



Kongliga Flygsektionen's Bylaws

Bylaws for Kongliga Flygsektionen at the Royal Institute of Technology's student union.
Bylaws were accepted by Flygsektionen's Spring meeting and Fall meeting 2009.
The bylaws are valid from 2010-01-01.
Statutes were last changed by Flygsektionens Chapter meeting 4 2015.



§ 1 General

§ 1.1 Purpose

Flygsektionens reglemente är det styrdokument som är närmast understående flygsektionens stadga. Syftet med dokumentet är att det ska utgöra en brygga mellan stadgan och sektionens praxis. Där stadgan ska utgöra sektionens fundament och praxis fungera som ett erfarenhetsutbyte mellan verksamhetsåren.

Flygsektionens bylaws are the governing documents that are closest under the Statutes of Flygsektionen. The purpose of the document is to provide a bridge between the statutes and praxis of Flygsektionen. The statutes are to constitute the foundations of Flygsektionen and praxis serves as an exchange of experience between the operational years.

§ 1.2 Bylaw changes

A change in the bylaws is valid if it is decided by a relative majority at an ordinary chapter meeting.

§ 2 Flygsektionen's governing documents

Flygsektionen's governing document consists of three steps. The top documents are the statutes, which form the core of the Aerospace chapter and sets out what activities the chapter will conduct. Next to the statutes are the bylaws. This document explains how the chapter should conduct its operations. Under the bylaws lies praxis, this document contains how the chapter usually conducts its operations. The practice also consists of four sub-praxis. These are board praxis, meeting praxis, pheus praxis and cheer practice. These act as hand-over documents and must be updated continuously to facilitate the continuity of the ongoing work.

§ 2.1 Previous interpretations of statutes

In order for the statutes to be updated easily, all interpretations must be documented in the bylaws to quickly apply the precedent. The statutes are interpreted in ascending order, bylaws, auditors, board meeting, chapter meeting.

§ 2.2 Definition of study days

The definition of study days referred to in the statutes, bylaws and praxis are all days that can theoretically have something scheduled during a semester. This includes the study period and the examination period. However, not Saturdays during the exam period.

§ 2.3 Activity

Verksamhetsberättelsen skall vara sammanställd av ordförande senast den 1:a april och benämns som "Aprilskämtet". Alla poster som har ekonomiska åtaganden ska ha bokfört tidigt för att kassören ska kunna sammanställa och göra bokslut för hela sektionens verksamhetsår. Övriga funktionärer skriver endast en verksamhetsberättelse till ordförande om ordförande så kräver.

The Annual Report must be compiled by the President no later than April 1st and is referred to as the "April fool's day joke". All positions that have financial commitments must have submitted their accounts well in advance in order for the treasurer to compile and finalize the financial statements for the entire chapter's fiscal year. Other chapter officials need only write an annual activity report to the president if the president demands it.

The positions that customarily write annual reports are:

- Board members
- Heads of the reception
- Committees
- Chapter officials who have done something special during the year



§ 3 Chapter Meeting

During ordinary chapter meetings matters that were presented by the board or sent to the board by a chapter member before the motion stop for that meeting are addressed. Postponed matters are included under a specific point on the agenda. During the chapter meeting, important information shall be communicated by the Board and other key officials.

§ 3.1 Presidium

The chapter presidium consist of the President, Vice President and Secretary. The president leads the meeting and the secretary takes notes. The Vice President helps keep the speaker list and compile amendments. For more detailed information on the chapter meeting procedure, see meeting praxis.

§ 3.2 Election Committee

Prior to each chapter meeting, the chapter election committee must have announced which positions are relevant to apply for. This must be done on the chapter's website and on the chapter's bulletin board. There should also be a list with a brief explanation of what all the officials are expected to do.

§ 3.3 Notice

In order for the meeting to be regarded as duly announced, a notice must be issued no later than 12 study days before the meeting. This shall:

- be put on the bulletin board in the chapter hall and Nymble.
- be published on the website
- sent via electronic mail to the chapter's e-mail list
- be sent to the student union's board.

The notice shall contain time and place of the meeting. The time of the meeting should be possible to attend for the chapter members with regards to school schedules; especially for first- and second-years' students.

§ 3.4 Special issues of regular meetings

Below are specified issues to be prepared and raised at the associated chapter meeting. This does not mean that the issues are prevented to be raised at other chapter meetings. However, Kjölswyn's election may only be made once a year.

§ 3.4.1 Ordinary Chapter meeting 1

Chapter meeting 1 shall address

- Revision of the financial framework

§ 3.4.2 Ordinary Chapter meeting 2

Chapter meeting 2 shall address

- Kjölswyn's election
- The previous year's annual report and the audit report and the discharge of the previous year's board of directors.
- Election of officials that sit during a split calendar year.

§ 3.4.3 Ordinarie Chapter meeting 3

Chapter meeting 3 shall address

- Election of the next year's board
- Election of the next year's management team

§ 3.4.4 Chapter meeting 4

Chapter meeting 4 shall address



- Establishment of next year's annual report
- Establishment of next year's financial framework
- Approval of next year's pheus.
- Election of other officials.

§ 3.5 Preparation of matters

Board shall prepare all matters where a decision needs to be made. If necessary, a case can be sent on referral to the relevant body.

§ 3.6 Motions and propositions

§ 3.6.1 Motions

members have the right to motion matters that they deem important for the chapter.

- Motions shall be sent to the board before the motion stop.
- Motions that were sent in after the motion stop can be postponed to the next chapter meeting.
- For a motion to be approved it must be well written, see meeting praxis for reference.

§ 3.6.2 Propositions

Propositions are motions from the board. Normally they are changes to the statutes or bylaws to increase the efficiency of the chapter.

§ 3.7 Proposition order

In order for the decision-making process to take place easily, the Aerospace Chapter applies counter-proposal voting as below. The process differs depending on the number of proposals.

§ 3.7.1 One proposal

If there is only one proposal, this is set against rejection.

§ 3.7.2 Two proposals

If there are two proposals, these are set against each other and the winner against rejection.

§ 3.7.3 Three or more proposals

When you have more than two proposals, the original proposal goes straight to the final. The other proposals are arranged in a logical way so that two proposals are always made against each other until only one remains. This is set against the original proposal, and the winning of these is set against rejection.

§ 3.8 Decision

To make a decision, the meeting must vote. At the Aerospace Chapter it is normally the proposal with the most votes that wins.

Certain exceptions apply, especially for elections of position, see paragraph 3.9.1 below. The president has the right to cast a vote except in the case of election when the decision is made by a chance draw of lots. Closed voting shall take place when at least one of those present requires it.

§ 3.8.1 Election

- A closed ballot shall be made in the election to the board and management group positions when more than one candidate is present.
- If the number of blank votes exceeds half the number of votes cast, the election shall be tabled and new candidates appointed for a new ballot.



- In the case of people being elected, more than half of the number of cast votes is required, not including blank votes. If this number of votes is not achieved, a new election must be made between the two candidates who received the most votes.
- Student union council representatives are elected in accordance with the THS statute.

§ 3.9 Adjustment of the protocol

The adjusters must be present throughout the meeting. The purpose of this is of course that they should know what has happened. An adjuster should keep his / her own notes on what decisions are made.

§ 3.10 Review of officials

§ 3.10.1 Interpellation

If a member perceives that activities are conducted in a non-statutory or other manner that is of importance to the chapter, he or she may request that the concerned official respond to the interpellation. The interpellation shall be provided to the Board, auditors and relevant officials before the motion stop of chapter meetings and open board meetings. The interpellation must be answered in writing and presented at the chapter meeting or open board meeting.

§ 3.10.2 Vote of no confidence

If the official in question is not considered suitable, a vote of no confidence may be requested. Request for a vote of no confidence must be motivated and then answered by both auditors and the board in the same way as motions. If the vote of no confidence is directed towards a board member or auditor, he or she may not prepare the request for a vote. The official should always be questioned.

§ 4 The Board

The board is the executive body of the chapter. The Board shall ensure that the ongoing operations comply with the chapter's statutes.

At the start of the financial year, the Board shall:

- determine the price base amount for the financial year.
- inform members of the chapter about the new board.

It is up to the Board to:

- implement the business plan established by the chapter meeting for the financial year.
- prepare matters that shall be decided on a chapter meeting
- Prepare the motions that they have received.
- create an agenda for the chapter meeting.
- execute decisions made in a chapter meeting.
- towards the chapter meeting bear the responsibility of the chapters and its subgroups finances.
- prepare an annual report.
- call for extra chapter meetings if deemed necessary.
- prepare proposals for the financial framework budget as well as proposals for an annual report for the coming years.
- continuously inform the chapter's members about the chapter's activities.
- Appoint a JAS or, in the case of multiple candidates being selected, appoint KNAS.
- create a proposed detailed budget for the fiscal year

§ 4.1 Composition

Normal full board list:



- President
- Vice president
- Treasurer
- Secretary

- 1-3 board members

§ 5 Occupation

The chapter shall, according to the statutes, point 1.2 Promote the study of its members and what is thus related.

§ 5.1 Reception

The chapter shall organize a reception for the new freshman that study Civilingenjörsprogrammet för Farkostteknik vid Kungliga Tekniska Högskolan. This is done by a Pheus who is led by the officials: Amiralskändare and gudfar/gudmor. For more information see praxis and Pheuspraxis.

§ 5.2 Jubilee

Every five years the chapter celebrates its anniversary. This is done traditionally by celebrating it during seven days with a so-called jubilee week. The Jubilee Committee is elected at the chapter's spring meeting the year before the Jubilee year. The Committee shall have a leader called Jubelgeneral, responsible for the jubilee.

The Jubilee Committee shall also have a financially responsible official.

§ 5.3 Parties

The chapter has a tradition of organizing parties. This is one of the chapter's largest operations. The chapter has a bar with a dispensing permit. The bar is run by the chapter's two Heads of the pub (KBM).

§ 5.4 Study board

The study board consists of students from every grade and is led by Head of education (SNO). Head of education has close cooperation with the heads of education at KTH.

§ 5.5 Business Operations

The chapter should have a well-functioning business sector. On an ongoing basis, the chapter shall arrange presentations by companies and study visits to and with companies that are of interest to the general member of the Aerospace chapter.

§ 5.6 Business plan

Chapter meeting 4 creates a plan for work that chapter will do during the coming fiscal year. This document is the chapter meetings instruction to the board and other officials within the chapter. Smaller changes to the business plan can be changed at an open board meeting.

§ 6 Officials

The officials listed below are the officials that have official status. Official status means that you have to, if the president requests write a year-report and you have the right to go to the official gasque at a Reduced price.

§6.1 Management team

The management team consists of elected official positions with responsibility for the section's basic operational activities. The Vice President is the head of the management team.



Normal complete list of the management team:

- Vice president
- Head of chapter hall
- Head of the pub (2 positions.)
- Head of reception (2 positions.)
- ARMA
- SNO
- StURe jr
- Head of information
- Head of jubilee (when applicable)

§ 6.2 Officials A-Ö

Alumn contact	Head of physical health	Election Committee (several)
Admiralsskändare	Sports committee (several)	Queen Amidala
Mecanicus automobili	KF-ledamot (2 pos)	Redacteur
Maestro automobili	KF-suppleant (2 pos)	VARM
Bookie	Members of the Bar	Auditors (2 pos)
Christer Björkman	Conservateur	Vice Standard Bearer
God father/God mother	Kute	Rats (several)
Father Fourier	Head of bribes	Vice SNO
Standard Bearer	Pager	Vice Toast Maestro
Sergeant Major	Programansvarig student (PAS)	Chapter spy
FARMEN (several)	Phlügdirecteur (2 pos)	Shear force warner
HQ	PLAHN (several)	Webmaster
Court Photographer	Toast Maestro	Safety Representative
Ingela Pling Forsman	Quarnevalsambassader	Grade representative
Integr	Egg leader	ÖPH (several)
International group	Sture d.ä.	Social worker
Artillery Officer		

§ 7 Economy

§ 7.1 Board meeting

Reference price (Prisbasbelopp) can be taken from some Swedish public office or department and should be determined during the first board meeting of the year.



§ 7.2 Open board meeting

Board meetings have the right to make financial decisions regarding investments where each individual purchase must not exceed 25% of the reference price. In addition, the accumulated sum may not exceed 50% of the reference price during the financial year.

§ 7.3 The chapter meeting

The chapter meeting is entitled to make financial decisions regarding investments exceeding 50% of the reference price.

§8 Audit

The Aerospace chapter is subordinate to THS and is obliged, when THS wishes, to have THS auditors review the chapters' operations. In order to be allowed to conduct operations, the chapter must have two elected auditors. Their task is to check that the Board follows the statutes and has control of the economy.

§ 9 Filing

All accounting must be filed for seven years. After adjustment, all documents must be filed and added to the documents.

§ 10 Information

It is important that the chapter reaches out with essential information to its members. To do this, the chapter has a number of different information channels.

§ 10.1 Website

The website is run primarily by the chapter's webmaster. The president together with the webmaster must have complete access to the website. If other people request access the board has the right to grant it.

The website must contain:

- The chapters' governing documents
- Minutes from all chapter meetings and open board meetings from 2005 or 10 years back in time
- The chapter's flyers where these are available or available in digital form
- An image archive
- A discussion forum
- For the student at the Aerospace chapter useful and important information and links.

§ 10.2 Flyers

The redacter is responsible for the publication of the newspaper and the president is the responsible publisher.

§ 10.3 Open board meeting

During an open board meeting, information from the chapter shall be communicated to the members. The officials who should report normally are:

- The board
- KF-members
- Officials who are currently engaged in current operations

§ 10.4 Other information

Other information paths provided by the section are the arlanda board and a bulletin board as well as a mailing list.