

# Memo for Memos

## 1 Formalities

### 1.1 Purpose

The purpose of this memo is to formulate and to regulate the form and structure of the chapter's Memos.

### 1.2 History

Created: 2008-12-11

Last revision: 2014-12-07

### 1.3 Revising this Memo

In order to pass a revision of this Memo, a decision has to be made with a qualified majority on a chapter meeting.

## 2 Rules for Memos

### 2.1 General Rules

2.1.1 A Memo shall never contravene another already existing Memo.

2.1.2 Two established Memos shall never have the same name.

2.1.3 All established Memos shall be listed under point 3.2 in this Memo.

### 2.2 Name

2.2.1 A Memo shall be named according to this following principle. Memo followed by a suitable preposition, usually 'for'. For example Memo for Memos.

This Memo shall be named in such a way that it is made clear what is being regulated.

### 2.3 Structure

2.3.1 The first paragraph in a PM shall be called "Formalities" and contain the following:

1.1 Purpose

1.2 History

1.3 Revising this Memo

2.3.2 In the paragraph titled "Purpose" it shall be made clear what the Memo regulates. A Memo shall never regulate something that is not related to the purpose of the Memo.

2.3.3 In the paragraph "History" the date of creation as well as the date of the last revision shall be listed.

2.3.4 The main rule regarding making revisions to Memos shall be a qualified majority. In some cases stricter rules may occur, in which case they shall be listed in the Memo.

## **2.4 Interpretation of Memos**

2.4.1 If two or more Memos are in conflict with each other the memo with the latest revisions shall take precedence. The other Memos shall be considered invalid on the points where they diverge from the Memo with the latest revision. These Memos shall be changed as soon as possible in accordance with §2.4.2 in the chapter's by-laws.

## **3 List of the chapter's Memos**

### **3.1 Instructions**

The chapter's active Memos shall be listed under point 3.2 with its name and preferably the date of its establishment. The list may be changed without a decision from the chapter meeting when new Memos are adopted and abolished by the chapter meeting.

### **3.2 PM**

Memo for Memos, 2008-12-11

Memo for Idrottsnämnden, 2008-12-11

Memo for Information, 2008-12-11

Memo for Insignia, 2013-10-16

Memo for Iterativa klubben, 2008-12-11

Memo for Kommunikationsnämnden, 2014-01-01

Memo for Mottagningsnämnden, 2008-12-11

Memo for Business Relations Board, 2008-12-11

Memo for Klubbmästeriet IN-Sektionen Kista, 2009-05-15

Memo for the Chapter's Profile, 2014-02-10

Memo for The Chapter Board, 2008-12-11

Memo for The Chapter's Locals, 2008-12-11

Memo for the Chapter Standard, 2011-12-08

Memo for the Safety Officer, 2014-09-22

Memo for Studiemiljönämnden, 2008-12-11

Memo for Studienämnden, 2008-12-11

Memo for Traditions, 2014-12-08

Memo for TraditionsMEsterIT, 2008-12-11

Memo for the Elections Committee, 2014-02-10