

# BY-LAWS

## FOR THE GUILD FOR ARCHITECTURE AND INDUSTRIAL DESIGN WITHIN THE STUDENT UNION, FACULTY OF ENGINEERING AT LUND UNIVERSITY, THE A-GUILD

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## CHAPTER 1 THE GUILD

### §1.1

#### **Name**

The guild's name is Sektionen för Arkitektur och Industridesign inom Teknologkåren vid Lunds Tekniska Högskola, A-sektionen. Which translates to: The Guild for Architecture and Industrial Design within the Student Union, Faculty of Engineering at Lund University, the A-guild.

### §1.2

#### **Context**

The A-guild is a part of the Student Union, Faculty of Engineering at Lund University, TLTH.

### §1.3

#### **Purpose**

The guild is a non-profit organisation with the purpose of working for unity and good spirit, to promote its members' studies and education as well as safeguard their common interests.

### §1.4

#### **Symbol**

The A-guild's official symbol is a stylised A according to the figure below. The guild's other insignias and the usage of the guild's symbol is regulated in the regulations.



### §1.5

#### **Colour**

The A-guild official colour is purple.

### §1.6

#### **A-Squad**

The A-guild has an A-Squad, also referred to as A-laget or A-team, in which the guild's mascot, spirit animal and patron saint are included.

##### §1.6.1

#### **Mascot**

The A-guild's official mascot is Skalman.

##### §1.6.2

#### **Spirit Animal**

The A-guild's official spirit animal is the unicorn, Enhörningen.

##### §1.6.3

#### **Patron Saint**

The A-guild's official patron saint is the rat Rolf-Christina.

### §1.7

#### **Appeal**

Decisions made by any of the A-guild's authorities can with TLTH's Union Representative Council be appealed by at least 10 % of the guild's members within three weeks of the decision being announced.

§1.8 **To set aside decisions**

Decisions made by any of the A-guild's authorities can by TLTH's Union Representative Council be set aside only if it clearly goes against §1.3 in these by-laws or the by-laws of TLTH.

## CHAPTER 2 MEMBERS

§2.1 **Regular Member**

Regular members are each student who has fulfilled their obligation to TLTH in accordance with the TLTH by-laws §2.1 and §2.2 and is enrolled in a program or course within the fields of architecture or industrial design.

§2.1.1 **Rights**

Regular members have the right to:

- A. participate, with one vote, in the elections of volunteers and representatives
- B. that represent the guild.
- C. attend with permission to speak, plead and vote at the guild assembly.
- D. attend with permission to speak at the Guild Board meeting.
- E. take part or the guild's protocols and documents.
- F. run as candidate in volunteer and representative elections within the A-guild and TLTH.

§2.2 **Honorary Member**

Honorary members are appointed by the guild assembly through qualified (2/3) majority. As such one owns the right to participate on the guild's activities but not in the guild's decisions.

§2.2.1 **Rights**

Honorary members have the right to participate in the guild assembly with permission to speak and plead. Honorary members have the right to take part of the guild's protocols and documents.

§2.3 **Sustaining Member**

A sustaining member is a person who has applied to the guild for a sustaining membership in accordance with the guild's Policy Document for Sustaining Membership. Other members of TLTH than what has already been established or persons who don't study at LTH, have the right to apply for membership in the guild as a sustaining member. As such one has the right to participate in the guild's activities but not in the guild's decisions.

§2.3.1 **Rights**

Sustaining members have the right to attend the guild assembly with permission to speak and plead.

§2.4 **Former Member**

Former members have the right to participate in the guild's activities but not in the guild's decisions.

§2.5 **Member Obligations**

All members are obligated to observe the guild's by-laws and regulations.

## **CHAPTER 3 ORGANISATION**

§3.1 **Highest Decision-Making Authority**

The A-guild's highest decision-making authority is the guild assembly.

§3.2 **Organisation**

The A-guild's operations are carried out by the Executive Authorities. Beyond that, the A-guild consists of the Supervising Authorities and the Nomination Committee.

§3.3 **Executive Authorities**

The A-guild's Executive Authorities are the Guild Board, the committees and the volunteers.

§3.4 **Supervising Authorities**

The A-guild's Supervising Authorities are the Inspector and the Auditors.

## **CHAPTER 4 GUILD ASSEMBLY**

§4.1 **Authority**

The guild assembly is the guild's highest decision making organ.

§4.2 **The Right to Vote**

The right to vote befalls the guild's regular members in accordance with §2.1.1 in these by-laws.

§4.3 **Quorum**

The guild assembly has the right to make decisions if the number of voting members present exceeds twenty (20).

#### §4.4

### Regular Guild Assembly

During the year two regular guild assemblies shall be held, one per term, though separated by at least three calendar months. Regular guild assembly falls during the study period and may not take place during school holidays.

#### §4.4.1 Spring Assembly

At the Spring Assembly the following matters shall be treated:

- A. Election of Assembly Speaker.
- B. Election of Assembly Secretary.
- C. Election of two minute reviewers as well as tellers.
- D. Question regarding the assembly's proper proclamation.
- E. Determination of the agenda.
- F. Account of Operations and Balancing of the Books for the past operational year.
- G. The Auditors' account for the same period.
- H. Determination of the last year's Balance Sheet.
- I. Question of Freedom from Liability.
- J. Proposition of profit and loss disposition.
- K. Revision of current budget.
- L. Election of Nomination Committee.
- M. Election of Inspector (only on odd years).
- N. Election of Volunteers in accordance with the regulations.
- O. Other matters in accordance with the Guild Board's wishes or §4.7 in these by-laws.

#### §4.4.2 Fall Assembly

At the Fall Assembly the following matters shall be treated:

- A. Election of Assembly Speaker.
- B. Election of Assembly Secretary.
- C. Election of two minute reviewers as well as tellers.
- D. Question regarding the assembly's proper proclamation.
- E. Determination of the agenda.
- F. Profit and loss statement for the first half of the year.
- G. Determination of the budget for the next operational year.
- H. Revision of the regulations.
- I. Election of Representative for TLTH's Council Election Board.
- J. Election of Volunteers in accordance with the regulations.
- K. Election of two Auditors with substitutes.
- L. Other matters in accordance with the Guild Board's wishes or §4.7 in these by-laws.

#### §4.5

### Additional Guild Assembly

Additional guild assembly shall be held when the Guild Board find it necessary or when the guild's auditors, the guild's Inspector, the President of TLTH or at least 25 members who have expressed their wish in writing, including the matters they wish to treat, to the Guild Board. Additional guild assembly cannot be held during school holidays.

#### §4.6

### Proclamation

Convocation to a regular guild assembly shall be sent to TLTH and the A-guild's Inspector as

well as published on the guild's pin board at least 15 study days, for additional guild assembly at least 7 study days, before the assembly. Convocation to two guild assemblies may not exist at the same time. Agenda with the related documents shall be sent to TLTH and the A-guild's Inspector and be posted on the guild's pin board at least 5 study days before the assembly.

#### §4.7 **Treatment of Motion**

Every member has the right to raise a question at the guild assembly. Such a motion shall be sent to the Guild Board in writing no later than 10 study days before the guild assembly.

Motions regarding Honorary Membership require the signatures of at least 20 members for the motion to be treated. If a motion of Honorary Membership is rejected neither motion nor decision is to be mentioned in the protocol.

## **CHAPTER 5 REVISION**

#### §5.1 **The Auditors**

The Auditors shall be Swedish citizens of age and have fulfilled §2.1 in these by-laws and possess the insight in the financial conditions that the assignment requires. They may not hold positions with financial responsibility in the A-guild.

#### §5.2 **Duties**

The Auditors shall, to the extent that is consistent with good auditing practise, review the organisation's accounting and the Guild Board's management.

#### §5.3 **Rights**

The Auditors have the right to:

- A. take part in all accounts, protocols and other documents at any time they please.
- B. demand and obtain information regarding the operations and management.
- C. attend all the guild's meetings held by the different committees, authorities and agencies.

#### §5.4 **The Audit Report**

The auditors must submit their Audit Report for the year to the Guild Board at least 10 study days before the Spring Assembly, as well as sign the balancing of the books and announce whether or not it matches the guild's accounts.

The Audit Report shall include utterance regarding:

- A. Determination of the Balance Sheet.
- B. Freedom from Liability for the Guild Board.

#### §5.5 **Additional Revision**

In the event of any volunteer resigning during the operational year the Auditors shall revise the affected operational finances, and deliver a special Audit Report regarding the event.

## CHAPTER 6 THE NOMINATION COMMITTEE

### §6.1 Composition

The Nomination Committee consists of at least three members, whereof the Committee Chair and convenor, is elected by the Spring Assembly. The members may not hold a position on the Guild Board during the same term of office that coincides with the volunteer's intended term of office for the Nomination Committee and should represent different grades.

### §6.2 Duties

It is the guild's Nomination Committee's duty to announce the nominees in accordance with §4.4.1 in these by-laws no later than 5 study days before the A-guild's Spring Assembly.

It is the guild's Nominations Committee's duty to announce the nominees in accordance with §4.4.2 in these by-laws no later than 5 study days before the A-guild's Fall Assembly.

The Nomination Committee's suggestions are public and shall be published on the guild's communication channels.

Committee's suggestions for Members of the Guild Board may not include any members of the Nomination Committee.

The Nomination Committee shall work in accordance with the regulations.

## CHAPTER 7 ELECTION

### §7.1 Eligibility

Eligible for a position on the Guild Board and as a volunteer is each regular member of the A-guild.

### §7.2 Election

The guild assembly's election is prepared by the Nomination Committee. Beyond the Nomination Committees suggestions, members have the right to submit candidate nominations up until 24 hours before the opening of the assembly. The nomination is public and shall be posted on the guild's communication channels.

### §7.3 By-elections

Inspector and Auditors can only be elected at a guild assembly. By-elections of board members and other positions can be conducted by the Guild Board until the next guild assembly where the guild's members decide by simple majority whether or not to approve the Board's decision. If the Board's decision is rejected by the guild assembly the decision shall



immediately be repealed. By-elections of other volunteers can be conducted by the Guild Board.

## CHAPTER 8 PROCEDURAL RULES

### §8.1 Procedural Ruled

For procedural rules at meetings appropriate parts of the TLTH by-laws are applied.

## CHAPTER 9 PROTOCOLS

### §9.1 The Guild Assembly

A decision protocol is kept over the guild assemblies. The protocol shall be reviewed no later than 10 study days after the meeting by the Assembly Speaker and two elected minute reviewers.

### §9.2 Others

Protocols are kept at all meetings held by the guild's authorities, agencies and committees. The protocols shall be signed by the meeting secretary. The protocol shall be reviewed by the meeting's speaker and an elected minute reviewer within 7 study days of the meeting being held.

### §9.3 Publication

Protocols in accordance with §9.1 and §9.2 in these by-laws shall, since they been reviewed, be published to the guild's website for a least one (1) year. The original to the protocol and agenda, §9.1 and §9.2 in these by-laws, shall be archived with attachments in the A-guild. Protocols from the guild assembly shall be sent to TLTH within 15 study days after the assembly.

## CHAPTER 10 INSPECTOR

### §10.1 Inspector

The Inspector shall support, inspect and devote attention to the A-guild's operation.

### §10.2 Election

For the position of Inspector a teacher or other personnel of LTH can be elected. The Inspector is elected for two years in accordance with §4.4.1 in these by-laws, the term of office runs on a calendar year basis.

### §10.3 **Duties**

It is the Inspector's duty to:

- A. stay informed regarding the guild's operation.
- B. work for a good relationship between the students, institutions and LTH as a whole.
- C. rapport dissensions in the guild's operation to the appropriate authority.

### §10.4 **Rights**

The Inspector has the right to:

- A. obtain the convocation to and protocol from the guild assemblies and Guild Board meetings.
- B. attend all the guild's meetings held by the different committees, authorities and agencies, with permission to speak and plead.
- C. obtain free refreshments at the A-guild's bars and parties.

## **CHAPTER 11 THE GUILD BOARD**

### §11.1 **Authority**

The Guild Board is the guild's highest executive authority and own the right to make decisions in all the guild's committees, authorities and agencies.

### §11.2 **Composition**

The Guild Board consists of a Presidium: President, Vice President, Treasurer and Secretary, and the following Committee Chairs: Student Council for Architecture Chair, Student Council for Industrial Design Chair, Public Relations Committee Chair, Corporate Relations Committee Chair, Recreations Committee Chair, Head of Festivities, Øverphøs and World Master.

### §11.3 **People Authorized to Sign for the A-Guild**

The people authorized to sign for the A-guild shall be the President and Treasurer respectively.

### §11.4 **Accounts**

The people allowed to dispose the guild's accounts shall be the the President and Treasurer respectively and, if necessary for other single accounts, volunteers designated by the Guild Board.

### §11.5 **Meetings**

The Board meets on convocation of the President, though at least three times per term, and whenever the Auditors or any of the members of the Guild Board so desires.

### §11.6 **Co-option**

The Guild Board has the right to co-opt people to the Board meetings. Habitually co-opted to the Guild Board's meetings are the Auditors, the Inspector, the Equality Representative and the Student Union Contacts.

#### §11.7 **Decisions**

The Guild Board has the right to make decisions when at least half of the elected Board members are present. In the case of equal number of votes, the President's vote is decisive.

#### §11.8 **Convocation**

The convocation to the Guild Board meetings as well as a proposed agenda shall be sent to the the Board members, the Inspector, and be posted on the guild's pin board no later than three days before the meeting. Convocation and proposed agenda shall also be sent to the habitually co-opted.

#### §11.9 **Duties**

It is the Guild Board's duty to:

- A. be held responsible for the entire A-guild's operation.
- B. prepare the guild assemblies.
- C. execute and supervise the execution of the guild's decisions.
- D. ensure that the guild's by-laws and regulations are upheld.
- E. be held responsible for the guild's assets.
- F. present a suggested budget at the Fall Assembly.
- G. execute continuous inventory of the guild's treasury and other assets.
- H. process received proposals, handle the guild's correspondence and handle ongoing errands.
- I. hand over the Account of the Operational Year, protocols, balancing of the books and other documents to the Auditors no later than 5 weeks after the end of the operational year.
- J. implement by-elections in accordance with §7.3 in these by-laws.
- K. choose representatives to agencies connected to the guild where A-guild members hold a seat.
- L. in every way work for the best of the guild.
- M. rapport dissensions in the guild's operation to the A-guild's Inspector.
- N. be responsible for the election of the Committee's volunteers.

#### §11.10 **Joint and several liability**

A Board member who without reservation participated in decisions made by the Guild Board is joint and severally liable. A Board member who wasn't present when the decision was made is joint and severally liable, if they haven't asked to be reserved in the protocol at the next meeting.

#### §11.11 **Dismissal**

Members of the Guild Board may be dismissed, if the person requests so themselves due to extensive circumstances, by unanimous decision by the Auditors pending the next guild assembly where the guild members decide with simple majority to approve the Auditors' decision. Decisions regarding dismissal of Guild Board members shall be recorded in the protocol and sanctioned by the next Guild Board meeting. If the Auditors' decision isn't approved by the guild assembly then their decision is immediately repealed.

#### §11.12 Protocol

Meeting protocols are held at all Guild Board meetings by the Presidium's Secretary.

## CHAPTER 12 COMMITTEES

#### §12.1 Definition

The A-guild's Committees are:

The Student Council for Architecture (SRA)  
The Student Council for Industrial Design (SRID)  
The Festivities Committee  
The Corporate Relations Committee (NärU)  
The Public Relations Committee (InfU)  
The Recreation Committee (AktU)  
The Ceremony Committee (CeremU)  
The Phøss  
The World Masters

#### §12.2 Duties

It is the guild's Committees' duty to follow the by-laws and regulations. The Committees answer to the Guild Board.

It is the Committee Chairs' duty to:

- A. lead and distribute the work in the Committee.
- B. convocate to Committee meetings when deemed necessary. The meeting shall be proclaimed at least 5 study days in advance.
- C. to be held responsible to the Guild Board regarding budget, accounting and monitoring of the committee's operation.

All the guild's members have the right to attend any committee's meeting with permission to speak and plead. Members of the committee are the committee's volunteers.

#### §12.3 Members

Members of the committees are volunteers in the committees in accordance with the regulations. The Guild Board appoint the members of the committees. Members of the

committees are obliged to inform the Committee Chair about matters regarding the committee.

## §12.4 **The Student Councils; for Architecture (SRA) and Industrial Design (SRID)**

### §12.4.1 **Composition**

The Student Council consists of the Chairs of SRA and SRID respectively, who are the committee chairs, and the necessary amount of volunteers in accordance with the regulations.

### §12.4.2 **Duties**

It is the Student Councils' duty to:

- A. cater to the guild members' interests and questions that affect studies and education.
- B. prepare matters to the Board of Education and Board of the Institution.
- C. nominate student representatives to agencies connected to the education where A-guild members have a seat.

The Student councils shall in their work cooperate with TLTH's Education Committee.

## §12.5 **The Festivities Committee**

### §12.5.1 **Composition**

The Festivities Committee consists of the Head of Festivities, who is the committee chair, and the necessary amount of volunteers in accordance with the regulations.

### §12.5.2 **Duties**

It is the Festivities Committee's duty to organise party arrangements for the members of the A-guild..

## §12.6 **The Corporate Relations Committee**

### §12.6.1 **Composition**

The Corporate Relations Committee consists of the Corporate Relations Committee Chair, who is the committee chair, and the necessary amount of volunteers in accordance with the regulations.

### §12.6.2 **Duties**

It is the Corporate Relations Committee's duty to establish and uphold relationships between the industry and the guild. The Corporate Relations Committee shall ensure that the public and industry are well-informed regarding the A-guild's operation. The Corporate Relations Committee is also responsible for the search for sponsors for the guild.

## §12.7 **The Public Relations Committee**

### §12.7.1 **Composition**

The Public Relations Committee consists of the Public Relations Committee Chair, who is the committee chair, and the necessary amount of volunteers in accordance with the regulations.

§12.7.2 **Duties**

It is the Public Relations Committee's duty to provide the guild's members with information via the guild's different communication channels.

§12.8 **The Recreation Committee**

§12.8.1 **Composition**

The Recreation Committee consists of the Recreation Committee Chair, who is the committee chair, and the necessary amount of volunteers in accordance with the regulations.

§12.8.2 **Duties**

It is the Recreation Committee's Duty to provide the A-guild's members with entertainment and leisure activities.

§12.9 **The Ceremony Committee**

§12.9.1 **Composition**

The Ceremony Committee consists of the Vice President, who is the committee chair, and the necessary amount of volunteers in accordance with the regulations.

§12.9.2 **Duties**

It is the Ceremony Committee's duty to be responsible for the guild's Standard, making sure that formal events are handled correctly, hand out honours and medals appropriately and keep in touch with the guild's alumni.

§12.10 **The Phøs**

§12.10.1 **Composition**

The Phøs consists of the Øverphøs, who is the committee chair, and the necessary amount of volunteers in accordance with the regulations.

§12.10.2 **Duties**

It is the Phøs's duty to plan and execute the introduction at the start of the school year.

§12.11 **The World Masters**

§12.11.1 **Composition**

The World Masters consists of the World Master, who is the committee chair, and the necessary amount of volunteers in accordance with the regulations.

§12.11.2 **Duties**

It is the World Masters' duty to act as support for the international students at the A-guild and ensure that they are integrated in the school. The World Master shall, through close contact with the other committees, ensure that the guild has an international perspective. The committee is also obliged to help and inform Swedish students who wish to study abroad.

## CHAPTER 13 ASSOCIATIONS

### §13.1 Definition

Within the guild non-profit associations may be formed.

### §13.2 Approval

In order to be considered an association the organisation must be approved by the Guild Board and have by-laws that regulate the association's cause, which are approved by a guild assembly.

### §13.3 Rights

An association within the guild may be granted permission to use some of the guild's facilities by the Guild Board. The guild has to obligations towards the association.

## CHAPTER 14 PRESIDENT OF THE GUILD

### §14.1 Task

The President of the Guild shall in consultation with the Board work as the leader for the guild's operation and in official situations represent the A-guild.

### §14.2 Authority

In matters that do not tolerate suspension the President exercises the authority of the Guild Board. Decisions of this kind shall be recorded in the protocol and approved by the Board at the next Board meeting.

### §14.3 Rights

The President has permission to plead and speak in all the executive authorities of the guild.

### §14.4 Resignation

In the case of the President's resignation, or is otherwise unable to fulfill their duties, the Vice President shall take their place.

### §14.5 Responsibility

The President of the Guild is held responsible to the Guild Board for their operation.

## CHAPTER 15 THE PRESIDUM

- §15.1 **Definition**  
The Presidium is the Guild Board's leadership.
- §15.2 **Responsibility**  
The Presidium is responsible for arranging the organisational plans for the Board meetings and guild assemblies.
- §15.3 **Composition**  
The Presidium consists, besides the President of the Guild, of the following members:
- §15.3.1 **Vice President**  
The Vice President shall assist the President of the Guild in their work, and take their place in the case of the President being unable to fulfill their duties.
- §15.3.2 **Treasurer**  
The Treasurer's duty is to handle the guild's finances, present budget suggestions, and handle the guild's accounting.
- §15.3.3 **Secretary**  
The Secretary is responsible for writing protocols at the guild assemblies and Board meetings. The Secretary also has the overall responsibility for the guild's administrative work.

## CHAPTER 16 VOLUNTEERS

- §16.1 **Definition**  
People with positions within A-guild are referred to as volunteers.
- §16.2 **Membership**  
Volunteers, with the exception of the A-guild's Inspector, are obliged to be a member of the guild in accordance with §2.1 in these by-laws during their term of office.
- §16.3 **Duties**  
It is the volunteers' duty to:
- A. follow the guild's by-laws and regulations.
  - B. in every way work of the best of the guild.
- §16.4 **Handover**  
Volunteers must have handovers with their successors to promote continuity and efficacy. When necessary the Guild Board will hand out instructions.
- §16.5 **Dismissal**



Volunteers can be dismissed by the Guild Board or guild assembly.

## CHAPTER 17 TIME REGULATIONS

### §17.1 Operational and financial year

The guild's operational and financial year run on a calendar year basis.

### §17.2 Terms of office

The volunteers' term of office is a calendar year if nothing else is stated in the by-laws or regulations. For representatives in the university's agencies and committees the terms of office dictated by the individual committee or agency applies. The Inspectors term of office is two calendar years.

## CHAPTER 18 THE BY-LAWS

### §18.1 Interpretation

When interpreting the by-laws the Inspector's opinion carries until the question can be raised and determined by a guild assembly.

### §18.2 Changes

Suggestions for changes in the by-laws must be submitted to the Guild Board no later than 15 study days before the guild assembly. The suggestion is made public no later than 5 study days before the guild assembly. For final approval the suggestion has to be approved by two consecutive guild assemblies. Meetings with decisions regarding changes to the by-laws may not occur within two months of each other.

### §18.3 Validity

These by-laws are not valid until they have been ratified by TLTH.

### §18.4 Serving

In the event of changes being approved the new by-laws shall be served to TLTH and the Inspector of the A-guild.

## CHAPTER 19 REGULATIONS

### §19.1 Contents

The regulations are an appendix to the by-laws. In the regulations further information and specifications are given that do not fit within these by-laws.

§19.2 **Changes**

Changes can be approved by the guild assembly by qualified (2/3) majority. Suggestions regarding changes to the regulations must be submitted to the Guild Board no later than 10 study days before the guild assembly.

§19.3 **Serving**

In the event of changes being approved the new regulations shall be served to TLTH and the Inspector of the A-guild.

## **CHAPTER 20 DISSOLUTION**

§20.1 **Dissolution**

The A-guild must not be dissolved.

**DISCLAIMER!** THIS IS AN INTERPRETATION OF THE A-GUILD'S DOCUMENT "STADGAR" WHICH IS ORIGINALLY WRITTEN IN SWEDISH. THIS IS NOT A BINDING DOCUMENT, BUT MERELY A HELP FOR NON-SWEDISH SPEAKING PEOPLE TO GAIN INSIGHT INTO THE A-GUILD'S OPERATION.

IN THE CASE OF THIS DOCUMENT AND THE ORIGINAL "STADGAR" CONTRADICTING ONE ANOTHER, OR IF THERE IS EVER ANY DIFFERENCE IN INTERPRETATION, THE SWEDISH ORIGINAL "STADGA" ALWAYS TAKES PRECEDENCE.