



Rules of the Union

Model rules of the local branch

**Sign
me up!**

**Industrial
union**

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Rules of the Union

The rules of the Industrial Union have been approved at the Industrial Union's 23rd Annual Union Congress from 22 to 24 May 2023

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1 § Name and domicile

The name of the union is Teollisuusliitto ry in Finnish, Industrifackett rf in Swedish. The English name is the Industrial Union.

The Union is domiciled in Helsinki and operates throughout Finland. The official languages of the Union are Finnish and Swedish. The language of meeting minutes is Finnish. In these rules, the Industrial Union is referred to as the 'Union'.

2 § Purpose

The Union consolidates the employees of its industry and collective bargaining sectors into an interest representation organisation. Through the collaboration of its membership, the Union improves and defends employment and pay conditions, economic, social and legal interests, and acts to promote the social status, fairness, equality and non-discrimination of employees.

In addition, the Union combines students studying for the professions in its collective bargaining sectors and promotes the development of vocational training in the agreement sectors.

The Union enters into collective agreements and carries out interest representation and social advocacy.

To accomplish its purpose, the Union

1. Carries out organising and the recruitment of members together with the branches to strengthen the Union's organisation and to actively engage the membership in professional and social interest representation;
2. Concludes national and local agreements to agree on terms of employment and pay concerning employees in the collective bargaining sectors, and monitors compliance with agreements and occupational safety and health regulations;
3. Assists and supports local branch and their members in efforts to improve their working conditions, wages and other means of subsistence and work environment;
4. Supports the activities of local branches and their shop committees and encourages workers in the sector to join as members of these;
5. Organises training and carries out public awareness, publication and research activities;
6. Cooperates with Finnish and foreign organisations and communities that support the objectives, purpose and operating principles of the Union and may support their activities financially;

7. Influences decision-making in society at national and international level in matters that affect the working and living conditions of members and their status and right to act;
8. May be a member of a central labour market organisation;

May own and manage movable and immovable property, establish funds and foundations, and operate an adult education centre. To support its activities, the Union may receive grants, donations and bequests, as well as organise prize draws and fundraising. The Union may engage in business activities that are directly related to the realisation of its purpose.

3 § Member associations of the Union

1. Registered local branches formed by members referred to in section 2 of these rules which accept the purpose of the union and are not prevented from complying with the union's rules and decisions due to their rules or other reasons may be accepted as members of the Union.

Membership of the Union is applied for in writing. The approval is decided by the Board of the Union.

Local branches must comply with the rules of the Union and the decisions of the Union Congress, Council and Board. The Union approves the model rules of local branches. Amendments to the rules of local branches must be approved by the Board of the Union.

The Union maintains the membership registers of its local branches and makes the registry data available to local branches. The local branch must submit a notification of each of its members to the Union.

2. A local branch may be expelled from the Union by decision of the Board of the Union
 - if it does not comply with the rules of the Union or local branches or decisions and instructions issued by the Union Congress, Council or Board based on the rules;
 - if it acts against the purpose of the Union
 - if it does not expel from its membership any member who acts contrary to the rules or the decisions of the Union Congress, Council or Board;

A local branch may appeal an dismissal decision made by the Board of Directors to the Council within 30 days after the local branch is notified of the dismissal. If this is not done within the time limit, the dismissal decision takes effect

immediately after the expiry of the time limit and otherwise after the Council has made a decision on the appeal.

3. The local branch may resign from the Union by notifying the Union's Board or its Chair in writing. The decision to resign from the Union must be made at two (2) meetings of the local branch held at least seven (7) days apart. The motion to resign from the Union shall be approved if it is supported by at least $\frac{3}{4}$ of the votes cast at the latter meeting.

The notice of resignation must be accompanied by the minutes of the meetings of the local branch at which the resignation was decided. The membership of the local branch ends at the end of the month in which the notice of resignation is given. However, the local branch is still liable for payments due to the Union after this date.

4. The Board of the Union must be notified of the dissolution of the local branch.

The decision to dissolve the local branch must be discussed at two (2) meetings of the local branch held at least two (2) weeks apart. If a vote is held on the dissolution, the motion to dissolve shall be approved if it is supported by at least $\frac{3}{4}$ of the votes cast at the latter meeting.

Members of the local branch must be invited to the dissolution meeting at least two (2) weeks before the meeting. The notice of the meeting must state that the meeting will decide on the dissolution of the local branch.

When the local branch is dissolved, its documents and other assets are handed over to the Union. However, if the local branch has decided at its dissolution meeting to transfer its assets to another local branch that will continue its activities, the Board of the Union will decide on further action.

5. A local branch or its member who has resigned or been dismissed is not entitled to a refund of membership fees paid to the Union prior to the date of resignation or dismissal.

4 § Membership fees

1. The membership subscription fee of members of the local branch who are in an employment relationship is a percentage of wage income subject to withholding tax and corresponding income and/or a fixed amount in euros. The membership subscription is paid to the Union. The basis for determining the membership fee and the amount of the membership fee by type of member are determined annually by the autumn meeting of the Council.
2. Student members are exempt from membership fees for the duration of

3. Self-employed persons and sole proprietors pay the membership subscription fee decided by the Council.

A member of a local branch who does not receive wage income, earnings-related security or basic security and is not exempt from membership fees on the basis of section 4 of the rules of local branches shall pay the membership fee monthly based on the minimum wage required to meet the employment condition under the Unemployment Security Act.

The Board of the Union as the right to impose an additional membership fee on the members of the local branch.

A member of a local branch is exempt from membership fees and may be granted free membership in accordance with the rules of the local branch.

4. Collection and payment of membership fees

The employer collects membership fees from members in each pay period on the basis of the collection agreement and pays the fees to the Union monthly in accordance with the instructions in the Union's .

Members who have opted to pay the membership fee themselves pay monthly according to the instructions in the Union's . Upon request, the member is obliged to present pay slips showing the salary on which the membership subscription fee is based.

Membership fees unpaid over a maximum period of three months may be paid retroactively.

5. Union subsidies to local branches

The autumn meeting of the Union's Council decides annually on the grounds and amount of subsidies to be paid to local branches for the following calendar year. The Union does not pay subsidies to a local branch if the local branch has failed to comply with the Council's decision on the grounds for granting the subsidy.

5 § Administration

Union Congress

1. The General Union Congress is held every five (5) years in the first half of the calendar year. An Extraordinary Union Congress shall be held if deemed necessary by the Union Congress, the Board of Directors or the Council of the Union, or if a proportion of local branches whose number of members is at least one third (1/3) of the number of members of all local branches of the Union requests one

to be convened by the Board of Trustees over a specific matter. The time and place of convening the Union Congress is decided by the Board of Directors.

2. Local branches must be notified of the convening of the Union Congress no later than six (6) months before a General Union Congress and no later than three (3) months before an Extraordinary Union Congress. The invitation to the Union Congress and the agenda shall be delivered in writing or electronically to Union Congress representatives and local branches no later than two (2) weeks before the start of the Union Congress. An Extraordinary Union Congress may decide only on the matters for which the Union Congress has been convened.
3. Each representative at the Union Congress shall have one vote.
4. Unless otherwise stated in these rules, at the meeting of the Union Congress, the decision adopted on matters of substance is the opinion that has received more than half of the votes cast. Those who have received the most votes are elected in the elections. However, if there is only one person to choose from, more than half of the votes cast are required to be elected. In the event of a tie, the Chair's vote decides in matters of substance. In elections, ties are decided by drawing lots.
5. The members of the Board of Directors and the Council as well as appointed Union employees have the right to attend and speak at the Union Congress.
6. The agenda for the Union Congress is prepared by the Board of Directors. Matters intended for consideration by the General Union Congress must be submitted to the Board in writing no later than four (4) months before the Union Congress.
7. The following matters are discussed at the General Union Congress:
 - review of the report on the activities of the previous Union Congress term
 - discussion of motions presented by local branches or the Board of Directors
 - deciding on the roadmap for the upcoming Union Congress term
 - electing the Chair, the first, and second Vice Chairs of the Council and the other members and deputies of the Council
 - electing the Chair of the Board of Directors and Vice Chair
 - electing other ordinary members of the Board of Directors and their personal deputy members
 - electing an approved audit firm or two (2) ordinary and two (2) deputy auditors

Election of representatives in the Union Congress

8. The representatives to the General Union Congress are elected by constituency, which are defined in the voting and election rules. In an Extraordinary Union Congress, the representatives are those elected representatives to the General Union Congress who are still eligible to stand for election.
9. In each constituency, one (1) representative is elected for every 300 members. The number of members in the constituency is the number of full members available to the labour market on the final day of the calendar year preceding the Union Congress.
10. Representatives to the Union Congress shall be elected in such a way as to ensure regional, contractual and sector-specific coverage in the constituencies so that one (1) national constituency or regional constituencies in accordance with state elections or between four (4) and fifteen (15) regional constituencies are formed for each collective bargaining sector with at least 600 members according to the number of members in the collective bargaining sector. Collective bargaining sectors with fewer than 600 members can be combined with another constituency within the same sector.
11. All full members of local branches who are available to the labour market are entitled to stand as candidates and vote in elections of Union Congress representatives.
12. The elections of representatives to the Union Congress are held by mail, via telecommunications, at separate polling events or a combination of these.
13. The elections use proportional representation so that each is being cast for one of the candidates on the list. The quotient of the person with the most votes on each list of candidates is the total number of votes received by the list. The person with the second most votes receives a quotient that is half of the total votes, the person with the third most votes receives a quotient that is one third of the votes, and so on. Elected candidates are determined based on order of the candidates' quotients. Possible ties are decided by drawing lots.
14. Detailed provisions on the election of representatives to the Union Congress are given in the voting and election rules approved by the Council.

National Council

15. The National Council exercises decision-making power in all matters concerning the Union which are not delegated by the law or these rules to the Union Congress or the Board of Trustees.
16. The spring meeting of the Council is held in the first half of the calendar year and the autumn meeting in the second half of the calendar year.

An extraordinary meeting of the Council shall be held when the Council or the Board of Directors so decides or when at least one third (1/3) of the members of the Council or the proportion of local branches whose members available to the labour market constitute at least one third (1/3) of all members of the Union's local branches available to the labour market request it in writing from the Board of Trustees for the discussion of a particular matter.

17. The Board of Directors must send a written or electronic advance notice of the National Council's general meeting to local branches and Council members no later than three (3) months before the meeting. The Board of Directors must deliver the notice of meeting to members of the National Council by letter or electronically no later than 14 days before a general meeting and no later than seven (7) days before an extraordinary meeting. The notice must state the matters to be discussed at the meeting.
18. Proposals on matters to be discussed at the meeting of the National Council shall be submitted in writing or electronically to the Board of Directors at least two (2) months before the meeting.
19. The National Council consists of the Chair and the first and second Vice Chairs elected by the General Union Congress, as well as at least 50 other ordinary members. Three (3) personal deputies shall be elected for each member of the Council.

The Council consists of one (1) Councillor for every 2,000 members of each sector. The selections take into account the representativeness, regional coverage and equality of the collective bargaining sectors. The members of the Council must be members of a local branch and eligible to stand in elections.

If a member of the Council retires permanently, permanently leaves the Union's industry sector or permanently leaves their represented collective bargaining sector, their membership on the Council ceases immediately and a deputy is invited to replace the member.

20. Each member of the Council has one vote at meetings of the Council. The Council has a quorum when the Chair or one (1) of the Vice Chairs and at least half (1/2) of the other members of the Council are present. Unless otherwise stated in these rules, at the meeting of the Council, the decision adopted on matters of substance is the opinion that has received more than half of the votes cast. Those who have received the most votes are elected in the elections. However, if there is only one person to choose from, more than half of the votes cast are required to be elected. In the event of a tie, the Chair's vote decides in matters of substance. In elections, ties are decided by drawing lots.
21. The National Council:
 - decides on the proposals prepared by the Board of Directors and local branches during times when the Union Congress is not convened

- monitors the activities of the Board of Directors and the management of funds
- appoints, until the next Union Congress, the President and Vice Presidents of the Union in the event of a resignation during the term of office
- stands in for the third (3) deputy member of the Board of Directors if a member or deputy member of the Board of Directors has resigned from his or her position during the term of office
- appoints, until the next Union Congress, the Chair and Vice Chairs of the National Council in the event of a resignation during the term of office
- stands in for the third (3) deputy member of the National Council if a member or deputy member of the Council has resigned from his or her position during the term of office
- decides on changes in the sector structure
- appoints sector boards
- approves the voting and election rules
- decides on the model rules for local branches by a majority of at least 2/3 of votes

The following matters are discussed at the spring meeting of the Council:

- presenting the annual report and financial statements for the previous calendar year prepared by the Board of Directors and the auditors' report, and deciding on the approval of the financial statements and the annual report and on the granting of discharge from liability
- discussing matters related to the Union's strategy
- deciding on matters presented by the Board and local branches

The following matters are discussed at the autumn meeting of the Council:

- adoption of the action plan and budget prepared by the Board for the following calendar year
- deciding on the basis of assessment and amounts of membership fees by membership group
- deciding on the grounds and amount of the membership fee to be refunded to local branches

- deciding on the remuneration and per diem allowances of bodies
- deciding on matters presented by the Board and local branches

Board of Directors

22. The Union's affairs are managed and represented by the Board of Directors, which manages the Union's activities in accordance with these rules and the decisions of the Union Congress and the National Council. The Board consists of the Chair, also known as the President of the Union Vice Presidents and between 11 and 20 other ordinary members. Three (3) personal deputies shall be elected for each member of the Board.
23. When electing the Board of Directors, the representativeness of collective bargaining sectors must be taken into account.
24. The members of the Board must be members of a local branch and eligible to stand in elections. If a member of the Board retires permanently or permanently leaves the Union's industry sector, their membership on the Board ceases immediately and a deputy is invited to replace the member.
25. The members of the Board of Directors are elected by the General Union Congress and their term of office shall be between the meetings of the General Union Congress, unless otherwise provided in these rules.
26. The Board of Directors convenes at the invitation of the Chair or, if he or she is prevented or disqualified, by the Vice Chair, as often as matters so require. The Board meeting has a quorum when the Chair or Vice Chair and at least half of the other members are present.
27. The Council may dismiss Board members on the grounds of censure. In particular, the Council shall consider dismissing a member of the Board if he or she is absent from three (3) consecutive Board meetings without an acceptable reason. A dismissed member of the Board of Directors shall be replaced by his or her personal deputy.
28. The duties of the Board of Directors include:
 - monitoring that the activities of the Union and local branches are managed in accordance with these rules and the decisions of the Union Congress, the National Council and the Board of Directors;
 - overseeing the payment of statutory grants and resolve any disputes arising from these;
 - handle matters presented by Board members and local branches or that come to the Board's attention in some other way

- overseeing that the Union's cash and cash equivalents are stored in a reliable and beneficial manner, that the Union's other assets are well managed and that interim financial statements are prepared on a quarterly basis
- handing over the financial statements for the previous calendar year, together with the necessary documents, to the auditors for an audit, and after this, to the spring meeting of the Council for approval
- presenting to the General Union Congress a report on the activities and finances of the Union during the previous Union Congress term
- hiring and dismissing the Union's employees and agree on the terms and conditions of their employment and duties, unless the Board has delegated all or part of the task to the Steering Committee
- deciding on the purchase, sale, exchange or mortgage of the Union's immovable property
- appointing the members of the Steering Committee, the necessary supporting bodies and working groups and deciding on their tasks
- deciding on the tasks and composition of collective bargaining committees and subdivisions

Steering Committee

29. The Steering Committee of the Board of Directors consists of the President of the Union and Vice President and persons specifically appointed by the Board of Directors.
30. The task of the Steering Committee is to prepare proposals to the Board of Directors and to implement the Board's decisions.

Sector committees

31. The Council elects at least one member to the sector committee from each collective bargaining field of the sector. The activities of sector committees are managed and overseen by the officer appointed by the Board of Directors.
32. The tasks of the sector committee include:
 - overseeing the collective agreement objectives and negotiations of its respective industries
 - review the results of negotiations and submit proposals to the Union's Board of Directors

- participate in the preparation of the Union's action plan for its respective sector

The Board of Directors decides on the more detailed duties of the sector committees.

6 § Collective bargaining and other contract activities

Setting and deciding on objectives

1. The Union's Council or Board of Directors decides on the signing of a collective bargaining agreement. When revising a collective agreement, the Board decides on the amendments based on presentations by the sector committee based on proposals by local branches.

Deciding on the termination of a collective agreement

2. The termination of a collective agreement concluded by the Union is decided by the Board of Directors at the proposal of the sector committee.

Collective bargaining and processing of negotiation outcomes

3. The sector-specific collective bargaining committees are responsible for negotiating collective agreements and decide on the presentation of the outcome of negotiations to the sector committee.
4. If the sector committee finds that the outcome of the negotiations has been reached based on the proposal of the collective bargaining committee, the Union's Board of Directors decides on the approval of the outcome as the new collective agreement. The Board may also refer the matter to the Union's Council or hold an advisory referendum on the outcome of the negotiations.
5. The Council reviews centralised labour market settlements by central organisations and, if necessary, issues its recommendations on whether or not to adopt the settlement.

Union referendum process and eligible voters

6. The Board of Directors decides which industries and collective bargaining sectors the union referendum concerns. The Union referendum is carried out by mail, telecommunications, at separate polling sessions or a combination of these.

7. Only full members of local branches who are available to the labour market and affected by the agreement and who have paid their membership fees in accordance with the instructions of the Board of Directors may participate in the referendum.
8. Once the referendum has been completed, the Board decides on further action or refers the decision on further action to the Council.

7 § Industrial action

1. The decision to begin and end industrial action is made by the Union's Board of Directors or the Council. A decision on industrial action is binding on the members of local branches.
2. Local branches and their members must comply with the decisions of the Union's Board of Directors and Council concerning the start, implementation or end of industrial action. If a local branch acts contrary to the provisions of this section, the branch and its members shall not be entitled to Union grants or other subsidies.

Industrial action allowances

3. Members of local branches may receive an allowance in the following situations:
 - the member has participated in an industrial action approved by the Union
 - the member has been placed in a lockout in which the local branch has acted in accordance with these rules and the instructions of the Union's Board
 - the member has been the subject of industrial action or lockdown as a result of a labour dispute between central labour market organisation or some other trade union
4. The Board of Directors decides on the basis, amount, method and payment of the allowance.
5. The local branch affected by the industrial action allowance and its members are obligated to follow the instructions of the Union's Board on the distribution of the industrial action allowance. A member of a local branch who attends work subject to industrial action or does not follow the instructions of the Union's Board and the local branch loses their right to the allowance and is obligated to repay any allowance received to date if so requested

8 § Union grants

1. A member of a local branch may receive a grant from the Union for the management of legal matters arising from employment or his or her participation in the activities of the Union and the local branch.
2. The Union's Board of Directors decides on the grounds for granting legal aid and other grants by the Union.
3. If a member of a local branch has been granted legal aid and the court orders the opposing party to pay the member's legal fees, such payment will be awarded to the Union as compensation for the assistance provided.

9 § Audit

1. The financial year of the Union is one calendar year.
2. The General Union Congress elects an approved audit firm or two (2) ordinary and two (2) deputy auditors. If the auditors have resigned or been prevented from carrying out the audit, or if the deputy auditors have had to replace the ordinary auditors, the Union's Council must appoint new auditors or deputy auditors.
3. The task of the auditors is to audit the accounts, financial statements and administration of the Union in accordance with good auditing practice.
4. The auditors must submit the auditor's report to the Board of Directors of the Union for presentation to the Council within one month of the completion of the financial statements, but no later than one month before the spring meeting of the Council.

10 § General provisions

1. The authorised signatories of the Union are the President and Vice Presidents, at least two of whom must provide their signature on each occasion. The Board of Directors may also appoint other authorised signatories to act together with any of the signatories listed above or another appointed signatory.
2. The dissolution of the Union is decided by the Union Congress. The motion of dissolution is approved if it is supported by at least 3/4 of the votes cast. If the Union is dissolved, the remaining assets shall be used in the manner decided by the Union Congress which decided on the dissolution to further the purpose of the Union.
3. The Union's rules can be amended by least 2/3 of the votes of the Union Congress.

Model rules of the local branch

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1 § Name and domicile

The name of the association is _____
and it is referred to in these rules as 'the local branch'.

The local branch is domiciled in _____

2 § Purpose of the local branch

The purpose of the local branch is to bring together the employees and students in its industry and collective bargaining sectors into an advocacy organisation. Through the collaboration of its membership, the local branch improves and defends employment and pay conditions, economic, social and legal interests, and acts to promote the social status, fairness, equality non-discrimination of employees. The local branch is a member of the Industrial Union.

In order to realise its purpose, the local branch:

1. Carries out organising and the recruitment of members together with the Union and other branches to strengthen the Union's organisation locally and nationally and to actively engage the membership in professional and social interest representation;
2. Monitors compliance with the terms and conditions of collective agreements signed by the Industrial Union and agreements and regulations on employment relationships and working conditions at workplaces. The local branch does not enter into collective agreements that apply to its members.
3. In cooperation with the Union, prepares proposals for updating existing collective agreements and signing new agreements;
4. Monitors compliance with local agreements on the working and pay conditions of its members within the framework of the collective agreements of the Industrial Union in accordance with the instructions of the Union's Board of Directors.
5. Promotes and supports the establishment and operation of shop committees at workplaces as part of the activities of the local branch.
6. Promotes and supports the work of shop stewards and occupational safety representative and other persons in positions of trust.
7. Encourages the participation of members in trainings and carries out publishing and information activities. Organises meetings and events and guides members on civic engagement.
8. May own and manage movable and immovable property. To support its activities, the local branch may receive grants, donations and bequests, as well as

organise prize draws and fundraising. The local branch may engage in business activities that are directly related to the realisation of its purpose.

9. Cooperates with partners that support the objectives, purpose and operating principles of the local branch and may support their activities financially.

3 § Membership

Member register

1. The Union maintains the membership registers of its local branches and makes the registry data available to the branches.

Becoming a member

2. Workers aged 15 or over who are employed in the Industrial Union's industry and bargaining sectors can become a full member of a local branch. Persons within the meaning of section 3(7) of the rules may become supporting members of the local branch. The Board of the local branch decides on approving new members. The Board of the local branch may delegate the task of approving a new member to the Union.
3. Members of the local branch must comply with the rules of the Union and the local branch, as well as the decisions of the bodies of the Union and the local branch. Members of a local branch may be members of associations that oppose the activities and principles of the Union.
4. Upon admission, the member of the local branch is given proof of membership.
5. A member who joins the local branch from another Finnish trade union in such a way that membership dues are not unpaid for more than 30 days shall, from the date of joining, enjoy the same membership rights as the rules grant to other members of the local branch. For the purposes of these rules, trade unions that enter into collective agreements are considered to be Finnish trade unions from which new members can join the local branch as a transferring member.

For members transferring from a foreign trade union, the transition period is 60 days.

Free members

6. A member of a local branch is granted free membership after retiring on an old-age pension or early old-age pension, provided that the member has

joined the branch by 31 December 2012 and has been a member for at least 30 consecutive years.

Free membership is granted in accordance with the instructions of the Board of the Union.

Supporting members

7. Supporting members have the right to speak and present proposals at the meetings of the local branch and to participate in the activities of the local branch and the Union. The following may become supporting members of the local branch:
 - a. student members studying a profession in the Union's industry and collective bargaining sectors;

The membership subscription fee is not charged from student members of the local branch.

Resignation and dismissal of members

8. If a member wishes to resign from the local branch, he or she must notify the Board of the local branch or the Chair of the Board in writing. A member may also resign from the local branch by requesting the resignation to be recorded in the minutes of the branch's meeting. The Board of the local branch may authorise the Union to receive notices of resignation. A member who has resigned from the local branch loses all their rights in the branch. At the same time, they are also relieved of all obligations to the local branch, with the exception of due payments and payments to which the member has agreed separately for a specified period of time.
9. A member is deemed to have resigned from the local branch if the member has not paid due membership fees within three (3) months from the due date of the membership fee.
10. A member may be dismissed from the local branch if they have
 - a. intentionally acted contrary to the rules of the local branch and the Union, refused to comply with the rules of the local branch or the Board of the Union, or otherwise acts contrary to the principles of the local branch and the Union;
 - b. received financial aid through fraudulent conduct;
 - c. embezzled the funds of the local branch or the Union;

d. joined as a member with false or otherwise misleading information.

The Board of the local branch decides on the dismissal of a member. The member has the right to be heard before the dismissal decision, unless the dismissal is due to a failure to pay the membership fee. The Board must notify the Union of the dismissal of a member.

A member who has resigned or been dismissed is not entitled to a refund of membership fees.

4 § Membership fees

1. The membership subscription fee of members of the local branch who are in an employment relationship is a percentage of wage income subject to withholding tax and corresponding income and/or a fixed amount in euros. The basis for determining the membership fee and the amount of the membership fee by type of member are determined annually by the autumn meeting of the Council.
2. Self-employed persons and sole proprietors pay the membership subscription fee decided by the Council.
3. A member without wage income, earnings-related security or basic security who is not exempt from membership fees for a reason mentioned in paragraph 9 of this section shall pay the membership fee monthly from the minimum wage required to meet the employment condition under the Unemployment Security Act.
4. The membership subscription fee is charged from full members either by means of a collection agreement with the employer or personally by the member.
5. Membership fees unpaid over a maximum period of three (3) months may be paid retroactively. Unpaid membership fees accrued over a period of more than three (3) months can only be paid retroactively if the non-payment was for a reason not attributable to the member.
6. Refund of the Union's membership fees to local branches

The autumn meeting of the Union's Council decides annually on the grounds and amount of the membership fee to be refunded to local branches for the following calendar year. The Union does not refund membership fees to the local branch if the branch has failed to comply with the Council's decision on the grounds for granting the refund.

7. The Board of the Union may impose an additional membership fee on the members of the local branch.

Failure to pay the additional membership fee results in the same restrictions on membership rights as a failure to pay the actual membership fee.

8. With the permission of the Union's Board of Directors, the local branch may charge its members an additional branch-specific fee to cover costs arising from its activities, the amount of which is decided by the autumn meeting of the local branch.
9. A member of the local branch is exempt from the membership fee if he or she is without wage income while
 - on sick leave
 - receiving rehabilitation allowance
 - receiving a daily allowance in accordance with the Workers' Compensation Act, if the member is not paid wages
 - on a disability pension
 - studying
 - on family leave or acting as a family carer
 - performing conscription, unarmed service or non-military service
 - registered as an unemployed jobseeker
 - on job alternation leave
 - serving a sentence of imprisonment
 - participating in an industrial action approved by the Union's Board or in a lockout declared by employers
10. The Board of the Union may also exempt a member of a local branch from membership fees for some other weighty reason comparable to those listed above.
11. A notification of exemption from membership fees must be submitted to the membership register. The member who has been exempt from paying membership fees retains his or her membership rights in the local department.

5 § Administration

Meetings

1. The regular meetings of the local branch are held in the spring and autumn. The autumn meeting is held between October and December and the spring

meeting between March and April. The spring meeting of the local branch may decide to hold a special meeting at least two (2) weeks before the autumn meeting for the purpose of nominating candidates for the autumn meeting.

2. The autumn and spring meeting and possible special nomination meeting of the local branch shall be convened no later than two (2) weeks before the meeting and other meetings at least three (3) days before the meeting.
3. The meetings of the local branch are convened either on the notice boards of workplaces, the Union's or the local branch's website or by personal invitation. The autumn meeting of the local branch may decide that the meeting be announced in some other way in addition to these options.
4. The meeting or board of the local branch may decide that it is possible to participate in the meetings of the local branch by means of a remote connection or other technical aid. Alternatively, the meeting can be held entirely remotely. If it is possible to attend meetings in the manner described above, this must be stated in the notice convening the meeting.
5. The following matters are discussed at the autumn meeting:
 - a. adoption of the action plan and budget for the following calendar year;
 - b. deciding on the compensation paid to the members and officers of the Board of Trustees;
 - c. deciding on the length of the Board's term of office;
 - d. electing the Chair of the Board of Trustees and the other ordinary members and deputy members of the Board;
 - e. electing one or two auditors of the accounts/operations and their deputies;
 - f. deciding on the establishment of divisions;
 - g. deciding whether, in addition to the methods already stated in these rules, meetings of the local branch are to be notified by any other means;
 - h. dealing with matters related to workplace advocacy and the election of shop stewards;
 - i. discussing other matters presented to the autumn meeting.
6. The following matters are discussed at the spring meeting:
 - a. presenting the annual accounts and annual report for the previous calendar year;

- b. reviewing the report of the auditors of accounts/operations;
 - c. deciding on the adoption of the financial statements and the discharge from liability of accountable persons;
 - d. deciding on the holding of a possible special nomination meeting;
 - e. discussing other matters presented to the spring meeting.
7. An extraordinary meeting of the local branch shall be held if the meeting of the local branch so decides or its Board deems appropriate, or at least one-tenth (1/10) of the voting members of the local branch so request in writing from the Board for the consideration of the matter they have presented for discussion.
 8. At the meeting of the local branch, the decision adopted on matters of substance is the opinion that has received more than half of the votes cast. In the event of a tie, the winning decision shall be the opinion supported by the Chair of the meeting. Those who have received the most votes are elected in the elections; If there is only one person to choose from, more than half of the votes cast are required to be elected. Ties are decided by drawing lots. However, the meeting may decide that the elections are held using proportional representation in accordance with section 5 of the Union's rules.
 9. Each full member of local branch has the right to vote and one vote at meetings of the branch.
 10. A member of the local branch may submit a proposal on a matter to be decided at a meeting of the branch to the Board of the branch.

Board of Trustees

11. The Board of Trustees of the local branch is elected at the autumn meeting from among the full members of the branch for one (1) or two (2) calendar years at a time. The Board consists of a Chair, also called the Chair of the branch, and a minimum of four (4) and a maximum of 20 other ordinary members. Each member of the Board is elected a personal deputy member. Alternatively, 4 to 20 general deputies are elected. If the term of office of the Board of Trustees is decided to be two (2) years, half of the members of the Board may resign annually. If a member of the board of the local branch permanently retires from the industry and collective bargaining sector of the branch or resigns or is dismissed from the local branch, their seat on the Board of Trustees is removed immediately and a deputy is invited to replace the member.
12. At least three-quarters (3/4) of the full and deputy members of the Board must be members of the local branch and available for the labour market.

13. The constitutive meeting of the Board of Trustees shall be held before the beginning of the term of office. At this meeting, the Board elects a Vice Chair and Secretary and other necessary officers. The Vice Chair and Secretary must be full members of the Board of Directors . The Chair, Vice Chair and Secretary must be full members of the local branch and available to the labour market.

Duties of the Board

14. The Board of Trustees convenes at the invitation of the Chair or, if he or she is prevented or disqualified, by the Vice Chair, or when at least one third (1/3) of the members of the Board so request.

The Board has a quorum when the Chair or Vice Chair and at least half of the other members of the Board are present.

Unless otherwise stated in these rules, at the meeting of the local branch, the decision adopted on matters of substance is the opinion that has received more than half of the votes cast. Those who have received the most votes are elected in the elections. However, if there is only one person to choose from, more than half of the votes cast are required to be elected. In the event of a tie, the Chair's vote decides in matters of substance. In elections, ties are decided by drawing lots.

15. The meeting of the local branch may dismiss Board members on the grounds of censure. In particular, the meeting shall consider dismissing a member of the Board if he or she is absent from three (3) consecutive meetings without an acceptable reason. The matter of dismissal must be mentioned in the notice of the meeting.
16. If a full member of the Board of Trustees resigns or is dismissed from his or her position, he or she shall be replaced by either a personal deputy or a general deputy in the order in which the deputy members are entered in the minutes of the autumn meeting.
17. The Board is tasked with managing and representing the affairs of the local branch. The Board must ensure that the assets of the local branch are managed reliably and at a low cost to the branch. The Board must approve rules of conduct and financial regulations for the local branch.

Shop committee of the local branch

18. The shop committee is an unregistered subdivision of the local branch and operates under the Board of the local branch.
19. The activities and duties of the shop committee are described in more detail in the guidelines for shop committees approved by the Union's Board of Directors.

6 § Financial year and auditors

1. The accounts of the local branch are closed every calendar year.
2. The local branch has one (1) or two (2) auditors of operations and accounts and their deputies. The auditors are elected at the autumn meeting to audit the administration and finances of the following year.
3. After approving the accounts, the Board of Trustees shall hand over the financial statements of the past calendar year with the necessary documents to the auditors no later than one month before the spring meeting. The auditors must return the documents along with their opinion no later than two (2) weeks before the spring meeting.

7 § General provisions

1. The authorised signatories of the local branch are the Chair, Vice Chair and Secretary, at least two (2) of whom must provide their signature on each occasion. The Board of Trustees may also appoint other authorised signatories to act together with any of the signatories listed above or another appointed signatory.
2. Amendments to these rules can be made by a 2/3 majority decision of the meeting of the local branch. Amendments to the rules must be approved by the Union's Board of Directors before the matter can be discussed at the meeting of the local branch.
3. The local branch may resign from the Union by notifying the Union's Board of Directors or its Chair in writing, or by requesting the matter to be recorded in the minutes of the Union's Council meeting. The decision to resign from the Union must be made at two (2) consecutive meetings of the local branch held at least seven (7) days apart. The motion to resign from the Union shall be approved if it is supported by at least 3/4 of the votes cast at the latter meeting.

The notice of resignation must be accompanied by the minutes of the meetings of the local branch at which the resignation was decided.

The membership of the local branch ends at the end of the month in which the notice of resignation is given. However, the local branch is still liable for payments due to the Union after this date.

4. The Board of the Union must be notified of the dissolution of the local branch.

The decision to dissolve the local branch must be discussed at two (2) meetings of the local branch held at least two (2) weeks apart. If a vote is held on the dissolution, the motion to dissolve shall be approved if it is supported by at least 3/4 of the votes cast at the latter meeting.

Members of the local branch must be invited to the dissolution meeting at least two (2) weeks before the meeting. The notice of the meeting must state that the meeting will deal with the dissolution of the branch's activities.

When the local branch is dissolved, its documents and other assets are handed over to the Union. However, if the branch has decided at its dissolution meeting to transfer its assets to another local branch that will continue its activities, the Union's Board of Directors will decide on further action.

