



## Kongliga Flygsektionen's Bylaws

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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 2 2021.



## § 1 General

### § 1.1 Purpose

Flygsektionens bylaws are the governing documents second in command to the Statutes of Flygsektionen. The purpose of the document is to provide a bridge between the statutes and flygsektionens praxis. Where the statutes are to constitute the foundation, 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 flygsektionen 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 covers how the chapter usually conducts its operations. The praxis also consists of four sub-praxis. These are board praxis, meeting praxis, pheus praxis and jubilee praxis. These act as hand-over documents and must be updated continuously to facilitate the continuity of the ongoing work.

### § 2.1 Official Language

The official language is the language to be used in all official documents and communication with members. Translations are allowed, but must always be accompanied by the official language. If anyone wants to speak Swedish the board shall provide translation.

### § 2.2 Previous interpretations of statutes

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

### § 2.3 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.

### § 2.4 Annual report

The Annual Report must be compiled by the President no later than April 1st and is referred to as the "April Fool's joke". All positions that have financial commitments must complete their bookkeeping early in order for the treasurer to compile and finalize financial statements for the entire chapter's fiscal year. Other funktionärer (officials) only write an annual report to the president if the president demands it.

The positions that customarily write annual reports are:

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

## § 3 Chapter Meeting

During ordinary chapter meetings matters compiled by the board or sent to the board by a chapter member before the motion stop for the meeting are handled. 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 consists of the President, Vice President and Secretary. The president leads the meeting and the secretary takes notes. The Vice President helps keep the list of speakers 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 shall have announced which positions are open for application. This shall 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 funktionärer are expected to do.

### § 3.3 Summoning

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
- be sent via electronic mail to the chapter's email list
- be sent to the board of the Student Union (THS).
- be posted on all of the chapter's social media

The notice shall contain time and place for the meeting. The time of the meeting should be attendable for the chapter members in regards to school schedules, especially for year one and two.

### § 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 these issues cannot be raised at other chapter meetings. However, election of Kjölswyn may only be held once a year.

#### § 3.4.1 Ordinary Chapter meeting 1

Chapter meeting 1 shall address

- Revision of rambudget

#### § 3.4.2 Ordinary Chapter meeting 2

Chapter meeting 2 shall address

- Kjölswyn's election
- The previous year's annual report, the audit report and the discharge of the previous year's board.
- Election of funktionärer that sit during brutet verksamhetsår

#### § 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
- Election of the next year's head of Takeoff

#### § 3.4.4 Chapter meeting 4

Chapter meeting 4 shall address

- Establishment of next year's operational plan
- Establishment of next year's rambudget
- Approval of next year's funktionärer.
- Election of other funktionärer



### § 3.5 Preparation of matters

Board shall prepare all matters requiring a decision. If necessary, an issue 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 submitted to the board before motion deadline.
- Motions submitted after the motion deadline are 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 proposed 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 work smoothly, Flygsektionen uses counter-proposal voting as specified 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 flygsektionen it is normally the proposal with the most votes that wins.

Certain exceptions apply, especially for elections, see paragraph 3.9.1 below. The chairman has a casting vote except in the case of election when chance makes the decision. Closed voting shall take place when at least one of those present requires it.

#### § 3.8.1 Election

- A closed ballot shall be used in elections of the board and management group positions when more than one candidate exists.
- 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.
- For a person to be elected, more than half of the number of cast, non-blank, votes are required. If this number of votes is not achieved, a new election must be held between the two candidates who received the most votes.
- Representatives to the Student Union council (Kårfullmäktige) are elected in accordance with the THS statutes.

#### § 3.8.2 Election of Kjölswyn

- Election of Kjölswyn is done using absolute majority.



### § 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 detrimental to the chapter, he or she may request that the concerned official respond to interpellation. Interpellation shall be submitted to the board, auditors and relevant officials before the motion deadline before 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 censure

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 concerns someone in the board or an 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 section. 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 the chapter members of the new board.

It is up to the Board to:

- implement the operational plan established by the chapter meeting for the financial year.
- prepare matters to be dealt with by chapter meeting.
- prepare the motions that have been received.
- prepare an agenda for each chapter meeting.
- execute decisions by chapter meeting.
- before the chapter meeting, bear the responsibility for the chapter finances and the finances of the chapter subgroups.
- prepare an activity report
- call for extra chapter meetings if necessary.
- prepare proposals for the rambudget as well as proposals for an operational plan for the coming years.
- continuously inform the chapter's members about the chapter's activities.
- propose for approval of the detailed budget for the financial year

### § 4.1 Composition

Normal full board list:

- President
- Vice president
- Treasurer
- Secretary
- 3-4 board members



## § 5 Occupation

The chapter shall, according to the statutes §1.2 Purpose, promote its members studies and what is thus related.

### § 5.1 Reception

The chapter shall organize a reception for the new freshmen starting the Vehicle engineering program at the Royal Institute of Technology. This is done by a Pheus, led by the Heads of Reception officials Amiralskändaren 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 for 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 Jubilee General, who is 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 Head of Pub (Klubbmästare/KBM).

### § 5.4 Study board

The study board consists of students from every grade and is led by the Head of Education (SNO). The Head of Education closely cooperates 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 company presentations and study visits to and with companies that are of interest to the general member of the Aerospace chapter.

### § 5.6 Equality, Diversity and Equal Treatment

The chapter shall have an EDET-committee (Equality, Diversity and Equal Treatment), which shall work to promote equality and diversity within the chapter. The committee is led by the Head of EDET (JMLNO).

### § 5.7 Operational plan

Chapter meeting 4 decides on a plan for the chapter's work during the coming fiscal year. This document is the chapter meeting's instruction to the board and other officials within the chapter. Minor changes to the operational plan can be changed at an open board meeting.

## § 6 Officials

The officials (funktionärer) listed below are the officials in the chapter that have official status. Official status means that you have to, if the president requests, write an annual report and you have the right to go to the official gasque at an official price.

### §6.1 Management team

The management team consists of elected official positions with responsibility for the chapter's basic operational activities. The Vice President is the head of the management team. All posts within the management team have sub-groups that they recruit and are responsible for.

Normal complete list of the management team:

- Vice president
- Head of the Chapter Hall
- Head of Pub (2)
- Head of reception (2)



- Head of Business Relations
- Head of Education
- Head of Student Welfare
- Head of Information
- Head of EDET (JMLNO)
- Head of Events (Hexmästare)
- Jubilee General (when one exists)

## § 6.2 Reception Officials

Reception officials are those organizing the reception, which is the chapter's main opportunity for recruitment. The Heads of Reception (MA) are elected during SM3. They recruit PLAHN and ÖPH which are approved by the chapter during SM4. Together, Heads of Reception, PLAHN and ÖPH form Pheuset. Pheuset recruits the remaining reception officials and volunteers (phaddrar).

Normal complete list of the reception officials:

- Amiralsskändare (Head of Reception)
- Gudfar/Gudmor (Head of Reception)
- PLAHN (4)
- ÖPH (4)
- Car Mechanic
- Head of Bribes
- Phlügdirecteur (2)
- Chapter spy

## § 6.3 Information and Communication Officials

The Information and Communication-subgroup is recruited by the Head of Information and works to inform the members of the chapter, students, Kjölswyn and alumni about the operations and activities of the chapter. This shall be done using continuous posts in the chapter's channels of information (see §10).

Normal complete list of the information officials:

- Head of Information
- Father Fourier
- Royal Photographer
- Redacteur
- Rats (several)
- Shear Force Warner
- Webmaster

## § 6.4 Event Officials (Hexmästeriet)

The Event Officials are those responsible for specific events during the year. The Event Group is recruited by the Head of Events (Häxmästaren).

Normal complete list of the event officials:

- Head of Events (Hexmästare)
- Christer Björkman
- Ingela "Pling" Forsman



- Kute
- BalSam

### § 6.5 Pub Officials (Klubbmästeriet)

The Pub Officials are the Heads of Pub and the Skippers recruited by them. Together they are responsible for everything related to the bar. The Heads of Pub are responsible for keeping Arquen and the liquor storage clean.

Normal complete list of the pub officials:

- Head of Pub (2)
- Bookie™
- Skippers (several)
- Sailors (several)

### § 6.6 Business Relations Unit Officials (FARMEN)

The Business Relations Unit Officials are recruited by the Head Business Relations and are responsible for handling the chapter's business operations (see §5.5).

Normal complete list of the business relations unit officials:

- Head of Business Relations
- Vice Head of Business Relations
- Sub-group members

### § 6.7 Board of Education Officials

The Board of Education Officials are recruited by the Head of Education, and are part of the board of education (see §5.4).

Normal complete list of the board of education officials:

- Head of Education
- Vice Head of Education
- Program-responsible Student (PAS)
- Master-responsible Student (MAS)

### § 6.8 Student Welfare Officials

The Student Welfare Officials are recruited by the Head of Student Welfare, except for HQ and Queen Amidala which are recruited by Amidala, and have several different missions.

Normal complete list of the student welfare officials:

- Head of Student Welfare
- Head of Physical Health
- Social worker
- Queen Amidala
- HQ

### § 6.9 Chapter Hall Officials (Qurlinglandslaget)

The Chapter Hall Officials are recruited by the Head of Chapter Hall, and are responsible for maintaining a clean and functioning chapter hall (except for Arquen and the liquor storage).

Normal complete list of the chapter hall officials:

- Head of Chapter Hall





- Members of Qurlinglandslaget
- Urmas

### § 6.10 Jubilee Officials

The Jubilee Officials are recruited by the Jubilee General every five years and are responsible for the Jubilee Week.

Normal complete list of the jubilee officials:

- Jubilee General
- Jubilee Treasurer
- Other jubilee officials (several)

### § 6.11 Officials recruited by the Board

Officials recruited by the Board have different responsibilities.

Normal complete list of the officials recruited by the Board:

- Artillery Officer
- Master Sergeant
- Conservator
- Alumni Contact

### § 6.12 The Election Committee

The Election Committee is elected by the chapter during chapter meetings, and are responsible for finding new candidates for posts within the chapter. Half of the Election Committee is elected during SM2, and the other half during SM4. Members of the Election Committee (whalers) remain on their posts for a full year, so that the composition of the committee is renewed every six months.

Normal complete list of the election committee:

- Whaler (6)

### § 6.13 International Group

The International Group is recruited by Integr and shall work to include international students and students on exchange in the chapter's activities.

Normal complete list of the international group:

- Integr
- International volunteers

### § 6.14 Other Officials

The other officials have specific missions or don't fit in under any sub-group, and are all elected during chapter meetings.

Normal complete list of the other officials:

- Standard Bearer
- Vice Standard Bearer
- Student Union council member (2) (Kårfullmäktigeledamot)
- Student Union council reserve member (3)
- Head of Takeoff
- Quarneval Ambassador



- Auditor (2)
- Toastmaestro (Sångledare)
- Deputy Toastmaestro
- Egg Leader

## § 7 Economy

### § 7.1 Board meeting

The price base amount for the operational year can be found through the Swedish government agencies and is decided on the first board meeting of the operational year.

### § 7.2 Financial authority

Board meetings have the authority to make financial decisions regarding investments where each individual purchase must not exceed 25% of a price base amount. In addition, the accumulated sum may not exceed 50% of a price base amount during the financial year, unless it concerns the project fund. Financial decisions made by the board shall be presented during the next chapter meeting.

### § 7.3 The chapter meeting

The chapter meeting has the authority to make financial decisions regarding investments exceeding 50% of a price base amount.

### § 7.4 Bookkeeping reports

Each financially responsible official should at each Chapter meeting, present whether they are up to date with their bookkeeping or not. Up to date means that all transactions up to the latest 5 working days before the date of the chapter meeting are bookkept and that the transactions in Fortnox are equal to the transactions in Handelsbanken.

If a financially responsible official is not up to date with their bookkeeping, they shall explain to the chapter why they haven't done the bookkeeping, how much they still have to do as well as a limited time plan for when they are expecting to be in phase with their bookkeeping. A limited time plan means an explicit date for when they will be in phase as well as how much work is required to get there.

If a financially responsible official can't attend a chapter meeting to do their report of the bookkeeping progress, they should in a document state if they are up to date or not; if they are not up to date, they should include how much they are behind as well as a limited time plan for when they are expecting to be up to date. A limited time plan means an explicit date for when they will be in phase as well as how much work is required to get there. This should be sent to the President, who during the chapter meeting shall show the report to the chapter.

## §8 Audit

The Aerospace Chapter is subordinate to THS, and is obliged to, when requested by THS, let THS auditors review the chapter's 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 to its members with essential information. 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 all access to the website. If other people request access the board has the right to grant it during a board meeting.

The website must contain:

- The chapter's governing documents
- Minutes from all chapter meetings and open board meetings from 2005 or 10 years back in time
- The chapter's budget from seven years back in time
- The chapter's yearly fliers where these are available in digital form
- An archive of images
- Useful links and information for the chapter's students

### § 10.2 The Yearly Flyer

The redacteur is responsible for the publication of the paper and the president is the responsible publisher. During an operational year at least one spring flyer (Vårblad) and one reception flyer (NØlleflygblad) shall be written.

### § 10.3 Social Media

The Head of Information and the President of the chapter are responsible for the chapter's social media accounts. These accounts shall post only information relevant to the members of the chapter.

### § 10.4 Open board meeting

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

- The board
- Members of the Student Union council
- Officials who are engaged in currently relevant operations.

### § 10.5 Other informational channels

Other informational channels provided by the chapter are the Arlanda board and a bulletin board, as well as a mailing list.