

REGULATIONS

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 TECHNOLOGICA

§1.1 Purple

The A-guild's official colour is purple in accordance with the by-laws §1.5. The correct colour is Pantone Violet 2597C, it can be defined by R, G, B 88, 15, 139, C, M, Y, K 82, 100, 7, 3 or hexadecimal #580f8b. In all instances when a purple colour is chosen to represent the A-guild is shall be as close to the above mentioned shade as possible.

§1.2 Skalman

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

§1.3 The Unicorn

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

§1.4 The rat Rolf-Christina

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

§1.5 Symbol and emblem

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

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



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

§1.6 Medal and couleur

The medal shall be viewed as a sign of appreciation for the volunteers' performed work for the guild and thus no cost shall befall any single member for the medal itself. Medals shall work as a reward for performed work and encouragement for continued commitment. Medals are given in accordance with the policy document for honours and insignias.

§1.6.1 **Couleur**

The A-guild's couleur shall consist of a purple sash with a thin, black stripe running down the middle. How and when to wear the couleur is regulated by the policy document for honours and insignias.

§1.7 **Ring**

A person who has a master's degree in architecture or bachelor's degree in art and design from LTH and have fulfilled their duties toward TLTH, in accordance with the by-laws and regulations of TLTH, has the right to wear by the association established ring, called architecture ring and design ring respectively. Compare with the TLTH regulations §18.5.1.

§1.8 **Guild Apparel**

The A-guild's official apparel is a black blazer, with a classic silhouette, with the A-guild's extensive emblem on the back. The A-guild's official apparel may be worn by all members of the guild at any time they wish.

§1.9 **Other Insignias**

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

CHAPTER 2 HONORARY MEMBERS

The A-guild's honorary members are:
Nils Philip Pålsson

CHAPTER 3 GUILD ASSEMBLY

§3.1 **Proclamation**

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

- A. The Nomination Committee
- B. The Auditors
- C. President of TLTH
- D. The Inspector

§3.2 **Spring Assembly**

During the Spring Assembly the following positions shall be filled:

- A. The Inspector (only odd years) in accordance with the by-laws §4.4.1 and §10.2
- B. The Nommination Committee Chair in accordance with the by-laws §4.4.1 and §6.1
- C. Equality Representative
- D. Corporate Relations Committee Chair
- E. Student Council for Architecture Chair
- F. Public Relations Committee Chair
- G. Student Council for Industrial Design Chair

§3.3 **Fall Assembly**

During the Fall Assembly the following positions shall be filled:

- A. Two (2) regular Auditors in accordance with the by-laws §4.4.2
 - a. Two (2) substitutes to the Auditors in accordance with the by-laws §4.4.2
- B. Representative for TLTH's Council Election Board in accordance with the by-laws §4.4.2
- C. World Master
- D. Treasurer
- E. Secretary
- F. Vice President
- G. President of the Guild
- H. Recreation Committee Chair
- I. Head of Festivities
- J. Øverphøs

CHAPTER 4 THE GUILD BOARD

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

§4.1 **Composition**

The board consists of a Presidium, which is the highest leadership within the guild and whose duty it is to arrange organisational plans for the guild assemblies and board meetings. The Presidium consists of: the President of the Guild, Vice President, Secretary and Treasurer. Moreover, the Board consists of the following committee chairs: the Student Council for Architecture, the Student Council for Industrial Design, the Public Relations Committee, the Corporate Relations Committee, the Recreation Committee, the Festivities Committee, the Phøs and the World Master. In total the Guild Board consists of twelve (12) members.

§4.2 **Duties**

It is the Guild Board's duty:

- to be held responsible for the guild's operation.
- to prepare the guild assemblies.

to execute and supervise the execution of the guild's decisions.
to ensure that non-finalised matters from previous assemblies will be treated at the next guild assembly.
to be held responsible for the guild's assets.
to prepare sent-in suggestions.
to handle the guild's correspondence.
to work out suggestions for the budget and balance sheets.
to hand over the Account of the Operational Year, protocols, balancing of the books and other documents to the Auditors no later than 5 weeks after the end of the operational year.
to, once a term, decide which volunteers the board thinks should receive a medal.
To hold Board meetings (formal or informal ones), during the study periods, at least once every other week.
to keep in contact with all the volunteers.
to continually report to the members what's going on at the guild.
to keep on good term with all guild members and all personnel in the A-building and IKDC.
to be responsible for the election of the guild's volunteers.
to, before the end of their term of office, decide a program for the Guild Board Shift.

§4.3 **Habitually co-opted**

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

§4.4 **Age Recommendations**

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

CHAPTER 5 PRESIDENT OF THE GUILD

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

§5.1 **Election**

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

§5.2 **Duties**

It is the President's duty:

to prepare the guild assemblies
to represent the guild and speak for the guild.

- to participate in official matters and at the guild's activities.
- to convene the Board.
- to prepare the Board meetings.
- to lead and supervise the work within the board and supervise the work in the committees.
- to proudly wear the guild regalia with formal attire.
- to be publisher of the guild's media.
- to collect the guild's mail at TLTH and post room at least twice a week.
- to continually keep in touch with the President of TLTH and the presidents of the other guilds.
- to continually keep in touch with other appropriate Swedish student organisations at the A-guild's sister educations.
- to be a part of the House Committee.
- to write a testament after the end of the term of office.
- to write an a Account of the Operational Year based on the committees accounts of the year after the term of office.

CHAPTER 6 VICE PRESIDENT

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

§6.1 Election

The Vice President is elected by the Fall Assembly.

§6.2 Duties

It is the Vice President's duty:

- to prepare the Guild Board meetings, together with the President.
- to assist the President in their work.
- to have overall responsibility for the volunteers and members.
- to, in accordance with these regulations' Chapter 17 and the by-laws §12.10.1, be the convenor and committee chair for the Ceremony Committee.
- to be in charge of continually update the by-laws and regulations after changes have been taken.
- to write a testament after the end of the term of office.

CHAPTER 7 TREASURER

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

§7.1 Election

The Treasurer is elected by the Fall Assembly.

§7.2 Duties

It is the Treasurer's duty to:

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

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

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

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

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

to be responsible for the guild's accounting.

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

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

CHAPTER 8 SECRETARY

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

§8.1 Election

The Secretary is elected by the Fall Assembly.

§8.2 Duty

It is the Secretary's duty:

to publish convocations to the Board meetings and guild assemblies.

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

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

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

to be responsible for the guild's computer accounts and email addresses, together with the Public Relations Committee Chair.

- to be responsible for the keys to the “guild’s facilities”.
- to continually update the guild’s volunteer register.
- to continually update the guild’s register for Sustaining Members.
- to write a testament after the end of the term of office.

CHAPTER 9 COMMITTEES

The guild consists of nine (9) different committees that together exercise the guild’s operation under supervision from the Guild Board.

§9.1 Duties

It is the committees’ duty:

- to apply for the required permits.
- to follow the guild’s by-laws and regulations.
- to follow other guidelines set by the Guild Board.

CHAPTER 10 COMMITTEE CHAIRS

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

§10.1 Duties

It is the committee chairs’ duty:

- to be held responsible for the committee’s operation.
- to convene to the committee meetings, at least four (4) times per operational year.
- to ensure that a protocol is kept at the committee meetings in accordance with the by-laws §9.2.
- to ensure that the protocols are published of the guild’s pin board and archived in accordance with the by-laws §9.3.
- to keep up with the committee’s budget, accounting and operation, together with the Treasurer.
- to prepare the final profit and loss statement for the committee, together with the Treasurer.
- to keep the Guild Board updated on the committee’s operation.
- to appoint a necessary number of volunteers beyond the ones chosen by the guild.
- to, no later than four weeks after the end of the operational year, hand over the Account of the Operational Year to the Guild Board.
- to write a testament after the end of the term of office.

- §10.2 **Titles**
Alternative title for Committee Chair is Master.

CHAPTER 11 THE STUDENT COUNCILS (SRA & SRID)

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

§11.1 Composition and Election

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

§11.2 Term of Office

The Term of Office for all volunteers in The Student Council for Architecture and for all volunteers in The Student Council for Industrial Design is from July 1st to June 30th the following year.

§11.3 Duties

It is the Student Councils' duty:

to actively cooperate with each other and work towards a closer contact between the two programs within the guild.

to raise opinions regarding questions about education at the guild so the members show a united front to the school and other important figures in the context.

to ensure that a course evaluation takes place after each finished course.

to ensure that the members' criticism reaches the course coordinators and that required changes are applied to the course.

to work for a fair distribution of points for the courses in regards to the difficulty and workload of the course.

to nominate representatives to the different agencies of the Institute, Program Management, the House Board, the Board of Education and current reference groups in connection with these. The representatives should be volunteers in the student councils of members of the Guild Board.

to keep in touch with the Institute, Program Management, the House Board, the Board of Education and current reference groups in connection with these. The representatives should be volunteers in the student councils of members of the Guild Board.

to prepare matters to the meetings of the the Institute, Program Management, the House Board, the Board of Education and current reference groups in connection with these. The representatives should be volunteers in the student councils of members of the Guild Board. to actively work together with the A-guild's Equality Representative and World Master. to ensure that these is good contact between the Student Councils and the teachers and institutions.

to, through the committee chair, actively partake in SRX, the college for Student Council Chairs held by TLTH.

to handle the contact with the Education Committee of TLTH.

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

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

§11.4 Meetings

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

- A. At least 10 guild members.
- B. The Auditors.
- C. The Inspector of the A-guild.

CHAPTER 12 THE CORPORATE RELATIONS COMMITTEE

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

§12.1 Composition and Election

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

§12.2 Term of Office

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

§12.3 Duties

It is the Corporate Relations Committee's duty:

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

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

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

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

to advance the members' possibilities of obtaining internships.

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

to, if possible, assist the Phø's in searching for sponsors for the Introduction.

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

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

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

to handle the contact with the Career Committee of TLTH.

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

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

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

CHAPTER 13 THE FESTIVITIES COMMITTEE

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

§13.1 Composition and Election

The Festivities Committee Chair, the Head of Festivities, is elected by the Fall Assembly. The Festivities Committee should consist of a number of other volunteers, it is however recommended to have at least five (5) volunteers. The election is held by the Guild Board, the Head of Festivities prepares the election.

§13.2 Duties

It is the Festivities Committee's duty:

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

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

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

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

to through the Head of Festivities keep in contact with the other guild's Festivities Committees.
to through the Financially Responsible assist and relieve the Treasurer regarding the committee's finances.
to write testament and Account of the Operational Year at the end of the term of office.

CHAPTER 14 THE RECREATION COMMITTEE

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

§14.1 Composition and Election

The Recreation Committee Chair is elected by the Fall Assembly. The Recreation Committee should consist of a number of other volunteers, it is however recommended to have at least five (5) volunteers. The election is held by the Guild Board, the Recreation Committee Chair prepares the election.

§14.2 Term of Office

The term of office for all volunteers in The Recreation Committee is from January 1st to December 30th the following year.

§14.3 Duties

It is the Recreation Committee's duty:

to ensure that the members of the A-guild has the opportunity to engage in activities and events outside of the A-building and IKDC a few times spread out over the year.
to through the guild offer a wide array of experiences.
to be responsible for the A-guild's participation in the TLTH Song Contest.
to be responsible for the A-guild's participation in the Tandem Relay the years it is organised.
to be responsible for the A-guild's participation in the Lundakarneval the years it is organised.
to through the Recreation Committee Chair keep in touch with the other guild's Recreation Committees.
to handle the contact with the Sports Committee of TLTH.
to write testament and Account of the Operational Year at the end of the term of office.

CHAPTER 15 THE PUBLIC RELATIONS COMMITTEE

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

§15.1 Composition and Election

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

§15.2 Term of Office

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

§15.3 Duties

It is the Public Relations Committee's duty:

- to be responsible for spreading the guild's and Guild Board's information.
- to assist the other committees in spreading their information.
- to keep the guild's pin boards in order, together with the Secretary.
- to be responsible for the running of and updating the guild's website.
- to be responsible for the guild's computer accounts and emails and ensure that they're working, together with the Secretary.
- to ensure that as many of the guild's events as possible are photographed and documented.
- to ensure that the A-guild has a uniform graphic profile.
- to through the Public Relations Committee Chair keep in touch with the other guild's Public Relations Committees.
- to handle the contact with the Public Relations Committee of TLTH.
- to write testament and Account of the Operational Year at the end of the term of office.

CHAPTER 16 THE CEREMONY COMMITTEE

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

§16.1 Composition and Election

The Vice President is elected by the Fall Assembly. The Ceremony Committee should consist of a number of other volunteers, it is however recommended to have at least two (2) volunteers. The election is held by the Guild Board, the Vice President prepares the election.

§16.2 Duties

It is the Ceremony Committee's duty:

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

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

to within the committee appoint a Standard-Bearer, who shall, in formal academic attire (tailcoat with black vest, or black gown), bear the guild's standard at graduation ceremonies, the Regatta, doctoral degree ceremonies and other ceremonies of significance.

to within the committee appoint one or more Song Masters to be responsible to lead the guild in song at guild parties.

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

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

to be responsible for the guild's invitations together with other possible organisers in accordance with the Policy Document for Invitations.

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

to be responsible for keeping in touch with the guild's alumni and in cooperation with another suitable committee arrange activities which the alumni can attend.

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

CHAPTER 17 THE PHØ

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

§17.1 Composition and Election

The Øverphø is elected by the Fall Assembly. The Phø should consist of another four (4) to six (6) volunteers, called Phøare or Co-phø. The election is held by the Guild Board, the Øverphø prepares the election.

§17.2 Duties

Is is the Phø's duty:

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

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

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

- to through the Financially Responsible assist and relieve the Treasurer regarding the committee's finances.
- to have close contact with the Corporate Relations Committee Chair when searching for sponsors.
- to, during the introduction, have at least one set of special phøs clothes.
- to name one responsible phøsare for every event during the introduction. This phøsare shall feel extra responsibility for the event.
- to in the Phøs preferably include one of the members that was last named "Nolla of the Year".
- to be responsible for buying paint and ensure that the purple colour is visible at LTH.
- to through the Øverphøs keep in touch with the other guild's Phøs.
- to write testament and Account of the Operational Year at the end of the term of office.

CHAPTER 18 THE WORLD MASTERS

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

§18.1 Composition and Election

The World Master is elected by the Fall Assembly. The World Masters should consist of a number of other volunteers, it is however recommended to have at least three (3) volunteers. The election is held by the Guild Board, the World Master prepares the election.

§18.2 Duties

It is the World Masters' duty:

- to take care of and keep in touch with the international students at the guild.
- to be present at Registration Day at the start of every term, approximately two weeks before the start of the term.
- to, through close contact with the other committees, ensure that the guild has an international perspective in its organisation.
- to ensure that the international students get information regarding what events the Student Union and guild offer.
- to in its work cooperate with the Student Councils and ensure that the international students' courses are supervised and evaluated.
- to promote internships and studies abroad to the members of the A-guild through practical advice.
- to be responsible for the contact with institutions and program management in relation to the guild regarding international questions.
- to write testament and Account of the Operational Year at the end of the term of office.

CHAPTER 19-23 OTHER VOLUNTEERS

CHAPTER 19 EQUALITY REPRESENTATIVE

The Equality Representative's main task is to work to ensure that all members feel welcome at the guild and in their education, regardless of gender, economic or social background, ethnicity, religious views or sexuality.

§19.1 Composition and Election

The Equality Representative is elected by the Spring Assembly. There should be one or more volunteers to assist the Equality Representative in their work. The election is held by the Guild Board, the Equality Representative prepares the election.

§19.2 Term of Office

The Term of Office for the Equality Representative is from July 1st to June 30th the following year.

§19.3 Duties

It is the Equality Representative's duty:

- to in their work actively cooperate with the Student Councils.
- to supervise the guild's operation from an equality perspective.
- to alert the Guild Board and the committee chairs of situations that could be perceived as offensive or insensitive by members of the guild or that go against the Equality Policy of TLTH.
- to raise questions regarding equality in the education with the Student Councils.
- to keep in touch with the other guild's Equality Representatives.
- to partake in the College of Equality Opportunities of TLTH.
- to write testament and Account of the Operational Year at the end of the term of office.

CHAPTER 20 THE AUDITORS

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

§20.1 Composition and Election

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

§20.2 **Duties**

It is the Auditors' duty:

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

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

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

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

CHAPTER 21 THE NOMINATION COMMITTEE

It is the Nomination Committee's main task to prepare the elections to the guild assemblies. It is the Nomination Committee's task to, among the nominated members, find the best suited candidates for the respective positions.

§21.1 **Composition and Election**

The Nomination Committee Chair is elected by the Spring Assembly. The Nomination Committee should consist of a number of other volunteers, it is however recommended to have at least two (2) volunteers in accordance with the by-laws §6.1. The volunteers should represent different grades and programs. The election is held by the Guild Board, the Nomination Committee Chair prepares the election.

§21.2 **Term of Office**

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

§21.3 **Duties**

It is the Nomination Committee's duty:

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

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

to interview all candidates to the position of President and committee chair and take them all into account before the suggestions are determined.

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

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

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

CHAPTER 22 MASTER OF FACILITIES

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

§22.1 Composition and Election

The Master of Facilities is elected by the Spring Assembly.

§22.2 Term of Office

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

§22.3 Duties

It is the Master of Facilities's duty:

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

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

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

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

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

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

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

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

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

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

CHAPTER 23 SAFETY REPRESENTATIVE

The A-guild has two (2) Safety Representatives, one from each program. The Safety Representatives are the guild's contact regarding facilities and physical work environment. The Safety

Representatives' task is mainly to network, and work to support and affect. They are responsible for the groups that work with the study environment such as the Student Councils, the workshop groups and the House Board. The Safety Representatives shall collect the students views and work actively to implement the students' suggestions regarding the facilities.

§23.1 Election

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

§23.2 Term of Office

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

§23.3 Duties

It is the Safety Representative's duty:

- to be a part of the House board and HMS Committee.
- to partake in the safety inspections.
- to be the A-guild's contact regarding questions about physical work environment.
- to have continual contact with the Student Councils.
- to be present at SkyX or similar meetings organised by TLTH.
- to be present at possible workshop meetings with the institution and workshop employees.
- to coordinate and be the contact for the guild's workshop groups.
- to create workshop groups if there is need for it.

CHAPTER 24 GUILD BOARD SHIFT

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

§24.1 Duties

It is the Guild Board Shift's duty:

- to have a program planned by the retiring Guild Board.
- to be paid for by the guild.
- to appoint the elected President of the Guild and Treasurer as the ones responsible for signing for the guild.

CHAPTER 25 FUNDS

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

§25.1 The Guild's Funds

The guild has the following funds:

- A. The Investment Fund, with the purpose of financing bigger investments.
- B. The Jubilee Fund, with the purpose of financing the guild's jubilee activities.
- C. The Repair Fund, with the purpose of funding the restoration of the guild's facilities and goods.
- D. The Event Fund, with the purpose of supporting bigger events.

§25.2 Utilization

For the guild's funds, the following applies:

- A. Capital is added to the funds after decision by the guild assembly.
- B. The funds are managed by the Guild Board.
- C. The Board has the right to use the funds within the framework of their purpose after decision by a Board meeting or guild assembly. The Board meeting can only grant single withdrawals under five thousand (5000) Swedish kronor.
- D. The utilization of the funds shall be reported at the next guild assembly.

CHAPTER 26 COMMUNICATION CHANNELS

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

POLICY DOCUMENT FOR

SUSTAINING MEMBERSHIP

Sustaining Membership is meant to promote a network of people who do not study at the A-guild's educations but show an interest toward the guild and wishes to partake in its activities. The sustaining membership is also meant to create a financial support for the guild.

Sustaining Member is every person who has fulfilled the obligations for sustaining membership in accordance with the by-laws §2.3.

Sustaining members shall:

- Pay the yearly fee for sustaining membership 100 SEK during the first quarter of every calendar year.

It is the Guild Board's duty to ensure that every sustaining member acquires:

- Invitation to a yearly event at the guild.

The Secretary is ultimately responsible for the administration of sustaining membership. The administration comprises of continual updating of the sustaining membership register, controlling the fulfillment of the obligations for sustaining membership, responsibility for sending out information and invitations and other possible administrative tasks.

POLICY DOCUMENT FOR THE GUILD'S HONOURS AND INSIGNIAS

In accordance with the regulations §1.6 the medals are to be viewed as an appreciation for the performed work of the volunteer and therefore no cost shall befall the volunteer. Medals shall work as a reward for performed work and an encouragement for future commitment. Every medal is awarded a single person only once.

The Ceremony Committee

The Ceremony Committee has the practical responsibility for the medals and awarding of the medals and act as the A-guild's medal committee. It is the Ceremony Committee's duty:

- to at formal events, at least twice a year, together with the President of the Guild award medals and other honours to the volunteers that have earned them.
- to keep a list over the people who have been awarded and shall be awarded honours from the guild.
- to after receiving a nomination for the Honorary Medal prepare the election and present the candidate at the next guild assembly.

The A-guild's medal system

Representative Medals:

The so called Representative Medals are awarded volunteers within the guild after the end of their Terms of Office. The medal shall be viewed as an appreciation for the performed work and encourage future commitment. There are three degrees of Representatives:

- **Representative of the third degree: Small A-medal**

Is awarded volunteers who have completed one Term of Office. Representatives of the third degree has the right to wear the guild's couleur (see the regulations §1.6.1). The medal shall consist of the A-guild's official A in silver and black hanging from a purple sash with a thin, black stripe in the middle.

- **Representative of the second degree: Silver medal**

Is awarded volunteers who have completed two Terms of Office, though at least three terms. Representatives of the second degree has the right to be nominated for the A-guild's honorary medal. Committee chairs or members of the Presidium that haven't earlier been awarded a medal of lower degree are awarded a silver medal after their first Term of office. The medal shall consist of the A-guild's extensive emblem in silver and black hanging from a purple sash with a thin, black stripe in the middle.

- **Representative of the first degree: Gold medal**

Is awarded volunteers who have completed three Terms of Office, though at least 5 terms. Representatives of the first degree has the right to be nominated for the A-guild's honorary medal. The medal shall consist of the A-guild's extensive emblem in gold and black hanging from a purple sash with a thin, black stripe in the middle.

The A-guild's Honorary Medal:

The purpose of the A-guild's Honorary Medal is to highlight members who have performed efforts in an exceptional fashion that have pushed the A-guild forward and contributed with advantaged for its members.

To acquire an Honorary Medal the nominee has to:

- already be a representative of the first or second degree,
- have held advanced positions in the guild,
- have acted in the most admirable way,
- Have accomplished great advantages for the A-guild.

Procedure at appointment:

- The A-guild's members have the right to nominate any other member that meets the requirements above.
- The Ceremony Committee handles the nomination, prepares the election and presens suitable candidate at the next guild assembly.
- The guild assembly approves or rejects the Ceremony Committee's candidate.
- At the event of approval the medal is awarded at the Nollegasque or Vårfårfiolsgasque.

The medal shall consist of a twelve-pronged cross in purple with edges in silver. Between the arms of the cross are golden rays of sun. In the middle a medallion in silver with the A-guild's official A lined with the text *Lucet Sicut Sol – MCMLXV* (Shines as the Sun – 1965). Above the cross is an independent wreath of golden magnolias. The medal hangs from a purple sash with a thin, black stripe in the middle. Honorary members acquires an Honorary medal at the designation no matter what parts of these regulations regulates.

Couleur

The A-guild's couleur shall consist of a purple sash with a thin, black stripe running down the middle in accordance with the regulations §1.6.1. The couleur may be worn by all members of the guild. The couleur may only be worn with formal attire, and used to medals and decoration in official context. With a tail-coat the couleur shall be worn inside the vest and to a gown it's attached to the chest in a bow.

The couleur may be worn over the shoulder towards the other hip (en écharpe), by members of the Presidium and Presidium Emeriti. With a tail-coat the couleur still has to be worn inside the vest.

En Sautoir

Medals or insignias hanging around the neck (en sautoir) shall be used to formal attire or other formal occasions if it feels motivated.

- **Silver medal en sautoir:** The President of the Guild and President Emeriti has the right to wear the silver medal en sautoir.
- **Gold medal en sautoir:** The Inspector and Inspector Emeriti has the right to wear the gold medal en sautoir.
-
- **Honorary medal en sautoir:** Honorary member has the right to wear the honorary medal en sautoir.
- **Small A-medal en sautoir:** Member of the Presidium and Presidium Emeriti has the right to wear small A-medal en sautoir.

POLICY DOCUMENT FOR INVITATIONS

The Ceremony Committee has the responsibility for the invitation to the guild's official events, in coordination with other possible organisers. People who are to be awarded a special thanks or medal is always to be invited with priority to buy a ticket. Beyond the list below other people can be invited if it suits the occasion.

Guild Party

The following people shall be invited, free of charge:

- President Of the Guild
- Inspector

The following people shall be invited, with priority:

- Members of the Board
- Other Committee Chairs
- Honorary Members

Nollegasque

The following people shall be invited, free of charge:

- President of the Guild
- Inspector
- Honorary Members
- Recipient of Honorary Medal

The following people shall be invited, with priority:

- Members of the Board

- Other Committee Chairs
- Last year's Phøs and Festivities Committee
- Previous President of the Guild who still studies at LTH or partook in last year's event
- President of TLTH
- Student Union contact

Vårfårfiolgasque

The following people shall be invited, free of charge:

- President of the Guild
- Inspector
- Honorary Members
- Recipient of Honorary Medal

The following people shall be invited, with priority:

- Members of the Board
- Other Committee Chairs
- Volunteers
- Last year's board
- Previous President of the Guild who still studies at LTH or partook in last year's event
- President of TLTH
- Student Union contact

POLICY DOCUMENT FOR INTERNATIONALISATION

Purpose

The purpose of the Policy Document for Internationalisation is to, within the guild's capacity, fulfill the goals in the Policy for Internationalisation by TLTH. International students are a big part of the guild's members. They should have the same opportunities as the Swedish-speaking members and directly accepted by LTH to partake in information and events. Every year a large part of the A-guild consists of international students. It is therefore paramount that the guild's operation is including and of interest to international students, too.

History

Historically the international students have mainly be represented by exchange students. They can study a maximum of two terms at LTH, and the school mainly accepts approximately 40 students during the fall term and about half of that to the spring term. This means that the focus on their involvement in the guild has been limited and adjusted after this need. However, the guild has seen a big increase in international students since the two year-program, Sustainable Urban Design (SUDes) in 2007, and Master of Science in Architecture (MARK) in 2014, was opened for international applicants. Now these students make up a majority of international students and with that the weight of right representation increases. It is therefore a necessity that the guild makes a great effort to include all of our members.

Goal

The goal is that all students, no matter nationality, shall feel represented in the guild's work. International students should find it obvious and natural to be a member and contribute to the guild's work.

Extent

The policy concerns all operation within the A-guild and its committees.

Information

International students at the A-guild are comprised of:

Exchange students approximately 40:

- Exchange Student (1 term fall)
- Exchange Student (1 term spring)
- Exchange Student (2 terms)

Students accepted to the master programs:

- MARK (4 terms). Approx. 25.
- SUDes (Sustainable Urban Design. 4 terms). Approx. 25.
- MID (Master's Programme in Industrial Design. 4 terms). Approx. 10.

The total number of new international students each school year is approximately 100. If the School of Architecture and School of Industrial Design accepts approximately 70 and 30 students respectively each school year, then the A-guild's members welcome as many international students as they do Swedish-speaking students at the start of the fall term. (These numbers exclude accepted Swedish-speaking master students).

The Guild

The A-guild's operation shall be open for all its members. No matter what language a member speaks they should have the opportunity to improve the guild's work. Not speaking Swedish shouldn't be an obstacle for being a volunteer/committee chair/member of the Guild Board. Therefore should:

- formalia, by-laws and regulations be available in English.
- the committees welcome international students to their events. Both as participants and as volunteers. It is the committee chair's responsibility to ensure that this is followed.
- all communication outward, such as the website and posts on other platforms, be available in english.

Event

Events are organised at the guild to create guild spirit and show appreciation for its members. When events are held in Swedish international students don't feel welcome and are excluded as members.

Therefore should:

- international students needs and wishes be considered at the planning of events. It is the event manager's responsibility to ensure that this is done.
- corporate relations events be arranged with companies that are interested in hiring international students. It is the Corporate Relations Committee Chair's responsibility to ensure that this is followed.
- events be able to be understood by non-Swedish speakers when they are present. It is the event manager's responsibility to ensure that this is done.
- speeches/presentations/menus be in English, spex should also when possible be in English/easy Swedish/more theatrical.

Introduction

The A-guild's introduction should be directed to all new students at the A-guild, even international students. Not being a Swedish-speaking student shouldn't be an obstacle to take part in the introduction.

During the introduction there are great opportunities for the integration of international and Swedish students, something that favours both parties.

Therefore should:

- there, within the Phøs, be a phøsare with international responsibility who is responsible for the cooperation with the International Desk and the World Master.
- the World Master assist the Phøs in their work and planning for the introduction.
- all new members in the guild, including international students, be given the chance to partake in the introduction. It is the responsibility of the Phøsare with international responsibility to ensure that this is followed.
- the international students' needs and wishes be taken into consideration at the planning of the introduction. It is the responsibility of the Phøsare with international responsibility to ensure that this is followed.
- these wishes and needs can be established by surveys, workshops, etc. with previous and coming students.
- the people responsible for and during the introduction work for integration between the Swedish and international students. It is the responsibility of the Phøsare with international responsibility to ensure that this is followed.

Education Supervision

The A-guild supervises the education for all students at the A-guild and all students' perspectives shall be considered. Moreover, all students must be given the opportunity to work for a better education, and no one should be hindered from this due to language. Therefore should:

- international students' perspectives be taken into consideration. It is the SRA Chair and SRID Chair's responsibility to ensure this is done.
- the education supervision of master programs be of the same quality as the other programs. It is the SRA Chair and SRID Chair's responsibility to ensure this is done.

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

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