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The F-guild within TLTH

# Bylaws

Adopted at the term meeting 16 november 1988

Last revision 9 may 2023

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# Chapter 1                      The Guild

§ 1.1    *Name*                      The name of the guild is the F-Guild within TLTH, in the by-laws called the guild". A shorter name is the F-guild.

§ 1.2    *Task*                      The purpose of the F-guild is to

- a. support and safeguard members studies and study situation
- b. safeguarding the common interests of the members
- c. promote camaraderie and good spirit among members

§ 1.3    *Colour*                      The guild's color is orange.

§ 1.4    *Guild saint*                      the guild's saint is *Hilbert Älg*.

§ 1.5    *Symbols*                      The guild symbols are as follows:



the guild symbol



the guild emblem

§ 1.6    *Composition*                      the guild includes

- a. inspector
- b. member
- c. honorary member
- d. special member

§ 1.6.1    *Inspector*                      The guild is under the supervision of an inspector, who shall pay attention to and support the work of the guild. The inspector is elected at the spring term meeting, for a term of two academic years, and takes office at the start of the autumn term.

§ 1.6.2    *Member*                      A member is any student who is a member of TLTH and studying at:

- a. Master of Engineering in Engineering Physics
- b. Master of Engineering in Engineering Mathematics
- c. Master of Engineering in Engineering Nanoscience
- d. Master Programme in Photonics
- e. Master Programme Nanoscience
- f. Master Programme Machine Learning, Systems and Control

Any student assigned by TLTH is also a member of the guild. All members of the Guild have the right to access the Guild's protocols and other documents.

§ 1.6.3    *Honorary member*                      Honorary members are appointed by unanimous vote of the guild meeting.

- § 1.6.4 *Special member* Special members are appointed by the guild meeting with at least 2/3 majority.

## Chapter 2 Guild Meeting

- § 2.1 *Authority* The guild meeting is the guild's highest decision-making authority.

- § 2.2 *Definition* The guild meeting is
- a. regular guild meeting, which are
    - (i) spring term meeting
    - (ii) autumn term meeting
  - b. extraordinary guild meeting

- § 2.3 *Time* Guild meetings may only be held on a school day or weekend directly between two school weeks and not in conjunction with an extraordinary red day.

- § 2.3.1 *Autumn Term Meeting* The autumn term meeting must be held in October or November.

- § 2.3.2 *Spring Term Meeting* The spring term meeting shall be held in March or April.

- § 2.4 *Announcement* The guild meeting is convened by the board by clear notice, at least 15 reading days in advance. A guild meeting during a weekend must be announced at least 20 reading days in advance. Motions for the guild meeting must be submitted to the board at least 10 reading days before the meeting. For Guild meetings dealing with the election of officers, the nomination period shall be at least 10 reading days. The agenda must be clearly posted, at least 5 reading days before the meeting. The minutes must be approved and posted clearly, no later than 10 reading days after the meeting. For extraordinary guild meetings, all time limits in this paragraph are changed by counting weekdays instead of reading days.

- § 2.5 *Extraordinary Guild Meeting* An extraordinary meeting of the Guild shall be held no later than 20 working days after written request to the Board by
- a. inspector
  - b. auditors or
  - c. group of at least 15 members.

An extraordinary meeting of the Guild may also be held at the initiative of the Board at a time decided by the Board.

- § 2.6 *Spring term meeting* At the spring term meeting the following matters shall be considered:
- a. the Boards annual report
  - b. audit report
  - c. decision on the discharge from the liability for the previous Board
  - d. ratification of the by-elections
  - e. election according to policy
  - f. election of vacant posts from the autumn term meeting
- § 2.7 *Autumn Term Meeting* The Autumn Term Meeting shall deal with the following matters:
- a. Preliminary annual report of the Board
  - b. ratification of the by-elections
  - c. election by policy
  - d. election of vacancies from the spring term meeting
  - e. determination of the budget for the coming financial year
  - f. determination of funds for the Hilbert Älgs scholarship
- § 2.8 *Rights* Right of attendance, right to speak and the right to make motions at guild meetings:
- a. any member who can prove their membership
  - b. inspector
  - c. auditor and deputy auditor
  - d. honorary member
  - e. special member
  - f. person appointed by the Guild meeting
  - g. supporting member
- § 2.9 *Right to vote* Any member who can prove their membership is entitled to vote at a guild meeting.
- § 2.10 *Decision-making* A quorum at a guild meeting is 20 or more members.
- § 2.11 *Deciding Vote* The chairman of the meeting has a casting vote in case of an open vote.
- § 2.12 *Bias* A person may not take part in decision on the discharge from the liability for themself.
- Anyone with a private financial interest in a matter may not take part in the decision.
- § 2.13 *Agenda* In the case of a matter which has not been placed on the agenda, no decision may be taken if any participant in the meeting objects.
- § 2.14 *Appeal* Decisions taken by the guild meeting can be appealed to the TLTH Council.

## Chapter 3                    The Board

- § 3.1    *Administration*                    The Board is the highest executive body of the guild, apart from the Nominations Committee, and is responsible for tasks decided by the guild meeting.
- The Board has the power to decide on matters of a minor or urgent nature. In very urgent matters, the Board may exercise the mandate of the Guild Meeting, in which case the decision shall be ratified at the next regular Guild Meeting.
- § 3.1.1    *Executive decision-making*    Between guild board meetings the president of the guild has limited decision-making powers.
- § 3.1.2    *Delegation*                            The board may delegate decision-making authority to committees or individual volunteers on matters relating to the committee's or volunteer's area of responsibility.
- § 3.1.3    *Student Educational Council*    The Student Educational Council has the highest decision-making power in educational matters after the guild meeting.
- § 3.2    *Duties*                                 It is the duty of the Board to:
- a. oversee day-to-day operations
  - b. at least three weeks before the first spring term meeting after the end of the term, submit the annual report and financial statement to the auditors
  - c. clearly post board meeting protocols no later than 5 reading days after the meeting
- § 3.3    *Composition*                            The Board consists of at least seven members, which must include the following:
- a. president
  - b. secretary
  - c. chairman of the board
- § 3.4    *By-election*                            The Board has the right to elect fillers between regular guild meetings. However, these positions may not be Board positions, Board alternates, auditors, nominating committee, or inspector. These by-elections shall be published within five reading days and, if they are to be elected at a regular Guild meeting according to the by-laws, shall be confirmed at the next Guild meeting.
- § 3.5    *Quorate*                                 A quorum is constituted when at least half of the members of the Board are present.
- § 3.6    *Deciding vote*                         In the event of a tied vote in the Board, the President shall have a casting vote.
- § 3.7    *Decision-making power*    It is the duty of the committee or other volunteers to follow the instructions of the Board or Guild meeting.

- § 3.8 *Responsibility*      The Board is accountable to the Guild meeting.
- § 3.9 *Resignation*      In the event of a Board member's wish to resign early, their place may be taken by an alternate Board member by unanimous decision at a recorded meeting of the Board. The alternate board member will hold the seat on the board until the next guild meeting, at which time the election of a full board member will be considered.

## Chapter 4      **Audit**

- § 4.1 *Year of operation*      The Guild's fiscal and operating year is the calendar year.
- § 4.2 *Response*      For any measure decided in a meeting of any of the Guild's authorities, those who participated in the decision without reservation are jointly and severally liable.
- § 4.3 *Signatory*      The signatories of the Guild are the President and the Treasurer respectively.
- Other volunteers may apply for the right to sign for the guild during the volunteer's term of office. This decision must be voted on at a board meeting.
- § 4.3.1 *Financial responsibility*      Signatories are financially responsible to the guild meeting. The guild meeting may decide that another person is responsible for the finances in their area.
- § 4.4 *Auditors*      The auditors are two ordinary and two alternates, who must be of legal age and have a good knowledge of the guild. The auditors may not hold any other office within the guild which would require them to sit on the board or be permanently adjunct to the board meetings. They must not have any budgetary responsibility or any position responsible for a group's money within the guild. They may not have access to the guild's safe deposit box keys.
- § 4.4.1 *Term of office*      The term of office for auditors is one operating year.
- § 4.4.2 *Duties*      It is the duty of the auditors to examine the management and activities of the Guild on an ongoing basis and to submit an audit report at least six days before the spring term meeting of the following year. If the management and activities of the Guild do not comply with these by-laws, it is the duty of the auditors to convene the Guild.
- § 4.4.3 *Rights*      The auditors have the right to: to inspect all accounts, minutes and other documents at any time, to request and receive information concerning the activities and management to attend all Guild and board meetings, with the right to express opinions and to make requests.

- § 4.4.4 *Retirement* In the event of the premature resignation of the auditor, their place is taken by one of the alternate auditors who then becomes the auditor. This will be done in the order of precedence chosen by the alternate auditors. The alternate auditor becomes a volunteer only when they take up the post of auditor.
- § 4.5 *Special audit* If a member of the Board of the Guild or any other volunteer with budgetary responsibility, or a volunteer who is to be considered as deputy to a volunteer with budgetary responsibility, resigns before the end of his term of office, the auditors shall immediately audit his management and shall subsequently issue a special audit report thereon.
- § 4.6 *Retirement* The term of office of an elected volunteer shall be until either
- a. term of office expires
  - b. resignation granted
  - c. removal decided
- § 4.6.1 *Concession* The resignation of a member of the Board and of a committee chairperson can only be granted by the Guild meeting. The resignation of other trustees may be granted by the Board.
- § 4.7 *Vote of disapproval* Removal of a trustee can only be done at a guild meeting. A majority of those entitled to vote, but not less than 15 votes, is required for a decision.

## Chapter 5 Election Procedure

- § 5.1 *Eligibility* A person who is covered by §1.6 , or a person who has been covered by clause §1.6.2 at any time in the last two years, is eligible for election as an volunteer.
- § 5.2 *Method of election* Personal elections may only be by acclamation or by secret ballot.
- § 5.2.1 *Closed voting* In the case of personal elections by secret ballot, the person with the most votes is elected if their name appears on at least half of the ballot papers cast. If not enough persons to be elected have received half of the votes cast, a second ballot is held between those who have received the highest number of votes without being elected. The second round includes up to twice as many candidates as there are still to be elected. In this vote, the person with the most votes is elected. If more than the recommended number of candidates receive an equal number of votes in the second ballot, the chairman of the meeting shall have a casting vote.
- If the number of persons proposed does not exceed the number of vacancies, there shall be only one ballot, in which the vacancies shall be filled by a simple majority. If only two persons are proposed for a position, only one ballot shall be held, with the person receiving the most votes being elected.

§ 5.3 *Term of office* For volunteer positions that are to be filled at the fall semester meeting according to the rules, the term of office shall be January 1 – December 31.

For officer positions to be filled at the spring term meeting, the term of office shall be July 1 – June 30 of the following year.

Different terms of office may be specified in the by-laws or regulations.

§ 5.4 *Committee* The Nominating Committee shall consist of five members, including a convenor appointed by the Guild meeting, and up to five alternates, numbered in ascending order. Alternate members of the Nominating Committee become officers only upon their eventual election to the position of Nominating Committee member. After being elected, the alternates decide among themselves on a numbering. If a member resigns before the end of the term of office, the lowest numbered alternate available shall take their place until the end of the term of office. In the absence of an alternate, the Nomination Committee shall still be entitled to perform its duties. The incumbent member of the Board or a member intending to stand for election to the Board may not be a member of the Nomination Committee. Members should represent different year groups and different programmes.

§ 5.4.1 *Duties* It is the responsibility of the Nominating Committee to clearly post nominations for the positions to be filled at the meeting at least five school days prior to the Guild meeting. The proposal must be signed by all members of the committee.

## Chapter 6

## Investment Fund

§ 6.1 *Definition* As the Guild is a non-profit organisation, any positive financial result shall be returned to the organisation. Therefore, the guild can allocate money to the Investment Fund, whose funds will be used for major investments that benefit the guild in the long term.

§ 6.2 *Disposal* Only the guild meeting has the right to dispose of the Investment Fund funds. Proposals for the use of the funds must be in the form of a motion or proposal.

## Chapter 7

## Regulatory Documents

§ 7.1 *by-law Change* Amendments to these by-laws may be made only at a regular Guild meeting. A 2/3 majority of those entitled to vote, but not less than 15 votes, is required for a resolution. The decision takes effect after two readings at two consecutive regular guild meetings, and ratification by the TLTH plenary council.



- § 7.2 *Independence*      The guild is governed by these by-laws in addition to the TLTH by-laws. If the by-laws of the guild is in conflict with the b-laws of TLTH on any paragraph, the by-laws of TLTH apply on that paragraph.
- § 7.3 *Interpretation*      The interpretation of the by-laws and regulations shall be decided by the President.
- § 7.4 *Regulations*      The regulations are complementary to the by-laws.
- § 7.4.1 *Conflict*      If the regulations conflict with the by-laws on any point, the by-laws apply on that point.
- § 7.4.2 *Amendment*      The regulations can only be changed at a guild meeting. A 2/3 majority of those entitled to vote, but at least 15 votes, is required.
- § 7.5 *Policies*      A policy can be instituted, changed or abolished at a Guild meeting. Decisions require a 2/3 majority of those eligible to vote, with a minimum of 15 votes.
- § 7.5.1 *Conflict*      If a policy conflicts in any way with the by-laws, the by-laws apply. If a policy conflicts with the regulations on any point, the President shall interpret the issue in accordance with the by-laws.
- § 7.6 *Guidelines*      Guidelines may be instituted by the Board and reviewed by the Board at the request of members. The board may not change rules instituted at a guild meeting.
- § 7.6.1 *Conflict*      If a guideline conflicts with the by-laws, rules, or policy on any point, the by-laws, regulations, or policy on that point shall apply.
- § 7.7 *Editorial changes*      Editorial amendments to the by-laws require unanimous vote of the full Board at two consecutive recorded meetings.
- Editorial amendments to the regulations or policies require a unanimous decision of the full Board at a recorded meeting.
- Editorial changes shall not affect the spirit or intent of the original text. Amendments shall be ratified at the next regular Guild meeting.

## Chapter 8

## Dissolution

- § 8.1      Dissolution of the guild requires a decision at two consecutive regular guild meetings. A qualified majority is required for approval. The decision is considered to be rejected if at least 10 people vote against dissolution despite a qualified majority.

§ 8.2 *Success*

In the event of dissolution of the guild, the assets shall be vested in Teknologkåren at the Faculty of Engineering, which has to manage them for at least five years, after which the union may use the assets for the benefit of the students at LTH. In the event of a new student union being formed within these five years, the union may consider whether the assets should be transferred to the new organisation.

*Lund, den 9 may 2023*

