

UNI Europa Statutes and Conference Standing Orders

UNI Europa Statutes

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Article 1 Name and Regional Office

1.1 UNI Europa will constitute the European regional organisation of Union Network International (UNI). The offices of UNI Europa shall be located in Nyon and Brussels.

Article 2 Objectives

2.1 The role of UNI Europa shall be to deal with issues of concern to the affiliates and their members within the region and to further the aims and objectives as set out in the UNI Statutes, to support and implement decisions of the World Congress, the World Executive Board, the Regional Conference and the Regional Executive Committee. The fundamental objective will be to build a social and democratic Europe.

Article 3 Methods

3.1 UNI Europa shall seek to fulfil the objectives as identified in Article 2 by:

- a) deciding policy and action with respect to the institutions of the European Union to ensure that there is a social and democratic dimension to European integration,
- b) representing affiliates in European institutions whose activities affect the social, economic and cultural conditions of affiliates and their members,
- c) its recognition as a European Industry Federation of the ETUC,
- d) representation of UNI Europa and its Communications and Graphical sectors on the ETUC Executive Committee; continuity of representation at the ETUC of the MEI sector through membership of the International Entertainment Alliance,
- e) working together with other European Industry Federations to promote a social and democratic Europe,
- f) co-ordinating the activities of UNI affiliates in Europe and offering assistance and support as appropriate,
- g) encouraging solidarity between affiliates,

- h) promoting social and economic development and supporting trade union development and educational programmes and projects which aim to improve the educational, cultural, economic and social welfare of the members of affiliates in the region,
- i) considering gender equality within the context of all policy decisions,
- j) building regional solidarity networks and works councils in multinational companies,
- k) providing support and assistance to affiliates as appropriate in times of difficulty,
- l) establishing common policies and priorities for action to promote and co-ordinate their implementation,
- m) collecting and disseminating information on matters of interest to affiliates,
- n) establishing information and communication technology networks,
- o) undertaking collective bargaining and negotiating agreements in the region upon mandate of the UNI Europa Executive Committee,
- p) encouraging affiliation to UNI and the participation of such affiliates in the work of UNI Europa and its sectors,
- q) working towards the objective of women being represented in all UNI Europa structures in proportion to their numerical significance,
- r) developing structures within UNI Europa to promote the participation of young members in its work,
- s) establishing structures within UNI Europa to promote the participation of professional and managerial staff in its work.

Article 4 Membership

- 4.1 Membership of UNI Europa shall comprise those organisations in the region affiliated to UNI.
- 4.2 Membership of UNI Europa will be open to all members of national trade union centres affiliated to the ETUC that fall within its jurisdiction.

4.3 Following appropriate enquiries and consultation, including consultation with existing affiliates within the country concerned, the Regional Executive Committee may recommend to the UNI World Executive Board the affiliation of new organisations or the expulsion of affiliates in the region.

Article 5 Finance

5.1 The costs of supporting UNI Europa shall be met by UNI as determined by the World Executive Board.

5.2 The Regional Conference of UNI Europa shall be empowered to raise additional income by way of regional affiliation fees and voluntary contributions from affiliates. Such fees or voluntary contributions shall be in addition to the affiliation fees that are due to UNI as required under Articles 5 and 7 of the UNI Statutes.

5.3 The Regional Executive Committee shall make the arrangements for the basis of the calculation and the methods of any such additional payments by affiliates.

5.4 UNI Europa shall be responsible for developing its own programme of activities and the associated budget which will be forwarded to the World Executive Board for endorsement together with the accounts relating to the previous year's activities. Additionally UNI Europa will provide similar information to affiliates by way of written reports and/or presentations to conferences.

Article 6 Regional Conference

6.1 Subject to the provisions of the UNI Statutes, the supreme authority of UNI Europa shall be vested in the UNI Europa Regional Conference.

6.2 The UNI Europa Regional Conference shall be held at least every four years at a time and place to be determined by the UNI Europa Regional Executive Committee, with affiliates being advised of the date and agenda not less than eight months prior to

the opening day of the Regional Conference.

6.3 The elected officers of UNI Europa, that is the President, Vice-Presidents and Regional Secretary, shall function as the officers of the Regional Conference and the Regional Executive Committee will act as its Standing Orders Committee.

6.4 The agenda of the Regional Conference shall include the following items:

- a) election of the Credentials Committee,
- b) election of the Resolutions Committee,
- c) approval of the Regional Conference agenda and standing orders,
- d) report of the Regional Secretary on activities for the period since the previous Regional Conferences,
- e) financial report,
- f) auditors' report,
- g) regional Executive Committee policy proposals, motions and amendments,
- h) election of the Regional Executive Committee,
- i) election of the Regional President and Vice-Presidents,
- j) election of the Regional Secretary,
- k) election of the Auditors,
- l) election of World Executive Board members in accordance with the timetable and procedures laid down by the World Executive Board,
- m) election of the UNI World Executive Board Vice-President from the region.

6.5 Motions for inclusion in the Conference agenda must be received in writing by the Regional Secretary no later than six months prior to the first day of the Regional Conference.

6.6 Copies of valid motions received shall be sent to affiliates no later than five months prior to the first day of the Regional Conference.

6.7 Amendments to motions must be received in writing by the Regional Secretary no later than three months prior to the first day of the Regional Conference.

6.8 Valid motions and amendments, together with all other reports, shall be sent to

affiliates no later than one month prior to the first day of the Regional Conference.

- 6.9 Proposals of an emergency nature shall be admitted only with the authority of the Standing Orders Committee in accordance with the Standing Orders for the Regional Conference.
- 6.10 Decisions of the Regional Conference shall refer to the World Executive Board.
- 6.11 An extraordinary Regional Conference may be convened at any time by a two-thirds majority decision of the Regional Executive Committee, or at the request of affiliates from not less than two different areas representing not less than 25% of the affiliated membership. In either case, those calling for such an extraordinary Regional Conference shall indicate clearly the item/s that will form the basis of the agenda.
- 6.12 An extraordinary Regional Conference shall be conducted according to the Statutes and Standing Orders applying to ordinary Regional Conferences.

Article 7 Representation at the Regional Conference

- 7.1 To be represented with full voting rights at the Regional Conference, affiliates must not be more than six months in arrears of affiliation fees.
- 7.2. Affiliates shall be entitled to representation at the Regional Conference on the basis of their paid up levels of membership (as recorded on 31 December of the previous year) and calculated as follows:
- | <i>Up to and including</i> | <i>Nb. of delegates</i> |
|----------------------------|-------------------------|
| 5,000 members..... | 1 |
| 25,000 members..... | 2 |
| 50,000 members..... | 3 |
- (with entitlement to an additional delegate for each further 50,000 members or part thereof).
- 7.3 Affiliates shall aim to ensure that the composition of their delegation is a reflection of the percentage of their women and young members.

- 7.4 Affiliates may also send observers to the Regional Conference, who shall not have the right to vote. The number of observers authorised may be subject to limitation by the Credentials Committee but in any event shall not exceed the number of accredited delegates representing the affiliate concerned.
- 7.5 Affiliates shall submit the names of their delegates and observers to the Regional Secretary no later than three months prior to the first day of the Regional Conference.
- 7.6 The Regional Executive Committee may invite other organisations to send representatives as guests to the Regional Conference.
- 7.7 The travelling and subsistence expenses of delegates and observers attending the Regional Conference shall be the responsibility of the affiliate concerned.

Article 8 Voting at the Regional Conference

- 8.1 Voting shall normally be by show of hands.
- 8.2 Each delegate shall be entitled to one vote. Affiliates represented by fewer delegates than they are entitled to send shall, nevertheless, be entitled to exercise their full voting strength.
- 8.3 Decisions shall be by simple majority, except in the case of proposals to delete or amend existing Statutes or to introduce new ones, in which event a two-thirds majority is required for the proposals to carry.
- 8.4 The Regional President shall be empowered to accept a motion for a card vote, whereby the delegation of every affiliate casts a vote according to the number of paid-up members.
- 8.5 Voting for representation on the World Executive Board and Regional Executive Committee will be according to the number of paid up members.

Article 9 Regional Executive Committee

9.1 Subject to the UNI and Regional Statutes, the Regional Executive Committee shall manage the affairs of UNI Europa in between Regional Conferences.

9.2 The Regional Executive Committee shall comprise:

- a) The UNI Europa President and Vice-Presidents, who shall in the first instance be elected members of the Executive Committee in accordance with paragraph 2c) of this Article,
- b) The Regional Secretary, who shall be elected by the Regional Conference,
- c) Members elected in accordance with Articles 9.3, 9.4 and 9.5 of these Statutes, on the basis of membership in European unions within the jurisdiction of former CI¹ and former FIET².
- d) Reserved seats for UNI Europa Graphical and UNI Europa MEI (Media & Entertainment)
- e) The President of the Regional Women's Committee,
- f) The President of the Regional Youth Committee,
- g) The President of the Regional Professional and Managerial Staff Committee,
- h) The Presidents of the sectors who do not hold a position as vice-presidents or, in his/her absence, his/her representative,
- i) 6 reserved seats for representatives of the Women's Committee,
- j) An additional women's seat for each area in 9.3, as well as for UNI Europa Graphical and UNI Europa MEI, until such time as there are 40% women titular members on the Executive Committee. Nominations for these additional women's seats should be made by representatives of the constituency concerned.
- k) The UNI General Secretary.

9.3 Elections for the Regional Executive Committee shall take place at the Regional Conference. The Committee shall be representative of the following areas:

Area I: UK and Ireland

Area II: Nordic Countries

Area III: Southern Europe

Area IV: Benelux, France, Monaco

Area V: Austria, Germany, Switzerland

Area VI: CSE Europe and the Baltic States

Area VII: Eastern Europe

Area VIII: Near and Middle East.

9.4 The number of representatives for each area shall be determined by the fully paid-up membership in accordance with the following scale:

Areas with up to 150,000 members =
1 Executive Member

Areas with 150,001 to 300,000 members =
2 Executive Members

Areas with 300,001 to 500,000 members =
3 Executive Members

Areas with 500,001 to 700,000 members =
4 Executive Members

Areas with 700,001 to 900,000 members =
5 Executive Members

Areas with 900,001 to 1,250,000 members =
6 Executive Members

Areas with 1,250,001 to 1,500,000
members = 7 Executive Members

Areas with 1,500,001 to 1,750,000
members = 8 Executive Members

Areas with 1,750,001 to 2,000,000
members = 9 Executive Members

Areas with more than 2,000,001 members
= 10 Executive Members.

9.5 Affiliates with more than 150,000 members shall be entitled automatically to at least one seat on the Regional Executive Committee and affiliates with more than 500,000 members shall be entitled automatically to at least two seats. In both cases, such members elected under these provisions for automaticity shall be included in and form part of the total entitlement for seats in the area/s concerned.

¹ Post&Logistics, Electricity and Telecom members of ICTS

² Commerce, Finance, Gaming, Hair&Beauty, Property Maintenance, Social Insurance and IBITS members of ICTS

- 9.6 For each titular member, a first and second substitute shall be elected. Substitute members shall attend and participate in meetings of the Regional Executive Committee only in the absence of the titular member.
- 9.7 Where issues of concern to a particular sector are involved, a nominee or nominees of the group concerned may be invited to attend meetings of the Regional Executive Committee in an advisory capacity.
- 9.8 In order to serve on the Regional Executive Committee candidates at the time of nomination and throughout their term of office must be members or officers of an affiliate paying the full rate of affiliation fees and other contributions in accordance with Article 5 of these Statutes and be supported by their respective organisations. Members shall serve from the close of the Regional Conference at which they are elected until the close of the next Regional Conference.
- 9.9 The Regional Executive Committee shall normally meet once a year. Extraordinary meetings of the Regional Executive Committee may be convened by joint decision of the Regional President and Regional Secretary or at the request of two-thirds of its members.
- 9.10 The Regional Executive Committee shall be presided over by the Regional President or in his/her absence by a Regional Vice-President.
- 9.11 The Regional Executive Committee shall be empowered to appoint sub-committees to assist in its work, with a member of the Regional Executive Committee acting as Chair.
- 9.12 If a titular member's seat becomes vacant, the first substitute for the member concerned automatically becomes the titular member; when the seat for the first substitute falls vacant, the second substitute should fill it.
- 9.13 Travelling and subsistence expenses of members of the Regional Executive Committee in connection with their attendance at meetings of the Regional

Executive Committee and meetings of sub-committees shall be the responsibility of the affiliate concerned unless, in exceptional circumstances, the Regional Executive Committee decides otherwise.

Article 10 Regional Management Committee

- 10.1 The Regional Executive Committee may appoint from among its members a Regional Management Committee to assist in the management of the region in between Regional Executive Committee meetings. The Regional President, Regional Vice-Presidents, Regional Secretary and at least one woman shall be members of the Regional Management Committee, the decisions of which shall be subject to noting or endorsement, as appropriate, by the following meeting of the Regional Executive Committee. The Regional Executive Committee shall ensure that in the formative years of UNI Europa, each of the four constituent organisations will have at least one representative on the Regional Management Committee.

Article 11 Regional President and Vice-Presidents

- 11.1 The Regional President shall be elected in accordance with Article 9.2 by the Regional Conference.
- 11.2 The Regional President shall preside over the Regional Conference and over meetings of the Regional Executive Committee.
- 11.3 The Regional President shall be entitled to attend all meetings convened by UNI Europa.
- 11.4 The Regional Vice-Presidents shall assist the President in the performance of his/her duties.
- 11.5 Should the office of Regional President fall vacant between Regional Conferences, the Regional Executive Committee shall fill the resulting vacancy from amongst its members.

11.6 Should an office of Vice-President fall vacant between Regional Conferences, the Regional Executive Committee shall fill the resulting vacancy from amongst its members.

Article 12 The Regional Secretary

12.1 The Regional Secretary shall, in accordance with Article 9.2, be elected by the Regional Conference and shall be entitled to stand for re-election.

12.2 The Regional Secretary shall be a member of and shall attend all meetings of the Regional Executive Committee with full voting rights, its Management Committee and any of its sub-committees. He/she shall be entitled to attend and participate in all other meetings held under the auspices of UNI Europa in the region.

12.3 The Regional Secretary shall act in accordance with the Statutes and policies of both UNI and of UNI Europa and be responsible for the general direction, management and administration of UNI Europa and the duties as described under Articles 16 and 17 of the UNI Statutes.

12.4 The Regional Secretary shall prepare annually a financial report and submit this to the Auditors elected by the Regional Conference. This report, together with the Auditors' Report, shall be submitted to the Regional Executive Committee.

12.5 The Regional Secretary shall be the representative of UNI Europa in relation to regional trade union organisations and institutions dedicated to closer economic, political and social integration in the region.

12.6 The Regional Secretary shall submit to the General Secretary regular reports on regional activities and financial transactions. Prior to ordinary meetings of the Regional Executive Committee and the World Executive Board, the Regional Secretary shall also supply a written report, including the financial report, and forward a draft programme of activities, including a draft budget, in respect of each calendar year.

12.7 Should the office of Regional Secretary fall vacant, the UNI General Secretary shall consult with the Regional President in respect of making arrangements for the unexpired term of office.

Article 13 Regional Sector Activities

13.1 UNI Europa may develop sectoral activities consistent with Articles 16, 17 and 18 of the UNI Statutes.

13.2 Regional sectors will be authorised to establish/maintain links with other bodies, set up working parties, under-take research and organise such meetings as are necessary in order to protect and advance the sectoral interests of members in the region. These activities may be undertaken on a single-sector basis, or where common issues are involved, carried out in co-operation with one or more of the other sectors in the region.

13.3 Each affiliate with members in the sector concerned will be entitled to participate in the regional activities of the sector.

13.4 The travelling and subsistence expenses of delegates and observers attending Regional sectoral Conferences and meetings shall be borne by affiliate concerned.

13.5 Affiliates should aim to ensure that the composition of their delegations to conferences and meetings organised by the sector is a reflection of the percentage of their women and young members.

Article 14 Regional Inter-Professional Activities

14.1 UNI Europa will promote activities, including committees, conferences and campaigns at regional level for Women, Young People and Professional and Managerial Staff.

14.2 The Regional Executive Committee shall establish Regional Committees for Women, Youth and Professional and Managerial Staff, each of which shall report to the Regional Executive Committee.

- 14.3 The Regional Committees for Women, Youth and Professional and Managerial Staff shall elect from their own number a Regional President.
- 14.4 The Presidents of the Regional Committees for Women, Youth and Professional and Managerial Staff shall be full members of the Regional Executive Committee.
- 14.5 The Regional Women's Conference shall elect one representative and two substitute members to be a full member of the World Executive Board and shall also elect the titular members and their substitutes for the reserved seats on the Regional Executive Committee.
- 14.6 The regional inter-professional groups will hold a conference at least every four years.
- 14.7 UNI Europa will be a member of Eurocadres.

Article 15 Dissolution

- 15.1 UNI Europa can be dissolved only in consequence of a decision taken under the provisions of Article 23 of the UNI Statutes.

Article 16 Languages

- 16.1 Languages to be used at the Regional Conference shall be English, French, German, Italian, Portuguese, Spanish and Swedish.
- 17.2 In the event of any dispute arising in connection with the interpretation of these Statutes and Standing Orders, the English text shall prevail.

Article 17 Alteration of Statutes

- 17.1 These Statutes may not be altered or amended except by a two-thirds majority vote of the Regional Conference, subject to the endorsement of the World Executive Board.

(05.10.2011)

Conference Standing Orders

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1. Preamble

- 1.1 These Standing Orders are designed to promote the smoothrunning of Conference business but shall be subject at all times to the UNI Europa Statutes. The standing orders shall be submitted for approval at the beginning of the first working session of the Conference.

2. Standing Orders Committee

- 2.1 The UNI Europa Executive Committee shall act as the Standing Orders' Committee and subject to Article 6.4 of the Statutes, shall issue a report dealing with the arrangements for Conference including proposals for the order of business and debates, and any other matter requiring a decision for the proper conduct of business.

3. Conference President and Vice-Presidents

- 3.1 The President and Vice Presidents for Conference shall be the President and Vice-Presidents of UNI Europa.
- 3.2 The President shall declare the opening and close of Conference and direct its proceedings in accordance with the Statutes and the Standing Orders of Conference.
- 3.3 In the absence of the President, Conference shall be presided over by one of the Vice-Presidents as directed by the Standing Orders' Committee.
- 3.4 A Vice-President whilst acting as President shall assume the same rights and responsibilities as the President.

4. Election of Conference Committees

- 4.1 At its first working session Conference shall elect a Credentials' Committee consisting of five members, and a Resolutions' Committee, the membership of which shall not exceed twelve. The

Regional Secretary shall appoint a Secretary for each Committee.

5. Credentials Committee

- 5.1 The Credentials' Committee shall examine the credentials of all delegates to Conference.
- 5.2 There shall be no substantive vote taken until the report of the Credentials' Committee has been approved by Conference.
- 5.3 No delegate whose credentials are under question by the Credentials' Committee shall participate in the vote upon the Credentials' Committee report.
- 5.4 The decisions of Conference in regard to delegates' credentials shall be final.

6. Resolutions Committee

- 6.1 The Resolutions' Committee shall be responsible for examining motions and amendments submitted in accordance with the provisions of Article 6 of the Statutes including any motions received which are considered by the Standing Orders' Committee to be of an emergency nature.
- 6.2 The Resolutions' Committee shall, where necessary, composite, re-draft and/or delete part or all of motions and amendments (but shall not introduce any new subject matter which was not originally present) with the aim of expediting the business of Conference.
- 6.3 Subject to any advice received from the Standing Orders' Committee, it shall be the responsibility of the Resolutions' Committee to present to Conference a written report in respect of all motions and amendments and the Committee may also recommend that certain motions/ amendments be remitted to the UNI Europa Executive Committee. Where practicable, a brief indication of the reasons for each decision will be given.
- 6.4 The report shall be put before Conference for approval.

7. Voting Procedures

- 7.1 Only accredited delegates shall have the right to vote. Voting shall normally be by show of hands. Card votes, in which each delegation shall cast its vote as a unit on the basis of its affiliated membership as at 31 December of the preceding year, may be called for by three or more delegations (representing a collective total of not less than 25 delegates) providing that a vote on the issue by show of hands has not commenced.
- 7.2 Decisions on votes shall be on the basis of a simple majority of those voting, except in the case of proposals to delete, add to or amend Statutes, proposals to suspend one or more of the Standing Orders or in respect of challenges to the President's rulings, when there shall be not less than a two-thirds majority of those present and voting, for the proposal/challenge to be carried.

8. Motions concerning Procedure or Order

- 8.1 Motions concerning procedure or order of business may be moved by any delegate without notice and at any time other than when a speech is in progress. Such motions shall have precedence over other business. The President may allow one delegate to speak for and one to speak against the motion and then put the motion to the vote. Motions falling under this category include proposals to adjourn the discussion or the session, motions to take the vote and challenges to the President's ruling.
- 8.2 A point of order, other than a procedural motion, shall be taken immediately. The

President shall then give a ruling on the point of order, which, unless successfully challenged, shall be final.

9. Speakers and Time Limits

- 9.1 Guests may be allowed to address Conference by arrangement with the Standing Orders' Committee and the invitation of the President.
- 9.2 Applications by delegates wishing to speak shall be made to the President on the appropriate form of notice. The President shall normally call upon the speakers in the order in which applications have been handed in. A delegate may not speak twice on a question without the prior permission of the President.
- 9.3 Speaking time for rapporteurs shall be at the discretion of the President. All other speakers shall be limited to five minutes except in the case of speakers addressing the report of the Resolutions' Committee who shall be limited to two minutes. With the approval of Conference the President may fix a shorter speaking time than five minutes.

10. Alteration of Standing Orders

- 10.1 These Standing Orders may be altered only by means of a motion submitted in accordance with the provisions of Article 6.5 to 6.8 of the Statutes.

(05.10.2011)