



Testaments Policy

The Guild of Chemical Engineering and Biotechnology

The Student Union at Lund University, Faculty of Engineering

2015-11-18

Last edited on the 12th of October 2022

Table of Content

§1 History	3
§2 Description	3
§3 Guidelines for Testaments	3
§3:1 Content	3
§3:2 Storage and Submitting	4
§3:3 Change of Committee	4
§4 Positions	4
§4:1 The Alumni Committee	4
§4:1:1 Head of the Alumni Committee	4
§4:2 The Houours Committee	4
§4:2:1 Head of the Honours Comittee	4
§4:3 The Cyber Committee	4
§4:3:1 Head of The Cyber Committe	4
§4:3:2 Webmaster	5
§4:3:3 Photographer	5
§4:3:4 Director	5
§4:4 The Fermentation Committee	5
§4:4:1 Ferminator	5
§4:4 The Sports Committee	5
§4:4:1 Head of the Sports Committee	5
§4:5 The Information Committee	5
§4:5:1 Head of Communication	5
§4:5:2 Editor	5
§4:5:3 Da Vinci	5
§4:6 The Cafeteria Committee	5
§4:6:1 Head of the Cafeteria Committee	5
§4:7 The Yellow Commanders	6
§4:7:1 Head of the Yellow Commanders	6
§4:7:2 Choir Leader	6
§4:8 The Career Fair	6
§4:8:1 Head of the Career Fair	6
§4:9 The Corporate Relations Committee	6
§4:9:1 Head of the Corporate Relations	6
§4:10 The Introduction Committee	6
§4:10:1 Head of the Introduction Committee	6
§4:10:2 Introduction Cordinator	6
§4:11 The Gadget Committee	6
§4:11:1 Head of the Gadget Committee	6
§4:12 Project Volunteers	7

§4:13 The Pub	7
§4:13:1 Head of Pub Operations	7
§4:13:2 Vice Head of Pub Operations	7
§4:13:3 Pub Deputy	7
§4:14 The Festivities Committee	7
§4:14:1 Head of Festivities	7
§4:14:2 Vice Head of Festivities	7
§4:14:3 Head Waiter	7
§4:14:4 Bartender	7
§4:14:5 Chef	7
§4:14:6 Toastmaster	7
§4:15 The Safety Committee	8
§4:15:1 Head of Safety	8
§4:15:2 Environmental Coordinator	8
§4:15:3 Safety Officer	8
§4:15:4 Equality Officer	8
§4:15:5 World Master	8
§4:16 The Study Committee	8
§4:16:1 Head of the Study Committee	8
§4:16:2 Event Creator of the Study Committee	8
§4:17 The Student Council of B&K	8
§4:17:1 Head of the Student Council	8
§4:17:2 Vice Head of the Student Council	9
§4:17:3 Member of the Student Council in Charge of Bachelor Level	9
§4:17:4 Member of the Student Council in Charge of Bachelor Level	9
§4:18 The Student Board	9
§4:18:1 President	9
§4:18:2 Vice President	9
§4:18:3 Treasurer	9
§4:18:4 Secretary	9
§4:18:5 Board Member in Charge of Education	10
§4:18:6 Board Member in Charge of Activities	10
§4:18:7 Board Member in Charge of Events	10
§4:18:8 Board Member in Charge of Public Relations	10
§4:19 The Nomination Committee	10
§4:19:1 Head of the Nomination Committee	10
§4:20 Other Volunteers	10
§4:20:1 Auditor	10
§4:20:2 Speaker	10
§4:20:3 Biotechnology Contact	10

This document is a translation of the Swedish version. If there are conflicting meanings, the Swedish version is the correct one.

The first translation was made on the 6th of August 2023.

§1 History

This Policy was adopted at the Fall Guild Meeting 2015, edited at the Spring Guild Meeting 2016, Spring Guild Meeting 2017, Fall Guild Meeting 1 2017, Spring Guild Meeting 2018, Spring Guild Meeting 2019, Fall Guild Meeting 2019, Spring Guild Meeting 2021, Fall Guild Meeting 2021, Spring Guild Meeting 2 022 and was last edited at Fall Guild meeting 1 2022.

§2 Description

This document describes the instructions that apply to the creation of testaments between the K-Guild's operating years. A testament within the Guild's operations is a collection of information that is important to pass on to facilitate the successor but also to pass on visions and experiences.

§3 Guidelines for Testaments

§3:1 Content

The testament's type of structure is optional and can be, for example, a text document, a slideshow, an infographic or a video. Regardless of the form, the testament must contain the following three pieces of information:

Past tense: A description of the activities that have taken place during the year. This part should be clear but should include details if they can help the successor avoid unexpected problems during the year.

Reflection: Thoughts from the representative about how the past year has been experienced.

Future: A description of the visions the representative has for the future of the post office. This is a chance to pass on long-term plans to future post holders.

The size of the testament is set in relation to how important the representative considers it to be that knowledge is passed on to the next year.

A testament can be as short or as long as you like, as long as the above three points are covered.

§3:2 Storage and Submitting

The testaments must be sent to the successor and to the Secretary for digital storage by 31 December at the latest. This applies to all positions that are specified in this policy except for those that have obligations after the turn of the year, for example but not limited to Head of Career Fair, Treasurer and Auditor. These must submit their testament at the end of the year like everyone else, but then supplement it no later than two weeks after the end of operations. The secretary is responsible for the stored testaments and can release these on request to the successor in office or if there is another special reason.

§3:3 Change of Committee

When a position or a committee is created or removed, the motioners/motioner are responsible for presenting a proposal for a change in the Testaments Policy in connection with the motion being presented.

§4 Positions

§4:1 Head of the Alumni Committee

§4:1:1 Head of Alumni Committee

Alumnimästare shall collect input from the committee members i Alumniutskottet och create a testament to their successor.

§4:2 The Honours Committee

§4:2:1 Head of the Honours

Committee

Ceremonimästare shall collect input from the committee members i Ceremoniutskottet och create a testament to their successor.

§4:3 The Cyber Committee

§4:3:1 Head of the Cyber Committee

The Head of the Cyber Committee shall create a testament to their successor.

§4:3:2 Webmaster

Webmasters shall commonly create a testament to their successor.

§4:3:3 Photographer

Photographers skall commonly skapa ett testamente till sina efterträdare.

§4:3:4 Director

The Director shall create a testament to their successor.

§4:4 The Fermentation Committee

§4:4:1 Ferminator

The Ferminatorn shall collect input from the committee members and create a testament to their successor.

§4:4 The Sports Committee

§4:4:1 The Head of the Sports Committee

The Head of the Sports Committee shall collect input from the committee members and create a testament to their successor.

§4:5 The Information Committee

§4:5:1 Head of Communication

The Head of Communication shall create a testament to their successor.

§4:5:2 Editor

The Editor shall collect input from the Journalists and create a testament to their successor.

§4:5:3 Da Vinci

The Da Vincis shall create a testament to their successor.

§4:6 The Cafeteria Committee

§4:6:1 Head of the Cafeteria Committee

The Head of the Cafeteria Committee shall collect input from the committee members and skapa ett testamente till sin efterträdare.

§4:7 The Yellow Commanders

§4:7:1 Head of the Yellow Commanders

Head of the Yellow Commanders shall collect input from the committee members and create a testament to their successor.

§4:7:2 Song Contest Team Leader

The Song Contest Team Leader and Choir Leader shall commonly create a testament to their successor.

§4:8 The Career Fair Committee

§4:8:1 Head of the Career Fair

The Head of the Career Fair shall collect input from the committee members and create a testament to their successor.

§4:9 The Corporate Relations Committee

§4:9:1 Head of the Corporate Relations

The Head of the Corporate Relations shall collect

input from the committee members and create a testament to their successor.

§4:10 The Introduction Committee

§4:10:1 Head of the Introduction Committee

The Head of the Introduction Committee shall create a testament to their successor.

§4:10:2 Introduction Coordinator

The Introduction Coordinators with the Head of the Introduction Committee shall commonly create a testament to their successor.

§4:11 The Gadget Committee

§4:11:1 Head of the Gadget Committee

The Head of the Gadget Committee shall collect input from the committee members and create a testament to their successor.

§4:12 Project Volunteers

Project Volunteers shall create a testament in agreement with the Project Volunteers Policy.

§4:13 The Pub

§4:13:1 Head of Pub Operations

The Head of Pub Operation shall create a testament to their successor.

§4:13:2 Vice Head of Pub Operations

Vice Head of Pub Operations shall create a testament to their successor.

§4:13:3 Pub Deputy

The Pub Deputies shall commonly create a testament to their successor.

§4:14 The Festivities Committee

§4:14:1 Head of Festivities

The Head of Festivities shall create a testament to their successor.

§4:14:2 Vice Head of Festivities

The Vice Head of Festivities shall create a testament to their successor.

§4:14:3 Headwaiter

The Headwaiters shall commonly create a testament to their successor.

§4:14:4 Bartender

The Bartenders shall commonly create a testament to their successor.

§4:14:5 Chef

The Chefs shall commonly create a testament to their successor.

§4:14:6 Toastmaster

The Toastmasters shall commonly create a testament to their successor.

§4:15 The Safety Committee

§4:15:1 Head of Safety

The Head of Safety shall create a testament to their successor.

§4:15:2 Environmental Coordinator

The Environmental Coordinator shall create a testament to their successor.

§4:15:3 Safety Officer

The Safety Officer shall create a testament to their successor.

§4:15:4 Equality Officer

The Equality Officers shall commonly create a testament to their successor.

§4:15:5 World Master

The World Masters shall commonly create a testament to their successor

§4:16 The Study Committee

§4:16:1 Head of the Study Committee

The Head of the Study Committee shall create a testament to their successor.

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

The Event Creator of the Study Committee shall create a testament to their successor

§4:17 The Student Council of B&K

§4:17:1 Head of the Student Council

The Head of the Student Council shall create a testament to their successor.

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

Vice Head of the Student Council shall create a testament to their successor.

§4:17:3 Member of the Student Council in Charge of Bachelor Level

Member of the Student Council in Charge of Bachelor Level shall create a testament to their successor.

§14:17:4 Member of the Student Council in Charge of Master Level

Member of the Student Council in Charge of Master Level shall create a testament to their successor.

§14:17:5 Ettan, Bettan and Lettan

Ettan and Bettan shall commonly write a testament to their successors. Those years where Lettan exists they shall also help writing the testament.

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

Member of the Student Council in Charge of

Food Technology shall create a testament to their successor.

§4:18 The Student Board

§4:18:1 President

The President shall create a testament to their successor.

§4:18:1:1 The Student Board Testament

The President shall collect input from the Board members and update the Student Board Testament ahead of the next operational year.

§4:18:2 Vice President

The Vice President shall create a testament to their successor

§4:18:3 Treasurer

The Treasurer shall create a testament to their successor.

§4:18:4 Secretary

The Secretary shall create a testament to their successor.

§4:18:5 Board Member in Charge of Education

Board Member in Charge of Education shall create a testament to their successor.

§4:18:6 Board Member in Charge of Activities

Board Member in Charge of Activities shall create a testament to their successor.

§4:18:7 Board Member in Charge of Events

Board Member in Charge of Events shall create a testament to their successor.

§4:18:8 Board Member in Charge of Public Relations

Board Member in Charge of Public Relations

shall create a testament to their successor.

§4:19 The Nomination Committee

§4:19:1 The Head of the Nomination Committee

The Head of the Nomination Committee shall collect input from the committee members and create a testament to their successor.

§4:20 Other Volunteers

§4:20:1 Auditor

The Auditors shall create a testament to their successor.

§4:20:2 Speaker

The Speaker shall create a testament to their successor.

§4:20:3 Biotechnology Contact

The Biotechnology Contacts shall commonly create a testament to their successor. It shall in the testament for Biotechnology Contact be present that the social security number must be included in the protocol of the Guild Meeting where the election took place the year ahead of when Biotechnology Days testament be arranged in Lund.