



# By-laws of the Student Division of Computer Science and Engineering



Chalmers, Gothenburg

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## Innehåll

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## 0 Before we begin...

This is a translation of the Swedish version of the document. In case there's a difference between the English and Swedish versions, the Swedish version prevails.

This translation was written by Tove and Hugo, and is guided by the dictionary written by Talhenspresidiet/Speakers' Council '18

The English terms for meeting formalities in this document are mostly taken from "Robert's Rules of Order, Newly Revised", a book which includes the rules most commonly used in the U.S. when conducting meetings.



## 1 The division meeting

### 1.1 Summons

Summons for the division meeting consists of a proposed agenda. The proposed agenda shall be proclaimed at the division's official notice board.

The division's official notice board must be located in Basen.

#### 1.1.1 Proposed agenda

The proposed agenda must contain the following:

- Date, time and place for the meeting
- Opening of the meeting
- Election of chairman
- Election of secretary
- Election of two adjusters as well as tellers
- Previous minutes of the meeting
- Due proclamation of the meeting
- Rules of order
- Co-option
- Messages
- Potential reports from student division committees
- Potential year and audit reports
- Potential elections
- Proposals from the board
- Member proposals
- Other questions

### 1.2 Location

The division meeting must be held at Chalmers.



## 1.3 Speakers' council

### 1.3.1 Members

The speakers' council consists of a speaker, a deputy speaker and a secretary.

### 1.3.2 Task

The task of the speakers' council is to summon the division meeting in accordance with 4.2 in the constitution. The speaker is the chairman of the division meeting. The deputy speaker takes on the role of speaker in their absence.

### 1.3.3 Election

The speaker, deputy speaker and secretary are elected by the division meeting.

### 1.3.4 Term

The term is the same as the fiscal year.

### 1.3.5 Decisions made by the speakers' council

The decisions of the speakers' council are taken by the speaker. This right is taken over by the deputy speaker in case the speaker is unable to perform their duties.

## 1.4 Member proposals

A member proposal that is on the agenda must be raised and presented by the proposer or someone else at the meeting with the permission to propose, otherwise the member proposal falls. Further the board of the division must present their statement regarding the member proposal, after which general debate follows.



## 2 The board of the division

### 2.1 Responsibilities

#### 2.1.1 It is the student division board's responsibility to

- further the unity within the division and promote the members' common interests
- lead the operations of the division
- ensure that the decisions made by the division meeting are executed
- present a budget with a proposal for the division fee to the division meeting
- present a preliminary plan of operations at the last ordinary spring meeting
- propose representatives to the nominating committee
- appoint a representative to SSD & IT
- appoint a representative to the Presidential Advisory Committee and other committees

#### 2.1.2 It is the responsibility of the chairman of the division to:

- ensure that the decisions made by the division are executed
- speak for the division where not bound by previous decisions taken by the division
- sign the division
- lead and oversee the operations within the board of the division

#### 2.1.3 It is the responsibility of the deputy chairman of the division to:

- aid the chairman in their responsibilities
- take over the responsibilities of the chairman in their absence
- verify that operations are in accordance with the provisions of the division

#### 2.1.4 It is the responsibility of the treasurer of the division to:

- fulfill their obligations as stipulated by the financial regulations



### **2.1.5 It is the responsibility of the secretary to:**

- record minutes at the meetings of the board and ensure that minutes from board and division meetings are proclaimed on the official notice board
- ensure that all material that is submitted to the division is proclaimed or otherwise passed on to concerned parties

### **2.1.6 It is the responsibility of the chairman of DNS and the chairmen of the other division committees to:**

- assist the board with information
- actively take part in the decision-making process
- present the continuous operations of their committee at the meetings of the board of the division

## **2.2 Insight**

The Student Division Board has complete insight into all parts of the division and holds the right to participate in their meetings with a right to speak.

## **2.3 Members**

The board consists of, in addition to the members recorded in the constitution, the chairmen of the following committees:

- DRUST
- DAG
- Delta
- D6
- DNollK
- DNS

## **2.4 Substitute**

If a member is unable to attend they may send a substitute from their committee.



## 2.5 Voting

- Voting by proxy is not allowed.
- Voting must be open.
- In the case of equal votes, the meeting chairman breaks the tie.
- In the case of a vote concerning several proposals, the voting procedure shall be determined before voting commences.

## 2.6 Lay-auditors

The lay-auditors of the division have the right to participate and to speak on meetings of the board of the division.





### 3 The division educational committee (DNS)

#### 3.1 Members

The division educational committee (DNS) consists of the members recorded in the constitution.

#### 3.2 Responsibility

##### 3.2.1 It is the responsibility of DNS to

- make sure that courses are evaluated
- meet as often as current procedures for course evaluations and participation in other educational matters demand.

##### 3.2.2 It is the responsibility of the chairman of DNS to:

- in educational matters represent the Student Division of Computer Science and Engineering and promote its best interests.
- before the division answer to that the division member's interests in educational matters are monitored.

##### 3.2.3 It is the responsibility of the deputy chairman of DNS to:

- aid the chairman should they temporarily be unable to manage their responsibilities.



## 4 Division committees

The division has the following division committees:

- DRUST
- DAG
- Delta
- D6
- DNollK
- D-Lat
- DBus
- iDrott
- DKock

### 4.1 DRUST

#### 4.1.1 Task

DRUST is responsible for the division's premises.

#### 4.1.2 Election

A chairman, a treasurer and 4 other members are elected by the division meeting.

#### 4.1.3 Term

The term is the same as the fiscal year.

### 4.2 DAG

#### 4.2.1 Task

DAG is tasked with furthering the collaboration between the division and the industry.

#### 4.2.2 Election

A chairman, a treasurer and 4–5 other members are elected by the division meeting.



### **4.2.3 Term**

The term is the same as the fiscal year.

## **4.3 Delta**

### **4.3.1 Task**

Delta is tasked with promoting activities that are in the interest of the division.

### **4.3.2 Election**

A chairman, a treasurer and 4 other members are elected by the division meeting.

### **4.3.3 Term**

The term is the same as the fiscal year.

## **4.4 D6**

### **4.4.1 Task**

D6 is tasked with organizing parties.

### **4.4.2 Election**

A chairman, a treasurer and 4–6 other members are elected by the division meeting.

### **4.4.3 Term**

The term is the same as the fiscal year.

## **4.5 DNollK**

### **4.5.1 Task**

DNollk is tasked with handling the bachelor's reception.



#### **4.5.2 Election**

A chairman, a treasurer and 4–5 other members are elected by the division meeting.

#### **4.5.3 Term**

The term is 1 January–31 December.

### **4.6 D-Lat**

#### **4.6.1 Task**

D-Lat is tasked with maintaining the division's liquor licence and all that is affiliated with it.

#### **4.6.2 Election**

The chairman of the division board is automatically elected chairman. The treasurer of the division board is automatically elected treasurer. 0–2 other members are chosen by the division board.

#### **4.6.3 Term**

The term is the same as the fiscal year.

### **4.7 DBus**

#### **4.7.1 Task**

DBus is tasked with maintaining the division's vehicles and all that is affiliated with that.

#### **4.7.2 Election**

A car-boss and a deputy car-boss are elected by the division meeting. They must have a valid type B driver's licence. If no such person is found the board of the division is responsible for finding and appointing appropriate candidates, however this may not be against their will. The treasurer of the division board is automatically elected treasurer.



### **4.7.3 Term**

The term is the same as the fiscal year.

## **4.8 iDrott**

### **4.8.1 Task**

iDrott is tasked with furthering division students' athletic pursuits.

### **4.8.2 Election**

A chairman, a treasurer and 0–3 other helpers are elected by the division meeting.

### **4.8.3 Term**

The term is the same as the fiscal year.

## **4.9 DKock**

### **4.9.1 Task**

DKock is tasked with furthering division students' interest for cooking and as needed help other committees with cooking.

### **4.9.2 Election**

A chairman and 0–5 others are elected by the division meeting.

### **4.9.3 Term**

The term is the same as the fiscal year.



## 5 Hobby committees

The division has the following hobby committees:

- D-lirium
- DAF
- dHack
- Ståthållarämbetet
- Datas Ludologer
- Datas vargbröder
- Dbrus
- DMNollK
- jämställd
- D-Foto

### 5.1 D-lirium

#### 5.1.1 Task

D-lirium is tasked with entertaining and critically examining the division, the student union and Chalmers.

#### 5.1.2 Election

Four editors are elected by the student division meeting. Editor-in-chief and ultimately responsible for publishing is chosen internally from the elected editors and announced to the division board.

#### 5.1.3 Term

The term is the same as the fiscal year.

### 5.2 DAF

#### 5.2.1 Task

DAF is tasked with furthering division students' interest for fish and other aquatic life.



### 5.2.2 Election

5–6 members are elected by the division meeting. Chairman is chosen internally.

### 5.2.3 Term

The term is from the 25th of September to the 24th of September the next year.

## 5.3 dHack

### 5.3.1 Task

dHack is tasked with maintaining the IT-services and computer systems of the division as well as furthering the hacker spirit within the division.

### 5.3.2 Election

A super computer maintenance man and 0–3 micro computer maintenance men are elected by the division meeting.

### 5.3.3 Term

The term is the same as the fiscal year.

## 5.4 Ståthållarämbetet

### 5.4.1 Task

Ståthållarämbetet is tasked with maintaining d08gong and its accessories as well as the division flag and representing the division at traditional events.

### 5.4.2 Election

A flag bearer, a master of ceremonies and 0–2 partners are elected by the division meeting.

### 5.4.3 Term

The term is the same as the fiscal year.



## 5.5 Datas Ludologer

### 5.5.1 Task

Datas Ludologer is tasked with preserving the division's games interest, digital as well as analogue.

### 5.5.2 Election

A chairman and 0–4 others are elected by the division meeting.

### 5.5.3 Term

The term is the same as the fiscal year.

## 5.6 Datas Vargbröder

### 5.6.1 Task

Datas Vargbröder is tasked with encouraging wolf-shirts, lone wolf t-shirts and wolf-moon-eagle-Native American t-shirts at the division.

### 5.6.2 Election

New members are elected by the chairman of the committee and maybe its members.

### 5.6.3 Term

The membership is for life.

## 5.7 Dbrus

### 5.7.1 Task

D Brus is tasked with informing the members of the division about occurrences within the division through the medium of podcast.

### 5.7.2 Election

A chairman and 0–2 others are elected by the division meeting.





### 5.7.3 Term

The term is the same as the fiscal year.

## 5.8 DMNollK

### 5.8.1 Task

DMNollk is tasked with handling the master's reception.

### 5.8.2 Election

Members of the committee present a constellation with a chairman and 5–6 others that is elected by the division board.

### 5.8.3 Term

The term is 1 January–31 December.

## 5.9 jämställd

### 5.9.1 Task

jämställd is tasked with working for equality at the division.

### 5.9.2 Election

The student safety and welfare representative (SAMO) is automatically elected member. A chairman and 2–4 others are elected by the division meeting.

### 5.9.3 Term

The term is the same as the fiscal year.

## 5.10 D-foto

### 5.10.1 Task

D-foto is tasked with documenting the division's operations in pictures.



### **5.10.2 Election**

A chairman and 0–5 other members are elected by the division meeting.

### **5.10.3 Term**

The term is the same as the fiscal year.



## 6 Nomination committee

### 6.1 Committee representatives

The committees listed below shall be represented by one member each. In the matter of the nomination to a division committee or DNS, the concerned committee has the right to 1–3 representatives. In the case of nomination to a hobby committee, the concerned committee has the right to 1 representative.

- DRUST
- DAG
- Delta
- D6
- DNollK
- DNS

### 6.2 Grade representatives

- 0–3 grade representatives are chosen by the convener.
- Grade representatives must not hold any position within the division.

### 6.3 Nominations

Members of the nomination committee can not be nominated.

### 6.4 Validity

The nominations are valid if the above listed criteria are met. If the above listed criteria are not met it is up to the division meeting to determine the validity of the nominations.