



# By-laws

The Guild of Chemical Engineering  
and Biotechnology

The Student Union at Lund University, Faculty of Engineering

# The By-laws for The Guild of Chemical Engineering and Biotechnology within the Student Union at Lund University, Faculty of Engineering

The first By-laws were confirmed by the Guild Meeting at the 7<sup>th</sup> of December 1965.

This version of the By-laws was confirmed at the Fall Guild Meeting 1 2018.

<b>Date</b>	<b>Meeting</b>	<b>Changed paragraphs</b>
2016-12-29	Extra Guild Meeting 2016	§6:1
2016-10-05	Fall Guild Meeting 1 2016	§4:2:3, §4:2:5, §6:4, §9:1:2, as well as the whole Chapter 5 and Chapter 12
2017-05-09	Spring Meeting 2017	§6:6, §6:6:1, §6:6:2
2017-10-04	Fall Guild Meeting 1 2017	§1:6, §3:3, §6:1, §6:3:1, §6:6:1, §6:6:2 (deleted), §7:1, §7:4, §7:6:1:1
2018-01-16	Extra Guild Meeting 2018	§2:1:1, §2:1:2, §2:2, §2:2:1, §2:2:2, §3:1, §5:1:3, §5:1:5, §5:1:8, §5:2:8, §9:1:2, §14:1:1
2018-10-02	Fall Guild Meeting 1 2018	§6:4
2019-04-16	Spring Meeting 2019	§7:1, §7:6:1:4
2019-10-01	Fall Guild Meeting 1 2019	§3:2, §4:2:2, §6:1, §6:3:3, §7:1, §7:6:1:2, §7:6:1:3, §7:6:1:4
2020-10-13	Fall Guild Meeting 1 2020	§12:1:2, §12:2:2, §12:2:4

This document is a translation of the Swedish version. If there are conflicting meanings, the Swedish version is the correct one.

The first translation was made on the 14<sup>th</sup> of October 2018.

## Internal references

The following internal references are present in the By-laws:

In	it refers to
§2:1:2	§3:7
§4:1:4	Chapter 12, 13, 14
§4:2:3	§4:1:3
§4:2:4	§4:1:3
§5:1:6	Chapter 12
§5:2:6	§5:2:2
§6:3:5	Chapter 12, 13, 14
§7:2	The Regulations Chapter 4
§7:5	The Regulations Chapter 4
§12:1:1	§5:1:2
§12:1:2	The Regulations §4:16
§12:2:1	§5:2:2
§12:2:2	The Regulations §4:16

# Table of Content

## **Definitions**

Chapter 1 – The Guild.....	4
Chapter 2 – Members .....	5
Chapter 3 – Organization.....	7

## **The Guild Body**

Chapter 4 – Guild Meeting.....	9
Chapter 5 – Volunteers .....	12
Chapter 6 – The Student Board.....	15
Chapter 7 – Committees .....	18
Chapter 8 – Inspector.....	20
Chapter 9 – Accounting.....	22

## **Regulatory Documents**

Chapter 10 – The By-laws .....	24
Chapter 11 – The Regulations .....	25

## **Procedures**

Chapter 12 – Election.....	26
Chapter 13 – Meeting Procedure .....	28
Chapter 14 – Meeting Minutes .....	29

## **Other**

Chapter 15 – Dissolvement.....	30
--------------------------------	----

# Chapter 1

## The Guild

### §1:1 Name

The name of the Guild is The Guild of Chemical Engineering and Biotechnology (The K-Guild) within the Student Union at Lund University, Faculty of Engineering.

### §1:2 Purpose

The purpose of the Guild is to generate and uphold good comraderie amongst members, encourage their studies and education as well as looking after their common interests and thereby associated context.

### §1:3 Patron Saint

The Guild's patron saint is **Getafix**.

### §1:4 Guild Colour

The colour of the Guild is yellow

### §1:5 Guild Symbol

The symbol of the Guild is a gothic K, ()

### §1:6 Common Room

The name of the Guild's common room is Gallien.

# Chapter 2

## Members

### §2:1 Regular Members

Regular members are solely students recorded, at Master of Science in Engineering, Chemical Engineering; Master of Science in Engineering, Biotechnology; Master's Programme in Biotechnology; Master's Programme in Food Technology and Nutrition; Master's Programme in Food Innovation and Product Design and lastly Higher Education Diploma with specialization in Food Science, which has paid an established charge to TLTH.

### §2:1:1 Obligations

Each member is obligated to regard the Guild's regulatory documents.

### §2:1:2 Rights

Every member has the right:

- To attend with permission to speak, permission to plead and permission to vote at Guild Meetings
- To introduce matters to Guild and Board Meetings in accordance with prescribed rules.
- To attend with permission to speak at Board Meetings
- To take part of meeting minutes and other documents associated with the Guild's operation.
- To be eligible as a candidate at volunteer and representative elections within the Guild and Student Union.
- To voice displeasure regarding the Guild's operation, by submitting these complaints to the Accountants in written form as per §3:7.

## **§2:2 Honorary members**

To be eligible as an Honorary member within the K-Guild, one has to have benefited the operation of the K-Guild to a larger extent. An Honorary member can be chosen at a regular Guild Meetings with at least 9/10 of the total casted votes. Suggestions for an Honorary member can be made by the Honours Committee, the Student Board, the Inspector, or by at least 15 members. If such a suggestion fails, neither the suggestion nor the decision will be recorded in the meeting minute.

### **§2:2:1 Obligations**

Honorary members are obligated to regard the Guild's Regulatory Documents.

### **§2:2:2 Rights**

An Honorary Member has the right:

- To attend with permission to speak, plead and vote at Guild Meetings
- To attend with permission to speak at Board Meetings.
- To take part of meeting minutes and other documents associated with the Guild's operation.

# Chapter 3

## Organization

### §3:1 Relation to TLTH

The Guild is part of TLTH and therefore follows their Regulatory Documents. Cooperation and good communication with TLTH and their other guilds are encouraged.

### §3:2 Corporation

The President, the Vice President and the Treasurer are the signatories for the Guild. The corporation is signed by at least two out of the three mentioned above in agreement.

### §3:3 Authorities

The operation of the Guild is exercised through:

- Guild Meeting
- Volunteers
- Student Board
- Committees
- Inspector
- Accountants
- Other bodies and groups which the Guild Meeting or the Student Board find suitable to establish.

### §3:4 Highest Deciding Authority

The Guild Meeting constitutes the Guild's highest deciding authority.

### §3:5 Highest Operational Authority

The Student Board constitutes the Guild's highest operational authority.

### §3:6 Operational Year

The operational and financial year of the Guild is from 1<sup>st</sup> of January to 31<sup>st</sup> of December.

### §3:7 Displeasure

If a Guild Member has reason to express displeasure, this member shall submit a written complaint to the Accountants. The Accountants has the right to declare an extra Guild Meeting, which will decide what actions to take. At such a Guild Meeting, the proceedings will be led by the Accountants.

# Chapter 4

## Guild Meeting

### §4:1 Decision- and Meeting Protocol

#### §4:1:1 Permission to Vote

Permission to vote is given to regular members of the Guild

#### §4:1:2 Quorum

The Guild Meeting owns the right to make decisions if the number of attending members entitled to vote is at least 30.

#### §4:1:3 Motions

Every Guild member owns the right to bring up a matter at a Guild Meeting. The motion must be submitted to the Student Board in written form no later than 10 weekdays before a Guild Meeting to be included in the agenda. These 10 weekdays do not include weekdays during exam periods or holidays

#### §4:1:4 Rules of Conduct

Rules of conduct in terms of election, meeting procedures and minutes is to be found in Chapter 12, 13 and 14.

### §4:2 Regular Guild Meeting

#### §4:2:1 Time

The Student Board chooses a date for the Guild Meeting in consultation with the Speaker. Three annual regular Guild Meetings should be held, one in study period 1, study period 2 and one in study period 4.

#### §4:2:2 Proclamation

Proclamation to a regular Guild Meeting should be allocated by the Speaker and the Secretary no later than fifteen weekdays before the meeting. Proclamation and date for a Guild Meeting must not be announced, during exam periods or holidays, nor may a Guild Meeting be held during these periods. The agenda and meeting documents for the Guild Meeting should be allocated by the Speaker at least four weekdays before the meeting.

### **§4:2:3 Spring Guild Meeting**

The following matters should be addressed at the Spring Guild Meeting:

- The Student Boards account of operation and final accounts for the past operational year.
- Appropriation of profit.
- The Accountants' account of operation for the same period of time.
- Inquiry of discharge for the Student Board of the past operational year.
- Matters in accordance to the Student Boards or Guild Members' wishes according to §4:1:3.
- If needed, declare and establish project groups and project volunteers and by-election of these.

### **§4:2:4 Fall Guild Meeting 1**

Fall Guild Meeting 1 is held in study period one where following matters should be addressed:

- Matters in accordance to the Student Boards or Guild Members' wishes according to §4:1:3.

### **§4:2:5 Fall Guild Meeting 2**

Fall Guild Meeting 2 is held in study period two and only the following matters should be addressed:

- The Student Boards proposition to the overall budget for the next operational year.
- Election of the Student Board.
- Election of other volunteer position unless nothing else is prescribed in the By-laws or Regulations.

- Election of member of TLTH:s Council Election Board.
- Election of Accountants.
- If needed, declare and establish project groups and project volunteers and by-election of these.

#### **§4:3 Additional Guild Meeting**

Additional guild Meetings should be held if either:

- The Student Board finds it necessary.
- The Accountants asks the Student Board in written form, with a declaration of the errand wished to be processed.
- At least 25 Guild members asks the Student Board in written form, with a declaration of the errand wished to be processed.

Such assembly shall be held within ten weekdays after the request is received by the Student Board, though the time between two consecutive Guild Meetings needs to be at least 30 days.

# Chapter 5

## Volunteers

### §5:1 Regular Volunteers

#### §5:1:1 Definition

Regular volunteer refers to those who have a position of trust within the Guild, according to current Regulatory documents.

#### §5:1:2 Required Membership

Regular volunteers, excluding Accountants and Inspector, are required to be a member of the Guild during their term of office. Exception from this requirement can be granted by the Board Meeting or the Guild Meeting if there are special reasons to do so.

#### §5:1:3 Obligations

The Regular volunteers of the Guild are required to:

- Comply with current Regulatory documents
- In all manners act in the best interest of the Guild.
- To the greatest possible extent attend the Guild Meetings.

#### §5:1:4 Term of Office

The term of office for a Regular volunteer is between the 1<sup>st</sup> of January to the 31<sup>st</sup> of December, unless otherwise specified in the Regulatory documents.

#### §5:1:5 Hand-over

The hand-over between Regular volunteers shall be done according to Policy for Testimonies and in other ways promote the efficiency and continuity of the Guilds operation. If needed the Student Board should supply necessary instructions in the writing of these.

### **§5:1:6 Election**

Regular volunteers are elected according to the regulations in Chapter 12.

### **§5:1:7 Dismissals**

Regular volunteers can be dismissed by the Board Meeting and Guild Meeting. Only the Guild Meeting can dismiss a member of the Student Board, an Auditor or the Inspector. A decision of dismissal made by the Student Board can be appealed to the Guild Meeting if the volunteer in question desires.

### **§5:1:8 Resignation**

Resignations are handled by the Student Board or the Guild Meeting. Resignations from members of the Student Board, Accountant and Inspector can only be handled by the Guild Meeting

## **§5:2 Project Volunteer**

### **§5:2:1 Definition**

Project Volunteer refers to those who have a position of trust from the Guild to carry out a project according to current Regulatory documents

### **§5:2:2 Required Membership**

Project Volunteers are required to be a member of the Guild during their term of office. Exception from this requirement can be granted by the Board Meeting or the Guild Meeting if there are special reasons to do so.

### **§5:2:3 Obligation**

The Project volunteers of the Guild are required to:

- Comply with current Regulatory documents
- In all manners act in the best interest of the Guild.
- To the greatest possible extent attend the Guild Meetings.

#### **§5:2:4 Term of Office**

The term of office is determined by the Board Meeting or the Guild Meeting when a Project Volunteer is appointed.

#### **§5:2:5 Hand-over**

After a project is finished a Testimony should be handed in and presented at a Board Meeting.

#### **§5:2:6 Election**

Only candidates who fulfil §5:2:2 are eligible. Otherwise Project Volunteers are elected according to Policy for Project Volunteers

#### **§5:2:7 Dismissal**

Project volunteers can be dismissed by the Board Meeting or the Guild Meeting. Only the Guild Meeting can dismiss a member of the Student Board, an Accountant or the Inspector. A decision of dismissal made by the Student Board can be appealed to the Guild Meeting if the Volunteer in question desires.

#### **§5:2:8 Resignation**

Resignations are handled by the Board Meeting or the Guild Meeting.

# Chapter 6

## The Student Board

### §6:1 Composition

The Student Board consists of of the President, the Vice President, the Secretary, the Treasurer, the Board Member in charge of Events, the Board Member in charge of Activities, the Board Member in charge of Public Relations and the Board Member in charge of Education

### §6:2 Authority

The Student Board is the supreme executive body of the Guild and has the decision-making mandate in all Guild bodies.

### §6:3 Board Meeting

#### §6:3:1 Quorum

The Student Board has a quorum if more than half of the members are present. At equal number of votes, the President owns the deciding vote.

#### §6:3:2 Summoning

The Student Board gathers to meet when summoned by the President as well as when the Accountant or one of the members of the Student Board if so demands. Board Meetings should be held at least three times a term. During a Board Meeting, a minute should be kept.

#### §6:3:3 Proclamation

The summons for the Board Meeting and the agenda should be announced no later than five weekdays before the meeting, and be sent to the Student Board members, the Accountants, the Inspector as well as the Guild Contact at the Student Union at LTH. The summons should be posted in a suitable way so that it is visible to the members.

#### §6:3:4 Co-options

The Inspector, the President of the Student Union at LTH, Guild contacts from the Student Union at LTH, the members of the Guild and people the Student Board finds appropriate are co-opted to

the Board Meetings.

### §6:3:5 Rules of Conduct

Rules of conduct concerning election, meeting procedures and minutes are found in Chapters 12, 13 and 14.

### §6:4 Obligations

It is the responsibility of the Student Board:

- To be responsible for the operations of the Guild before the Guild Meeting.
- Together with the Speaker of the Guild, prepare and arrange Guild Meetings.
- To execute and oversee the implementation of the decision of the Guild Meeting.
- To ensure that the Guilds current By-laws and regulations are complied with.
- To be responsible for the funds of the Guild.
- To submit proposals for the overall budget for the next operational year to Fall Guild Meeting 2.
- To prepare submitted proposals, attend to the Guild's correspondence and take care of ongoing business.
- To submit the annual report, minutes, and other documents if wished to the Accountants no later than seven weeks after the operational year.
- To follow the obligations for the Student Board as stated in the Regulations.
- To take charge of the interests of the Guild and promote its development.
- To advertise and establish Project Groups, and individual Project-volunteers if

necessary.

### **§6:5 Solidarity**

Student Board members who, without reservation have taken part in a decision made by the Student Board, are solidarily liable for this. A Student Board member who has not been present in a decision is solidarily liable if the person has not reserved themselves in the meeting minute by the next meeting

### **§6:6 Term of Office**

#### **§6:6:1 Treasurer**

The Treasurer has an extended term of office, from the first of January to two weeks after the end of the Spring Guild Meeting. During the part of the term of office held during next operational year, the Treasurer has no mandate on the Student Board besides the rights of a regular member of the Guild.

# Chapter 7

## Committees

### §7:1 Definition

The committees of the Guild are the following:

- The Alumni Committee, AU
- The Honours Committee, CermU
- The Cyber Committee, CybU
- The Sports Committee, IdrU
- The Information Committee, InfU
- The Cafeteria Committee, KM
- The Yellow Commanders, KG
- The Career Fair Committee, MU
- The Corporate Relations Committee, NU
- pHøset
- The Gadget Committee, PM
- The Festivities Committee, 6M
- The Safety Committee SU
- The Study Committee, SM
- The Student Council of B&K, SrBK
- The Nomination Committee, ValB

### §7:2 Obligations

The Committees are responsible for carrying out activities and cater to the Guild members interests within respective scope of practice according to the Regulations Chapter 4, as well as performing tasks decided on by the Student Board or Guild Meeting. The committees should partake in the colleges and other available forums for exchange of experience.

### §7:3 Authority

The committees have the right to decide on and implement decrees within their scope of practice, provided that the Student Board or Guild Meeting do not decree differently.

### §7:4 Responsibilities

All committees are accountable to the Student Board, except for the Nomination Committee who are accountable to the Guild Meeting.

## **§7:5 Composition**

The Guild Meeting has decided on positions in the Committees who are Heads of the Committee and responsible for the Committees economy. If the Committee is missing a volunteer position responsible for the economy, one should be internally decided within the Committee. The rest of the composition of the Committees are described in the Regulations Chapter 4.

## **§7:6 Specific Rules for the Student Council**

### **§7:6:1 Rules for Meetings and Decrees**

#### **§7:6:1:1 Quorum**

The Student Council have a quorum if more than half of the members are present. At equal number of votes, the Head of the Student Council has the deciding vote.

#### **§7:6:1:2 Assembly**

The Student Council will assemble by the summons of the Head of the Student Council and if a member, or the Student Board demands it. Assemblies should occur at least once each term. The meetings minutes shall be kept and posted. The protocol shall, after it has been adjusted, be available to all members of the Guild.

#### **§7:6:1:3 Proclamation of Meeting**

The summons for the Student Councils meetings and the agenda should be announced no later than two workdays before the meeting, and should be sent to the members of the Study Committee, President of the Student Board the Board Member in charge of Education as well as the Accountants. The summons should be posted on the Student Councils bulletin board.

#### **§7:6:1:4 Co-option**

The Inspector, the President of the Student Board, the Board Member in charge of Education, the Accountants, all the members of the Guild and those who the Student Council finds appropriate, are all co-opted to the Student Councils meetings.

# Chapter 8

## Inspector

### §8:1 Obligations

The Guild operates under the supervision of an Inspector. The Inspector should support and pay attention to the operations of the Guild and all things related to it. It is the responsibility of the Inspector to be informed of the Guild's activities.

### §8:2 Archive Liter

The Inspector stores the archive liter in an adiabatic, isotherm, isobar, isochoric and isograv wardrobe between two upon each other following Calibrations.

### §8:3 Rights

The Inspector owns the following rights:

- To attend all meetings of the authorities of the Guild with the right to speak and plead.
- To obtain all documents concerning the Guild's authorities' meetings.
- To take part of the meeting minutes and other documents of the Guild, and to be informed of the Guild's operations.
- To obtain all publications from the Guild.
- To receive an invitation to the Guild's events.

### §8:4 Election

The Inspector is elected by the ordinary Fall Guild meeting 2 for a term of office of two years. The Inspector should be part of the body of teachers related to the K-guild. The Inspector can only be elected for two terms of office in a row.

### **§8:5 Deputy Inspector**

By absence of the Inspector, the Guild meeting can elect to replace the Inspector with a Deputy Inspector during the former's absence if so is found appropriate. Deputy Inspector should be elected from those with experience of the area, such as emeritus, director of studies, or similar.

# Chapter 9

## Accounting

### §9:1 Accountants

#### §9:1:1 Eligibility

The Accountants should be Swedish citizens of age over eighteen, have economical insights required for the position and good knowledge of the Guild's operations. A person is not eligible if it has business prohibition. The accountants cannot account for a year when they had economical responsibility within the Guild.

#### §9:1:2 Obligations

It is in the responsibility of the Accountants to:

- View the Guild's book-keeping.
- Take part of the meeting minutes from Guild Meetings and Board Meetings.
- Check the executed inventory of the Guild's cash and other assets.
- Consider however the Guild's accounting procedure is satisfying.
- Hand in the auditor's report to the Student Board at least ten days before the Spring Guild Meeting.
- View that the Regulatory documents are updated according to decisions at Board Meetings and Guild Meetings.
- Hand in suggestions of charge in the Guild's Regulatory documents to the Guild Meetings.

#### §9:1:3 Rights

The Accountants own the rights to:

- Whenever they wish, take part of the Guild's book-keeping, meeting minutes and other documents.

- Request and obtain information about the Guild's activities and administration.
- When they find necessary, summon the Guild's authorities.

#### **§9:1:4 Term of Office**

The term of office for the Accountant is from the 1<sup>st</sup> of January to the 30<sup>th</sup> of June the following year. However, only the first business year is accounted for.

#### **§9:2 Extra Accounting**

In case of resignation of the one responsible for accounting during the operational year, all activities concerned should be audited. Interim financial statement should be handed to the Accountant no later the ten days after resignation.

# Chapter 10

## The By-laws

### §10:1 Definition

The By-laws are the foundation for the Regulatory documents of the Guild, which regulates its operations.

### §10:2 Interpretation

Upon interpretation of the By-laws, the opinion of the Inspector is the one that applies, until the Guild Meeting has decided on the matter. In the absence of an Inspector, it is the opinion of the President of the Guild that applies, until the Guild Meeting has decided on the matter

### §10:3 Changes

Motions for changes in the By-laws shall be submitted to the Student Board, no later than ten weekdays before the Meeting. To change the By-laws, an approval with majority of at least 2/3 are required on two following Guild Meetings, on two following terms, where one of the Meetings have to be a regular one.

### §10:4 Validity

These By-laws are not valid before they have been approved by the Council of the Student Union at LTH.

# Chapter 11

## The Regulations

### §11:1 Definition

The Regulations are a complement to the By-laws of the Guild where applications and other provisions are to be found.

### §11:2 Interpretation

Interpretations of the Regulations are judged by the President of the Board in consultation with the rest of the Board and the Inspector.

### §11:3 Changes

Motions for changes in the Regulations shall be treated as a regular motion. To change the Regulations, an approval with a majority of at least 2/3 are required on the Guild Meeting.

### §11:4 Validity

These Regulations are valid immediately after the protocol from the Guild Meeting that made the change has been reviewed.

# Chapter 12

## Election

### §12:1 Regular Volunteers

#### §12:1:1 Eligibility

Candidates are only eligible if they fulfil §5:1:2.

#### §12:1:2 Candidacy

In addition to the Nomination Committee's proposal (see Regulation §4:16) it is possible to candidate for the volunteer position during the Guild Meeting until the matter is settled.

#### §12:1:3 By-election

Inspector, Accountant and members of the Student Board can only be elected by the Guild Meeting. By-elections of other volunteers can be conducted by the Student Board.

#### §12:1:4 Procedure

During election of volunteers the aim should always be for a wide representation of all the members of the Guild.

### §12:2 Project Volunteer

#### §12:2:1 Eligibility

Candidates are only eligible if they fulfil §5:2:2.

#### §12:2:2 Candidacy

In addition to the Nomination Committee's proposal for Recurring Project Volunteer (see Regulations §4:16) it is possible to candidate for the volunteer position during the Guild Meeting until the matter is settled. Members can also submit suggestions for other projects to the Student Board or the Guild Meeting and in that way candidate to Project Volunteer within that project.

#### §12:2:3 By-election

By-elections of Project Volunteers can be conducted by the Student Board.

**§12:2:4 Procedure**

During election of volunteers the aim should always be for a wide representation of all the members of the Guild.

## Chapter 13

### Meeting Procedures

#### §13:1 Negotiating Procedure

As negotiating procedure, the chapter regarding negotiating procedures in the By-laws of the Student Union at LTH are to be followed, hereat the Council Meeting corresponds to the Guild Meeting and the President of the Student Union corresponds to the President of the Guild.

#### §13:2 Conflict of Interest

A person is not allowed to participate in decisions about freedom from liability which the person in question is responsible for, or for whom the decision may be of economical interest.

# Chapter 14

## Meeting Minutes

### §14:1 Meeting Minutes

#### §14:1:1 Meetings

The meeting minutes of the Guild and Board Meetings shall be adjusted within ten workdays after the respective meeting. The meeting minutes should be adjusted by the Chairman and two adjustors elected on the meeting.

When an authorized signatory is elected on a Guild Meeting, their full name and personal identity number should be added to the meeting minute.

#### §14:1:2 Publication

The meeting minutes should be made available to the members of the Guild after they have been adjusted.

# Chapter 15

## Dissolvement

### §15:1 Dissolvement

The Guild can only be dissolved the day that the sky falls down over our heads.