working for active environmental work in the Guild.

4:15:2 Obligations

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The Safety Committee shall arrange events to illuminate environmental matters as well as equality for the members of the Guild. The committee shall work for the active environmental work of the Guild and its committees. The Safety Committee shall also work for the well-being of the Guild's psychosocial and physical work environment.

§4:15:3 Constitution

4:15:3:1 Head of the Safety Committee

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The Head of the Safety Committee is responsible for and convener of the Safety Committee. The Head of the Safety Committee shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of Education as well as last year's Head of the Safety Committee.

4:15:3:2 Environment Coordinator

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The Environment Coordinator is responsible for leading the Guild's environmental work. The Environment Coordinator shall in consultation with the Guild's Heads of Committees and the Board make sure that the environmental work is followed through and also report the result of the environmental work to the Board. The Environment Coordinator shall also engage members of the Guild through their work, to involve more members of the Guild in the environmental responsibilities. The Environment Coordinator shall maintain contact with corresponding posts in other Guilds as well as Lund Sustainable Engineers (LSE).

4:15:3:3 Equality Officer

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The Equality Officer shall work for the equal opportunity of a good education at LTH for all, regardless of gender, age, sexual orientation,

ideology, disability, religion, ethnic and social background.

The Equality Officer shall work for the equal:

- Recruiting opportunities to the education.
 - Treatment during the education.
 - Opportunity to do Master's thesis project.
 - Opportunity to do Doctor's thesis.
- for all.

The Equality Officer shall be available to remaining committees to look after their interests. The Equality Officer shall take part in the Student Union's equality work and spread the knowledge and information processed there to other members of the Guild.

§4:15:3:4 Safety Officer

The Safety Officer has the main responsibility to look after the engineers' interests in physical matters and the working environment.

The Safety Officer shall take part in safety rounds and Safety Council meetings within Kemicentrum. Additionally, the Safety Officer shall take part in work environment meetings within TLTH.

§4:15:3:3 World Master

The World Masters have the assignment of acting as Head of Contacts for the Guild's own international students. The World Masters are also responsible for informing the international students of activities during the year. The World Masters should inform international students of suitable activities during the introduction in consultation with the Introduction Committee. Beyond this, the World Masters are responsible for implementing a "house tour" for new students at the start of each semester. The house tour means a tour of Kemicentrum to show, for instance, computer rooms, café, copying machines, institutions and lecture halls. The World Masters shall sit in the Student Union College of World Masters.

§4:16 The Study Committee

§4:16:1 Purpose

The Study Committee is responsible for arranging study motivating events as well as event which in other ways could help the members in their studies.

§4:16:2 Obligations

The Study Committee shall arrange events such as study nights, guest lectures, workshops or case solving during the year. The events should address students in all educations that the Guild is monitoring.

§4:16:3 Constitution

§4:16:3:1 Head of the Study Committee

The Head of the Study Committee is responsible for and convener of the Study Committee.

The Head of the Study Committee shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of Education as well as last year's Head of the Study Committee.

The Head of the Study Committee shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:16:3:2 Event Creator of the Study Committee

The Event Creators of the Study Committee are responsible for planning different types of study motivational events, such as workshops and guest lectures directed at the members of the Guild.

§4:16:3:3 Study Ion

The Study Ions shall assist other members in the Study Committee in their work and firstly help at study related events. The Study Ions have the main responsibility for planning the study nights of the Guild.

§4:17 The Student Council

§4:17:1 Purpose

The Student Council is responsible for the core operations of the Guild and shall work for the promotion of the students interests in education related matters.

§4:17:2 Obligations

It is the obligation of the Student Council to work for high quality of the educations where the Guild

recruit their members in line with §2:1 in the By-laws. It is also the obligation of the Student Council to plead the cause of the engineers in study matters related to these programs. The Heads of the Student Council in charge of Bachelor level/Master level also coordinates representatives to the semester collages on bachelor/master level.

The Student Council shall inform the members of the Guild about current operations.

The Student Council shall make sure that engineers are represented in external organs affecting the Guild's students where the Student Council have the right to nominate in the Student Union list of external organs. These organs include, but are not limited to, Programme Board and Institution Boards. The Student Council shall also follow up and coordinate their representatives in these organs.

The Student Council shall also coordinate with TLTH and other Guilds through suitable Colleges and cooperations.

The Student Council shall otherwise look after the K-engineers' interests in educational and teaching matters.

§4:17:3 Constitution

§4:17:3:1 Head of the Student Council

The Head of the Student Council is responsible for and convener of the Student Council.

The Head of the Student Council shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with the Board Member in charge of Education as well as last year's Head of the Student Council.

The Head of the Student Council should be a member of the Programme Management for their program. and responsible for the Student Council's active pursuit of their interests there.

The Head of the Student Council is responsible for the nominations of scholarship holders in line with §10:1 in the By-laws.

The Head of the Student Council shall actively participate in the task force “K on Science Village”

The Head of the Student Council shall attend relevant colleges and handle external student monitoring

The Head of the Student Council shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:17:3:2 Vice Head of the Student Council

The Vice Head of the Student Council shall assist the Head of the Student Council in their work.

The Head of the Student Council shall actively participate in the Student Council’s work

The Vice Head of the Student Council is responsible for the internal student monitoring.

§4:17:3:3 Bettan

Bettan represents the 1st graders of the Biotechnology programme. Bettan shall assist the rest of the Student Council in their work and make sure the voices of the 1st graders are heard. Bettan is elected in the Fall and resigns on the 31st of December the same year.

§4:17:3:4 Ettan

Ettan represents the 1st graders of the Chemistry programme. Ettan shall assist the rest of the Student Council in their work and make sure the voices of the 1st graders are heard. Ettan is elected in the Fall and resigns on the 31st of December the same year.

§4:17:3:5 Member of the Student Council in charge of Bachelor level

Member of the Student Council in charge of Bachelor level shall assist the Head of the Student Council in their work and is expected to attend the meetings of the Student Council.

Member of the Student Council in charge of Bachelor level shall assist the Head of the Student Council in their work.

Members of the Student Council in charge of Bachelor level is Head of Contact for course representative in the Bachelor level

§4:17:3:6 Member of the Student Council in charge of Master level

Member of the Student Council in charge of Bachelor level shall assist the Head of the Student Council in their work and is expected to attend the meetings of the Student Council.

Member of the Student Council in charge of Bachelor level shall assist the Head of the Student Council in their work.

Members of the Student Council in charge of Bachelor level is Head of Contact for course representative in the Master level

§4:17:3:6 Member of the Student Council in charge of Food Technology

Member of the Student Council in charge of Food Technology shall assist the Head of the Student Council in their work.

Member of the Student Council in charge of Food Technology is Head of Contact for the course representatives at Food Technology

Members of the Student Council in charge of Food Technology shall in the greatest extent work independently. The member shall raise questions and problematics that affects the students at the Bachelor programme in Food Technology.

§4:17:3:8 Lettan

Lettan represents the 1st graders of the Bachelor's programme in Food Technology. Lettan shall assist the rest of the Student Council in their work and make sure the voices of the 1st graders are heard. Lettan is elected in the Fall and resigns on the 31st of December the same year.

§4:18 The Nomination Committee

§4:18:1 Purpose

The Nomination Committee has the assignment of streamlining the election process by preparing the candidates before the election procedure as well as proposing nominations of suitable candidates at the Guild Meeting.

§4:18:2 Obligations

It is the obligation of the Nomination Committee to post their proposals for all ordinary volunteers at

least five days before the Guild Meeting at the latest. It is also the obligation of the Nomination Committee to post their proposals of periodized project volunteers whenever it is suitable with the exception of introduction volunteers which are handled by the Introduction Committee.

On behalf of the Guild Meeting or the Board, the Nomination Committee also has the obligation to prepare nominations for project volunteers. The Nomination Committee is responsible for the nominations of all by-elections.

§4:18:3 Constitution

§4:18:3:1 Head of the Nomination Committee

The Head of the Nomination Committee is responsible for and convener of the Nomination Committee. Along with the Members of the Nomination Committee, the Head of the Nomination Committee is responsible for the preparation of nominations of new volunteers. The Head of the Nomination Committee should not be a member of the Board at the same time.

The Head of the Nomination Committee shall present a budget proposal for the committee during the first Board meeting of the year. The budget proposal is advantageously composed together with last year's Head of the Nomination Committee.

The Head of the Nomination Committee shall internally appoint a sustainability representative who is in contact with the Safety Committee to evaluate the sustainability work within the Committee.

§4:18:3:2 Member of the Nomination Committee

The Members of the Nomination Committee prepares nominations for new volunteers.

§4:19 Other Volunteers

§4:19:1 Speaker

The Speaker is responsible for, in consultation with the Board, summon to Guild Meetings. The Speaker is the Meeting Chairman of the Guild Meetings.

§4:19:2 Accountant

The Accountants are one the Guild's reviewing

organs and their eligibility, obligations, rights and mandate period is describes in the By-laws Chapter 9 - Accounting.

§4:19:3 Biotechnology Contact

The Biotechnology Contacts shall represent the Guild on the board meetings of the Biotechnology Students (BTS) and maintain contact with biotechnology educations around Sweden. It is also the obligation of the Biotechnology Contacts to arrange the Biotechnology Days (BTD) with necessary help when they are arranged in Lund.

The Head of Contacts for the Biotechnology Contacts is the Board Member in charge of PR.

When electing Biotechnology Contacts on the Guild Meeting before the year the Biotechnology Days (BTD) are to be arranged in Lund, the name and full social security number of the person/shall be noted in the minutes since they become authorised signatories of the organisation Biotechnology Students.

§4:19:4 K on Science Village

The task force is responsible for actively plead the cause of the Guild in matters that has to do with the move of Lund University to Science Village.

Members of the task force are:

The Board Member in charge of Education

The Board Member in charge of Activities

The Head of the Student Council

Member (spring) (3p)

Member (fall) (1p)

Members (spring) are elected on the Spring Guild Meeting every year and member (fall) is elected on the Guild Fall Meeting 2 every year. The mandate period for member (spring) follows the reading year (aug-jun) and member (fall) follows the calendar year (jan-dec).

The Board Member in charge of Education is the convener of the task force. The task force shall report how the work goes on the Guild Spring Meeting and the Guild Fall Meeting 2 every year.

§4:19:5 The Guild's Chefs

The Guild's Chefs are responsible of plan and cook the food for the Guild's Guild Meetings

Head of Contact for the Guild's Chef's is the
Secretary

Chapter 5

Project Volunteers

§5:1 Project Volunteers

§5:1:2 Purpose

Project volunteers are responsible for planning, implementing and finishing projects for the Guild.

§5:1:3 Obligations

It is the obligation of the Project Volunteers to follow the directives in Policy for Project Volunteers in their work.

§5:2 Periodized Project Volunteers

§5:2:1 Definition

A Periodized Project Volunteer is a Project Volunteer who every so often is elected by the Guild but with such a low frequency of mandate period that an ordinary volunteer cannot be motivated.

§5:2:2 Introduction Volunteers

Elected on a Board or Guild Meeting in the spring semester after nomination by the Introduction Committee.

§5:2:3 Song Contest Group

Elected on a Board or Guild Meeting in the Fall semester.

§5:2:4 Anniversary Committee

Elected every five years on the Spring Guild Meeting before the Anniversary takes place.

§5:2:5 Carnival Group

Elected every four years on a Board or Guild Meeting before the Lund Carnival takes place.

§5:2:6 BTD-group

The Biotechnology Contacts nominates a suitable task force before or on the year where the Biotechnology Days are arranged in Lund. The task force is then later elected on a Board or Guild Meeting.

§5:2:7 NKK Group

Elected on Fall Guild Meeting 2 the year before it is Lund's turn to arrange the event.

§5:2:8 Tandem Relay Contacts

The Tandem Relay Contacts are elected on Fall Guild Meeting 2 the year before the Tandem Relay takes place. It is the obligation of the Tandem Relay Contacts to organize one or more teams as well as arranging training and parties so that the physical standard and spirits of the team are raised before the relay.

§5:2:9 Her Tech Future Contact

The Her Tech Future Contacts are responsible for the contacts with the centrally responsible for Her Tech Future on LTH and locally on the Guild. The volunteers shall find mentors and other assistants that are needed for the event. Elected on Fall Guild Meeting 2.

§5:2:10 Chemical Engineering Contact

Elected on the Spring Term Meeting except for when NKK is arranged by the Guild where they are instead elected in conjunction with the NKK Group on Fall Guild Meeting 2. Chemical Engineering Contact shall maintain contacts with chemical engineering around the world and represent the Guild at NKK. The Chemical Engineering Contact is responsible for the NKK Group if one is elected.

§5:2:11 Karnevalefix

Elected every fourth year on the Spring Guild Meeting the year before the Lund Carnival takes place.

Chapter 6

Medals

§6:1 Medals

Since Merit Medals and Volunteer Medals is to be seen as appreciation from the Guild's side, no costs for someone who receives such a medal should arise.

§6:1:1 Merit Medals

To eminent persons having made good efforts for the Guild, medals shall be handed out in conjugation with the Annual Calibration Ball by the Honours Committee. Medals shall act as a reward as well as being an incitement for younger talents.

Candidates are valuated after extraordinary efforts as well as different well executed positions of trust within the Guild.

Members of the Honours Committee can receive a medal if they themselves do not take part in the decision.

The medals that can be handed out is of rising value. Medals can be handed out both during and after finished participation. If the person in question, who receives the medal, earlier has received a medal from the Guild, the medal should be of higher value. This can be exempted if the earlier medal is a Honourary Medal or if the medal handed out is a Honourary Medal.

§6:1:1:1 Honourary Medal

This medal is handed out to persons who, during the past year, brought something extra to the Guild and should be rewarded thereafter.

§6:1:1:2 K-spirit

This medal is handed out to persons who, during the past year worked for the Guild and its members far beyond the ordinary.

§6:1:1:3 Crossed Cannizzaro

This medal is handed out to persons who, during a long time has made efforts for the Guild and their members far beyond the ordinary.

§6:1:1:4 Gorba Magnum

This medal is sparingly handed out to a parson who, in an extraordinary way and for a long time, has made efforts for the Guild and its members far beyond the ordinary.

§6:1:2 Volunteer Medals

Volunteer Medals are handed out to the Guild's volunteers after a finished operational year. The medal shall be seen as appreciation for a well done job and encourage further volunteering. All persons having filled a volunteer post during a majority of the operational year are entitled to a Volunteer Medal. The medal is handed out at the end of the operational year.

The Volunteer Medal exists in three levels: the lowest level, obtained after one finished year of volunteering, the second level, obtained after a finished year as the Head of a Committee and the last level, obtained after a finished year in the Board.

Every medal exists in four further levels signalling the number of active years. After three finished years as a volunteer the Volunteer Medal is complemented with a badge hanging above the medal. After four years, an additional badge is added and finally, after five finished years, a third and last badge is added.

The Honours Committee is responsible along with the resigning Board to compile a list of which volunteers deserves which level of the Volunteer Medal.

Chapter 7

Policies

§7:1 Purpose

Policies are documents directing certain parts of the Guild's work.

§7:2 Adoption

The Guild Meeting adopts policies. A proposal of a Policy is processed as a regular motion.

§7:3 Amendments

Proposal of amendments to Policies are presented to the Guild Meeting as regular motions.

§7:4 Adopted Policies

When a policy gets adopted, it is added as an appendix to these Regulations and put in the list below.

The following Policies are adopted:

- Policy for Graphic Profileing
- Policy for Overall and Long-Term Goals
- Policy for Testaments
- Policy for Subsidized Pricing
- Policy for Equal Treatment
- Policy for Project Volunteers
- Policy for Election of Volunteers
- Policy for Environmental Work
- Policy for Investments
- Policy for Motions and Requests

Chapter 8

Guidelines

§8:1 Purpose

Guidelines are directions for how volunteers are to work.

§8:2 Adoption

The Board adopts Guidelines.

§8:3 Amendments

The Board makes decisions on amending the Guidelines.

§8:4 Administration

The Secretary is responsible for the availability of updated versions of the Guidelines as well as insert them into the Board Testament.

Chapter 9

Economy

§9:1 The Finance Manager in the Committees

The respective Heads of the Committees shall keep track of the budget of the committee. They are further responsible for leaving information about spendings and earnings as well as receipts to the Treasurer.

The Finance Manager is also responsible for the committee's eventual cash register.

§9:2 Attestation Limit

The respective Head of Committee has the attestation limit of the committee. If there is a need to give more volunteers in the committee an attestation limit, the Board will decide about this. If a committee does not have a Head of the Committee the attestation limit goes to the Head of Contacts in the Board. If the Head of Contacts is attesting for more than one committee, the attestation limit applies for each individual committee. It is the obligation of the Board to determine a suitable attestation amount. The authorised signatories attest for the Board.

§9:3 Credit Card

The Board should have access to a credit card. The Board makes decisions about which committees and persons should have access to an extra credit card. The Accounts for the credit cards should be arranged so that the risk for abuse is minimized.

§9:4 Economic Follow Up

An economic report shall be presented on Board Meetings before the two ordinary Guild Meetings as well as the end of each semester. The report shall contain the following items:

- Current operation results i comparison with the concretized budget.
- List of the Guild's debts.
- List of the Guild's assets.
- Reconciliation of bookkeeping and bank account.
- Reconciliation of bookkeeping and cash

register.
This report shall be archived in a special folder.

Chapter 10

Funds

§10:1 Scholarship Fund for Chemical and Biotechnology Engineers in first grade

This Scholarship Fund was created in 1992 and was remade 2017. The purpose of the Fund is to promote and appreciate good study technique and other good engineering characteristics on the Guild.

Every year, two scholarships of 500kr each will be handed out to two different Guild members who, during the first year, have shown display of good study maturity as well as contributed to a good study and Guild spirit among classmates. The scholarship holders (one from B and one from K) are elected mutually by the Inspector of the Guild, a student counsellor for B and K, the Board member in charge of Education as well as the Head of the Student Council. Their decision is final when it has been made.

The scholarship holders are handed out by the Board Member in charge of Education and the Head of the Student Council on the Introduction Gasque (when the scholarship holders have started grade 2) – to which the scholarship holders are invited. If a scholarship holder cannot be present on the Introduction Gasque, the scholarship will instead be handed out at another formal occasion. If a Guild Meeting decides, capital can be set aside to the fund from the common capital of the Guild.

§10:2 Investment Fund

The Investment Fund was created in 2018 and is a merge of three earlier funds. The capital of the fund shall be used for the acquisition of new inventory or the like. The earmarked money shall be used for the acquisition and development of the Guild's operations through new purchase. The Guild shall set aside at least 4000kr every year to this fund. If someday, the balance of the Guild's bank account is less than a third of the turnover from the previous year, additional deposits should be kept low. Funds from the Investment Fund may be used after decision by the Guild Meeting. A Board Meeting also has the right to lift funds from the fund, although a maximum of 20 000kr/year. If a Guild Meeting decides, capital

may be set aside from the common capital of the Guild. The Guild Meeting may also decide to lift capital from the fund to the common capital of the Guild. An example of using the fund is to purchase a Green Screen to give more movie making possibilities.

§10:3 Renovation Fund

The Renovation Fund was created in 1991. The capital of the fund shall be used to maintain good conditions in the premises of the Guild and maintain good standards of the Guild's inventory. The earmarked money shall be used to repair the Guild's premises, inventory or things owned by the Guild as well as replacing already existing inventory to maintain the capacity of the Guild's operations. The Guild shall set aside at least 6000kr every year to this fund. If someday, the balance of the Guild's bank account is less than a third of the turnover from the previous year, additional deposits should be kept low. Funds from the Renovation Fund may be used after decision by the Guild Meeting. A Board Meeting also has the right to lift funds from the fund, although a maximum of 20 000kr/year. If a Guild Meeting decides, capital may be set aside from the common capital of the Guild. The Guild Meeting may also decide to lift capital from the fund to the common capital of the Guild. An example of using the fund is replacing a broken coffee machine with the same model or purchase of a storage locker for the Guild's belongings.

§10:4 Anniversary Fund

The Anniversary Fund was created in 2010. The purpose of the fund is to economically contribute the celebration of the Guild's anniversary. The Guild shall set aside at least 10 000kr every year to this fund. If someday, the balance of the Guild's bank account is less than a third of the turnover from the previous year, additional deposits should be kept low. Funds may only be used after a decision from a Board or Guild Meeting. If a Guild Meeting decides, capital may be set aside from the common capital of the Guild. The Guild Meeting may also decide to lift capital from the fund to the common capital of the Guild.

§10:5 Medal Fund

The Medal Fund was created in the spring of 2015. The purpose of the fund is to distribute the cost of medals between all operational years since orders are seldom placed every year. Funds from this fund is taken when needing to order medals and this is decided by the Board or a Guild Meeting. The Guild shall set aside at least 1 500kr every year to this fund. If someday, the balance of the Guild's bank account is less than a third of the turnover from the previous year, additional deposits should be kept low. If a Guild Meeting decides, capital may be set aside from the common capital of the Guild. The Guild Meeting may also decide to lift capital from the fund to the common capital of the Guild.

§10:6 Project Fund

The Project Fund was created in the spring of 2016 in conjunction with the adoption of the Policy for Project Volunteers. The purpose of the fund is that the projects shall have the possibility to lift money. The Guild shall set aside at least 2000kr every year to this fund. This is not required the years where the Guild is making a loss. If someday, the balance of the Guild's bank account is less than a third of the turnover from the previous year, additional deposits should be kept low. Funds from the Project Fund may be used after decision by the Board or Guild Meeting. If a Guild Meeting decides, capital may be set aside from the common capital of the Guild. The Guild Meeting may also decide to lift capital from the fund to the common capital of the Guild.

§10:7 Travel Scholarship Fund

The Scholarship Fund was created in 2018 thanks to an anonymous donation. The purpose of the fund is to make trips to, for example, NKK and BTD but also other trips and study visits which promote the contact between the Guild and other student organisations. The fund may be used after decision by the Guild Meeting or the Board Meeting. If a Guild Meeting decides, capital may be set aside from the common capital of the Guild. The Guild Meeting may also decide to lift capital from the fund to the common capital of the Guild.

§10:8 Car Fund

The Car Fund was created in 2022. The purpose of the fund is to distribute the costs of buying and

maintenance of a car in the K-guilds ownership. Set aside money to the fund is not necessary the years the Guild is making a loss. If someday, the balance of the Guild's bank account is less than a third of the turnover from the previous year, additional deposits should be kept low. If a Guild Meeting decides, capital may be set aside from the common capital of the Guild. The Guild Meeting may also decide to lift capital from the fund to the common capital of the Guild.

Chapter 11

List of Honorary Members

§11:1 The Guild's Honorary Members

Current Honary Members are:

Börje Wickberg, appointed on Thursday the 28th of April 1985 with the motivation:

”Börje Wickberg utnämnes av Vårterminsmötet till hedersmedlem i K-sektionen inom TLTH därför att ingen har på samma sätt spridit K-sektionens anda utanför Kemicentrums väggar. Under sin tid som TLTH:s inspektor arbetade han oförväget för alla sektioners bästa, men som kemist i själen riktade hans arbete alltid en speciell strålgans mot Kemisektionen. Dessutom försitter Börje Wickberg aldrig ett tillfälle att med sin spontanitet, kreativitet och sitt positiva lynne bidra till sektionens verksamhet.”

Inga-Britt Peetre, appointed on Thursday the 28th of April 1985 with the motivation:

”Inga-Britt Peetre utnämnes av Vårterminsmötet till hedersmedlem i Kemisektionen inom TLTH därför att hon som sektionens första inspektor under fyra år arbetade med ett och samma mål för ögonen, K-sektionens bästa. Inga-Britt Peetre besitter de egenskaper som skapar en inspektor utöver det vaniga, nämligen arbetsglädje, entusiasm och en enastående förmåga att bygga broar mellan lärare och elever.”

Åke Jernqvist, appointed on Wednesday the 29th of March 1990 with the motivation:

”Ingen har som Åke, varken före eller efter sin tid som inspektor, förstått oss teknologer och genom sin plats i Kemicentrums styrelse fungerat som medlare mellan teknologer och övriga personer verkande inom Kemicentrums väggar. Åke har även alltsedan K-sektionens grundande med sin stora initiativrikedom oförväget verkat för att utveckla vår utbildning.”

Sten Nordberg, appointed on Thursday the 29th of March 1993 with the motivation:

”Sten har som representant för näringslivet i linjenämnden med sin pondus verkat för att stötta, förfina och förverkliga teknologidéer. Stens teknologpositiva anda har bland annat visat sig vid omklassificeringen till 180 poäng och i det att han utgör en ideal katalysator för studiebesök och examensarbeten.”

Göran Wihlborg, appointed on Wednesday the 8th of April 1992 with the motivation:

”Ur sitt inre har Göran Wihlborg frilagt ett element av K-anda som inte står någon K-teknolog efter. Han har med inlevelse hjälpt fyra styrelser att få saker ur händerna på ett konstruktivt sätt. Göran har i ett flertal nämnder, så som inspektor men inte minst som lärare, arbetat på ett elegant sätt för K-teknologernas bästa. Även industrin har fått möta hans betvingande övertalningsförmåga och bland annat Perstorp har skänkt oss två golv.”

Anna Carlqvist, appointed on Thursday the 25th of November 1993 with the motivation:

”Anna har under åren visat ett aldrig sinande engagemang och intresse för kemiteknologernas välbefinnande. Ingen har som hon med handlingskraft och livsglädje försvarat studenten och stöttat K-sektionen i såväl stort som smått.”

Anders Axelsson, appointed on Tuesday the 7th of May 1996 with the motivation:

”Anders Axelsson utses av sektionensmötet till hedersmedlem av K-sektionen inom TLTH då han som inspektor på ett ärligt och uppriktigt sätt engagerat sig i teknologernas sak. Han har varit en fadersgestalt för fyra årgångar av sektionsaktiva och har som lärare arbetat hårt med en

undervisningsform som skall minska avståndet mellan lärare och elev, något som han redan erhållit pris för. Han har också varit drivande för det mellanstadieprojekt som skall sprida intresset för kemi och se till att kemiteknologer utbildas i Lund under en lång tid framöver.”

Guido Zacchi, appointed on Tuesday the 7th of May 2004 with the motivation:

”För sitt brinnande intresse för studenterna och för sitt stora engagemang för sektionen. Har han under sin 4 år som Inspector bevakat våra intressen på ett föredömligt sätt. Han har alltid ställt upp när studenterna behövt honom och har på ett föredömligt sätt uppvisat god musikalitet vid kårens sångarstrider.”

Leif Bülow, appointed on Wednesday the 26th of November 2008 with the motivation:

"Leif Bülow har under sin tid som Inspector för sektionen visat ett brinnande intresse för sektionen. Han har alltid varit där och stått på studenternas sida. Mången Nollegasque har förgyllts med bejublade framträdanden som visat prov på en spexighet och fantasifullhet av sällan skådat slag."

Marie Wahlgren, appointed on Tuesday the 15th of November 2011 with the motivation:

"Marie har under fyra år varit den bästa Inspector man kan tänka sig. Hon har alltid funnits där för sektionen och särskilt för styrelsen, och har alltid stöttat den i allt upptänkligt. Många långt styrelsemöte har blivit effektivare och bättre tack vare hennes synpunkter och många engagerade teknologer har under fyra år kunnat luta sig mot hennes erfarenhet och omtanke. Som programledare för K och B har Marie också oförtrutet arbetat för att göra utbildningen bättre och studenterna gladare."

Karl-Erik Sahlberg, appointed on Wednesday the 8th of April 2015 with the motivation:

"Karl-Erik instiftade 2015 en fond avsedd för kemi- och bioteknikstudenter som har skrivit utomordentliga examensarbeten. Denna fond kommer att finnas tillgänglig på obestämd tid och kommer att gynna otaliga K-studenter.”

Jan-Olle Malm, appointed on Monday the 16th of November 2015 with the motivation:

"Under sina fyra år som Inspector har Jan-Olle gjort allt, och lite till, för K-Sektionen. Han har helhjärtat stöttat Sektionen när det har behövts och därtill varit en underbar inspiratör, inte minst på gasquer och jubileum. Som ansvarig för utbildningsfrågor på kemiska institutionen har Jan-Olle alltid satt studenternas bästa först. Jan-Olles erfarenhet och välvilja har varit en gigantisk tillgång för Sektionen. Han är sannerligen en kemist av yppersta fraktion.”

Bernt Nilsson, appointed on Tuesday the 1th of October 2019 with the motivation:

”Bernt har under sina fyra år som Inspector för Sektionen gjort mer än vad någon kunnat begära. Han har likt en propellerpump hjälpt Sektionen framåt och alltid funnits som ett tillförlitligt stöd som tryckt på i rätt riktning. Rollen som Inspector har antagits med stor entusiasm och han är den Inspector som gjort ideala flöden möjliga och skapat en friktionsfri relation till Sektionen.”

Gunnar Lidén, appointed on Thursday 26th of January 2023 with the motivation:

”Under sina år som programledare för civilingenjörsprogrammen i Kemi- och Bioteknik har Gunnar gjort mer än någon kunnat kräva för att förbättra såväl utbildningen som studenternas inflytande över den. Mycket av Gunnars arbete har dessutom skett under pågående pandemi där problemen ofta var fler än lösningarna och Sektionens behov av stöd inom utbildningsfrågor större än någonsin, men trots detta har Gunnar briljerat i rollen som programledare. Liket en hederlig

massbalans har Gunnars goda idéer motsvarat hans fantastiska energi.”

Chapter 12

List of Volunteer Posts

§12:1 Sektionens Ordinarie Funktionärer

The following posts exist on the Guild

Inspector

The Alumni Committee, AU

Head of the Alumni Committee
Alumni Contact (2 st)
Mentorship Contact (2 st)

The Honours Committee, CermU

Head of the Honours Committee
Honour Ion (6 st)
Standard Bearer

The Cyber Committee, CybU

The Head of the Cyber Committee
Cyber Ion (4 st)

Webmasters (2 st)

Photograph (2 st)
Director

The Fermentation Committee

Ferminator
Microbe (7 st)

The Sports Committee, IdrU

Head of the Sports Committee
Sports Ion (6 st)

The Information Committee, InfU

The Head of the Information Committee
Da Vinci (2st)
Journalist (5 st)
Redacteur (2 st)

The Cafeteria Committee, KM

The Head of the Cafeteria Committee
Head of the Cafeteria Committee
Cafeteria Ion (8 st)
Baker (2 st)

The Yellow Commanders, KG

Head of the Yellow Commanders
Song Contest Team Leader
Choir Leader
Yellow Commander Ion (6 st)

The Career Fair Committee, MU

The Head of the Career Fair Committee

The Gadget Committee, PM

Head of the Gadget Committee
Vice Head of the Gadget Committee
Gadget Ion (3 st)

The Festivities Committee, Sexet

The Head of the Festivities Committee
Vice Head of the Festivities Committee
Bartender (2 st)
Headwaiter (2 st)
Chef (2 st)
Toastmaster (2 st)
Festivities Ion (10 st)

The Safety Committee, SU

Head of the Safety Committee
Environment Coordinator (2 st)
Safety Officer
Equality Officer (2 st)
World Master (2 st)

The Student Council, SrBK

Head of the Student Council
Vice Head of the Student Council in charge of Bachelor level
Bettan
Ettan
Lettan

Student Council Member in charge of Bachelor level (3 st)
Student Council Member in charge of Master level (3 st)
Student Council Member in charge of Food Technology (3 st)

The Board

President
Vice President
Secretary
Tresurer
Board Member in charge of Events
Board Member in charge of Activities
Board Member in charge of PR
Board Member in charge of Education

The Study Committee, SM

Head of the Study Committee
Event Responsible (2 st)
Study Ion (2 st)

The Nomination Committee, ValB

Head of the Nomination Committee

The Head of Logistics
The Head of Marketing
Career Fair Contact (8 st)

Member of the Nomination Committee (11 st)

The Corporate Relations Committee, NU

The Head of the Corporate Relations
Committee
Corporate Relations Contact (6 st)

The Introduction Committee

The Head of the Introduction Committee
Introduction Coordinator (6 st)

The Pub, PubM

The Head of Pub Operations
Vice Head of the Pub Operations
Pub Deputy (5 st)

Other Volunteers

Speaker
Auditor (2 st)
Bioteknikansvariga (2 st)
K on Science Village Member Spring (3 st)
K on Science Village Member Autumn (1 st)

§12:2 The Guild's Project Volunteers

The following periodized project volunteers
exist on the Guild

BTD-group
Her Tech Future-responsible (2 st)
Anniversary Committee
Carneval group
NKK-responsible (2 st)
NKK-group
Introduction Volunteers
Song Contest group
Tandem responsible (2 st)
Karnevalex (2 st)