

Regulations Section of Mechanical Engineering



Valid from the latest amendment of the regulations on 2025-04-02 and replaces all previous versions. This document constitutes a translation of the original. In the event of any discrepancy in interpretation, the original version shall prevail.

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2025/2026

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1. The Section

1.1. Membership

1.1.1. Procedure

Membership in SME is granted to eligible engineering students when they renew their membership via the website.

1.1.2. Student Union

SME student union is the Student Union of Linköping's Engineers – LinTek.

1.1.3. Membership for Active Members

All persons who in any way are active within SME, or in any way represent the section, shall be members of the section unless special reasons apply.

1.2. Section Meetings

SME shall hold three ordinary section meetings during the academic year: one in autumn no later than October 31, one in winter no later than February 20, and one in spring no later than April 15. Section meetings are convened by the Board.

1.2.1. Autumn Meeting

It shall be the duty of the section meeting, at the autumn meeting, to:

- Handle the annual report and auditor's report for the previous financial year and decide on discharge from liability.
- Approve regulations concerning MPiRE's activities.
- Elect the election committee.
- Elect the General.
- Elect the management group of M-YRAN.



1.2.2. Winter Meeting

It shall be the duty of the section meeting, at the winter meeting, to:

- Elect the Board's President, Vice President, and Treasurer.
- Elect MPiRE, with the exception of the General.
- Approve regulations for the coming year, with the exception of MPiRE's activities.

1.2.3. Spring Meeting

It shall be the duty of the section meeting, at the spring meeting, to:

- Elect the Board, with the exception of the President, Vice President, Treasurer, and General.
- Elect the section's two auditors.
- Elect FM.
- Elect EMMA.
- Elect chairpersons of the section's committees.
- Approve the section's budget.

1.2.4. Terms of Office

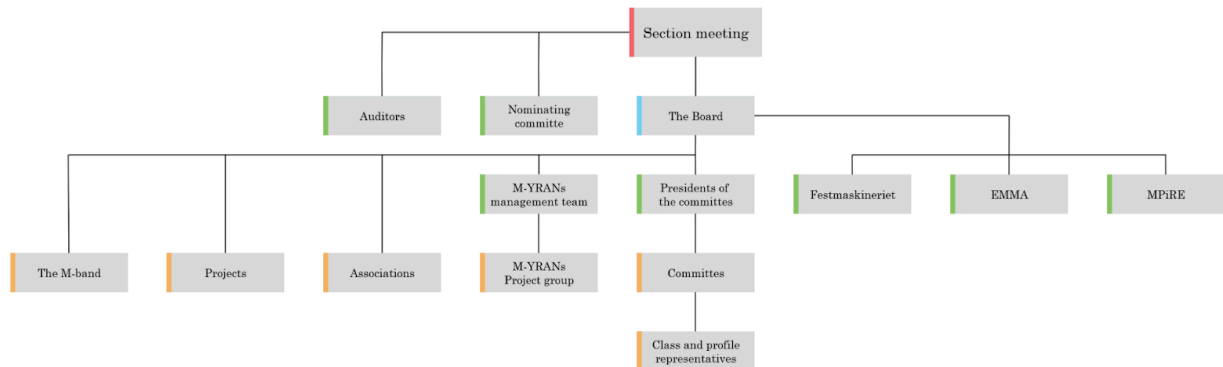
The term for the General and the election committee runs from December 1 to November 30. The term for MPiRE (except the General) runs from March 1 to the end of February.

The term for the Board, EMMA, and FM runs from May 1 to April 30. The term for M-YRAN's management group runs from February 1 to January 31.



1.3. Organization

The organization of SME is structured as follows:



1.3.1. SME Presidium

SME Presidium consists of the Board's President, Vice President, and Treasurer.

SME Presidium has the authority to make urgent decisions of strategic or financial importance without convening the Board.

1.4. Economy

The section shall strive for sound finances. In case of a surplus, the meeting may decide to place part of it in one of the funds listed in 1.4.4, based on the Board's proposal at the autumn meeting.

1.4.1. Authority

Changes larger than half a price base amount to individual budget items shall be decided by the Board.

Changes larger than one price base amount to the total budgeted result shall be decided by the section meeting.

1.4.2. Treasurer's Obligations

Anyone assuming a role involving access to the section's bank account and/or bookkeeping must sign an agreement concerning financial responsibility. The person with ultimate financial responsibility is not covered by this clause but is responsible for ensuring the agreement exists and is signed.

1.4.3. Funding Requests

Members may apply for funds from the event fund to organize activities. Active groups may also apply to the inventory fund for purchases that promote operations.

1.4.4. Funds

- Car Fund
- M55 Jubilee Fund
- M60 Jubilee Fund
- Inventory Fund
- Event Fund



2. The Board

The following describes the positions within the Board and their responsibilities. Board members shall, in addition to what is stated below, take part in the position-specific councils convened by LinTek. The Board has, apart from personal responsibilities, collective responsibility for overarching matters and issues that fall between individual areas. The Board may appoint committees to support its work.

2.1. Positions

The following positions shall be included in the section board:

2.1.1. President

The President has ultimate responsibility for the section's operations and is authorized signatory for the section. Represents SME in official contexts. Leads the Board's work and ensures compliance with statutes and regulations. Supports individual Board members. Convenes meetings and ensures adequate decision material. Part of the Presidium along with the Vice President and the Treasurer.

2.1.2. Vice President

The President has ultimate responsibility for the section's operations and is authorized signatory for the section. Represents MTS in official contexts. Leads the Board's work and ensures compliance with statutes and regulations. Supports individual Board members. Convenes meetings and ensures adequate decision material. Part of the Presidium along with the President and the Treasurer.

2.1.3. Treasurer

Has ultimate financial responsibility for SME and is authorized signatory. Prepares budgets, funding requests, and final accounts. Supports financially responsible persons. Part of the Presidium along with the President and the Vice President.

2.1.4. Study Development Coordinator

Responsible for educational monitoring across all programs MTS represents. Attends program board meetings and course evaluation groups. Responsible for implementing LinTek's course evaluations.



2.1.5. Head of Information

Responsible for communication within SME and oversees standards of presentation. Maintains membership registry and ensures GDPR compliance. Prepares electoral rolls and oversees voting procedures.

2.1.6. Student Work Environment Representative

Responsible for study and work environment matters, international students, and master's students. Bound by confidentiality under Swedish law. Represents students in forums concerning work environment at Linköping University.

2.1.7. Business Relations Manager

Responsible for the section's relations with industry and supports others with similar roles.

2.1.8. External Relations Manager

Responsible for alumni contact and marketing SME to prospective students and the public.

2.1.9. Head of Logistics

Responsible for premises, inventory, and daily logistics of the section.

2.1.10. Festmachine Leader

Leads FM's operations, represents FM officially, and is its authorized signatory (with Treasurer). Represents FM in the Board.

2.1.11. The General

Leads MPiRE's operations, represents MPiRE officially, and is its authorized signatory (with Treasurer). Represents MPiRE in the Board.

2.1.12. BestEMMA

Leads EMMA's operations, represents EMMA officially, and is its authorized signatory (with Treasurer). Represents EMMA in the Board.

2.2. Section Projects

Section projects are groups elected by, and accountable to, the Board (except M-YRAN, which is elected by the section). They operate independently but have a Board contact person.



2.2.1. M-YRAN

M-YRAN is MTS' career fair, aiming to connect students and industry. Its contact person is the Business Relations Officer.

The management group consists of:

- Project Manager
- Company Coordinator (also Vice Project Manager)
- Responsible for Economics

2.3. Associations

Associations are member-organized groups pursuing activities of interest to the section. They recruit independently, must offer membership opportunities, and report to the Board. They may receive financial support.

Any member may apply to start an association. Applications must include a description of purpose. Approval is required from the Board.

2.3.1. M-ulligan

The golf association, open to all skill levels. Reports to a designated Board member.

2.4. M-Bandet

The section's band, providing music to Linköping's students. Reports to the Vice President.



3. Festmaskineriet (FM)

FM organizes social events for both SME students and the wider LiU community, including at least one major party weekend per year.

3.1. Positions

The following positions shall be included in FM:

3.1.1. Festmachine Leader

See 2.1.10.

3.1.2. Treasurer

Financial responsibility, budgets, payments, final accounts, authorized signatory.

3.1.3. Stall Manager

Organizes party weekend, responsible for attire, deputy to Festmachine Leader.

3.1.4. Print Manager 1 and Print Manager 2

Jointly responsible for all print-related tasks.

3.1.5. Food and Banquet Manager

Responsible for food- and banquet-related tasks, budgeting, purchasing, implementation.

3.1.6. Beer and Bar Manager

Responsible for drinks, alcohol compliance, budgeting, purchasing.

3.1.7. Business Relations Manager

Builds and maintains FM's industry contacts for financial support.

3.1.8. Sound and Light Manager

Responsible for technical systems during events.

3.1.9. PR and Information Manager

Ensures FM visibility, handles social media, runs PR campaigns.



3.1.10. Construction Manager

Manages inventory, logistics, and construction.

3.1.11. Staffing Manager

Responsible for staffing during events.

3.1.12. Ticket and Booking Manager

Handles venue bookings and ticket-related matters.



4. MPiRE

MPiRE organizes the reception of new master's students in Mechanical Engineering. Must follow LinTek's guidelines.

4.1. Positions

The following positions shall be included in MPiRE:

4.1.1. The General

See 2.1.11.

4.1.2. Treasurer

Manages finances and ticket sales, leads ticket buddies. Authorized signatory.

4.1.3. Print and Business Relations Manager

Secures financial support, manages printed and digital material, leads company assistants.

4.1.4. Event Manager

Responsible for events, project management, class competitions, deputy to General.

4.1.5. Information Manager

Manages information, digital/print design, website, social media, leads media buddies.

4.1.6. Food and Banquet Manager

Food and banquet-related tasks, budgeting, purchases, leads food buddies.

4.1.7. Drinks Manager

Responsible for beverages, alcohol licenses, leads drinks buddies.

4.1.8. Task Manager

Ensures all new students receive tasks, responsible for special roles, leads task buddies.



4.1.9. Appearance Manager

Responsible for clothes, performances, sound/light, leads performances.

4.1.10. Head Buddy

Responsible for clothes, performances, sound/light, leads performances.

4.1.11. Steward

Manages bookings, logistics, and inventory, leads carry buddies.



5. EMMA

EMMA focuses on students who identify as women or non-binary, fostering community and industry connections.

5.1. Positions

The following positions shall be included in EMMA:

5.1.1. BestEMMA

See 2.1.12.

5.1.2. Treasurer

Financial responsibility, budgeting, purchasing, deputy to BestEMMA, authorized signatory.

5.1.3. Steward

Responsible for bookings, inventory, and storage.

5.1.4. Print and Layout Manager

Manages graphic design and print for EMMA and events.

5.1.5. Business Relations Manager

Maintains industry contacts.

5.1.6. Food and Banquet Manager

Food- and banquet-related tasks, budgeting, purchases.

5.1.7. Event Manager

Organizes social events, entertainment, sound/light.

5.1.8. Information and Collaboration Manager

Social media communication and collaboration with other associations, companies, or NGOs.



6. Committee Chairpersons

Each committee must have a chairperson, who leads operations and convenes meetings. They report to a Board representative. Chairpersons are nominated by the Board to the section meeting.

6.1. The Chairperson Group

All committee chairpersons together form the Chairperson Group. They support the Board's operational work and make decisions concerning specific committees. Led by a Board member and convened as needed.



7. The Election Committee

The election committee assists with nominations for vacant positions and strives for broad representation across year, class, program, and gender identity.

7.1. Composition

Shall consist of representatives from all parts of MTS, including the Board, FM, MPiRE, and EMMA. Representatives should preferably have prior experience in these groups.

7.2. Confidentially

Information from the recruitment process (e.g., interviews) shall remain confidential within the committee unless otherwise permitted. Internal discussions and applicant data remain confidential. The committee must, however, present a compiled overview of each nominee.

Application statistics shall be preserved for the next election committee. Certain data may, if necessary, be shared with the Board or other relevant parties for investigative purposes.



8. External Parties

SME shall cooperate closely with external organizations.

8.1. The M-Workshop

SME shall cooperate with the M-Workshop, including inviting the workshop manager to Board meetings and offering opportunities to present at section meetings.

8.2. Sweden's Machine-Related Engineers (SMART)

SME shall cooperate with the M-Workshop, including inviting the workshop manager to Board meetings and offering opportunities to present at section meetings.

