

# 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 Graphical Profile 2017-05-23

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

# Memo for Graphical Profile

## 1 Formalities

### 1.1 Purpose

The purpose of this memo is to define how documents and other material from the chapter looks, to ensure that it is clear that the chapter is the sender, and to formalise the chapter's attributes and how these may and shall be used.

The material being produced shall be uniform in nature, and the chapter's attributes may not be wrongfully used.

### 1.2 History

Established: 2017-05-23

## 2 Logotype

The chapter's logotype is defined in the Memo for Insignia.

### 2.1 Colourisation

The legs of the microchip shall be of the color "kiselblå" (see §1.2 in the chapter's by-laws) and the centrum shall have a darker tone of the same color (for example #262D33).

The lightning bolt shall be white (#FFFFFF).

In the case that the official emblem cannot be displayed without difficulties there is two monochrome variants of the emblem to use, one white and one black.

In the monochrome version the legs of the microchip have the same color as the lightning bolt, while the centrum is void of color. The monochrome emblems can for example be used in print, on clothes, or posters.

The chapter's logotype may not be broken apart, and the fully coloured logotype may not be coloured in any other way, or with other colours than those defined above.

The monochrome logotypes may be coloured in other colours than those defined above, given that all elements of the logotype are of the same colour.

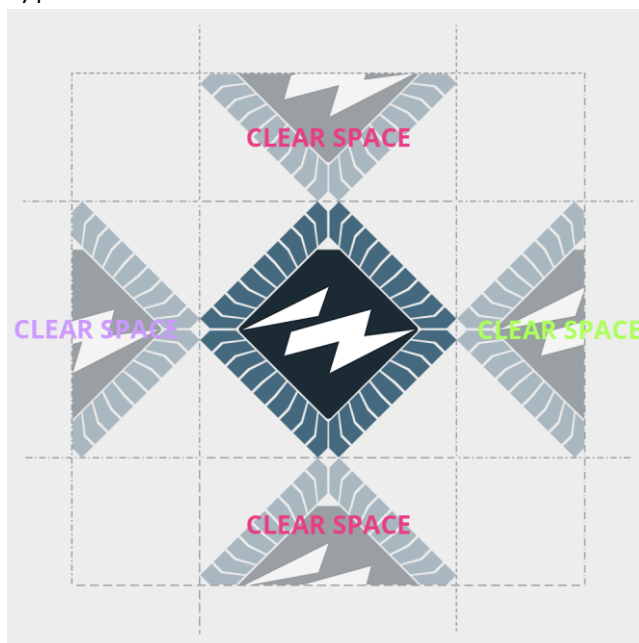
## 2.2 Usage

For posters and the like the logotype shall be placed in one of the poster's corners, in accordance with the provided templates and defined proportions.

If the logotype is used together with THS' logotype, it should be placed in the opposite upper corner.

Use the monochrome logotypes if the coloured logotype is not sufficiently visible against a background. When using the monochrome logotypes, the white logotype shall be used if the background is dark, and the black if the background is light.

The distance to other elements should be at least half of the logotype's width, on all sides.



## 3 Typography

The chapter primarily use the font [Open Sans](#) for web and print.

## 4 Colours

### 4.1 Chapter colour

The chapter's colour is *Kiselblå*, it is defined as:

RGB/hex: #44687D

NCS: S 4030-B

CMYK: 45.6, 16.8, 0, 50.98

PMS: 5405 C

Lab: 42.2, -6.8, -15.7

## **4.2 Programme colours**

Civilingenjör Informationsteknik: laserviolett

RGB/hex: #CC99FF

Civilingenjör Mikroelektronik: lime green

RGB/hex: #ADFF5C

Högskoleingenjör Elektronik och datorteknik: white

RGB/hex: #FFFFFF

Högskoleingenjör Datateknik: pink (cerise)

RGB/hex: #E83D84

Kandidatutbildning Informations och kommunikationsteknik: laserviolett

RGB/hex: #CC99FF

# **Memo for the Sports Committee**

## **1 Formalities**

### **1.1 Purpose**

The purpose of this memo is to regulate the Sports Committee. The purpose of the Sports Committee is to encourage physical activities in the chapter.

### **1.2 History**

Created: 2008-12-11

Last revision: 2014-10-07

## **2 Organisation**

The Sports Committee is made up by one chairperson, one vice chairperson as well as representatives elected by the Sports Committee.

Chairperson and vice chairperson are elected by the Chapter Meeting.

## **3 Economy**

The committee has no economy of it's own.

# Memo for Information

## 1 Formalities

### 1.1 Purpose

The purpose of this memo is to regulate the chapter's official channels for information as well as the chapter's practices regarding information.

### 1.2 History

Created: 2008-12-11

Last revision: 2013-02-18

## 2 Official channels for information

- The chapter's website, <http://www.insektionen.se>
- Programme mailing listst

## 3 Practices for information

- A sender's signature shall make it clear who they are. The format of the recommended signature can be found at <http://www.insektionen.se/mailinfo>.
- Information aimed at all members shall be available in both english and swedish.
- All trustees with a mail account for their position shall in all correspondence regarding the chapter's activities use this mail account.

## 4 Rules for use of programme mailing lists

- In the subject it shall be clear that the mail refers to chapter activities. For example by including IN-Sektionen in the title according to the format "IN-Sektionen | \*".



# Memo for Insignia

## 1 Formalities

### 1.1 Purpose

The purpose of this memo is to regulate the chapter's insignia.

### 1.2 History

Created: 2013-10-16

Last revision: 2013-10-16

## 2 Change

To change this memo a decision needs to be made with qualified majority on two chapter meetings in a row.

## 3 Emblem

### 3.1 Official Emblem

The chapter's logotype is distinguished by the letters I and N as two parts of a horizontal lightning bolt, encompassed in a 45 degree tilted square that depicts a stylized microchip.

The official logotype looks like this:

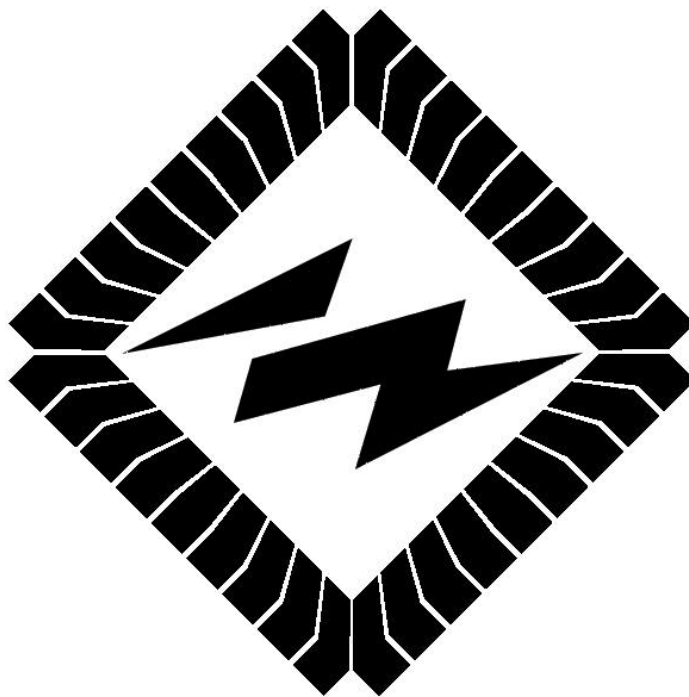


The legs of the microchip shall be of the color "kiselblå" (see :ref:`§ 1.2 <§1.2>` in the chapter's by-laws) and the centrum shall have a darker tone of the same color (for example #262D33).

The lightning bolt shall be white (#FFFFFF).

### 3.2 Monochrome Emblem

In the case when the official emblem can not be displayed without difficulties there is a monochrome emblem to use, for example for use on clothes or posters. In the monochrome version the microchip's legs have the same color as the lightning bolt, while the centrum is void of color. Below is an example in black (#000000).



# Memo for the Iterative Club (ITK)

## 1 Formalities

### 1.1 Purpose

The purpose of this memo is to regulate the Iterative Club.  
The purpose of the Iterative Club is to arrange events for the chapter's members.

### 1.2 History

Created: 2008-12-11

Last revision: 2013-04-15

## 2 Organisation

The Iterative Club is led by the committee's chairperson, also known as root, and the committee's vice chairperson, also known as sudo. Both of these are elected by the chapter's chapter meeting.

Other committee board members are chosen by root and sudo. Interested members of the chapters may become members of the Iterative Club.

## 3 Activities

The Iterative Club are mainly responsible to arrange alcohol-free events for all members of the chapter. The Iterative Club's board decide how many events shall take place during the business year. The following must be included:

- LAN
- "Cosy Fridays"
- Boardgame events

The committee's activities are regulated by the Iterative Club's regulations which are subordinated to the chapter's by-laws.

# Memo for the Communication Committee

## 1 Formalities

### 1.1 Purpose

The purpose of this memo is to regulate the Communication Committee.

The purpose of the Communication Committee is to coordinate communication, flow of information and marketing within the chapter, and to make sure that communication with the chapter's members is clear and uniform.

### 1.2 History

Created: 2014-01-01

Last revision: 2015-01-01

## 2 Organisation and activities

The board of the committee for communications is made up by:

- Board member responsible for Communication
- Deputy chairperson

These are elected by the chapter meeting.

The committee for communication may elect more board members.

A chapter member may only be part of one board at a time.

### 2.1 Board member responsible for Communication

Is the committee's chairperson and responsible for calling the whole committee to meetings before each chapter board meeting. The responsibilities and duties of this person is regulated in detail in the "Memo for the Chapter's board".

The board member responsible for Communication shall work long-term and strategically to develop the communication within the chapter.

## **2.2 Vice chairperson**

The vice chairperson shall in the absence of the chairperson carry out their duties and execute their responsibilities.

The vice chairperson is also responsible for the work delegated to them by the chairperson by mutual agreement.

# **3 Activities**

## **3.1 Editorial duties**

The committee for communication is responsible for:

- that information about the chapter's activities is published on the chapter's official website and other channels for communication where the chapter has an official presence.
- that in mutual agreement with the chapter's other committees help them to more efficiently reach the chapter's member.
- to receive and process requests and opinions regarding the chapter's website and other channels for communication.
- to carry out the operation of the website and mail accounts linked to the chapter' domain(s).
- to coordinate web developers for larger development or maintenance projects that can not be carried out by the committee.

## **3.2 Profile**

The committee for communication is responsible for:

- that overalls that are in accordance with "the Chapter's documents for profile" are procured and sold
- that profile items are procured and sold

- that requests by the members about profile items are processed and evaluated, by surveys in cooperation with other members of the committee
- to help the chapter's committees with graphical material, such as posters, if needed in the committees activities
- to promote the chapter's connection to THS

### **3.3 Alumni**

The committee for communication is responsible for the chapter's contact with the school's alumni. The responsibilities include:

- to keep the alumni member contact lists updated
- to designate a contact person for communication between the chapter and the alumni members
- to inform the alumni members about those events in the chapter that may be of interest for them
- to arrange events where the chapter's members can meet and network with alumni members, such as alumni pubs

### **3.4 International students**

The committee for communications has a general responsibility for the communication with the international students of the ICT-School. These responsibilities include:

- to help the new students when they start, for example by arranging tours of the campus and providing them with important and helpful information
- to invite the international students to the chapter's different events, such as pubs, LAN parties, gasques and chapter meetings
- to ensure that information from the chapter is available in english

## **4 Economy**

The committee has no economy of it's own.

# Memo for the Reception Committee

## 1 Formalities

### 1.1 Purpose

The purpose of this memo is to regulate the Reception Committee

### 1.2 History

Created: 2008-12-11

Last revision: 2014-11-10

## 2 Organisation

The Reception committee is made up by at least:

- Chairperson and main responsible, called INitiationsGENeral (INGEN), who has the main responsibility and final say regarding the Reception. INGEN is elected by the chapter meeting.
- Deputy chairperson. Shall in the absence of INGEN carry out INGEN's duties and execute INGEN's responsibilities. Is responsible for the economy and contact for the chapter's treasurer. The vice chairperson is also responsible for the work delegated to them by INGEN by mutual agreement. Is elected by the chapter meeting.
- Three board members. Their areas of responsibility is decided by the Reception committee. They are elected by the chapter meeting.
- One main responsible from each föseri. They are nominated by the current responsible and are approved by the chapter meeting. The nomination is based on a draft where all chapter members may participate.

The Reception's management/leadership, regulated by the Reception's rules, are themselves responsible for creating the structure within the committee.

In addition to this the Reception committee may freely define and assign additional areas of responsibility to handle questions such as specific events and marketing.

The Reception committee shall actively seek to include the chapter's other committees in their activities and events.

The chairperson is responsible to report to the board member responsible for studysocial activities before the chapter board's meetings during the whole business year.

### **3 Economy**

The committee has no economy of it's own.

### **4 Activities**

The purpose of the Reception committee is to give new freshmen to all programs at the School of Information- and Communications technology the best possible start to their time at the school. The Reception committee shall formulate, plan and execute the Reception.

It is the responsibility of the committee to make certain that the execution of the Reception does not conflict with the current rules created by THS, KTH or the chapter. For more extensive information please refer to the Rules for the Reception committee.



# Memo for the Business Relations Committee

## 1 Formalities

### 1.1 Purpose

The purpose of this memo is to regulate the Business Relations Committee.

The purpose of the Business Relations Committee is to market and promote the chapter, as well as to improve the cooperation between students and companies.

### 1.2 History

Created: 2008-12-11

Last revision: 2015-01-01

## 2 Organisation and activities

The board of the Business Relations Committee is made up by:

- Board member responsible for Business Relations
- Deputy chairperson

These are elected by the chapter meeting.

The Business Relations Committee may elect more board members.

A chapter member may only be part of one board at a time.

### 2.1 Board member responsible for Business Relations

Is the committee's chairperson and responsible for calling the whole committee to meetings before each chapter board meeting, and is responsible for creating contracts with companies.

The board member responsible for business relations shall work long-term and strategically to develop the cooperation between the chapter and companies.

The responsibilities and duties of this person is regulated in detail in the Memo for the Chapter's board.

### 2.2 Deputy chairperson

The vice chairperson shall in the absence of the chairperson carry out their duties and execute their responsibilities.

The vice chairperson is also responsible for the work delegated to them by the chairperson by mutual agreement.

### **3 Activities**

#### **3.1 Events**

The Business Relations Committee is responsible for:

- contacting and staying in touch with companies regarding company events and activities
- arranging events based on what is requested and agreed upon based on the previous point
- to evaluate events that has been carried out and collect feedback from both students and companies
- to arrange and host Kista Arbetsmarknadsdag (KAM) during the school year

#### **3.2 Sponsorship**

The Business Relations Committee is responsible for:

- coordinating of sponsorship for all of the chapter's committies
- to recruit a suitable number of members in order to satisfy the chapter's needs regarding sponsorship, and to supervise them

### **4 Economy**

The committee has no economy of it's own.

# **Memo for Qlubbmästeriet IN-sektionen Kista**

## **1 Formalities**

### **1.1 Purpose**

This memo regulates the committee Qlubbmästeriet IN-sektionen Kista, shortened to QMISK. QMISK is one of the chapter's klubbmästerier. As such QMISK shall arrange parties and other social activities for the chapter and it's friends.

### **1.2 History**

Established: 2009-05-15

Last revision: 2015-03-02

## **2 Organisation**

QMISK is led by a Qlubbmästare and deputy Qlubbmästare that are responsible for managing the committee. These positions are approved by the chapter meeting. Other committee members are elected according to QMISK's regulations.

## **3 Economy**

The committee does not have it's own separate economy.

## **4 Activities**

QMISK's activities are regulated by it's own regulations. These are directly subordinate to the chapter's governing documents

# Memo for the chapter's profile

## 1 Formalities

### 1.1 Purpose

The purpose of this memo is to clarify the guidelines regarding the member's of the chapter of Information and Nano Technology's overalls and the chapter's other profile items.

### 1.2 History

Established: 2014-02-10

Last revision: 2014-02-10

## 2 Overalls

### 2.1 Color

#### 2.1.1 Overalls for all members

The overalls shall have the Chapter's official color and may be worn by all members. The official color is regulated in the Chapter for Information and Nano Technology's statutes.

#### 2.1.2 Overall for members of QMISK

Members of QMISK may wear ochre red overalls.

#### 2.1.3 Old overalls

The chapter's members may also wear overalls in earlier chapter colors. Recognised colors are laser violet, lime green, and ochre red.

### 2.2 Stripes

#### 2.2.1 New overalls

An overall referred to in 2.1 and 2.2 shall not be considered complete until the student has attached leg stripes to their overalls. The stripe does not have to be replaced if the student switches programs, this is however preferred.

#### 2.2.2 Color

- Students attending the program Civilingenjörsutbildning med inriktning Informationsteknik shall wear laser violet leg stripes.
- Students attending the program Civilingenjörsutbildning med inriktning Mikroelektronik shall wear lime green leg stripes.

- Students attending the program Högscoleingenjörsutbildning med inriktning Elektronik och datorteknik shall wear white leg stripes.
- Students attending the program Högscoleingenjörsutbildning med inriktning Datateknik shall wear cerise leg stripes.
- Students attending the program Kandidatutbildning med inriktning Affärssystem shall wear cerise and porter brown leg stripes.
- Students attending the program kandidatutbildning med inriktning Informations- och kommunikationsteknik shall wear laser violet leg stripes.

### 2.2.3 Old overalls

For old overalls the relevant guidelines are those of the original chapter.

## 2.3 Emblem

### 2.3.1 New overalls

Emblem with it's form in acordance with item 3.2 in Memo for Insignia shall be printed on the back of the overalls.

### 2.3.2 Old overalls

For old overalls the governing guidelines shall be those of the original chapter.

## 1 Other profile items

### 2.4 Pins

The pin model that is meant to be the chapter's official pin shall have the chapters emblem in acodrance with item 3 in Memo for Insignia

### 2.5 Patches

The fabric patch model that is meant to be the Chapter's official patch shall have the chapters emblem in accordance with item 3 in Memo for Insignia. It is also preferable that other patches show a clear connection with the chapter.

### 2.6 Other

Other profile items shall show a clear connection to the chapter. This by the use of the Chapter emblem in accordance with item 3 in Memo for Insignia.

# **Memo for the Chapter Board**

## **1 Formalities**

### **1.1 Purpose**

The purpose of this Memo is to formulate and to regulate the chapter's Board's composition, work and appointment.

### **1.2 History**

Created: 2008-12-11

Last revision: 2015-01-01

### **1.3 Revisions to 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 The seats on the board**

### **2.1 Composition**

The Chapter's board is composed of

- the chapter's president
- the chapter's vice president
- the chapter's secretary
- the chapter's treasurer
- a Board member responsible for education influence
- a board member responsible for student social activities
- a board member responsible for business relations
- a board member responsible for communication
- a board member
- a board member

### **2.2 Deputies**

The board's deputies are:

- the deputy treasurer as deputy for the chapter's treasurer.

### **2.3 Elections**

The boards ordinary members and deputies are elected by the chapter meeting.

An individual chapter member may only occupy one seat on the board at any one time.

### **3 The boards work.**

#### **3.1 Common responsibility**

The board is responsible for coordinating the chapter's areas of activity, to establish questions regarding the activities of the chapter, and the strategic and long-term work of the chapter. The operational work of the chapter shall be managed by the different committees and trustees, although the board shall act as a support if these should need it, and give guidelines for the operational work. The specific tasks of the board is

- to take care of the chapters ongoing matters
- to administer budgeted means
- to coordinate the activities of the committees
- to dismiss a trustee elected by the chapter meeting upon their written request
- To act as a committees chairperson in place of the ordinary chairperson if needed
- to summon the chapter meeting
- to work out and propose an operational plan and budget for the coming year to be approved by the chapter meeting
- to read through the chapter's governing documents with the elected board before retiring
- to make sure the chapter's governing documents does not violate THS statutes or by-laws, itself, or are difficult to interpret.
- request compensation for union fee from THS
- to work strategically towards a vision, to develop the chapter's long-term activities.

#### **3.2 Individual responsibilities**

##### **3.2.1 The president**

The president is the convenor of the board, leads the boards work and is the head liable for the chapters continual activities and shall therefore make sure that the work within the chapter works satisfyingly.

The president shall cooperate actively with and attend the meetings arranged by THS Presidents council.

### 3.2.2 Vice president

The vice president shall, in the absence of the chapter president, exercise the president's authority and fulfill their duties. Aside from this the vice president shall have the responsibilities that are delegated to them by mutual agreement.

The vice president shall maintain close contact to the representatives in the councils at the ICT school, and make reports from them at every board meeting.

### 3.2.3 Secretary

The secretary is responsible for the chapter's documents. They shall be well read on the chapter statutes and Memos and shall make sure that it is correctly written both in meaning and language. The secretary shall act as a support for any chapter member that wishes to make a motion.

### 3.2.4 Treasurer

The treasurer is responsible for the chapter's economy and for its accounts. The treasurer shall make continual monitoring of the budget including the actual result as well as a prognosis regarding at least the following quarter. This report shall be made available to all chapter members and shall be updated for every ordinary chapter meeting.

The deputy treasurer shall share the treasurer's duties and responsibilities and shall, in the same way as the treasurer, have a good insight to the chapter's current economic situation.

The treasurer shall actively cooperate with and attend meetings arranged by THS Economy council.

### 3.2.5 Board member responsible for education influence

The Board member responsible for education influence shall work long-term and strategically with educational, equality, and diversity questions within the programs connected to the chapter and shall work towards their constant improvement until their best possible state is achieved.

The board member is the convenor of the Education Committee and shall lead the operative work of the trustees within the committee. The board member shall also be a support for said trustees and shall be a link between the board and The Education Committee. The Board member is responsible for summoning



committee meetings before each board meeting to ensure a good insight in their work and the possibility to answer and forward their questions to the board and vice versa.

The board member shall actively cooperate with and attend meetings arranged by THS Education council.

### 3.2.6 Board member responsible for student social activities

The board member responsible for student social activities shall work long-term and strategically towards developing the student life within the chapter and shall cooperate with the operational parts of the chapter that carries out this work.

The board member shall coordinate the committees within the chapter that work operatively with the chapter's student social activities. The Board member shall act as a link between these committees and the board and is therefore responsible for meeting with the committees presidents before every board meeting to ensure a good insight to their work and to ensure the possibility to answer and forward their questions to the board and vice versa.

The board member shall in absence of a better suited candidate actively cooperate with and attend meetings arranged by THS Lokalförbund.

The board member shall in absence of a better suited candidate actively cooperate with and attend meetings arranged by THS' and the ICT-school's Equality councils.

### 3.2.7 Board member responsible for business relations

The board member responsible for business relations shall work long-term and strategically towards improving the cooperation between the chapter and the business sector as well as strengthening the chapter's brand in the labour market.

The board member shall be the convenor of the business relations board and shall lead the operational work of the trustees within the committee. The board member shall act as a support for them, as well as a link between the business relations board and the chapter board. The board member shall be responsible for holding a meeting with the committee before every board meeting to ensure a good insight to their work and to ensure the

possibility to answer and forward their questions to the board and vice versa.

The board member shall actively cooperate with and attend meetings arranged by THS Näringslivsråd.

#### 3.2.8 Board member responsible for communication

The board member responsible for communication shall work long-term and strategically towards strengthening the chapter's brand as well as it's connection to THS, improving the communication between the different parts of the chapter and it's members and vice versa as well as surveying the students opinions on, and requests for, the chapter.

The board member shall be the convenor of Communication committee and shall lead the operational work of the trustees within the committee. The board member shall act as a support for them, as well as a link between the Communication committee and the chapter board. The board member shall be responsible for holding a meeting with the committee before every board meeting to ensure a good insight to their work and to ensure the possibility to answer and forward their questions to the board and vice versa.

The board member shall actively cooperate with and attend meetings arranged by THS Kommunikationsråd.

#### 3.2.9 Other board members and deputies

The remaining board members are responsible for working with the boards strategic questions as well as the areas the board consider important. The vice treasurer is regulated under point 3.2.4.

### 3.3 Reports

All board members shall make a report on every board meeting that shall focus on their individual responsibilities. In the case of absence from a board meeting a written report shall be provided at the latest the day before in order for it it can be treated on the meeting.

## 4 Motto

The board's motto shall be and shall remain "Try my best to do always!".

# Memo for The chapters Locales

## 1 Formalities

### 1.1 Purpose

The purpose of this Memo is to regulate the chapter's shared resources, e.g. storage spaces, by the different parts of the chapter.

### 1.2 History

Established: 2008-12-11

Last revision: 2014-04-09

## 2 Rules

### 2.1 Shared storage spaces

- 2.1.1 The chapter provides storage spaces where different parts of the chapter may store equipment and materials that are used in their activities. All parts of the chapter have the right to use these spaces, according to availability and necessity, as long as the rules in this Memo are complied with (see :ref:`2.1.7 <utrymmen\_2.1.7>`). A part of the chapter that wishes to do so shall put the demand forth to the chapter board, that decides in the matter.  
In the demand the extent of the need shall clearly be presented.
- 2.1.2 In the event that special authoritisation is needed (e.g. a pass-card) in order to access a space the part of the chapter that wishes to use the space shall include a list of individuals in their demand that needs the autoritisation. Normally the list shall be limited to the parts board or equivalent. The chapter board is responsible for communicating the authoritisation changes to relevant persons at the ICT school.
- 2.1.3 In the event that several parts of the chapter shares the same space no one part may take up a disproportionally large portion of said space. This also applies to temporary storage since temporary storage situations has a tendency to becomes permanent.

- 2.1.4 Only equipment and materials that are directly connected to a part of the chapter's activities may be stored.
- 2.1.5 Equipment and materials that is stored in any space may never be placed in such a way that it constitutes an obstacle in the event of an evacuation or in such a way that it blocks access to other equipment or materials stored in the same space.
- 2.1.6 All equipment and materials shall to the utmost extent be packaged, for example in boxes, nets or sacks. "Borrowed" storage vessels that the part of the chapter does not own (e.g. Shopping carts) should not be used.
- 2.1.7 In the event that any of these rules are broken and not hastily rectified after criticism, the part of the chapter whose members broke these rules shall lose all rights to use said space and possibly authority granted the part's members in accordance with 2.1.2.
- 2.1.8 Objects that are left despite this shall be considered forfeit.

## **2.2 Non-shared storage spaces**

- 2.2.1 In the event that a part of the chapter has a large and constant need of storage a request for a private space may be put forth to the board, that shall decide in the matter. The board shall, for each new working year re-evaluate this need as the number of parts of the chapter that wants their own space can be assumed to exceed the supply.
- 2.2.2 Parts of the chapter that dispose of their own storage spaces are responsible for any rules regarding the use of these beyond what is decided by higher instances (such as the Chapter, the ICT school, Akademiska Hus asf).

## **3 The chapter hall and connected spaces**

### **3.1 Division of responsibilities**

Studiemiljönämnden are responsible for maintaining the chapter hall's public spaces. The chapters klubbmästerier are responsible for maintaining the bar, kitchen, and connected storage spaces.

### **3.2 Restoring spaces after use**

The committee or person that have borrowed the chapter hall are responsible for restoring the chapter hall and all connected spaces in accordance with the current cleaning list.

# Memo for the Chapter standard

## 1 Formalities

### 1.1 Purpose

This Memo regulates the chapter's standard which is used to represent the chapter at ceremonial events.

### 1.2 History

Established: 2011-12-08

Last revision: 2013-02-18

The Chapter standard was acquired on 2011-09-21

## 2 Organisation

The Chapter standard is borne by the Chapter's Standard-bearer that shall have a deputy. Both representatives are elected by the chapter meeting. To be the standard-bearer shall be viewed as an honorary post and nominations shall mainly be on grounds that the candidate has been involved in and contributed to the chapter's development.

The Standard shall be stored in Fanborgen

## 3 Activities

The Chapter's Standard shall be borne at, but not limited to, these events:

- The Walpurgis celebration at Skansen
- The Nobel ceremonies
- Graduation ceremonies
- The welcome ceremony at Stadshuset

# **Memo for the safety officer**

## **1 Formalities**

### **1.1 Purpose**

This memo regulates the chapter's safety officer.

### **1.2 Historik**

Established: 2014-09-22

Last revision: 2014-09-22

## **2 Organisation**

The chapter's safety officer primarily consist of a main responsible safety officer who shall be elected by the chapter meeting. More officers may be elected by the chapter meeting.

## **3 Responsibilities**

It is part of the safety officer's responsibilities to:

represent the chapter's members in questions regarding their working environment and to make sure that work assigned to trustees adheres to The Work Environment Act.

retain continual contact with THS safety officer.

retain continual contact with the chapter's representative in THS and the ICT schools JML council.

## **4 Regulations**

The chapter's safety officer may not be an elected members of the board or committee president.

# Memo for Studiemiljönämnden

## 1 Formalities

### 1.1 Purpose

This Memo is meant to regulate the committee Studiemiljönämnden. Studiemiljönämnden is responsible for ensuring that the chapters members stay in a good study environment.

### 1.2 History

Established: 2008-02-05

Last revision: 2014-10-07

## 2 Organisation

Studiemiljönämnden consists of a chairperson (StURe), a deputy chairperson (Lill-StURe) that are elected by the chapter meeting, as well as any number of volunteers.

## 3 Economy

The committee does not have its own economy

## 4 Activities

StURe together with Lill-StURe shall perform a safety inspection round every semester.

It is also Studiemiljönämnden's task to make sure that error reports regarding the premises reaches Akademiska Hus and to maintain the quality of The Chapter Hall (Kistan 2.0).



# Memo for the Education Committee

## 1 Formalities

### 1.1 Purpose

This Memo regulates the chapters education committee which is responsible for coordinating education evaluation and education influence and to represent the chapter in matters regarding education.

### 1.2 History

Established: 2008-02-05

Last revision: 2014-01-01

## 2 Organisation

### 2.1 Composition

The board of the education committee is composed of:

- The board member responsible for education influence.
- Workshop manager
- A Program representing student (PAS) for each of the educational programs at undergrad level at the ICT school.
- A program representing student (PAS) representing all master studies programs at the ICT school.

If the board finds it necessary it may choose to elect more members. Individual students may only have one seat on the board at any one time.

### 2.2 Appointment

All board representatives of the education committee are elected by the chapter meeting

## 3 Individual Responsibilities

### 3.1 Board member responsible for education influence

Convenor and president of the education committee is the board

member responsible for education influence. It is the responsibility of the board member that meetings be held with the committee before each Board meeting.

Their responsibilities and duties are further regulated in Memo for the chapter board.

### **3.2 Workshopmanager**

Is responsible for arranging workshops for the chapters members. During the workshop students in the lower grades can get help in their studies by the tutors that are present.

Their tasks include:

- Arranging workshops for the chapter's members.
- Informing the chapter's members about these activities.
- Finding suitable tutors.
- Evaluating these activities.
- Actively and continuously working on improving these activities.

### **3.3 PAS**

A program representing student is responsible for the student's education influence at their program.

Their tasks include:

- Arrange and take part in course- and program evaluations as well as evaluating the results of these.
- Arranging grade meetings for students in their program.
- Work towards improving that which may and should be improved at their program.
- Be available for opinions in matters regarding education.

### **3.4 Representative for master programs**

A program representing student is responsible for the students education influence at the master programs at the ICT school.

Their tasks include:

- Working towards appointing a course committee for each courses at master level.
- Arrange and take part in course- and program evaluations as well as evaluating the results of these.
- Work towards improving that wich may and should be improved at their program.
- Be available for opinions in matters regarding education.
- Communicating in english since students that do not speak swedish are involved.

# Memo for traditions

## 1 Formalities

### 1.1 Purpose

This document regulates the traditions that promotes fellowship and continuity within the chapter as well as wich committees that are responsible for them.

### 1.2 History

Established: 2014-12-08

Last revision: 2014-12-08

### 1.3 Conditions

In order for a tradition to be added to this document it shall take place at least three consecutive years with the same purpose.

A tradition shall be omitted from this document if for one year the coniditons are not met. Such a revision may be made by the chapter board without a desicion from the chapter meeting. Exceptions from this rule may be made in special cases.

### 1.4 Format

All traditions shall be described with it's name and a short description under the committee that organises and is responsible for the tradition.

## 2 The Chapter Board

### 2.1 Tackfesten

A handing over party for all that should be thanked.

## 3 The Buisness Relations committee

### 3.1 Glögg evening

An evening arranged by the KAM project group in order to make contacts between students in Kista and employers in a pleasant mood.

### 3.2 KAM: Kista Carreer Fair

With the purpose of making connections between students in Kista

and employers. KAM is organized by the KAM project group in The Buisness Relations Board. KAM is usually concluded with a banquet.

## **4 QMISK**

### **4.1 Glennsittning**

A dinner party that is arranged every autumn by new members in QMISK.

## **5 TMEIT**

### **5.1 Tentagasque**

A gasque meant to end a studyperiode and celebrate the finished exams.

## **6 The Reception**

### **6.1 FadderlNternat**

A trip for the active members of the reception. Usually involves team buidling and a gasque.

### **6.2 N0llegasque**

The grand closing of the reception. Aimed at all persons related to the Reception, but mainly n0llan.

# Memo for TraditionsMEsterIT

## 1 Formalities

### 1.1 Purpose

This Memo is meant to regulate the committee called TraditionsMEsterIT, shortened TMEIT. TMEIT is one of the chapters klubbmästerier. As such TMEIT shall arrange parties and other social activities for the chapter's members and in certain situations also it's friends.

### 1.2 History

Established: 2008-02-05

Last revision: 2014-10-07

## 2 Organisation

TMEIT is led by the Traditionsmästare. Among the other members a deputy Traditionsmästare is elected to help the Traditionsmästare and in their absence complete their duties.

These two are approved by the Chapter meeting.

## 3 Activities

The activities of TMEIT are regulated in it's own regulations wich are a part of this Memo. These By-laws are revised in accordance with regulations in said regulations.

# Memo for The Elections Committee

## 1. Formalities

### 1.1. Purpose

This Memo regulates the Chapter's Elections Committee. The Elections Committee shall prepare the elections administered by the chapter meeting in accordance with the chapter's by-laws.

### 1.2. History

Established: 2014-02-10

Last revision: 2014-04-09

## 2. Background

The Elections Committee has an important role towards the chapter in that they have a strong influence over which persons that shall occupy the different positions of trust within the chapter. The purpose of this Memo is to formulate the Elections Committee's work and to make their tasks clear.

## 3. General activities

The Elections Committee shall

- promote the elections that are administered during the current operational year
- collect nominations and candidacies
- interview the different candidates
- make an official statement of opinion about the candidates and to act as a council for the chapter's decision.

## 4. Detailed Activities

### 4.1. Promoting the elections

The Elections Committee shall promote all elections they are responsible for preparing.

### 4.2. Nomination and candidacy

Nominations and candidacies shall be sent in writing to the Elections Committee. Regarding publication of candidacies see below under point 4.6 election minutes.

### 4.3. Materials for applications

All candidates shall be encouraged to hand in a cover letter to the Elections Committee. The candidates shall be given the possibility to make changes to their application before they are made public. See also point 4.6 election minutes below.

### 4.4. Interviews

The Elections Committee shall to the extent that it is possible

conduct interviews with the candidates.

#### **4.5. Written opinions of candidates**

The Elections Committee shall hand in a written opinion of each candidate to the decided upon chapter meeting. In it the candidates qualities in relation to the position and any relevant differences between candidates shall be brought up. The Elections Committee shall also include any other information that is relevant to the elections in the opinion.

The Elections Committee shall favour the candidate or candidates that they deem are fit and decidedly better suited than any other potential candidates. All candidates shall have access to the opinion about themselves and if they are favoured or not. After which the candidate shall be given 24 hours to decide whether or not they want to retain their candidacy before the election minutes is made public. The Elections Committee may, however, never recommend a candidate to retract their candidacy.

#### **4.6. Election minutes**

The candidates application material and the Elections Committee's opinion and favourings shall be made public in separate election minutes to the chapter meeting where elections shall be held. The Elections committee shall also describe in the minutes the procedure conducted during the preparatory work and which criteria the candidates have been judged on their qualities and suitability. The total number of applications for each position shall be stated. The Elections Committee shall also report any deviations from normal election procedures that has occurred in the minutes.

#### **4.7. Confidentiality**

The Election Committee may encounter sensitive information about the candidates during their work, both relevant to the elections and not relevant to the elections. It is of utmost importance this information be handled with care.

All information about the candidates and the Elections Committees work is confidential and shall not be disclosed by the Elections Committee or any of its members, except for these following exceptions:

- 4.7.1. Election minutes in accordance with the statements above and any information the Election Committee provides the Chapter is public.
- 4.7.2. The Elections Committee shall, to the extent that it is relevant, answer the questions that are asked during chapter meetings. Any questions to any specific member of the Elections Committee may be left unanswered if it does not relate to a



difference of opinion stated in the minutes.

- 4.7.3. Information that is deemed sensitive shall be provided to the chapter meeting if it is deemed important for the elections. This must, however, be communicated to the relevant candidates who shall be given the chance to retract their candidacy.

#### **4.8. Retracted candidacies**

The Elections Committee shall never make statements about candidates that have retracted their candidacies unless the persons in questions have given their explicit permission.

#### **4.9. Exceptions and special rules**

- 4.9.1. Unadministered elections  
The responsibility of elections that should have been, but was not able to be, administered during the previous Elections Committee's mandate period automatically falls on the new Elections Committee (if the election is still relevant).
- 4.9.2. By-elections  
In the event of by-elections the same rules shall apply as for ordinary elections with the exception for any rules that are not applicable (for instance those regarding dates).

#### **4.10. Conflicts of interest among members of the Committee**

A member of the Election Committee may not candidate for positions of trust in which they have taken part in the election preparation.