



INDUSTRIELL EKONOMI  
KUNGLIGA TEKNISKA HÖGSKOLAN

BY-LAWS



**Abbreviations**

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## **Abbreviations**

- CMi - Club Mastery
- ESTIEM - European Students of Industrial Engineering and Management
- IK - Engineeringcapital
- ITM - School of Industrial Engineering and Management
- KF - Student Union Council
- KTH - Royal Institute of Technology
- NLN - Corporate Relations Committee
- PAS - Program Responsible Student
- CM - Chapter Meeting /Chapter Meetings
- SOFt - Chapter's Official Fixer Team
- STM - Chapter Board Meeting/Chapter Board Meetings
- THS - Institute of Technology's Student Union





# 1 Chapter Board

## 1.1 Delegates

### 1.1.1. Board presidium

The board presidium consists of:

- President
- Vice President
- Treasurer

The board presidium shall, without exception, invite the Head of administration to participate in all presidium meetings, have full access to communication channels and information about those decisions made by the presidium.

### 1.1.2. Other delegates

The other delegates of the boards consist of:

- Head of Social activities
- Head of Events
- Head of Corporate relations
- Head of Communications
- Head of IT
- Program Responsible Student
- First Year's Representative on the Board
- Head of Administration

### 1.1.3. Joint Commitments

The chapterboard shall:

- Ensure that the Chapter's operations in the short- and long-term are aligned with the members' interests.
- Implement the decisions passed by the CM.
- Coordinate and delegate the workload between the committees.
- Draft an annual budget proposition to be voted upon at the first ordinary CM in fall.
- In urgent cases, exercise the authority of CM. These decisions shall be presented at the next CM.
- Hold overall responsibility for the Chapter's committees and officials, as well as ensure that they manage their respective operations.
- Produce the agenda for CM and STM.
- Publish meeting minutes at the latest 2 weeks after the meeting.
- Regularly inform chapter members about the chapter's operations.



- Regularly evaluate the committees' operations.
- Regularly communicate with the chapters elected representatives.
- Convene at least once per study period.
- Conventions should, if possible, not be held during exam periods or time off.
- Give all chapter members the right to attend chapter STM.
- Documents and minutes, including the STM agenda, shall be published on [www.iare.one](http://www.iare.one) at the latest 3 weekdays ahead of time.

**1.1.4. President**

The President shall:

- Represent the Chapter externally
- Lead the Board's work.
- Summon to CM and Chapter STM.
- Ensure that the board delegates pursue their mutual commitments.
- As president emeritus act as the primary standard-bearer.

**1.1.5. Vice President**

The Vice President shall:

- Assist the president in all their commitments.
- Alongside the president represent the Chapter.
- Summon to CM and Chapter STM.
- Together with the president ensure that the board delegates pursue their mutual commitments.
- In absence of the president, assume the role of acting president.

**1.1.6. Head of administration**

The head of administration shall:

- Administrate the operations of the board.
- Together with the chapter presidium be responsible for the operations of the board.
- Be responsible for contiguously updating the by-laws and regulations as changes are made.
- At the gatherings of the board keep minutes. If absent a stand-in is chosen from within the board.
- Be responsible for archiving of minutes from chapter- and board meetings and have them easily available through appropriate media for all chapter members.



- Ensure that the chapters file archive is updated with current regulatory documents.
- Be responsible for summoning CM and STM.
- Ensure that all the administrative work surrounding the board's operations is conducted correctly.

**1.1.7. Treasurer**

The Treasurer shall:

- Monitor the Chapter's economy through regular accounting and following up on budget.
- Establish partial financial statements upon the auditors' or Chapter presidium's request.
- Draft the Chapter's budget together with Chapter committees and Chapter board.
- Present the budget at the first chapter meeting of the autumn.
- Regularly report on the Chapter's economy to the Chapter board.
- Strategically be responsible for the economic council and that its members have the necessary prerequisites to administrate bookkeeping for their committees.
- Strategically be responsible for the economic cluster, which consists of IK, vice treasurer and the economic group.
- Recruit a vice treasurer to support the treasurer's strategic and operational commitments through be responsible for the economic group.
- Together with the vice treasurer recruit an economic group which responsibility is invoicing for the chapter and regularly foreseeing that invoices to the chapter are payed. They shall also support the treasurer with operational economic commitments such as bookkeeping, drafting of reports and other economic responsibilities.
- Have at least one meeting with all presidents of committees within the treasurer's cluster.

**1.1.8. Head of Social Activities**

Head of Social Activities shall:

- Hold at least one meeting with all committee presidents in the social cluster per study period.
- Holds strategic responsibility for the social cluster, which consists of: the Sports committee, GenI, I-Alumni, SOFt, International group and the Porter General.
- Assist the committee presidents as well as facilitate the inter-committee collaborations in the social cluster and with the event cluster.
- Coordinate the strategic goals for the chapter's equality-work in cooperation with GenI and the Safety Representative.



- Work for improving the study social environment at the chapter.
- Have main responsibility over strategic decisions regarding the chapter hall.
- Maintain communications with THS, KTH and room bookings regarding logistics and reservations.
- Be responsible for handling the keys pertaining to the chapter hall.

**1.1.9. Head of events**

Head of events shall:

- Hold at least one meeting with all committee presidents in the event cluster per study period.
- Holds strategic responsibility for the social cluster, which consists of: the Student Reception, iSpexet, CMi, Culture Committee and ESTIEM.
- Assist the committee presidents as well as facilitate the inter-committee collaborations in the event cluster and with the social cluster.
- Assist committees in applying for serving licence.
- Maintain contact with KTH's head of security regarding social events.
- Provide Chapter officials with the opportunity to attend Fest- and STAD-course every term.
- Ensure that KTH's rules are abided by regarding social events.
- Conduct and maintain a list of persons having completed the Fest- and STAD-course.
- Be responsible for renting the Chapter hall, Chapter vehicle as well as the Chapter's other properties.

**1.1.10. Head of corporate relations**

Head of corporate relations shall:

- Hold at least one meeting with all committee presidents in the corporate relations cluster per study period.
- Be strategically responsible for the corporate relations cluster, which consists of: NLN, ICase, iStart and Dagen I.
- Coordinate the Chapter's business-related activities externally.
- Strive towards long-term corporate relations.

**1.1.11. Head of communications**

Head of communications shall:

- Moderate the chapter's Facebook groups.
- Create class groups for the new first years.
- Manage the chapter's member ledger.
- Be strategically responsible for the communications cluster which consists of the Communications Committee.



- Be strategically responsible for the chapter's communication, with exception for corporate communications.
- Be strategically responsible for the development of the chapter's website.
- Be strategically and operationally responsible for the chapter's channels of communication.

**1.1.12. Head of IT**

Head of IT shall:

- Be strategically responsible for developing the chapter's IT-system.
- Be responsible for operation, moderation and maintenance of the chapter's website and other IT-systems.
- Moderate access to the chapter's IT-system for chapter members.

**1.1.13. PAS**

PAS shall:

- Hold at least one meeting with all committee presidents in the education cluster per study period.
- Convey the Chapter's stance in meetings with KTH, ITM, THS and other organizations which may influence the Chapter's member's education.
- Inform the Chapter of the ITM-board's operations.
- Be responsible for the work regarding the I-program's future format.
- Participate in relevant THS-council meetings as well as program meetings with the ITM-chancellery.
- Be a delegate/participate in the Education committee.
- Be a delegate/participate in the school-council.
- Where possible, communicate the I-Chapters opinions with the school strategic council.
- During the years when possible, act as a member of the management team for the ITM-school.
- Be strategically responsible for the education cluster, which consists of the Study Committee.

**1.1.14. First Year's representative in the board.**

First Year's representative shall:

- Ensure the procurement of the annual patch for the first year.
- Act as a representative for the first year I-students as well as ensure the integration of the first year into the Chapter life.
- Be responsible for that a post exam sitting is held after the first years first exam period if there is interest for such.

**1.2 Decisions**



**1.2.1. Board decisions**

- An STM constitutes a quorum when at least half of its board members are present.
- Delegates have one vote each.
- Where the votes are tied the president of the board can give a casting vote.

**1.2.2. Per capsulam decisions**

- The board holds the right to, in matters where the decision impact occurs prior to the next board meeting, take per capsulam decisions.
- The decision is made via letter, email, CMS, digital media or oral agreement and is recorded in the minutes as per capsulam decisions in the following STM.
- The decision is only legitimate when supported by a majority of the board.

**1.2.3. Presidium decisions**

- The presidium of the board holds the right to, on their own accord, make decisions regarding amounts not exceeding the amount decided upon on the first CM in the fall.
- The presidium decision shall be documented in the following meeting's minutes and shall be presented at the following CM.

**1.3 Election**

- The delegates of the board, with exception for First year's representative on the board, is elected at the first ordinary CM in the spring.
- First Year's Representative on the board is elected at the first ordinary CM in the fall. The First Year's place on the board shall primarily study the courses belonging to the first year of the I-program.

**2 Elected officials**

**2.1 Obligations**

All elected officials shall:

- Abide by the Chapter's and THS's statutes, by-laws and other policy documents as well as decisions or constraints from the board and CM.
- Regularly report to the board and CM.
- Continuously inform about their activities through the chapter's official channels.
- Represent their committee and their operations during the student reception.
- Contribute to a generally agreeable atmosphere within the chapter.
- Resign themselves from their task should they be unable to fulfil their obligations as described in the statutes and by-laws.



- When recruiting to their committee, ensure that the process is conducted in a justifiable and documented manner, acting in the interest of maximising inclusion and diversity in the Chapter, among other things offering to have the recruiting process in English.
- Ensure a maximal knowledge transfer in the transition from one operational year to the next.

### **3 CMI**

#### **3.1 Delegates**

- CMI is led by an officially elected club master.
- CMI shall have a treasurer.
- CMI shall have a head of logistics.

#### **3.2 Operations**

CMI shall:

- Arrange parties and other activities in the interest of strengthening the community within the Chapter as well as strengthen the ties to other student associations.
- Be responsible for coordinating the Chapter's bar-related beverage purchases.

#### **3.3 Election**

- The club master is elected at the first ordinary CM in the spring.
- CMI's treasurer is elected by the club master.

#### **3.4 Economy**

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- CMI's budget shall be submitted to the Chapter's treasurer prior to the date, predetermined by the Chapter treasurer.
- The Treasurer shall participate as a member of the economic council.

### **4 Jubilee Committee**

#### **4.1 Delegates**

- The operations of the Jubilee Committee is led by an elected Jubilee general.
- The Jubilee Committee shall have at least one treasurer.

#### **4.2 Operations**

The Jubilee Committee shall:



- Organize the Chapters Jubilee Week which occurs every fifth year with start year 1991.
- At the end of the Jubilee Week arrange the Jubilee gasque.

#### **4.3 Election**

- The Jubilee General is elected at the first ordinary CM in the spring the year before the chapter celebrates jubilee year.
- Treasurer is elected by the Jubilee General.

#### **4.4 Economy**

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- The jubilee Committees budget shall be submitted to the Chapter's treasurer prior to the date, predetermined by the Chapter treasurer.

### **5 ESTIEM Local Group Stockholm (ESTIEM LG Stockholm)**

#### **5.1 Delegates**

- ESTIEM LG Stockholm is led by the officially elected president, who is responsible for the committee's operations toward the Chapter.
- ESTIEM LG Stockholm shall have a Local Responsible (LR), who is responsible for the committee's operations toward ESTIEM's central organisation.
- ESTIEM LG Stockholm shall have a treasurer.

#### **5.2 Operations**

ESTIEM LG Stockholm shall:

- Organise short term exchanges with other European institutions, open for all members of the I-Chapter.
- Encourage all members of the Chapter to engage in interesting events arranged by other LG's in Europe.
- Represent LG Stockholm at Council Meeting with two delegates present twice per academic year.
- Represent LG Stockholm at the Nordic Regional Coordination Meeting (ReCoM) with at least one representative present twice per academic year.
- Arrange local qualifications (LQ) to the European case-competition T.I.M.E.S. during period two.
- Arrange one event per year that lives up to the conditions presented by ESTIEM centrally to maintain membership as a Local Group.
- Meet the requirements as conveyed by ESTIEM centrally to maintain status as an official Local Group.





### **5.3 Elections**

- The president of ESTIEM LG Stockholm is elected at the first ordinary CM in the spring.
- LR is appointed by the president and shall be a person other than the president themselves.
- The treasurer is appointed by the president.

### **5.4 Economy**

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- ESTIEM LG Stockholm's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.
- The Treasurer shall participate as a member of the economic council.

## **6 Sports Committee**

### **6.1 Delegates**

- The sports committee is led by an officially elected president.
- The sports committee shall have a treasurer.

### **6.2 Operations**

The sports committee shall:

- Organize sports activities for the Chapter's members.
- Encourage the Chapter's members to participate in interesting tournaments and sports activities.
- Strive to organize appropriate sports related trips for the Chapter members.

### **6.3 Election**

- The president is elected at the first ordinary CM in the spring.
- The treasurer is appointed by the president.

### **6.4 Economy**

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- The sports committee's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.

## **7 International group**

### **7.1 Delegates**



- The International Group is led by an officially elected president.
- The International Group shall have a treasurer.

## **7.2 Operations**

The International Group shall:

- Strive to aid the internationalization of the Chapter.
- Cooperate with the relevant councils at THS.
- Coordinate the mentor-operations for the exchange students arriving to the Chapter.
- Arrange activities for arriving exchange students and their mentors at the Chapter.
- Spread information about current international events as well as studies abroad.

## **7.3 Election**

- The president for the International Group is elected at the second ordinary CM in the spring.
- The treasurer is appointed by the president.

## **7.4 Economy**

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- The International Group's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.

# **8 Culture Committee**

## **8.1 Delegates**

- The Culture Committee is led by an officially elected culture attaché.
- The Culture Committee shall have a treasurer.

## **8.2 Operations**

The Culture Committee shall:

- Arrange visits at cultural institutions and events if there is a perceived interest from the chapter.
- Arrange cultural activities for chapter members if wishes regarding appropriate activities are conveyed.
- Further the student culture through creating innovative events with focus on diversity and increased community internal and external to the chapter.

## **8.3 Election**



- The culture attaché is elected at the second ordinary CM in the spring.
- The treasurer is appointed by the culture attaché.

#### **8.4 Economy**

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- The Culture Committee's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.
- The treasurer shall participate as a member of the economic council.

### **9 SOFt**

#### **9.1 Delegates**

- SOFt is led by an officially elected president
- SOFt shall have a treasurer.

#### **9.2 Operations:**

SOFt shall:

- Be responsible for the upkeep of the chapter hall.
- Be responsible for the maintenance and handling of the chapter car if there is such.
- Promote comfort and ensure that activities in the chapter hall can be carried out satisfactorily

#### **9.3 Election**

- The president of SOFt is elected during the first ordinary CM in the spring.
- The treasurer is appointed by the president.

#### **9.4 Economy**

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- SOFt's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.

### **10 The Student Reception**

#### **10.1 Delegates**

- The student reception is led by an officially elected Överphösare (ÖPH).
- The student reception shall have at least one finance director (ED).



- The student reception shall have managers for the reception's separate areas of operation.

## **10.2 Operations**

The Reception shall:

- Arrange activities for the newly admitted students at the Chapter during their two introductory weeks as well as the first week of the term.
- Provide the newly admitted students with a social network.
- Create a sense of community with their classmates as well as upper classmates.
- Introduce the Chapter.
- Counteract bullying and exclusion within the group of newly admitted students as well as the Phös.
- Manage the reception within the frames defined by THS.
- In consultation with Head of IT conduct an introductory course in the relevant IT-systems within the Chapter.
- Coordinate business related operations with the committee for corporate relations (NLN).
- Evaluate the reception thoroughly through at least two evaluations, one geared toward the newly admitted students and another toward the Phös.
- Ensure that a project manager for the First Years Gasque is recruited, where First Years Gasque is a sitting for the Phös with dress code semi-casual which is operated and organized by first years students after the first study period in the month of November. Budget for the First Years Gasque is handed to the Chapters treasurer prior to the date predetermined by the Chapter treasurer and is recorded as an independent project. First Years Gasque shall have a treasurer, which can be the project manager.
- Book a venue for next years First Years Gasque.

## **10.3 Election**

- ÖPH is elected at the first ordinary CM in the spring.
- ED is appointed by ÖPH.
- Team leaders and managers are appointed by ÖPH.

## **10.4 Economy**

- ED shall conduct accounting in a manner which facilitates their regular inspection.
- The reception's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.



- The reception's budget shall be presented at the second ordinary CM in the spring.
- The reception's results shall be presented at the second ordinary CM in the fall.
- ED shall be an active member of the economic council.

## **11 NLN**

### **11.1 Delegates**

- NLN is led by an officially elected president.
- NLN shall have a treasurer.

### **11.2 Operations**

NLN shall:

- Be centrally responsible for the entire Chapter's corporate relations, through creating and managing good external contacts as well as promoting the I-program toward the business sector. Thereby aiding other committees and Chapter projects get in touch with the business sector and facilitate their operations.
- Provide Chapter members with opportunities to network with representatives from the business sector.
- Be responsible for keeping relevant IT-systems up to date with current contact details to the business sector.
- Create contact with appropriate sponsors as well as establish, develop and maintain sponsorship contracts with the purpose of providing the I-Chapter with the financial means of conducting its operations.
- Act in order to establish the I-program in the business sector. Provide companies with information regarding the educational content of the I-program.

### **11.3 Election**

- The president of NLN is elected at the first ordinary CM in the spring.
- The treasurer is appointed by the president.

### **11.4 Economy**

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- NLN's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.

## **12 Dagen I**

### **12.1 Delegates**



- Dagen I is led by an officially elected project manager.
- Dagen I shall have a treasurer.

### **12.2 Operations**

Dagen I shall:

- Organize the Chapter's jobs fair.
- Actively strive for a broad range of firms present at the fair and its surrounding activities.

### **12.3 Election**

- The project manager of Dagen I is elected at the first ordinary CM in the spring.
- The treasurer is appointed by the project manager.

### **12.4 Economy**

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- Dagen I's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.
- The treasurer shall be an active member of the economic council.

## **13 iSpexet**

### **13.1 Delegates**

- iSpexet is led by an officially elected spex directeur.
- iSpexet shall have a treasurer.

### **13.2 Operations**

iSpexet shall:

- Set up Porter's Spex in the spring and a smaller show in the fall.
- Present gyckel at a couple of the Chapter's arranged events, e.g. during dinner parties arranged by the Chapter committees.

### **13.3 Election**

- The spex directeur for iSpexet is elected at the first ordinary CM in the spring.
- The treasurer is appointed by the spex directeur.

### **13.4 Economy**

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.



- iSpexet's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.
- The treasurer shall be an active member of the economic council.

## 14 The Education Committee

### 14.1 Delegates

- The Education Committee is led by an officially elected president.
- The Education Committee shall have a treasurer.
- The Education Committee along with the Chapter board shall strive for the representation of all academic years in the Education Committee.
- PAS shall be a delegate in the Education Committee.

### 14.2 Operations

The Education Committee shall:

- Act as a forum where the I-program's future development is discussed and where I-students' mutual strategy in educational matters are determined.
- During the year organize at least one Education Committee meeting per period.
- Evaluate courses at the I-program when requested.
- Coordinate and monitor the Chapter's representation in THS education council.
- Nominate the I-Chapters candidate to KTH's best teacher.
- Upon request from Chapter members organize additional education related events.

### 14.3 Election

- The president of the education committee is elected at the first ordinary CM in the spring.
- The treasurer is appointed by the president.

### 14.4 Economy

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- Education committee's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.

## 15 Nomination Committee

### 15.1 Delegates

- The Nomination Committee is led by an officially elected president.
- The Nomination Committee shall consist of three to seven members.



- When the votes are tied the president holds the casting vote.
- The Nomination Committee shall have a treasurer, which can be the Nomination Committees elected president.
- The Nomination Committee shall have a position called First Year's representative in the Nomination Committee.

## **15.2 Operations**

The Nomination Committee shall:

- Receive all the candidates that are submitted to the Chapter's officially elected positions.
- Conduct elections in the Chapter in accordance with THS's statutes and by-laws as well as the Chapter's own statutes and by-laws.
- Actively strive to encourage Chapter members to apply to the officially elected positions.
- Strive to interview all applicants.
- Actively search for elected officials.
- Ordain a candidate if there is more than one applicant to one position.
- Be responsible for the maintenance, development and operation of the chapters election system.

## **15.3 Election**

- The president of the nomination committee and its other delegates, except First Years representative, are elected at the first ordinary CM in the spring.
- First year's representative in the Nomination Committee is elected at the first ordinary CM in the autumn.
- The treasurer is appointed by the president.

## **15.4 Economy**

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- The Nomination Committee's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.

## **16 IK**

### **16.1 Delegates**

- IK is led by an officially elected president.
- IK shall have a treasurer, which can be the committees elected president.

### **16.2 Operations**





IK shall:

- Administer the chapters long-term investments in accordance with the by the chapter chosen policy document: *Asset allocation policy*.
- Contribute to interest for the investment operations among chapter members.

### 16.3 Election

- The president of IK is elected at the second ordinary CM in the spring.
- The treasurer is appointed by the president.

### 16.4 Economy

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- IK's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.

## 17 I-Alumni

### 17.1 Delegates

- I-Alumni is led by an officially elected president.
- I-Alumni shall have a treasurer, which can be the committees elected president.

### 17.2 Operations

I-Alumni shall

- Give I-Alumni an opportunity to continue to participate in the Chapter community.
- Act for the possibility of I-Alumni meeting even after their exam.
- Ensure that there is a forum for the I-Chapter to meet alumni.
- Arrange a mentorship program where students from previous years can share their knowledge with latter years.
- Organize an annual dinner party for I-alumni.

### 17.3 Election

- The president of I-Alumni is elected at the second ordinary CM in the spring.
- The treasurer is appointed by the president.

### 17.4 Economy

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- I-Alumni's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.



## 18 genI

### 18.1 Delegates

- genI is led by an officially elected president.
- genI shall have a treasurer, which can be the committees elected president.

### 18.2 Operations

genI shall:

- Be a platform for discussion and analysis regarding equality, diversity and equal treatment.
- Be politically unaffiliated.
- Work proactively toward a more equal and inclusive way of working and approach within the Chapter and KTH as a whole.
- Question the stereotypical preconceptions in the Chapter in order to achieve a more just Chapter environment.
- Act as a complement and support to the safety representative.
- Strive to integrate equality into the Chapter's respective areas and activities.
- Strive to shed light on questions of equality, diversity and equal treatment among Chapter members.

### 18.3 Election

- The president of genI is elected at the first ordinary CM in the spring.
- The treasurer is appointed by the president.

### 18.4 Economy

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- genI's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.

## 19 I-Case

### 19.1 Delegates

- I-Case is led by an officially elected president.
- I-Case shall have a treasurer.

### 19.2 Operations

I-Case shall:

- Aid and develop the interest in case solving in the chapter.



- Educate the chapter members on case solving.
- Arrange case related event together with businesses and coordinate the business communications with NLN.
- Be responsible for the chapter's participation in I-Case Challenge.

### **19.3 Election**

- The president is elected at the first ordinary CM in the spring.
- The treasurer is appointed by the president.

### **19.4 Economy**

- I-Case shall conduct accounting in a manner which facilitates their regular inspection.
- I-Case's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.

## **20 iStart**

### **20.1 Delegates**

- iStart is led by an officially elected president.
- iStart shall have a treasurer.

### **20.2 Operations**

iStart shall

- Represent the Chapter externally toward the entrepreneurial world.
- Manage the business sector related communications toward start-up companies.
- Act as forum for communication between that line of business and the Chapter.
- Arrange start-up related events for the Chapter members.
- Promote a culture of innovation and entrepreneurship within the Chapter.

### **20.3 Election**

- The president is elected at the first ordinary CM in the spring.
- The treasurer is appointed by the president.

### **20.4 Economy**

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- iStart's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.

## **21 Communications committee**



### **21.1 Delegates**

- The Communications committee is led by an officially elected RePorter.
- The Communications Committee shall have a treasurer, which can be the RePorter.

### **21.2 Operations**

The Communications Committee shall:

- To as large an extent possible be available to other committees and projects in the I-program to photograph and/or film the social activities and events arranged.
- Publish and create interesting media for the Chapter's members.
- Publish the chapters yearbook.
- Actively assist the Chapter board and committees with the creation of graphical content.
- Organize related events within photo and film for the Chapter's members if there is a perceived interest.
- Actively work to find new ways to improve and expand the interest for the webpage.
- In consultation with the Chapter board be responsible for the development of the Chapters webpage and its format.
- Actively work to increase the exchange of information between the Chapter and its members.
- Be responsible for the chapter's presence on social media and for that a newsletter is sent to the Chapters members every week during the schoolyear.

### **21.3 Election**

- The president is elected at the first ordinary CM in the spring.
- The treasurer is appointed by the president.

### **21.4 Economy**

- The treasurer shall conduct accounting in a manner which facilitates their regular inspection.
- The communications committee's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.

## **22 The Porter General**

### **22.1 Delegates**

- The Porter General is an officially elected single-person-function.



## 22.2 Operations

The Porter General shall:

- Further the drinking of Porter.
- Promote the carrying of medals.
- Encourage studentesque activities in the Chapter.
- Ensure the purchase, storage and distribution of the annual Porter.
- Be responsible for the I-symbols and their use.
- Manage the sales of the Chapter patches.
- Manage the purchase and sales of overalls.
- During at least one occasion per year, issue one or more medals of honor to people who in their Chapter commitment distinguished themselves in a positive manner in addition to their other commitments.
- Act vice standard bearer and thereby represent the Chapter in official contexts.

## 22.3 Election

- The Porter General is elected at the first ordinary CM in the spring.

## 22.4 Economy

- The Porter General shall conduct accounting in a manner which facilitates their regular inspection.
- The Porter General's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.

# 23 The Safety Representative

## 23.1 Delegates

- The Safety Representative is an officially elected single-person-function.

## 23.2 Operations

The Safety Representative shall:

- Be an impartial function within the Chapter which ensures the members' well-being.
- Examine the physical, psychological and social environment in the Chapter, collectively referred to as the Chapter environment.
- At complaints regarding the Chapter environment affecting certain committees, projects or the board act as a mediator in the aim of solving the conflict.
- Be the last means of influence when attempting to solve a problem internally has failed.



### **23.3 Election**

- The safety representative is elected at the first ordinary CM in the spring.

### **23.4 Economy**

- The safety representative shall conduct accounting in a manner which facilitates their regular inspection.
- The safety representative's budget shall be submitted to the Chapter's treasurer prior to the date predetermined by the Chapter treasurer.

## **24 The Chapter's Policy Documents**

### **24.1 Description**

- The Chapter's policy documents are denoted as Other Regulating Documents and treat the Chapter's opinion in specific matters and constitute guidelines on how the Chapter and their elected officials should conduct themselves.

### **24.2 Usage**

- New functionaries shall be informed about the current policies.
- All functionaries shall be informed regarding changes in the current policies or the introduction of new policy documents.
- The Chapter members shall be informed regarding changes in the current policies or the introduction of new policy documents directly if it affects them in their Chapter commitments.

### **24.3 List of the Chapter's policy documents:**

- Policy för Informations-spridning.
- Policy för Kontanthantering.
- Policy för Kårmedlemskap.
- Policy för Hantering av personuppgifter.
- Policy för Bokslutshantering.
- Policy för Sektionens sparande.
- Policy för firmateckningsrätt.
- Värdegrund för sektionen för Industriell Ekonomi.
- Beskrivning av sektionens kultur.
- Policy för alkoholhantering.
- Uppförandepolicy

## **25 Student union council representatives (KF representatives)**

### **25.1 Representatives**



- The Chapter chooses a number of representatives to KF which is THS's highest decision-making organ.
- The number of representatives is dependent upon the number of Chapter members 4 weeks prior to the ordinary election for KF.
- Representatives are divided into delegates and suppliants.

## **25.2 Operations**

Student Union Council Representatives shall:

- Plead the Chapter's cause and vote in the Chapter's name in KF's ordinary meetings, occurring at least once per term.
- Plead the Chapter's cause and vote in the Chapter's name in KF's extraordinary meetings.
- Inform the Chapter members throughout the Chapter's official channels regarding when KF convenes.
- Encourage Chapter members to attend KF's meetings.
- Encourage Chapter members to submit motions, amendments, questions, motion of censure against elected officials to KF.

## **25.3 Elections**

- Student Union Council Representatives are elected in free, secret and direct elections held by THS.
- Time for ordinary elections are determined by KF at the latest the 31 of December and are completed by the 15<sup>th</sup> of may the next calendar year.

## **26 Auditors**

### **26.1 Auditors**

- The Chapter has two auditors.

### **26.2 Operations**

The auditors shall:

- Audit
- Verify financial statements, quorum and operations in the Chapter.
- Voice their judgement on discharge for the Chapter board during the year that the audit pertains to.
- Employ good auditing standard.

### **26.3 Election**

- The auditors are elected on the first ordinary CM in the spring.



## 27 Development Process for Projects

### 27.1 Pilot projects

#### 27.1.1. Requirements for approval:

- The project has a designated project manager.
- The project has a designated treasurer, this can be either the project manager or another person.
- That the project presents a plan of operations.
- That the projects present a budget.

#### 27.1.2. Approval

- The application to become a pilot project is presented and accepted or rejected at a ordinary CM. For an approval a majority is required.

#### 27.1.3. Requirements to maintain status as a pilot project

- That an application to maintain pilot project status has been submitted and approved at the same ordinary CM the following Chapter year in accordance with the requirements in 27.1.1 and 27.1.2.
- That the pilot project has held the status for a maximum of three consecutive Chapter years.
- Counted from the first ordinary CM when the application was submitted until the equivalent CM in the third Chapter year.

#### 27.1.4. Requirements for obtaining status as a committee initiative

- That an application to obtain the status as a committee initiative is completed at the same ordinary CM during the second or third consecutive Chapter in accordance with 27.2.1 and 27.2.2.

### 27.2 Committee Initiative

#### 27.2.1. Requirements for approval

- The project has a designated project manager.
- The project has a designated treasurer, this can be either the project manager or another person.
- That the project presents a plan of operations.
- That the projects presents a budget.
- That the project presents an extensive evaluation of its first Chapter year alternatively its two first Chapter years.
- That the project presents the financial outcome of its first Chapter year alternatively its two first Chapter years.
- A motivation as to why the project is more apt as a committee initiative than a pilot project rather than completing another year as pilot project, in the event that only one year is spent as pilot project.





**27.2.2. Approval**

- The application to become a committee initiative is presented and accepted or rejected at a ordinary CM. For an approval a majority is required.
- Requirements to maintain status as a committee initiative
- That an application to maintain status as a committee initiative is completed and approved at the same ordinary CM the following Chapter year in accordance with the requirements in 27.2.1 and 27.2.2.
- That the committee initiative has held the status for a maximum of three consecutive Chapter years.
- Counted from the first ordinary CM when the application was submitted until the equivalent CM in the third Chapter year.

**27.2.3. Requirements to obtain status as a committee**

- That an application to obtain status as a committee is completed and approved at the same ordinary CM the following Chapter year in accordance with the requirements in 27.3.1 and 27.3.2.

**27.3 Committee**

**27.3.1. Requirements for approval**

- The project has a designated project manager.
- The project has a designated treasurer, this can be either the project manager or another person.
- That the project presents a plan of operations.
- That the projects presents a budget.
- That the project presents an extensive evaluation of its two to four prior Chapter years.
- That the project presents the financial outcome of its two to four prior Chapter years.
- A motivation as to why the project is more apt as a committee than a committee initiative rather than completing another year as committee initiative, in the event that only one year is spent as a committee initiative.
- Text for the committee to submit to either the statutes or the by-laws, according to Chapter standards.

**27.3.2. Approval**

- The application to become a committee is presented and approved or rejected at an ordinary CM. For an approval a majority is required.

